



CALVARY CHAPEL UNIVERSITY

2020-2021 Student Handbook

www.CalvaryChapeUniversity.com

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COLLEGE PROFILE

The Student Handbook is not a contract but only a statement of University policy regarding such topics as student academic policies and student life and services. It is approved by the Board of Directors.

GENERAL INTRODUCTION TO CCU

Vision

Calvary Chapel University desires to be a premier, Christian higher education community loving God, loving others, and making disciples of Jesus Christ.

Mission Statement

"Go ye therefore and MAKE DISCIPLES of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo I am with you always, even to the end of the age." Matthew 28:19-20

Mission

Calvary Chapel University prepares lifelong learners to serve the church by offering rigorous academic programs in the context of a Christ-centered community.

Philosophy of Education

Education at Calvary Chapel University is based upon a distinctly biblical view of reality, truth, and values. Ultimate reality is found in God, who created the universe with purpose and sustains its existence with His power. Truth originates from God; it is embodied in Christ and revealed in the Scriptures. Ethics and morals are grounded in scriptural absolutes, and the appreciation of art, worship, and literature is based upon biblical principles.

Education at Calvary Chapel University has desired goals. Education is not merely the acquisition of knowledge or the accumulation of skills for financial success. The pursuit of higher education at Calvary Chapel University is the pursuit of a higher calling. Thus, the environment is one that prioritizes a personal and vibrant relationship with Christ for every student. Then, upon this foundation, a biblical worldview is developed, where individual gifts and talents are molded around a proper understanding of the Scriptures, self, and society. The definitive goal is to produce graduates who combine outstanding general, biblical and professional education and who have the practical experiences necessary to effectively teach and defend the Gospel with exemplary lives of service to God, the local church, and others.

Core Values

- I. Simply Jesus

- a. We acknowledge that God is the origin of all things and the source of the values made known to us in His creation, in human experience, and finally and fully, in Jesus Christ.
 - b. We confess Jesus Christ as Lord of our lives, our university, our world, and as the final authority for our faith and life.
 - c. We recognize that redemption by Jesus Christ and personal acceptance of His forgiveness are necessary for human wholeness.
 - d. Authority of the Bible: We hold the Bible as the Word of God, the basis of our faith, and the primary record by which these values are made known.
 - e. The Leading of the Holy Spirit: We rely on the Holy Spirit to help us discover these values. Thereby we call into question the values of the world.
- II. Superior Academics
- a. We believe all truth is from God. Therefore, we recognize the importance of each field of study both for its own significance and for its interrelationship with other areas of knowledge.
 - b. We believe that God desires that we pursue excellence according to the standard of His will for us.
 - c. Knowledge: We value a thorough command of the primary resources, methodology, and major issues in academic fields of study.
 - d. Understanding: We value intellectual curiosity, flexibility, and critical open-mindedness in learning. We value the ability to deal with complexity and ambiguity, and to consider evidence in godly decision-making. We value a Christian understanding of the humanities, social sciences, and natural sciences. We are students of their roles in biblical Creation, Fall, and Redemption.
 - e. Skills: We value the acquisition and development of skills related to academic fields of study, and an understanding how field-specific skills may be adapted to other fields.
 - f. Practical Application: We value the practical application of academic content to expand the Kingdom of God and for the edification of the body of Christ.
- III. Servant Leadership
- a. We show love toward God and love toward each other.
 - b. We engage in community as members of one body of Christ and maintain a nonsectarian openness toward all Christians.
 - c. We honor our commitments and take responsibility for our personal behavior, decisions, and continuing growth.
 - d. We know from experience that self-discipline, struggle, risk, and confrontation are necessary for growth, and recognize that because of the grace of God, we grow even through our failures.
 - e. We have experiences in self-assessment in every dimension of our lives, including values clarification based on biblical truths. We plan for continuous individual growth and renewal.
 - f. We understand the capabilities of our physical bodies and are committed to the lifelong nurturing of our physical selves so that we can be of service to the Lord and others.
 - g. We are servants who:

- i. Are able to joyfully follow Jesus' example of service in the world and to pour out our individual and corporate lives for others because of God's love in Christ for us.
- ii. Share our faith unashamedly, disciple other Christians, participate in missionary endeavors, and minister to the needs of all persons, regardless of their agreement with our beliefs. We affirm the unique worth of every individual. We regard each individual as having God-given gifts and talents to be discovered, developed, and directed toward service.
- iii. Are faithful stewards of our time, talents, and resources. We welcome and seek opportunities for service as a means to clarify and practice our faith and knowledge.
- h. We value truth and humility.
- i. We value a spiritually surrendered life in both our work and our walk with the Lord.
- j. We value infectious, optimistic, and enthusiastic attitudes that have the best interests of the team at heart.
- k. We value a teachable heart and growth in our lives and ministries.
- l. We are committed to personal sacrifice in meeting the spiritual and practical needs of students and one another.

Institutional Learning Objectives and Outcomes

Spiritual Objective: Students will grow in their knowledge and understanding of God's Word and develop a relationship with God that motivates them to serve God and love others.

Institutional Learning Outcomes (Spiritual)

- **Biblical Knowledge**
 - Students will demonstrate biblical proficiency by reading, interpreting, analyzing, and applying the principles of God's Word to their lives as they fulfill assignments, participate in discussions, and reflect through personal journal responses.
- **Christian Character**
 - Students will identify godly character through the study of God's Word and apply the principles to their lives as they share the love of Christ with others.

Academic Objective: Students will study to show themselves approved through successfully meeting the academic requirements established by the university.

