

Revised May 2022

**Carolina Christian College**

# President Welcome



What a joyous occasion this day signifies, for you have decided to answer the call and further your Biblical education. I am appreciative that you have entrusted CCC to educate and enhance your personal ministry. It is our desire to meet your needs through education, empowerment, and edification as you are prepared for the real world.

You are joining a reach history that prides itself in nurturing the servants of God so that they will expand God's kingdom. We are only one member in this great body of Christ, but we can change the world through students like you.

As I reflect on the lovely students of CCC, I know that you too, will strive for excellence over the next few years to achieve a dream that is rooted in the principle that "Education is the Foundation of Success."

In His Service,

Rev. LaTanya Tyson, PhD.

**2022-2024**

# Dean's Welcome

Welcome to Carolina Christian College! I'm pleased to hear that you have decided to further your education. I believe that you'll find many opportunities for leadership and ministry effectiveness with us.

Our academic programs are here to help you enhance your theological education. To that end, specifically, I'd like to share the following information concerning our programs. Each program is designed to enhance your natural God-given talent in practical ministries and your ability to lead others to Christ.

We celebrate the privilege of partnering with you on this journey, and we welcome the possibility of serving you as you discern and follow God's dynamic call on your life. Go higher!

Sincerely in Christ,

Rev. Derrick Thorpe, D.Min.

Academic Dean

## THIS BOOK IS FOR YOU

This handbook has been compiled for you- the student. It is designed to anticipate your questions and needs as a new member of the Carolina Christian College family and to make you aware of regulations that affect your college life.

The rules contained in it are necessary. Some are required government regulations, some are required academic matters, and some are simply expedient to an orderly, Christian environment.

You, as a student of CCC, are responsible for knowing the regulations that may affect you in various situations as you progress through your years of education.

If you have questions that are not answered in this booklet, and you think they should be, submit them to your faculty advisor.

# Business Affairs

## WHO DO I SEE ABOUT...

ACADEMIC ISSUES.....Academic Dean  
PERSONAL ISSUES.....Academic Dean  
APPEAL ACADEMIC ACTION.....Academic Dean  
APPEAL DISCIPLINARY ACTION.....President  
STUDENT RECORDS.....Dir of Admin. Services  
WITHDRAWL.....Dir of Admin. Services  
GRADUATION.....Academic Dean  
FINANCES.....Financial Aid Office  
INJURY OR ILLNESS.....Dean of Students  
FINANCIAL AID.....Financial Aid Office

Feel free to go to any member of the faculty and staff of Carolina Christian College when any problem arises. They will help you themselves or send you to the proper authority.

### Administrative Office Hours

Regular Administrative Office hours are from 9:00 a.m. to 4:00 p.m. Monday, Tuesday, Thursday, and 9:00 a.m. to 2:00 p.m. on Wednesday, you will find the administrative assistant on duty. Emergency Administrative only includes a low-risk staff. All staff members can be reached via email. At least one staff member will be on campus Monday, Tuesday, Thursday from 11:00 a.m. to 4:00 p.m. .

The office area, including offices of the Academic Dean, President, and Business Office, is used for administrative business, Please wait for the receptionist to announce you before entering these offices.

### Graduation

See Academic Dean the semester prior to anticipated date of graduation to order cap and gown, and diploma. Graduation fee is \$200 –300.

### Book Purchase

Undergraduate students will receive their books the week classes begin.

All other programs require students to have the responsibility of purchasing their books. The Bookstore keeps some books in its inventory for purchase.

### Parking

A parking lot is provided for students, faculty and staff. Overflow parking is located in the back parking lot, at the storage facility. Parking fee is included in student services charges.

### Snow Policy

CCC posts the snow day closing on WXII Channel 12 and Channel 8. See the Policy section at the end of this booklet for details. Closing are also notified via text message. Keep your current cell phone number in Carolina Connect.

# Business Affairs

## Student Health Insurance

Contact numbers and address for local hospitals:

1. Forsyth Medical Center – 3333 Silas Creek Pkwy., W-S (exit #190 – Hanes Mall Blvd. off of new 1-40 Bypass) Hospital Number – 718-5000, Emergency Room – 718-2001
2. Wake Forest University Baptist Medical Center – Medical Center Blvd., W-S (Cloverdale exit #4 off of Business 1-40) Hospital Number – 716-2011, Emergency Room – 713-9000.

Personal health insurance is the responsibility the individual student. The College cannot be responsible for any charges for medical care. The college does not offer any student health insurance plan due to the substantial cost. A student can opt into a 3rd-party health option to cover minor illness via virtual medical and behavioral care and prescription coverage or a fee. It is the responsibility of the student to communicate with the health provider through the 3rd party service provider.

Any injury or illness must be reported immediately to the Dean of Students. The College reserves the right to determine whether you may remain at the College in the event of illness.

## Student Work Program

The student work program at CCC is intended for students who do not have personal financial resources sufficient for their college costs and needs, it is made available to qualified students who are willing to work at jobs assigned to them and who maintain at least a 2.0 grade point average.

## Tuition Payments

Tuition and fees are due at the beginning of the semester. Deferred payment plans may be arranged for full-time students with a minimum of 10% paid at registration and the balance in monthly installments. Tuition must be paid in full before the next semester begins.

## Posters

FA refunds are disbursed Day 8 of the term or within 5 days of disbursement if beyond the drop/add period via electronic deposit.

## Posters

No poster, announcements, or flyers may be placed on campus without the approval of the Dean of Students.

# Business Affairs

## General Fee Schedule

<b>Application Fee (one time)</b>	<b>\$ 50.00</b>
Registration Fee (per semester)	\$ 100.00
Late Registration Fee	\$ 50.00
Orientation fee	\$ 75.00
Student Fees (per semester)	\$ 645.00
Drop/Add Fee (per class)	\$ 25.00
Late Exam Fee	\$30.00
Transcript Fee	\$ 8.00
Return/Change Title IV	\$ 200.00
Connect/Email Password Recovery (per occurrence)	\$ 25.00
Student ID	\$ 5.00
Reinstatement Fee	\$ 200.00
Audit/Certificate per class	\$ 50.00
Housing (Double Occupancy per bedroom/semester)	\$ 1600.00
Housing (Single Occupancy per bedroom/semester)	\$ 3200.00
Meal Plan (per semester)	\$ 1000.00
Health Care Plan (per semester)	\$ 200.00

# Business Affairs

## Student ID

- \* Students may request an ID at the time of registration.
- \* There is a \$5.00 replacement fee for ID's.

## Notary Public

- \* Current students are allowed to receive the service of notary free of charge.

## General Fee Schedule

Undergraduate Program	
Full Time Tuition (per semester)	\$ 3800.00
Graduation Fee	\$200.00
Late Graduation Fee (any program)	\$50.00
Post Graduates Program	
Full Time Tuition (per semester)	\$ 5000.00
Books (average per semester)	\$400.00
Graduation Fee	\$300.00

**\* All fees subject to change**

**Revised May 2022**

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# Academic Affairs

Scholarships - There are a number of companies and organizations that have donated moneys for scholarships. Please research these sites to explore receiving more financial aid.