Institutional Learning Outcomes (Academic)

- **Think Critically**
 - Throughout the curriculum, students will develop critical thinking skills by constructing knowledge and applying concepts to real-life while analyzing and evaluating the effectiveness of content learned.
- **Communicate Effectively**
 - Students will innovate, collaborate, and communicate by:

- Formulating critical thinking and writing skills
- Demonstrating technology proficiency
- Implementing other media without regard for national boundaries or cultural differences
- Utilizing information literacy skills.

History

CALVARY CHAPEL UNIVERSITY was birthed from prayer, a call from God and a very specific desire to be a helper of people's joy. In 2000, God placed on the hearts of a few people to develop both an online and onsite discipleship platform to help people in San Diego and around the world grow "in wisdom, stature, and in favor with God and man." The core of what was to become CCU, is the Great Commission, to MAKE DISCIPLES, Matthew 28:19

The history of CCU is as varied as the travels and ministry of Jesus in his time here on earth.
 2000 - Formed as Rock University-designed to be an online and onsite discipleship program for a church of now 15,000 plus people.

2005 - Incorporated by Calvary Chapel San Diego June, 2005-A passion for remote Christian school educators led to the transfer of the Rock University curriculum and vision to an exclusively online program at CCSD serving Christian educators world-wide. The new entity was known as Calvary Chapel Teachers College

2009 – CCTC changed its name to Calvary Chapel University. As the years went by and the educational program grew, CC pastors asked if CCTC had anything to offer them. So, we started the College of Biblical Studies based on requests to serve the pastors of Calvary Chapel. In doing so, the Lord gave us a much larger vision of being the 'hometown University' for the Calvary Chapel movement. In that same year, CCU was assumed as a DBA of Calvary Chapel Educators Association (CCEA) at CC Downey and we merged under them. Again, CCU was significantly strengthened in this relationship.

2011 - Next, the Lord moved CCU under the leadership of Chuck Smith the founder of the Calvary Chapel movement.

2012 - CCU was turned back over to the founding team as Pastor Chuck's passing led to other transitions. In May, CCU was incorporated in San Diego under the founding team.

2013 - In November, CCU was incorporated in Florida and generously funded by CC Ft. Lauderdale for a season.

2015 -As the founding team answered a call back to CCSD, CCU followed. Back to our founding roots. Restated Articles of Incorporation back to founding CCU team in May, 2015.

2017 -In a move to strengthen CCU for accreditation, CCU was incorporated in Virginia under Youth Development International. The partnership with CCU and YDI has been significantly beneficial.

2019- CCU received Candidacy status for accreditation with TRACS

Statement of Faith

We believe in the true and living God, eternally existing in three persons: the Father, the Son, and the Holy Spirit, equal in power and glory. This triune God created all, upholds all, and governs all.¹

We believe that all the Scriptures of the Old and New Testaments are the Word of God, fully inspired and without error in the original manuscripts, and that they are the infallible rule of faith and practice. We believe that the Word of God supersedes any earthly law that is contrary to the Holy Scriptures.²

We believe in the person of God the Father, an infinite, eternal, personal Spirit, perfect in holiness, wisdom, power and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all those who come to Him through Jesus Christ.³

We believe in the person of Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings, His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and His personal, visible return to earth.⁴

We believe in the person of the Holy Spirit, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify and empower for ministry all who believe in Christ.⁵

We believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding helper, teacher, and guide.⁶

We believe in the present ministry of the Holy Spirit and in the exercise of all biblical gifts of the Spirit as reflected through the fruit of that same Spirit.⁷

We believe that all people are by nature separated from God and responsible for their own sin, but that salvation, redemption, and forgiveness of sin are freely offered to all by the grace of our Lord Jesus Christ.⁸

We believe in the universal church, the living spiritual body, of which Christ is the head and all regenerated persons are members.⁹

We believe the Lord Jesus Christ committed two ordinances to the church: baptism and communion. We believe in baptism by immersion and communion as a symbolic memorial of Christ's sacrifice on the cross for our sins, both of which are open to all believers in Jesus Christ.¹⁰

We believe in the Second Coming of Jesus Christ through His personal, visible return to earth and the establishment of His millennial kingdom. We believe in the resurrection of the body, the final judgment, the eternal blessing of the righteous, and endless separation from God of the wicked.¹¹

We believe in a literal heaven and a literal hell, and that all those who place their faith, hope and trust in Jesus Christ will spend eternity in heaven with the Lord, while those who reject Jesus' free gift of salvation will spend eternity separated from the Lord.¹²

We believe in the pre-tribulation rapture of the church where all believers will meet the Lord in the air and be taken out of this world prior to the tribulation that will come upon the earth.¹³

Citations

¹ Genesis 1:1; Deuteronomy 6:4; Isaiah 44:8 and 48:16; Matthew 28:19-20; John 10:30; Hebrews 1:3.

² Isaiah 28:13; Nehemiah 8:8; John 17:17; 2 Timothy 3:16-17; Hebrews 4:12; 1 Peter 1:23-25; 2 Peter 1:3-4 and 1:21.

³ Deuteronomy 33:27; Psalms 90:2; Psalms 102:27; John 3:16 and 4:24; 1 Timothy 1:17; Titus 1:3.

⁴ Isaiah 7:14; Micah 5:2; Matthew 1:23; Mark 16:19; Luke 1:34-35; John 1:1-2, 8:58 and 11:25; 1 Corinthians 15:3-4; 1 Timothy 3:16; Hebrews 1:8; 1 John 1:2; Revelation 1:8.

⁵ Acts 1:8; 2 Corinthians 3:18; John 16:8-11; Romans 8:26 and 15:13,16; Hebrews 9:14.

⁶ John 6:13, 14:16-17 and 16:8-11; Romans 8:26.

⁷ 1 Corinthians 12.

⁸ Acts 8:15-17; Ephesians 2:1-3 and 8-9; Romans 3:23 and 5:8; Titus 3:5.

⁹ 1 Corinthians 12:12-13; Ephesians 4:15-16.

¹⁰ Matthew 28:19; Luke 22:19-20; Acts 2:38; 1 Corinthians 11:23-26.

¹¹ Matthew 16:27; Acts 1:11; Revelation 19:11-16, 20:11-15.

¹² Psalms 9:17; Matthew 5:3, 5:22, 18:9 and 25:31-34; Mark 9:42-49; Luke 12:5; John 3:18; Hebrews 12:23; 1 Peter 1:4; Revelation 14:10-11 and 20:11-15.

¹³ Isaiah 26:20; Matthew 24:29-31; Luke 21:36; Romans 1:18, 5:9; 1 Thessalonians 1:10, 4:13-16 and 5:9; 2 Peter 2:7-9; Revelation 3:10, 5:7-10 and 7:13-14.

Facilities and Contact Information

Central Office

Mailing address: 8344 Clairemont Mesa Blvd, Suite 100, San Diego, CA 92111

Email: info@calvarychapeluniversity.com

Website: www.calvarychapeluniversity.com

Library

Jody Mathis

Jody@calvarychapeluniversity.com

<http://www.calvarychapeluniversity.com/students-and-alumni/resources-library/>

Registrar

Donna Lien

Donna@calvarychapeluniversity.com

Student Financial Services

Pandora Johnson - Billing Manager

Pandora@calvarychapeluniversity.com

Financial Aid

<http://www.calvarychapeluniversity.com/admission/financial-aid/>

Institutional Policies**Statement of Diversity**

Calvary Chapel University believes that an individual's first responsibility is to the God of the Bible and that a person's whole life should reflect His framework in a context of peace and selfless love. The University asserts that a genuine love for and interaction with diverse people is a biblical mandate. Moreover, Calvary Chapel University recognizes that current definitions of diversity differ widely. Our standard for diversity is found in the Bible. Individual differences in lifestyle that deny, ignore, or reject biblical standards represent diversity in rebellion to God's standards and hence, are unacceptable to the University. Recognizing the diverse nature of the body of Christ and its shared commitment to intellectual values, and our Lord's commission to make disciples of all people, we are committed to diversity in the following ways:

- By building a community of trust among the different ethnic and cultural groups represented in our students and faculty, predicated upon respect for differences, with the purpose of focusing on the culturally-transcendent scriptural admonitions laid out by Paul in Colossians 3:11-15;
- By extending the resources of the University to Christians from various backgrounds, for the work clearly defined in Ephesians 4:12;
- By assuming a leadership role in extending knowledge accessibility to the multiethnic Christian community throughout the United States and around the world; by fostering comprehension and acceptance of people of differing viewpoints; and
- By including contributions coming from members of diverse populations within the educational process.

Statements of Nondiscrimination

In keeping with the second commandment that our Lord Jesus gave in Matthew 22:39, “You shall love your neighbor as yourself,” and the belief that God made us all unique individuals, yet in His image, CCU prohibits discrimination.

The University supports Titles VI and VII of the Civil Rights Acts of 1964, and Title IX of the Educational Amendments of 1972, which prohibit discrimination on the basis of race, color, national origin, sex, age, disability, or status as a veteran in any of its policies, practices, or procedures.

In accordance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, as amended, CCU prohibits discrimination on the basis of a disability in the recruitment and admission of students, or in the operation of any of its programs and activities, as specified by federal laws and regulations.

Family Educational Rights and Privacy Act (FERPA) of 1974

CCU also complies with the Family Educational Rights and Privacy Act (the Buckley Amendment) which is designed to protect the privacy of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The Family Educational Rights and Privacy Act of 1974, provides that information from student records will not be identified by nor conveyed to unauthorized parties. Exceptions are made for CCU officials, teachers, authorized federal agencies, and in connection with the application for or receipt of financial aid. No other parties may obtain information unless the student has provided CCU with written consent. Students have access to their information on demand. Students 18 years of age and older must sign a consent form in order for parents to obtain academic or financial information. The appropriate [Release of Information form](#) is available from the Admissions Office and online under [Student Forms](#).

All inquiries regarding matters of compliance should be made to the Registrar at Donna@calvarychapeluniversity.com.

Resolving Conflict Biblically

Calvary Chapel University fully endorses the authenticity and effectiveness of God’s Holy Word as stated in our Doctrinal Beliefs. Our desire is that everyone, at every level in the organization follows the biblical principles for conflict resolution listed below for every conflict that arises. It is important to follow the steps prayerfully, with discretion and a heart for reconciliation. We believe most conflicts will be resolved quickly if following God’s Word prayerfully.

“All scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; so that the man of God may be adequate, equipped for every good

work.” (II Timothy 3:16-17)

When a conflict arises with another Christian, a Biblical course of action is necessary for restoration and healing. It is important to know that Matthew says to address even a potential conflict “if you know someone has ought against you.”

“So if you are presenting a sacrifice at the altar in the Temple and you suddenly remember that someone has something against you, leave your sacrifice there at the altar. Go and be reconciled to that person. Then come and offer your sacrifice to God.” (Matthew 5:23-24)

God calls us to be proactive in our communication to make sure the devil doesn’t get a foothold and cause vain imaginations or division. Whether you think someone may have something against you, or you have something against someone, the process and goal are the same - reconciliation and restoration.