Free Scholarship [www.freschinfo.com](http://www.freschinfo.com)

Fast Aid [www.fastaid.org](http://www.fastaid.org)

College Net [www.collegenet.com](http://www.collegenet.com)

Adult Students [www.executivewomen.org](http://www.executivewomen.org)

Raise the Nations [www.raisethenation.org](http://www.raisethenation.org)

USA Fund Access [www.usafunds.org](http://www.usafunds.org)

Hope Scholarships [www.ed.gov/inits/hope](http://www.ed.gov/inits/hope)

Federal Scholarships [www.blackexcel.org/25scholarships.htm](http://www.blackexcel.org/25scholarships.htm)

Black Alliance [www.baeo.org/options/privatelyfinanced.jsp](http://www.baeo.org/options/privatelyfinanced.jsp)

When applying for a scholarship always be accurate and complete.

Watch out for scholarship scams. You should never pay for scholarship advice.

## Keys To Scholarships

- Don't rule yourself out
- Apply for as many awards as you qualify
- Pay close attention to deadlines
- Look for scholarships offered by a variety of sources
- Tell family and friends that you are looking for scholarships
- Understand the conditions of an award
- Make use of free scholarship directories

# Academic Affairs

## Withdrawals

Should you decide to withdraw from a course or from the College, you **MUST** secure the necessary forms from the academic office, inform your advisor, and after securing his or her approval. Failure to comply will result in incurred charges as a student and changes to grades will be allowed.

## Incomplete Work and Grades

If a student is unable to complete his work in a course at the end of a semester/session because of personal illness, or illness or death in his family, he may receive a grade “I” (incomplete) with the approval of the Academic Dean. His/Her work must be completed within one semester/session after the close of the semester in which the “I” is received. Please refer to the policy section at the back of this booklet for further information.

## Advising Program

Each student enrolled is assigned a faculty advisor. Your advisor will assist in your plan of study from semester to semester. However, your degree audit list the required courses or the substitute equivalent.

He/She will also advise you concerning the adding or dropping of classes, class attendance, grades, chapel attendance, and Christian Service. Your advisor will be aware of all your needs for advancing toward your degree and for developing your skills for the Lord’s service

If you choose, you may also solicit personal advice from you advisor. On the other hand, you may choose to ask advice from any of the faculty members with whom you feel comfortable.

## Academic Rigor

The academic rigor at CCC allows for academic freedom within the classroom. Thus said, faculty members are granted the authority to assess student learning conducive with our education’s best practices.

# Library

## Letter From The Librarian

“A library,” minister Henry Ward Becher once stated, “is not a luxury but one of the necessities of life.” At Carolina Christian College – as with any college or university – the library is a necessity, for a student’s educational journey requires the gathering of information beyond the pages of the course textbook.

Research for your coursework here at Carolina Christian College may be accomplished either within the physical library, through one of the many tools the library offers (online databases and interlibrary loans), or through outside databases (the Internet). Regardless of where you obtain the information being sought, the library can be of assistance along the way – not only by providing resources, but also by guiding you to the best possible information.

In addition to making resources available for you as a student, Aubrey Payne Library also seeks to offer resource for you as a minister and a Christian. The mission of Aubrey Payne Library is “to provide the library resources necessary to support the college curriculum and to provide resources that students, faculty, and staff need to serve effectively in their ministries and to grow spiritually.”

Aubrey Payne Library exists to serve your educational ministerial, and spiritual needs. Please let me know how I can serve you.

Sarah Taylor

Library Director



# Library

Aubrey L. Payne Library is located on the lower floor of the administrative building. Entrance is from upstairs through the administrative area only, except for those requiring wheelchair access (available through the back door of the lower floor). Library hours are posted. It is generally closed Saturday, Sunday and holidays, but students may request additional times when necessary.

All materials are checked out at the circulation desk.

Check-Out Times:

- General collection – 4 weeks
- Johnson African-American collection – 4 weeks, unless item is designated “Library use only”.
- Videos, DVDs, CDs, etc. – 2 weeks
- Reserve – limited by professor
- Vertical File – Library only
- Reference & Periodicals– Library only

Overdue Policy:

.50 per day per item (Saturday & Sunday excluded)

Forty days after the due date, the item is declared “LOST” and the patron will be blocked from borrowing or renewing materials in the library. In addition, the patron’s account will be assessed lost item replacement fees (this includes the cost of replacing the item) plus a \$15.00 processing fee in addition to the \$10.00 maximum overdue charge. Library fines may be paid to the receptionist in the administrative office in person or by mail. Cash and checks are the accepted forms of payment. Be sure not to loan materials you have borrowed – you are still responsible for them!!

Renewal Policy:

Books may be renewed more than once if no one is waiting for them. For any further information, please refer to the Library policy at the back of this booklet.

# Student Life

Chapel

Chapel services are held for the benefit of the whole college family of which you are a part. Each program takes time to worship together either weekly or monthly. These family devotions not only bring us closer to God, but also to each other. It is a time of sharing.

Special seminars and workshops are scheduled throughout the year to enhance your knowledge in specific areas such as mission works and musical performance. Speakers who are experienced in these areas come to encourage and challenge us. Students are encouraged to participate in whatever manner they feel called – singing, preaching, reading Scripture, dramatization.

Church Worship

Your personal relationship with God is an individual commitment, but your regular attendance is expected at one of the host churches located at CCC weekly. One service begins at 11 a.m. and the second service begins at 1:00 p.m.

Personal Conduct

Your dress and conduct should be unquestionably Christian. The use of beverage alcohol, or any illicit use of drugs by any students of Carolina Christian College cannot be ignored. If you have a problem in this area, you will be counseled or referred to a counselor to solve your problem. You may be dismissed from school until the matter is resolved.

Our campus is a 100% smoke/drug free environment. Smoking is not allowed in the building or on the surrounding area. In addition, CCC adheres to the state laws regarding the carrying of firearms. Drug violations can result in immediate dismissal.

Student Council

The Student Council serves to promote a harmonious relationship between the administration and the students. The Student Council is referred to as SAC (Student Association Committee). It provides opportunities for students to assume responsibilities in collegiate activities.

At the beginning of the school year the student body chooses officers for the Student Council and representative for various administrative committees, such as the Chapel committee, Social committee, and Disciplinary Committee. The representative for the Disciplinary Committee must have been a student for at least two years. The Dean of Students serves as faculty advisor.

The Student Council is encouraged to pursue special projects for the advancement of Carolina Christian College.

# Student Life

## Disciplinary Action:

We regret that from time to time it seems inevitable that disciplinary measures must be taken concerning students. Charges are placed before the Disciplinary Committee which consist of the Academic Dean and the student body representative.

The following is an outline of the avenues open to the student when a charge which might lead to suspension from the College is placed against him/her. A charge is any infraction of the stated regulations in the College catalog, Student Handbook, or Honor code.