The Process:

1. Search your own heart.

“Do not judge others, and you will not be judged. For you will be treated as you treat others. The standard you use in judging is the standard by which you will be judged. “And why worry about a speck in your friend’s eye when you have a log in your own? How can you think of saying to your friend, ‘Let me help you get rid of that speck in your eye,’ when you can’t see past the log in your own eye? Hypocrite! First get rid of the log in your own eye; then you will see well enough to deal with the speck in your friend’s eye.”
-Matthew 7:1-5

“Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself.”- Philippians 2:3

Examine your own heart/motives: What is the real reason for the offense? Is this a sin issue or is this a personality clash? Are you esteeming the other person? Are you truly concerned with this other person’s walk with Jesus or is there something else that is causing strife? Make sure your motives are pure. Step # 1 is a foundational step, one you don’t want to skip over.

2. Go to your brother alone.

“Moreover if your brother sins against you, go and tell him his fault between you and him alone.”-Matthew 18:15 (NKJV) If you have offended someone, be willing to go to that person and say, “I am sorry. Please forgive me.”

If someone has offended you, or there is a sin issue, go to the person, seek to resolve your differences, and restore the relationship. Value the restoration of the relationship above exposing that person’s possible sin. Listen to his or her point of view and seek to understand his or her perspective on the issue. Go to the brother in love with the goal of restoration. Get

in the word together and pray together. *“Love believes all things, hopes all things”* (1 Corinthians 13:7). Go alone... do not share the offense with anyone else. Please note, if this situation involves members of opposite sex, special precaution should be taken.

If there is still no resolve:

3. Take a mature believer(s) with you. *“But if you are unsuccessful, take one or two others with you and go back again, so that everything you say may be confirmed by two or three witnesses. If the person still refuses to listen, take your case to the church. Then if he or she won’t accept the church’s decision, treat that person as a pagan or a corrupt tax collector.”*- Matthew 18:16-17

If going to the person first does not resolve the conflict, seek the help of a third party to help both parties see what can be done to glorify God in the relationship. Make sure that this third party is a spiritually mature person who is neutral regarding this issue. Keep an open mind to the advice of the third party and seek to change your attitude and actions as advised. *“Blessed are the peacemakers, for they will be called sons of God.”*—Matthew 5:9 (NKJV)

Scriptures to pray over as you go through the process.

- *“Therefore let us pursue the things which make for peace and the things by which one may edify another.”*- Romans 14:19 (NKJV)
- Seek to act in a Christ-like manner and not give into my natural and human feelings and emotions. *“I can do all things through Christ who strengthens me.”*—Philippians 4:13 (NKJV)
- Pray and seek the Lord’s comfort and guidance in the matter. Do not share an offense with another person. *“Do not speak evil of one another, brethren.”*—James 4:11 (NKJV)
- Do not seek to find others who have been offended, nor seek to validate hurt by finding potential mediators before meeting with the person who has offended me. *“A perverse man sows strife, and a whisperer separates the best of friends.”*—Proverbs 16:28 (NKJV)
- Do not allow anyone to criticize another staff member without first following the scriptural guidelines in resolving conflict. In order to avoid gossip and hurt feelings, do not discuss this matter without the offending party present. *“Let no corrupt word proceed out of your mouth, but what is good for necessary edification, that it may impart grace to the hearers.”*—Ephesians 4:29 (NKJV)

If the conflict cannot be resolved, continue to act in a manner pleasing to God. This may include removing yourself from the source of the conflict. *“Let all bitterness, wrath, anger, clamor, and evil speaking be put away from you, with all malice. And be kind to one another, tenderhearted, forgiving one another, even as God in Christ forgave you.”*—Ephesians

4:31–32 (NKJV)

Student Grievance Procedures

Calvary Chapel University (CCU) acknowledges that in any University community there is the possibility of conflict and student dissatisfaction. CCU wishes to provide educational instruction and services of the highest quality to its students, and facilitate equity and harmony in the application of policies and procedures. When a student has a complaint or grievance, CCU has developed procedures to resolve the matter.

A grievance is a complaint arising out of any alleged unauthorized or unjustified act or decision by a member of the university community that in any way adversely affects the status, rights, or privileges of any student.

A student may seek redress within 30 days of the alleged grievance. The burden of proof rests with the individual making the complaint. The grievance procedure and [Grievance Form](#) are available on the website.

Outside Assistance

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Address: 1747 North Market Blvd, Suite 225, Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: www.bppe.ca.gov

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897

(916) 574-8900 or by fax (916) 263-1897

Should a student need further assistance or clarification regarding a complaint, or should they need to inform the Transnational Association of Christian Colleges and Schools (TRACS), they may contact TRACS at: TRACS 15935 Forest Road; Forest, VA 24551 (Tel): (434) 525-9539; www.tracs.org. CCU ensures students that all staff and faculty members will fully cooperate with TRACS in the event of any complaint proceedings.

Procedures for Filing a Complaint with TRACS against an Institution

1. An individual may make an inquiry to TRACS regarding complaint procedures or about issues and concerns that could be considered complaints at which time TRACS will direct the individual to the TRACS website at www.tracs.com with instructions on downloading the packet containing the Policies and Procedures for Complaints Against Member Institutions, the TRACS Complaint Information Sheet, and the TRACS Complaint Processing Form. However, TRACS' response and its obligations to meet the

specific timetables outlined in these procedures will begin only after the complainant submits all documents required in the TRACS Complaint Information Sheet.

2. A formal complaint is one that is:
 - a. Submitted in writing using the TRACS Complaint Processing Form (including all required supporting documentation),
 - b. Signed, and
 - c. Sent to the attention of the President of TRACS by the complainer(s). Complaints which are not in writing, anonymous, or sent electronically or through facsimile transmission will not be considered.
3. Once the complainant has filed a complaint on the TRACS Complaint Processing Form, the following procedures will be followed for review and consideration of the complaint:
 - a. TRACS will acknowledge receipt of the complaint within 15 working days.
 - b. Within 30 working days of receipt of the complaint, TRACS' staff will review the complaint and its documentation and determine
 - i. Whether it is within the jurisdiction of TRACS and is related to one or more TRACS' Standards,
 - ii. If there is adequate documentation in support of the allegations, and
 - iii. Whether the complaint raises questions regarding the institution's compliance with TRACS' Standards sufficient to require the institution to submit information and documentation regarding the complaint.
4. By the end of the 30 working days review TRACS will inform the complainant regarding one of the following dispositions of the complaint:
 - a. The complaint will not be processed further because it is not within the jurisdiction of TRACS (not related to a TRACS Standard) or there is inadequate documentation to raise questions concerning the institution's compliance with TRACS' Standards.
 - b. Documentation is inadequate and additional documentation may be necessary from the complainant.
 - c. The institution will be asked for information regarding the complaint.
5. If information is required from the institution, TRACS will forward a copy of the complaint to the institution's President who will be asked to respond and provide all documentation to TRACS' President within 30 working days of receipt of the complaint.
6. Within 20 working days of receipt of the institution's response, TRACS' President will make one of the following determinations regarding the complaint:
 - a. There is insufficient evidence of significant non-compliance on the part of the institution and the complaint will not be processed further. The decision of TRACS' President is final.
 - b. TRACS is unable to determine compliance at that time and the case will either be included in an upcoming scheduled visit to the institution or a special Focus Team will be sent to the institution to examine documents, interview appropriate individuals, make a determination regarding the compliance of the institution, and prepare a report with recommendations for bringing the institution into compliance.
 - c. No response was received from the institution or evidence suggests the institution is not in significant compliance with one or more of TRACS' Standards and what

steps will be taken to correct the issues up to and including possible Adverse Action.

7. If either b. or c. above occurs, within 20 working days TRACS' President will notify the complainant that the complaint is settled and which of those options TRACS will pursue and also notify the institution which of those options TRACS will pursue.
8. TRACS' President will present the findings of any team report to the Commission along with a recommendation at the next scheduled meeting; at which time the Commission will make a decision regarding the disposition of any non-compliance. The decision of the Commission is final.
9. Following that meeting, the complainant and the institution will be notified of the decision of the Commission.
10. North Carolina Exemption Statement:

Degree programs of study offered by [Name of Institution] have been declared exempt from the requirements for licensure, under provisions of North Carolina General Statutes Section (G.S.) 116-15 (d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon assessment of program quality under established licensing standards.

11. North Carolina Student Complaints:

If students are unable to resolve a complaint through the institution's grievance procedures, they may review the Student Complaint Policy, complete the Student Complaint Form (PDF) located on the State Authorization webpage at <https://www.northcarolina.edu/stateauthorization>, and submit the complaint to studentcomplaint@northcarolina.edu or to the following mailing address:

North Carolina Post-Secondary Education Complaints c/o Student Complaints
University of North Carolina General Administration 910 Raleigh Road, Chapel Hill, NC 27515-2688

Student Life

As a member of the Calvary Chapel University community, it is our hope that this guide will serve as a reference in clarifying behavioral expectations and policies that have been established to ensure each student's educational and spiritual growth, while safeguarding the effective functioning of our online community. The University reserves the right to change or modify the rules, regulations, and policies found within this Handbook. Changes may also be necessitated by federal, state or local law, other regulatory requirements, or in relation to accreditation. Changes may include but are not limited to curriculum, academic policies, administrative policies, procedures, and costs. Notice is not required for a new policy to take effect; however, Calvary Chapel University will make reasonable attempts to notify students promptly of any policy changes through communication methods deemed appropriate by the University administration.

Spiritual Life

Calvary Chapel University seeks to admit students who have a personal relationship with the Lord Jesus Christ. CCU is committed to the equipping of men and women for effective ministry as they deepen their relationship with the Lord. Each student should be committed to following Christ, striving to live by the standards set down in Scripture, and faithfully participate in his or her local church.

A healthy spiritual life is a daily responsibility and privilege. The spiritual life of a student affects the spiritual life of the total body. Every student is encouraged to give special attention to the following:

- Facilitation of daily prayer and regular Bible studies;
- Development of mature relationships with other believers; and
- Maintenance of a positive attitude.

All programs, activities and services are designed to prepare men and women for effective spiritual ministry. The spiritual life of each student is considered critically important in the collective student experience.