Careful investigation of the allegation.

If it is the conclusion of the committee that there is basis for action concerning the charges, the student will be informed of the charges in writing not less than 48 hours preceding a hearing.

At the time that he/she is informed of the hearing, he/she will be given:

- a. The names of the witnesses and the nature of their allegations in brief signed statements.
- b. An outline statement of the possible courses of action available to the student and the possible results of each.

At the hearing before the Disciplinary Committee he/she will be

permitted:

- a. To answer the allegations made,
  - b. To present witnesses and/or statements and other evidence in his defense.
  - c. To informal assistance of a friend (but not the services of an attorney).
5. Within 48 hours he/she will be informed of the findings of the committee with a written copy of any reports made by the committee to him, other officials of the College, and/or any system of records.
6. The decision of the Disciplinary Committee may be appealed by letter to the President explaining extraordinary circumstances. The President is the final appeal.

It is the intent of the College that this portion of the Handbook complies in every way with the guideline established by the Department of Education. In any case, of difference, the government guideline shall be the standard.



Just a reminder that your goal is to complete what you have started.

Remember that “Education is the Foundation of Success ~ Dr. First

The remainder of this handbook is dedicated to student policies.



# Grievance Procedure

At Carolina Christian College the Dean of Students acts as an intermediary to help students and faculty resolve disputes, problems, grievances, disagreements, appeals to the Faculty Code of Conduct and exceptions to College policies.

Before contacting the Dean of Students, we expect the student to first try addressing your concern at the classroom-level. If after speaking with the professor or individual, you still feel that our office is needed in finding a resolution, we're available to help with your concerns.

## Faculty/Student/Individual disputed and appeals

The Dean of Students takes every faculty/student/staff issue on a case-by-case basis. This means that we're not here to take sides. We gather information from you as well as the individual to make sure we have all the information we need. This helps us to take a fresh look at your concern while providing the best possible resolution.

While the Dean looks at each issue uniquely, you will be notified of a resolution within 14 days, most being resolved within only one week. To expedite this process:

- Make sure that you've tried to address your concern by the Faculty member or individual first.
- Have all related documents ready to submit.
- Contact the Dean of Students by phone at (336) 744-0900 or send an email.

After contacting the Dean of Students, he/she will gather all available information from both you and the Faculty member or individual to ensure a quick and fair resolution.

However, if further attention is necessary, you may contact the Academic Dean for assistance. The Academic Dean has the authority and responsibility for final action. If the Academic Dean has to resolve the issue, the faculty member and student will be notified of his/her decision within 7 days from the date of disclosure to the academic Dean by the student or faculty member.

TITLE: Student Development Philosophy

## Introduction

It is the mission of Carolina Christian College to provide Biblically academic programs that prepare men and women of all races for ministry and community service with a focus on African-American, Caribbean Basin and third world peoples.

## Definition

The Student Development mission of CCC is "to provide the student with an environment where he or she can grow in wisdom, soul, and mind; and in the favor with God and man".

## Goal

In order to accomplish this mission, the College's staff and faculty work together to provide the student with Christian support and encouragement in the student's daily walk.

## Process

The following methods are used to help fulfill this mission:

The student's advisor meets regularly with the student in order to evaluate spiritual growth

The student is exposed to ministers from various Christian Vocations in order to introduce them to potential future areas of service

Faculty members initiate contact with students both inside and outside the classroom in order to encourage Christian growth and commitment to life-long service

The students' spiritual growth will be encouraged in the various campus wide services, i.e. chapel, daily devotions, seminars, and the Christian Service Program

The College's Christian Service Program will be used to help the student explore various avenues of service during and after graduation

TITLE: Student Programs

Introduction

To provide the students of CCC with a standard for changing classes, minor and/or specialization. In addition, it provides the authority to make changes to the program outline.

Definition

Students may make changes to their program of study to fit their need based on the available programs that CCC offers.

Eligibility Requirements

This policy applies to all CCC students in any program and at any level.

Procedures

All students accepted to CCC graduate program must declare a major at orientation. Undergraduate students all have the same major.

Adding a Course

Students may register or add a course on a space available basis through the first five (5) days of classes for the regular session.

Adding courses is not permitted, for regular session courses, after the tenth (10th) day of the semester except for independent study.

For independent study, courses may be added through the end of the fourth (4th) week of the semester.

Dropping a Course

Students may drop courses through the second (2nd) week of a semester. Instructor permission is not required to drop a course.

Students dropping a course(s) after the second (2nd) week of the semester will have a “W” (withdrawal) recorded on their transcript. The College limits the number of “W’s” students can accrue in their academic careers to three (3) for all programs.

Audit/Credit

Students enrolling in courses for credit are required to attend class regularly, complete all assignments and take necessary examinations. Students may enroll in courses without credit or grade for audit on a space available basis. Fees for auditing classes are posted on the schedule of fees.

Students may change from/to audit through the end of the tenth (10th) day of the semester for regular session courses.

The VP of Academics can waive course requirements and/or substitute courses for all programs, but cannot reduce the amount of required hours for graduation.

Petition

Students can request a petition to make changes outside of the stated dates.

Only a VP of Academics can approve a petition

TITLE: Email Communications

Introduction

To establish as an official mode of communication between the College and its students, and to provide guidelines for the proper use of email

Definition

To conduct university business, Carolina Christian College must be able to communicate quickly and efficiently with its students and faculty. Email, an acceptable and appropriate medium for such communication, is an official mode of communication.

Eligibility Requirements

This policy applies to all CCC students, administrative staff, and faculty

Process

College Email Addresses

College email addresses conclude with carolina.edu, and could be included in institutional directories.

Students may request their college email addresses not be made public by sending the Dean of Students an email stating such from their CCC email address.

Upon graduation, students may retain their college email address and appropriate access to college resources based on enrollment status and college affiliations.

College email addresses may be made inactive at the request of the student, faculty member, administration, or by the Dean of Students.

Expectations

Upon sending, it is expected that email will be received and read by the recipient.

Unless law, contract, or other CCC policy prohibiting email or requiring another form of communication, CCC may send communications to students and faculty by email to their CCC email address. This includes communications intended to meet the academic and administrative needs of Carolina Christian College, including business that is critical to the operation and function Carolina Christian College.

Other methods of communication, including but not limited to, the U.S. Postal Service or hand delivery may also be used; and are valid forms of communication.

Security and Privacy

Email communications must comply with federal and/or state regulations and university policies, including but not limited to, FERPA. CCC does not request personal confidential information such as social security number, credit/debit card, or bank account numbers via email.

Students and faculty are responsible for protecting their email passwords, and must not share their password with others nor leave it exposed.

Forwarding

Although students may choose to forward/redirect their college email to another email address, forwarding/redirecting is not recommended.

There is a risk that forwarded email may be lost or blocked.

Problems with forwarded email do not absolve students of responsibilities associated with college communications sent to their college email addresses.

Instructional Use

Instructors determine how electronic communication, including email, is used in their classes; and must specify those requirements in the course syllabus.

email, is used in their classes, and must specify those requirements in the course syllabus.

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TITLE: Grading Policy

Introduction: The grading system at Carolina Christian College is made up of grades and averages.

Definition: The College's grading system is as follows:

GRD	%	GPA
· A+	97	4.0
· A	96	3.8
· A-	90	3.7
· B+	87	3.3
· B	83	3.0
· B-	80	2.7
· C+	77	2.3
· C	73	2.0
· C-	70	1.7
· D+	67	1.3
· D	63	1.0
· D-	60	0.7
· F	0	0.0
· RC	-1	0.0
· R		
· AU:		Audit
· P:		Pass
· WP:		Withdraw Passing
· WF:		Withdraw Failing
· CR:		Credit
· NCR:		Credit, Failed
· VWD:		Voluntary withdrawal
· VWP:		Was passing

## TITLE: Grading Policy continued

### Goal

Ensure that each student can track his/her progress as related to their progress. Additionally, each student will receive a grade report at the end of each semester.

### Eligibility for Requirements

This policy applies to every student of CCC.

#### Incomplete Grading:

A. If a student is unable to complete his/her work in a course at the end of a semester due to extenuating circumstances, he/she may receive a grade of “I” (incomplete), per the Academic Dean’s approval.

B. His/her work must be completed within one semester after the close of the semester in which the “I” was received. For A.S.A.P. students, an incomplete must be completed five weeks after the end of the original incomplete course.

C. Incompletes not made up within this time period will automatically be changed to a lower grade or failure.

#### Repeated Course Grading:

A. When a student elects to repeat a course, only the grade received for the repeat will be counted in the computation of his/her GPA (grade point average). The student is now allowed to repeat a course more than twice. Only those courses for which a grade of below “C” has been received may be repeated.

## Title: Transfer Credit Policy

### Introduction

The basic policy regarding the acceptance of courses by transfer is to allow credit for courses completed with satisfactory grades (C or better) at Carolina Christian College.

### Definition

To students pursuing a first bachelor’s degree, Carolina Christian College (CCC) awards transfer credit according to the College’s guideline. The VP of Academics reserves the right to accept or reject credit earned at other institutions of higher education.

### Goal

In general, it is CCC policy to accept credit earned at institutions fully accredited by their regional and national accrediting association for colleges and universities, provided that such credit has been earned through college-level courses appropriated to the student’s degree program at CCC.

### Eligibility Requirements

This policy applies to all potential CCC students, as well as students advancing from one year to another, or changing classes before the “Drop/Add” date.

### Process

CCC reserves the right to accept or deny any transfer college credits

Evaluation of credit is based upon standard views of the American Association of Registrars and Officers.

Coursework and/or degrees from C.H.E.A., the United States Department of Education, or a comparable foreign accrediting body approved by the local Ministry of Education as a degree-granting institution

Transfer credit is not calculated in the CCC grade point average

CCC will accept transfer credit from an unaccredited school on a case-by-case basis

No more than a total of 74 credit hours can be transferred for a student electing to enter CCC’s Accelerated Student Achievement Program (ASAP). No more than a total of 30 credit hours can be transferred for a student electing to enter CCC’s Accelerated Master’s Program (AMP)

## TITLE: Independent Study

### Introduction

Independent study provides students with opportunities to exhibit scholarly competencies on an independent basis and to explore in depth a specific aspect of a discipline or professional field

### Definition

Independent study is available to all CCC students who express the desire to complete a course independently of face-to-face contact. The student proceeds independently with only periodic checks with the supervising professor. The periodic checks are done to ensure the student's progress is satisfactory.

### Policy

Undergraduate students are only allowed to complete up to 24 hours as an independent study for their total program. Graduate students are only allowed to complete up to 18 hours as an independent study for their total program.

The letter "I" will be added to the letter prefix (MAI) to indicate independent work.

Students must receive permission from their professor to take course as an independent study and the VP of Academics must approve it.

### Student Responsibility

It is the responsibility of the student to initiate, conduct, and complete the Independent Study.

At the end of the semester or session, the student submits to the professor the completed study.

Grades will be based on the quality and scholarship of the completed work, and will be determined by the professor who directed the study

The registrar will record the alpha numeric grade as with other face-to-face courses

Fees for independent courses will be the same as face-to-face courses

## Title: Prior Learning

### Introduction

To provide the students of CCC with a standard for what the College will accept as prior learning.

### Definition

Students may make changes to their program of study to fit their need based on the available programs that CCC offers.

### Eligibility Requirements

This policy applies to all CCC students in any program and at any level.

### Policy

This policy allows awarding credits for knowledge acquired from external study or experience that is equivalent to the learning outcomes of traditional college courses. Sources of this validation may include testing, military or other training programs. Testing for which the college awards credit includes, but is not limited to, Advanced Placement Examinations (AP), College Level Examination Program (CLEP), DANTES, challenge examinations, and credit for prerequisites not taken.

Credit for prerequisites not taken is possible at the undergraduate level only. Credit for challenge exams is possible at both the undergraduate and graduate levels. Carolina Christian College generally will follow the guidelines provided in the ACE Guide to Educational Credit by Examination and the ACE Guide to Military and Other Training Programs.

The maximum number of credits earned through prior learning cannot exceed one-fourth (1/4) of the total credits required for a degree or certificate.

### Recording Prior Learning Credits

A student must be enrolled at Carolina Christian College when applying for prior learning credits. The Registrar will transcript credits awarded through this policy after the student has successfully earned twelve (12) credit hours in regular classes at the college. All credits passed will be awarded with a grade of PASS.

Fees procured for prior learning credits applied will be set by the Business Office

## TITLE: Attendance Policy for Accelerated (ASAP) and Master's (AMP) Programs

### Introduction

As students of Carolina Christian College, the student is expected to have regular attendance at all class sessions, as well as completing all class assignments on time. This policy applies to our ASAP, and AMP programs.

### Definition

Students are expected to attend all class sessions, arrive on time, and stay until the end of each class session.

### Goal

Ensure each individual understands that it is a privilege to be a student at CCC and, as such, be a good steward of the opportunity provided him or her.

### Eligibility Requirements

This policy applies to every student of CCC.

### Application Process

#### A.S.A.P. AND A.M.P. Programs

In the event that a student knows in advance that he or she will be absent, because of an extenuating circumstance, the student must seek to arrange an alternative assignment with the instructor of the modular course.

The instructor, at his or her discretion, may be willing to give an alternative assignment that will take a minimum of four (4) hours to complete.

The grade for that assignment will then become the class participation grade for the class session that the student has not attended.

After one absence, the student will be required to meet with the VP of Academics to discuss the problem.

Once the student receives a warning by the VP of Academics, should the student once again be absent from the same class session, the student will be placed on academic probation.

By missing class, and not completing a makeup assignment, the student will lose the grade for class participation.

If the student does not meet the attendance requirement for that semester, this student will be dismissed on the basis of non-satisfaction of academic progression.