Each student is expected to exhibit the following attributes within their online courses:

- **Love:** *1 John 3:11 – “For this is the message which you have heard from the beginning, that we should love one another.”*
- **Edification:** *Romans 15:1-2 – “Now we who are strong ought to bear the weaknesses of those without strength and not just please ourselves. Each of us is to please his neighbor for his good, to his edification.”*
- **Bearing One Another’s Burdens:** *Galatians 6:2 – “Bear one another’s burdens, and thereby fulfill the law of Christ.”*
- **Speaking the Truth in Love:** *Ephesians 4:15 – “But speaking the truth in love, we are to grow up in all aspects into Him who is the head, even Christ.”*
- **Responsibility to Other Believers:** *1 Corinthians 8:9 – “But take care that this liberty of yours does not somehow become a stumbling block to the weak.”*
- **Restoration and restitution:** *Galatians 6:1 – “Brethren, even if anyone is caught in any trespass, you who are spiritual, restore such a one in a spirit of gentleness; each one looking to yourself, so that you too will not be tempted.”*

Student Government

Calvary Chapel University is now forming a student government. In the coming months, CCU will be adding more student representatives. Each “rep” will be charged with representing the student body to the administration regarding the current and future developments of the university. Because CCU is an online university, we will be inviting the student reps to contribute quarterly to the CCU blog on CalvaryChapelUniversity.com and on the Populi dashboard. If you are interested in being a CCU student rep, contact Dr. Kathy Morales, Chief Academic Officer - kathy@calvarychapeluniversity.com

Purpose, Organization, and Function - the Student Government Association serves as the liaison between the students and the faculty and administration of Calvary Chapel University. They serve the student body by providing many character building and service oriented messages.

Counseling Services

Students are offered opportunities to secure assistance concerning personal, spiritual, and academic life. The faculty and staff are available to counsel students by phone and email. Additional assistance may be obtained through various external resources should there be a need for specialized intervention.

Library/Learning Resource Center

The academic resources available to the students and the faculty of Calvary Chapel University (CCU) are all provided digitally. Consequently, the institution has no ‘physical’ library but provides these resources through the LMS portal (Populi). Access is available to any current student 24/7. The university website has a Library page which provides links to many of the resources available; however, the most accurate and current resources are organized in the Library section of Populi, and can be accessed by our students and faculty. Students have access to carefully selected online resources, including theological and educational topics and journals. Additionally, students will find writing resources and guides to the Turabian style required for all formal papers.

Copyright Policies

Calvary Chapel University prohibits its students from unauthorized access to and/or copying the works of others. Examples of works of others include, but are not limited to, books, articles, artwork, images, music, movies, and computer programs. The University expects its students to understand and observe all applicable federal copyright laws. CCU students found in violation of the University’s copyright policy may be subject to disciplinary action, up to and including immediate dismissal. Violators of federal copyright laws are also subject to accompanying penalties, up to and including fines and imprisonment. For more information regarding federal copyright law, students should review the website of The United States Copyright Office: <http://www.copyright.gov>.

Rights of Privacy and Publicity

By enrolling in a class at Calvary Chapel University, a student thereby grants the University the right to keep records of all online classroom discussions, and waives any rights to privacy of such discussions. Furthermore, CCU makes no attempt to control what other students do with such records. CCU will use such copies strictly for record-keeping and accreditation purposes, and will not make any other use of such copies. However, CCU makes no attempt to control what other students do with such records.

Students grant CCU the right to retain copies of their works; by enrolling in a class, a student thereby grants the University the right to retain copies of all works produced by the student, whether written or submitted recordings of verbal presentations. CCU will use such copies strictly for record-keeping, disciplinary (e.g., plagiarism), and accreditation purposes, and will not make any other use of such copies.

Trademarks

Students must never use others' trademarks to sell their own products, or advertise their own services. Also, students must never use any of the University's trademarks or service marks without the express written consent of the Director of Academic Advancement.

Student Financial Information

Tuition and Fees

Information related to tuition and fees is listed in the University Catalog and on the website under [Tuition and Costs](#).

Payment of Accounts

Students pay tuition online through our convenient and secure payment system. A link is provided on the Populi system as part of your admission process. Tuition must be paid in full prior to starting your courses unless special financial arrangements have been agreed upon with CCU staff.

Payment Plans

CCU encourages students to take a biblical view of debt and to pay their full tuition at the time of registration. However, CCU offers a payment plan option for those who qualify. If financial aid does not account for 100% of the charges due for the term, the student is responsible to pay for the remaining balance. The student may opt to either pay his or her balance in full prior to the payment due date or contact Student Financial Services to set up a payment plan. If the student opts to pay the remaining balance through a payment plan, the student must meet the eligibility qualifications.

Students who do not qualify for the deferred tuition payment plan include:

1. Any student who has failed to meet the conditions of a previous payment plan;
2. Any student with an outstanding balance; and
3. Any student who fails to abide by the policies and regulations of Calvary Chapel University as outlined in this Student Handbook and the Calvary Chapel University Catalog.

in Payment Plan

In order to qualify for and enroll in a payment plan, students must contact the Student Financial Services Office at 954.453.9228.

It is the student's responsibility to contact the Student Financial Services Office in writing (email is acceptable) at least 10 days in advance of a payment due date if the student adds or drops a class. Although the Student Financial Services Office monitors accounts, it remains the student's responsibility to contact the Office to ensure account updates occur in a timely manner. For additional assistance, students may contact the Student Financial Services Office at 954.453.9228 or email pandora@calvarychapeluniversity.com.

Cancellation, Withdrawal, and Refund Policies

A student has the right to cancel this Agreement at any time and obtain a full refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation is effective on the date written notice of cancellation is sent. To cancel your enrollment, you must submit a written request postmarked on or before the applicable time period. Send notice of cancellation via mail to Calvary Chapel University, 8344 Clairemont Mesa Blvd, Suite #100, San Diego, CA 92111, OR email info@calvarychapeluniversity.com. Please call the University at 954-453-9228 with any questions. The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

REFUND INFORMATION.

100% of tuition may be credited if the course is dropped before or on the add/drop deadline, 7 days after the course starts via the withdrawal form on the website;

50% of tuition may be credited towards your next course for the second through the third week of the courses;

No tuition will be credited after the end of the third week of course.