A student is considered tardy if he or she arrives more than one half (1/2) hour late for class or leaves earlier than one half (1/2) hour before the end of class. Tardiness or early class departure is considered a one third (1/3) absence. Being tardy or an early departure three (3) times will equal one class absence.

There are NO exceptions to this policy for any reason

## TITLE: Library General Information and Overdue Policy

**Introduction:** Carolina Christian College's (CCC) Aubrey L. Payne Library is located on the lower floor of the Carolina Christian College building. Entrance is from upstairs through the administrative area only, except for those requiring wheelchair access (available through the back door on the lower floor). Library hours are posted. It is generally closed on Saturday, Sunday and holidays, but students may request additional times when necessary. All materials are checked out at the circulation desk.

### A. Check Out Time Limits

General collection and Johnson African-American collection – 4 weeks

Videos, DVDs and CDs, CD-ROMS, Audio Cassettes – 2 weeks

Reserve – Limited by Professor

### B. Library Use Only Items

Vertical File

Reference materials

Periodicals

**Definition:** Students are expected observe the time limit a student can have a library item checked out, as outlined above.

**Goal:** This policy introduces the specifics of our library and defines the responsibilities of the student regarding the borrowing of library materials and our overdue policy.

**Eligibility for Requirements:** This policy applies to every student of CCC.

### Application Process

**A.** There is a charge of \$.50 per day per item (excluding Saturday and Sunday)

**B.** Forty (40) days after the due date, the item is declared "LOST" and the student will be blocked from borrowing or renewing materials in the library.

**C.** In addition, the student's account will be assessed lost item replacement fees (this includes the cost of replacing the item) plus a \$15.00 processing fee in addition to the \$10.00 maximum overdue charge.

**D.** Library fines may be paid to the receptionist in the administrative office in person or by mail.

**E.** Cash and checks are the accepted forms of payment.

**F.** Be sure not to loan materials you have borrowed - you are still responsible.



**TITLE:** Plagiarism Policy

Introduction

Copying someone's work is an extreme and straightforward act of plagiarism.

Definition

Plagiarism is a form of dishonesty that occurs when a student passes off someone else's work as his or her own. This can range from failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the internet.

ALL ARE PLAGIARISM!

Process

If a student is found plagiarizing, they will receive an "F" on the assignment and be placed on academic probation for the following full semester..

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**TITLE: Drop/Add Policy**

Introduction

During the first three (2) weeks of any class, in any semester, the student has the privilege of making an approved change of schedule. A Change of Registration Form must be obtained by the Registrar's Office, signed by the student's advisor and the VP of Academics; and returned to the Registrar's Office before the change in registration can be finalized.

Definition

The last day to add or drop a class will be two (2) weeks after classes have begun.

Eligibility Requirements

This policy applies to all CCC students.

Process

Student Procedure

The student will meet with the VP of Academics to determine the best course of action if they drop or add a course.

The student will obtain the necessary signatures from the professor(s) and VP of Academics.

At this point, the student will attend or discontinue the course.

The student will obtain the necessary signatures from the professor(s) and Academic Dean and either attend or discontinue the course.

**TITLE: Registration via Carolina Connection**

**Introduction:** Each student receives personal attention in planning a course of study. Generally, undergraduate hours of 12 credits per semester are considered a normal load. More than 15 hours may be carried only by special written permission from the Academic Dean. Graduate students are classified as full time if they enroll in 9 semester hours. More than 9 hours may be carried with approval from the Academic Dean.

**Definition:** Each student must be registered before attending classes. The enrollment dates are provided online at [www.carolina.edu](http://www.carolina.edu) or at the Registrar's office. The tuition and other fees are payable in advance unless prior arrangements have been made. Each student, by the act of registration, assumes the liability for the payment of all charges for the semester.

**Goal:** The goal of CCC is to ensure each student is registered for the classes that correspond to their specific program of study.

**Eligibility for Requirements:** This policy applies to all CCC students.

Each student, by the act of registration, assumes the liability for the payment of all charges for the semester. The following are steps required for all students for registration at CCC's website ([www.carolina.edu](http://www.carolina.edu)):

1. Click on "CCC Connections" on the top of the screen.
2. Click on "Student" module.
3. Click on "Register Course".
4. Use drop-down menu to select the semester in which you will be registering.
5. You can only register for a course which fulfills your course requirement. (Once you log in, you will see only these courses as choices for you to register into.)
6. Click "Add" to select each individual course. This will add the course to your registration list.
7. At the top of the screen, you will see a box that says, "Course Registration, please select the course that you wish to enroll in from the options below", you will notice two boxes. The shorter number is for graduate classes and the longer (.0111) number is for accelerated classes. (If only one box is showing, that is the only format this class is being offered in at this time.)
8. Click on "Register in This Course". You are now registered for that class.
9. If you change your mind at this point, just click on "Remove" and choose the class you truly want to register for. Continue this process for each additional class, or simply log out.
10. Repeat Steps 5 & 6 until you have registered for all of the courses which you will complete during the semester.
11. To receive final approval, you must meet with your advisor. To register for a course not listed as one of your degree requirements, you must receive approval from your Advisor.

## TITLE: Prior Learning

### Introduction

To provide the students of CCC with a standard for what the College will accept as prior learning.

### Definition

Students may make changes to their program of study to fit their need based on the available programs that CCC offers.

### Eligibility Requirements

This policy applies to all CCC students in any program and at any level.

### Policy

This policy allows awarding credits for knowledge acquired from external study or experience that is equivalent to the learning outcomes of traditional college courses. Sources of this validation may include testing, military or other training programs. Testing for which the college awards credit includes, but is not limited to, Advanced Placement Examinations (AP), College Level Examination Program (CLEP), DAN-TES, challenge examinations, and credit for prerequisites not taken.

Credit for prerequisites not taken is possible at the undergraduate level only. Credit for challenge exams is possible at both the undergraduate and graduate levels. Carolina Christian College generally will follow the guidelines provided in the ACE Guide to Educational Credit by Examination and the ACE Guide to Military and Other Training Programs.

The maximum number of credits earned through prior learning cannot exceed one-fourth (1/4) of the total credits required for a degree or certificate.

### Recording Prior Learning Credits

A student must be enrolled at Carolina Christian College when applying for prior learning credits. The Registrar will transcript credits awarded through this policy after the student has successfully earned twelve (12) credit hours in regular classes at the college. All credits passed will be awarded with a grade of PASS.

Fees procured for prior learning credits applied will be set by the Business Office

## TITLE: Transcript Request Policy

### Introduction

From time to time, students will request a copy of their transcript and the following steps are to be followed.

### Definition

If a student wishes to continue his education, or transfer to another college, they will require an official and sealed record of their grades while attending Carolina Christian College.

### Process

#### Employee Procedure

Student must submit a signed transcript request form and pay the \$8.00 processing fee

Once the form is completed and the fee is paid, the Business Office will verify if the student has an outstanding balance within 24 hours from the date received

If the student has a balance, the Registrar's Office will contact the student and inform them of their balance, indicate the balance on the request form, date it, sign it, and file it in the student file registrar section

If the student does not have a balance, the registrar will prepare a transcript and deliver it to the student within 96 hours

File a copy of the transcript in the student file

### Student Procedure

The student will complete and sign the transcript request form

The student will pay an \$8.00 non-refundable transcript fee

If the student has a balance, they will be informed within 48 hours of submitting all of the required paperwork and fee

If the student does not have a balance, the transcript will be delivered based on the student's request within five (5) business days.

**TITLE:** Withdrawal Policy

Introduction

During the first three (3) weeks of any class, in any semester, the student has the privilege of making an approved change of schedule. A student is not excused from attending a course he or she wishes to discontinue until he or she has filed a change of Registration Form.

Definition

No course may be discontinued after the last day in which a drop is permitted. After that date, any failure to be in class is considered an absence, except in that case of extenuating circumstances.

Process

Procedure

Once a student submits which courses they are withdrawing from, the Professor will sign off on the Change of Registration Form and indicate on their role that the student withdrew

The VP of Academics will sign off indicating that the VP has counseled with the student and withdrew the student

The Business Office will sign off indicating they have made the necessary adjustments to the student financial obligations based on the withdrawal policy

The Registrar will sign off indicating they have withdrawn the student on the student list and transcript

The Registrar will place the original in the student file and a copy in the general enrollment file

**TITLE:** Leave of Absence

Policy & Procedures

Introduction

To provide the University with a legal procedure to address those times that students must leave to address their medical issues or personal matters.

Definition

Regulations require that students have a clear and concise definition for what classifies as a leave of absence.

Eligibility Requirements

This policy applies to all CCC students in any program and at any level.

Application Process

Students requesting leaves of absence, because of their own physical or mental illness, injury, or disability must complete the Leave of Absence/Withdrawal/Drop Add Form. The student must obtain medical documentation from a licensed health care provider or a letter on the health care provider's letterhead with the following information:

The approximate date(s) the mental and/or physical illness, injury, or disability occurred for which the leave of absence is being requested

The date(s) the student will be under the physician's care

The general nature of the mental and/or physical illness, injury, or disability that will prevent the student from attending classes

The expected date the student will be able to return to resume his or her classes

If the student requires special accommodations from approved medical leave, the VP of Academics should be notified and all fiscal and academic responses will be done to the extent of feasibility for the institution

Students requesting a leave of absence for a personal nature must provide a personal nature must provide a personal statement that provides the reason(s) the student is requesting the leave of absence, the length of the proposed leave, and the anticipated return date.

Any leave of absence is only awarded for up to a year during a students' enrollment in a program.

The documentation will be reviewed by the registrar and if it supports the leave of absence, the registrar will indicate an approved leave for the specified period.

If a student fails to return after a leave of absence, he or she must reapply for admission.

## TITLE: Title IV Funds Return/Cash Fund Returns

### Policy & Procedures

#### Introduction

This policy regarding the calculation of the return of the Title IV Funds explains when and how Title IV Funds are returned to the appropriate federal Title IV program. In addition, cash students will adhere to the same percentage as FSA students

#### Definition

Students earn their Title IV federal financial aid by attending class and if they are not enrolled long enough to earn all of their aid, or withdraw from class, the ‘unearned’ portion must be returned to the appropriate Title IV program. Cash students are equivalent because as with FSA students pay for courses up front.

#### Goal

The goal of CCC is to ensure accountability of all Title IV funds through consistent and clear procedures on how and why Title IV funds are returned. To ensure cash students understand the amount of funds returned when a course is not completed.

#### Eligibility Requirements

This policy applies to all CCC students in any program and at any level.

#### Process

- \* The calculation of the return of Title IV Funds is determined by the date that the student withdraws, which is:
  - o The date the student officially notified the institution of intent to withdraw
  - o The student's last date of attendance at a documented academically related activity
- \* Title IV aid and all other aid is earned during the time a student is attending Carolina Christian College
- \* The percentage of aid earned is determined by dividing the number of days a student was enrolled by the number of days in the semester, up to the 60% point
- \* Return of Title IV Funds is no longer necessary after that point
- \* If the student withdraws from all courses after the 60% point in the semester, Title IV aid is viewed as 100% earned. However, if a student withdraws prior to that 60% point, the student may owe back part of his or her financial aid if the financial aid office determines the student has received an amount larger than the earned amount.
- \* Cash students adheres to the 60% calculation as with FSA students and funds will be returned to the student within 30 days of withdrawal.

## TITLE: Academic Probation and Dismissal

### Introduction

To establish criteria by which a student may be placed on academic probation or may be dismissed from the College

#### Definition

To remain in a good academic standing, the College provides the guidelines for which the student should attain to – to avoid negative infraction on their academic record.

#### Eligibility Requirements

This policy applies to CCC students

#### Application Process

A student must maintain a minimum grade point average (GPA) for the number of credits earned (1.5).

Students admitted on probation must earn at least a 2.00 GPA in their first semester or be subject to academic dismissal.

#### Academic Probation

At the end of a semester (fall, spring, or summer) an undergraduate student who does not attain the CCC cumulative grade point average required for the total number of hours earned is placed on probation for the next semester of enrollment.

In general, while on academic probation a student is eligible to continue to use CCC facilities and services and to participate in student life and co-curricular activities as would any other student..

#### Dismissal/Continued Probation

A student who continues on academic probation is subject to dismissal from the College at the end of the semester. If the student's CCC cumulative GPA is below the minimum the student is dismissed from the CCC. If the student's CCC cumulative GPA is below the minimum, but the semester GPA is 2.00 or higher, the student is places on “Continued Probation”.

#### Removal of Probation – Good Standing

A student on academic probation whose cumulative GPA improves to the acceptable level for the credit hours earned will be automatically removed from probation and is considered in good standing.

#### Notification

Students are notified by letter (sent to most recent mailing address) or by email (sent to the student's CCC email address) of probationary, dismissal, or continued probationary status at the end of each semester. Students are also notified by letter or email if they have been removed from probation and are in good academic standing.

#### Reinstatement

A student who is dismissed from the College is barred from enrolling for one (1) semester (fall or spring) after the first dismissal and for one (1) year after any subsequent dismissal. Appeals for earlier reinstatement may be submitted in writing to the President.

# Finance Quick Policy Facts

## Financial Aid

- The term Financial Aid is used to group the terms grants and loans together. Grants are funds that Do Not have to be repaid. Loans are funds that Must be repaid.
- Financial aid package must be accepted by the student before any funds are requested from the Department of Education.
- All documentation for verification and loan approval must be received before a student begin classes.
- Financial aid packages cover the summer, fall, and spring term unless the student does not register for any summer courses.
- Students receive an electronic copy of the award letter that is sent to their Carolina email address.
- A student's username and password is the same for the FAFSA and Student loan website.
- Refund checks are released the Monday following the close of the drop/add period.
- Your financial aid award letter is your record of how much aid you receive and an estimated date of when the institution will receive the disbursement. However, we will cut refund checks after the drop/add date.
- All checks must be picked up during normal business hours.