All fees are non-refundable (including Application fee)

Refunds are assessed from the date a student submits a Withdrawal Form to the Admissions Office, not from the date they stop participating in course(s).

Withdrawal Form is available on the CCU website or from the Admissions Office

<https://calvarychapeluniversity.com/students-and-alumni/forms/withdrawal-form-2/>

Refund checks are available upon written request and only if you are not continuing on with Calvary Chapel University.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund.

Students who have completed 60 percent or less of the period of attendance, shall receive a pro rata refund and the calculation is as follows: the amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days the student attended or was scheduled to attend prior to withdrawal.

Refunds are assessed from the date a student submits a Withdrawal Form to the Admissions Office, not from the date they stop participating in class(s). The Withdrawal Form is available on the CCU website.

If the University cancels an educational program or course, it will offer the student the opportunity to transfer to a comparable program or course. If a student chooses not to transfer, the University will provide the appropriate refund.

Withdrawal Form is available on the CCU website or from the Admissions Office

<https://calvarychapeluniversity.com/students-and-alumni/forms/withdrawal-form-2/>

Delinquent Accounts Policy

An account is considered delinquent if full payment is not received by the end of the first week of the course resulting in an outstanding account balance. Any student with a delinquent account will be put on a financial hold and not be allowed to register for a subsequent term or course until payment is received in full or a payment plan is established. A student with a delinquent account will not be permitted to take comprehensive exams, obtain copies of official transcripts, or receive a diploma.

An administrative fee may be assessed to a student's account for any outstanding balances, late

payments, or insufficient funds.

Students are responsible for full payment of all tuition and fees incurred. During enrollment periods, students who have not met their financial obligations prior to the payment deadline will be administratively withdrawn from all registered courses and will remain responsible for any non-refundable fees incurred during the registration process. Any student with an outstanding balance past the agreed-upon or published due date, will be assessed a \$50.00 late payment fee.

The University reserves the right to withhold any grades, graded work assignments or projects, transcripts (unofficial & official), certificates, diplomas, and participation in commencement ceremonies from students whose financial obligations have not been fully satisfied. Holds will be placed on a student's academic record and the student will be unable to register for additional courses until the balance is paid in full.

State of California, Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
(916) 431-6959 or (888) 370-7589

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in-excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Academic Regulations

Students are responsible for making certain they meet all requirements for graduation and academic deadlines. Under unusual or mitigating circumstances, students are required to submit a written petition to the appropriate department.

Availability of Classes

CCU does not offer all the courses listed within the Catalog each semester or each academic year. CCU reserves the right to withdraw any course from its semesters' course offerings due to low enrollment. Other courses may be added at the discretion of the Director of Academic Advancement.

Student Classification (undergraduate)

A student who is actively pursuing a bachelor's degree program is classified by the number of earned credit hours. The student's class standing is based upon the number of credit hours successfully completed at the end of each semester. These classifications are as follows:

Freshman	0 – 29 credit hours earned
Sophomore	30 – 59 credit hours earned
Junior	60 – 89 credit hours earned
Senior	90 or more credit hours earned

Student Learning Outcomes

Calvary Chapel University Program Learning Outcomes updated 7/15/2020

Bachelor of Arts in Biblical Studies (BABS)

Purpose

The Bachelor of Arts in Biblical Studies (B.A.B.S.) is a fully online program for students who desire to deepen their knowledge of God and His Word. Through the completion of general education studies, students' knowledge and understanding are founded in fine liberal arts tradition. Through the completion of Biblical Studies core courses, students build upon this foundation with comprehensive biblical knowledge and understanding. Through the selection and completion of specialized courses, students are prepared in accordance with their personal gifts and calling from God. Specializations are offered in Biblical Leadership, Biblical Counseling, Christian Education, Women's Ministry, Youth Ministry, and Customized Studies.

The BABS is a well rounded degree that introduces students to basic ministry skills that will equip the student to be an effective Christian leader in the local church and beyond. The BABS introduces students to the Old and New Testaments, Christian theology, learning key books of the Bible, and apologetics.

Program Learning Outcomes

Program learning outcomes are clearly defined, established, and measurable in the five statements outlined below. The Bachelor of Arts in Biblical Studies degree will help the student gain a superior understanding of God's Word that will serve to strengthen the students' faith. The

student will develop exceptional written and oral communication skills that will benefit both personally and professionally. Program learning outcomes include the following.

The student will be able to:

- Biblically state and identify the principal doctrines of evangelical Christianity.
- Identify the major themes of both the Old and New Testaments.
- Evaluate the challenges to a Christian worldview and formulate biblical rebuttals.
- Develop basic skills necessary for successful ministry in the local church.

Master of Arts in Biblical Studies (MABS)

The M.A. degree is a basic ministry training degree for church leaders and those who desire to serve at associate levels of Christian ministry. The M.A. provides an introduction to the Old and New Testaments, Christian theology, Christian leadership principles, and practical ministerial skills in both studying and teaching the Bible.

Purpose

The B.A. is a well-rounded degree that introduces students to basic ministry skills that will equip the student to be an effective associate-level minister or Christian leader. The M.A. introduces students to the Old and New Testaments, Christian theology, hermeneutical skills, history of the church and the CC movement, Christian leadership skills, and apologetics.