## Cash Paying Students

- 10% of total must be received before the first day of classes for degree-seeking students
- Full payments for audit/certificate courses
- Monthly installments due the first Monday in the month for degree-seeking students that maintain a balance
- \$50 late fee per month for missed payments

## Scholarship Recipients

- Agreement must be signed adhering to academic integrity and standards, Christian service participation, and honorable campus life.

## TITLE: School Closing Policy

### Introduction

In case of inclement weather or other emergency conditions, Carolina Christian College may be closed or begin classes at a later hour.

### Definition

The Administration of CCC will consider the road conditions, parking lots, etc., as well as the latest weather forecast, in determining whether to close the school or delay its opening.

### Eligibility for Requirements

This policy applies to every student and staff of CCC.

### Application Process

1. In the event of inclement weather or emergency conditions, CCC will post the status on the local television station.

2. All staff and students are to check the following sources to see if the school is open or conducting delayed openings:

#### Television Stations

- WGHP-TV, Channel 8, High Point
- WXII-TV, Channel 12, Winston-Salem
- WXLV-TV, Channel 45, Winston-Salem

3. Students and staff should use their personal judgment in determining if weather conditions are unsafe for traveling to class or work.

4. On occasions when the College is open but students miss class because of exercising their judgment about road conditions, they must speak to their professor regarding the making up of their work.

**TITLE:** School Closing Notification Procedure

### Introduction

In the event that we have inclement weather, Carolina Christian College will notify Channel 12, which is WXII, of any school closing or delayed starts. They will post it on TV but students can set up CCC notifications to come to their phones and/or e-mails by following the procedure listed below.

### Definition

The student will have the ability to receive notification of school closings via their phones and/or e-mails.

### Eligibility for Requirements

This policy applies to every student and staff of CCC.

### Application Process

1. To set up these notifications, go online to [www.wxii.com/closingssingup/index.html](http://www.wxii.com/closingssingup/index.html).
2. Enter your e-mail address.
3. Enter the letter "C" and click "Next Step".
4. Select "Carolina Christian College" from the drop-down box.
5. Select "Send it to my text pager / phone".
6. Click "Next Step".
7. Enter optional cell phone (your cell phone must be capable of receiving and displaying e-mail messages).
8. Click Modes of delivery that you want messages sent to—"Check everywhere you want... alert info sent".
9. Click on "Click here to submit your changes".
10. Once you submit your changes, the station will prompt a message letting you know that the process has been completed.

**TITLE:** Satisfactory Academic Progress

### Introduction

Carolina Christian College is required by the U.S. Department of Education to establish minimum standards of satisfactory progress to include quantitative (time frame) and qualitative (GPA) measurements. Satisfactory Academic Progress (SAP) means a student is proceeding in a positive manner toward fulfilling their degree requirements. The Office of Financial Aid will measure students' SAP at the end of the Spring semester and the new status is effective with the following term. An academic year consists of a Fall/Spring combination.

### Definition

Students that do not meet the minimum standards of SAP are ineligible for financial aid.

### Goal

The goal of this policy is to establish minimum standards of satisfactory academic progress to include quantitative progress and qualitative measurements.

### Eligibility for Requirements

This policy applies to all part-time, full-time, undergraduate and graduate students.

### Application Process

- Student must successfully complete at least the minimum percentage of attempted hours according to the scale below. Hours attempted include courses with a grade of "I", "W", "F" and all accepted transfer hours.
- Students must maintain the minimum cumulative grade point average according to the scale below:



Attempted Hours	% Earned Hours	Minimum
1—30	90%	1.50
31—59	90%	1.75
60—90	90%	2.00
91—128	90%	2.00
Graduate 1-	90%	3.00

· Failure to meet or exceed the SAP standards will result in suspension from financial aid eligibility until such time as the student fulfills the requirements listed in items a and b. In addition, any student who withdraws from the college during a semester that he/she receives financial aid or does not make SAP will be placed on financial aid suspension. While a student is on financial aid suspension, he/she is not eligible to receive any financial aid award, including student loans.

· Undergraduate financial aid applicants (including transfer students) enrolled in a four-year degree program have a maximum of 120 credit hours attempted of undergraduate work to complete their Bachelor's degree requirement.

· Under certain conditions, students who are denied aid due to unsatisfactory academic progress may be offered the opportunity to appeal the denial. Students who want to appeal must complete an Appeal Form and must submit all supporting documentation to the financial aid office.

· Once an appeal decision has been rendered, the appeal decision is final and cannot be challenged for the remainder of the year. Once the student has resolved his or her deficiencies and meets the satisfactory academic progress criteria, they must notify the financial aid office to re-evaluate them for financial aid eligibility.

· If the appeal is approved, the student will be placed on probation during that term. At the end of the term, academic progress will be reviewed to determine continued financial aid eligibility for the following term.

· Prior approval of an appeal does not mean that the deficiency will not be counted if lack of satisfactory academic progress continues.

## **TITLE: Student Bereavement/Death of a Student**

### **Introduction**

This policy regarding the death of one of the student's immediate family (father, mother, husband, wife, brother, sister, son, daughter) is to provide a policy for the administration to remain sensitive to the grief process.

### **Definition**

In the act of God's will, when an immediate family member passes away within a current student's current semester, CCC reserves the right to award the student a grade of "A" in his/her coursework.

### **Goal**

The goal of CCC is not only to assist the student in keeping up with their school work, but also to be a source of comfort during this difficult time in the student's life.

### **Eligibility for Requirements**

This policy applies to all CCC students, administrative staff, and faculty.

### **Application Process**

- Faculty and staff will be notified of the student's loss so that they may be sensitive to their grief.
- Faculty members are to consult with the Academic Dean regarding special accommodations, such as extensions on deadlines, make-up exams and incomplete grades for the grieving student.
- Students are to notify the school at the earliest possible time of the death in their family, and demonstrate documentation of the death or funeral service attended to the Administrative Assistant.
- The student is to contact the Administrative Assistant to request that notification be given to each of the student's instructors.
- Upon receipt of proper documentation, the instructor will excuse the student from class and provide the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments for students whom feel they can complete the work.
- In a case where a student cannot complete the work a grade of an "A" will be awarded automatically.
- Sadly, Carolina Christian College occasionally suffers the untimely death of a student. The college provides support and communication mechanisms for grieving students, families, faculty and staff by extending counseling and appropriately memorializing a student's enrollment at CCC.

Title: Graduation

Introduction:: This policy regards the extenuating circumstances in completing graduation requirements.

Definition: In the act of a student not completing all required graduation obligations, CCC reserves the right to allow the student to participate in the graduation ceremony.

Goal:: The goal of CCC is to ensure equal and fair treatment of all program applicant graduates.

Eligibility for Requirements: This policy applies to all CCC students.

Process

- Students will be notified twice within a semester of graduation if they are in jeopardy of not meeting all graduation obligations. This will be done through face-to-face and/or email to allow students time to fulfill all obligations.
- Students who have not met financial obligations will be allowed to participate in the graduation ceremony, but will not be allowed to receive the actual degree or paraphernalia until all financial obligations met.
- Undergraduate students who have not met academic obligations will be allowed to participate in the graduation ceremony, but will not be allowed to receive the actual degree until all academic obligations have been met.
- Graduate students who have not met academic obligations will not be allowed to receive their actual degree.
- ◇ More specifically, the capstone project must be completed up to level 2 to participate in the graduation ceremony.
- Students who have not met character requirements will be allowed to demonstrate through an interview with the Dean of Students, Academic Dean, and President how they have grown in character while at CCC.
- ◇ Students who fail to receive approval from faculty will be counsel for one semester and asked to reapply for graduation the following semester.
- To be considered for graduation an intent to graduate form must be turned in by posted due dates in the Registrar's office.
- All assessments must be completed during assessment week..
- Regalia is disbursed the Monday before graduation
- Any student who has up to 2 courses remaining can graduate in May and complete the course work over the summer. All work is due by July 31st to qualify as the current year graduate.
- Graduate students will be required to have complete at least level 2 of the capstone project to walk in May's graduation.

## Abbreviated Housing Policy

### TITLE: Student Housing Policies

#### Policy & Procedures

##### Introduction

This policy is designed to be inclusive of all housing rules and regulations either on campus or off campus for traditional students 18-25.

Students living in any housing sponsored by the College are under the Student Honor Code of Conduct. Students are also under a semesterly contract and allowed to stay in housing during a semester. Violation of the Honor Code or Academic Policy will result in automatic dismissal from housing at the end of semester (summer, fall or spring term).

CCC sponsored on-campus housing includes Wifi and optional meal plan. CCC sponsored off-campus housing does not include Wifi, but it does include an optional meal plan.

Students can cancel their housing contract during the first 2-weeks of a session and charges will include days lived in housing, \$200 cancellation fee, and \$75 cleaning fee. Deposit returned in full is contract cancelled before first day of session.

##### Goals

The goal is to bring unity among students in a collaborative environment to promote spiritual growth under the guidance of a Team captain. In addition, CCC's goal is to provide services for success which include: Math Center, Writing Center; Study Skills. These centers are open to all students. The Centers are located in the Computer Lab of the Library.

##### Eligibility Requirements

Only full-time students (fall & spring) are allowed to reside in any CCC sponsored housing. All residents are required to sign a housing contract that included that the College is not responsible for any personal items of students and the resident cannot hold the College financially liable for any item lost or stolen and the College has authority to enter any housing unit and communicate with housing owners.

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## TITLE:VA Class Enrollment

### Policy & Procedures

#### Introduction

To establish criteria by which VA students can enroll in a course without prior payment or financial award.

#### Definition

All VA students are self-proclaimed on the student application as a VA recipient (student).

#### Eligibility Requirements

This policy applies to CCC students applying for VA benefits.

#### Process

Any student must provide administration with certificate of eligibility documents, included but not limited to DD-214.

Student must disclose chapter qualification at time of application.

Any VA student including (GI Bill and VR&E beneficiaries/CH 33/31) can enroll in an (up to 2) 8-week courses upon proof of eligibility.

If funds are not received within the 8-week period a student can continue enrollment for one additional session, registering for up to 2 courses.

If no funds have been received by the end of 2 sessions, the student must secure funds prior to enrolling in any additional courses.

#### Penalty

No penalties or late fees are asserted for non-payment.

#### Balance

The student balance will remain until funds have been received to cover educational cost.

## TITLE: Scholarship Agreement

### Policy & Procedures

#### Introduction

A Scholarship Agreement form will be signed and dated by any student receiving a Scholarship/Grant from Carolina Christian College. The signed form will then be signed by the College's President, Faculty Advisor, and kept in the student's file as a standing verification that the student understands and agrees with the terms stated in this policy.

#### Definition

A student who received a Scholarship from Carolina Christian College is agreeing to the following requirements itemized below

#### Eligibility Requirements

This policy applies to all CCC students who receive a Scholarship from CCC.

#### Process

##### Academic

- \* The student must maintain a "C" average.
- \* The student must attend classes regularly.
- \* The student must provide all of the registration materials required by the College.
- \* The scholarship/grant may be withdrawn if the student does not adhere to the requirements.
- \* If a student receives an "F" grade in a class, he or she must pay the regular tuition charge when the class is repeated.
- \* One semester of probation may be granted by the VP of Academics.
- \* The student must work with his or her faculty advisor and meet with him on a regular basis.

##### Campus Life

- \* The student must comply with all rules and regulations governing student conduct and activities as stated in the CCC Student Handbook.

##### Christian Service

- \* The student must be involved in the College's Christian Service program.
- \* The student must attend Worship Services at a local congregation each week.
- \* The student is expected to maintain a commitment to Christian Service and, upon graduation, must continue in some area of Christian Service.
- \* In the case of foreign students, they are expected to return to their native country for Christian Service at the completion of their education.

##### United State Government Regulation:

- \* The student is to obey all of the laws of the United States.
- \* Foreign students will not be permitted to work off the college campus.

##### Revocation of Scholarship/Grant

- \* Should the student fail to obey the guidelines of this agreement, or receive financial aid the Scholarship will be revoked. When the Scholarship is revoked, the student will be responsible for repaying all the previous assistance granted to the student in the awarded academic year.
- \* A repayment schedule would be established by the College, should it be necessary.

## TITLE: Student Bereavement/Death of a Student

### Introduction

This policy regarding the death of a student's immediate family member (father, mother, husband, wife, brother, sister, son, daughter, grandparents, and in-laws) is to provide a policy for the administration to remain sensitive to the grief process.

### Definition

In the act of God's will, if a current student's immediate family member passes away within their current semester, CCC reserves the right to award the student a grade of "A" in his or her coursework.

### Goal

The goal of CCC is not only to assist the student in keeping up with their school-work, but also to be a source of comfort during that difficult time in the student's life.

### Eligibility Requirements

This policy applies to all CCC students, administrative staff, and faculty.

### Process

Faculty and staff will be notified of the student's loss so they may be sensitive to their grief.

Faculty members are to consult with the VP of Academics regarding special accommodations, such as extensions on deadlines, make-up exams, and incomplete grades for the grieving student.

Students are to notify the college, at the earliest time possible, of their family member's death.

Students are to provide documentation of the death or funeral service attended to the Administrative Assistant.

The student is to contact the Administrative Assistant to request that notification be given to each of the student's instructors.

Upon receipt of proper documentation, the instructor will excuse the student from class and provide the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments for students whom feel they can complete the work.

In a case where a student cannot complete the work a grade of an "A" will be awarded automatically.

Sadly, Carolina Christian College occasionally suffers the untimely death of a student. The University provides support and communication mechanisms for grieving students, families, faculty, and staff by extending counseling and appropriately memorializing a student's enrollment at Carolina Christian College.