Program Learning Outcomes

The student will be able to:

- Biblically support and identify the principal doctrines of evangelical Christianity. (By demonstrating a working knowledge of the Bible and relevant texts to support each doctrine.)
- Identify the major themes of both the Old and New Testaments. (By demonstration of a comprehensive timeline of the Bible, through the testing implements of course instruments.)
- Evaluate the challenges to a Christian worldview and formulate Biblical rebuttals. (By identifying the prominent contemporary challenges to Christianity and demonstrating Biblical responses.)
- Practice basic pastoral skills necessary for successful leadership in the local church. (By implementing classroom lessons in practical ministry situations, and by evaluative instruments.)

Credit Hour Defined

Federal definition of credit hour: “A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of direct faculty instruction and a minimum of two hours out of course student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or

2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.”

Note: The term “instructional time” is synonymous with “in-class” and “direct faculty instruction.” Examinations may be included as instructional time. Instructional time applies to courses taught in all modalities, i.e., face-to-face, online, hybrid, etc. The term “student work” means all assignments or other academic activities required to be completed outside of instructional time.

Online courses must meet the same credit hour requirement as face-to-face courses. Faculty teaching online courses must account for 12.5 hours of instructional time and 25 hours of student work for each credit hour. A three-credit course requires 112.5 hours of combined instructional time and student work. Methods such as discussion boards, chats, etc. can serve as instructional time. Calvary Chapel University’s 3 credit courses represent 4 hours of instruction per week over an 8 week period. Students are expected to have additional learning experiences in the course design (e.g. observation). Eight weeks of instruction x 200 minutes of instruction x 1 course/week = 1600 minutes of course time + 5,150 minutes of out of course work = 112.5 hours of student engagement.

Registration

Prior to each semester and before attending any class, CCU students are required to register and arrange for the payment of all tuition and fees. Students use an online registration system to register, make changes to their schedule, and/or make payment arrangements. To access the online registration site, log in to Populi. Students are strongly encouraged to consult the academic calendar for deadline dates. A student is officially enrolled once he or she is registered and all required tuition and fees are paid. CCU reserves the right to administratively drop students at any time from courses due to non-payment of tuition and fees.

Adding and Dropping Courses

1. Registered students may add courses through the first week of class each term, depending on the nature of the course and the availability of space.
2. A registered student may drop courses through the end of the first week of class for each term without a “W” (Withdrawn) appearing on the academic record. Beginning the second week until the end of the eighth week of class for each term, a “W” will appear on the student’s academic record.
3. Failure to drop a course properly will result in an “F” grade being recorded on the academic record.

Repeating Courses

Students may repeat a course for which they receive a grade of “F.” Students are permitted to re-enroll one time in a course for which they previously earned a grade of “D” or higher.

Students should understand that grades and credit hours are calculated in the student's cumulative grade point average.

Auditing Courses

Students may register for a regular course as an auditor on a "space available" basis. If sufficient space is not available, the instructor's approval is required. Students are not required to submit assignments. There is no credit associated with an "AU" grade. Courses taken for audit do not count toward satisfaction of any academic requirements. Students may not change from audit to credit status after the first week.

Grading

Students are graded according to the following designations: Letter Description numerical Value Grade Points

Grading Scale	
90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

The grades listed below are not used in calculating grade point averages. No grade points are earned under these designations.

Grade Description:

- W = Withdrawal
- AU = Audit
- Incomplete

Incomplete Grades Policy

Students experiencing extreme temporary hardship should request an incomplete grade through their instructor prior to the course end date.

If granted by the instructor, a temporary grade of "I" is assigned and the student is granted a time extension to complete course requirements after the close of the semester. A temporary grade of "I" must be submitted by the instructor at the time the incomplete is granted, and a final grade must be submitted by the instructor at the end of the following semester. Students who fail to meet outstanding course requirements during the extended time will receive a default grade of "F."

Extreme temporary hardship may include:

- Documented military duty that resulted in an inability to continue in the course or program;
- Documented personal or family medical emergency;
- Documented act of nature;
- Documented death in the family; or
- Documented temporary severe economic hardship.

Grade-Point Average

The grade points earned in each course are computed by multiplying the number of credit hours for the course by the grade-point value of the letter grade received. The student's grade point average (GPA) each semester is determined by dividing the total number of grade points earned in all courses by the total number of credit hours taken.

Grade Appeal

Grades may be appealed based on the student's perception that any of the following conditions exist:

- An error was made in the calculation of the course grade; or
- The instructor was incorrect with respect to an objective fact within the discipline and this error affected the student's final grade.

In the event that a student has a concern that a grade is inaccurate, he or she should approach the faculty member and provide documentation for the alleged inaccuracy within sixty (60) days of the last day of the term. Faculty members may submit a grade change request that must be approved by the Director of Academic Advancement up to 180 days after the grade was originally submitted. After 180 days, the Director of Academic Advancement may consult with the Faculty Committee for approval. Any request for an extension or opportunity for the student to perform additional work as a part of a grade appeal that is submitted 180 days after the grade was issued must be approved by the Director of Academic Advancement.

Satisfactory Academic Progress

Calvary Chapel University reserves the right to place a student on academic probation and/or suspension for any reason deemed appropriate during his or her matriculation at the University. Students whose cumulative grade point average (GPA) falls below 2.0 will be placed on academic probation and are required to make satisfactory academic progress (SAP) per the following guidelines:

- Must be enrolled in a degree program, taking classes leading to that degree;
- Must maintain a cumulative GPA of 2.0;
- **Academic Warning:** Students who earn a semester GPA of less than 2.0, but whose cumulative GPA is not less than 2.0 will be given an academic warning, and are strongly encouraged to meet with an Enrollment Advisor prior to the start of the next semester. Additionally, students who earn a GPA of less than 2.0 in their major courses, but whose

cumulative GPA is not less than 2.0 will receive an academic warning. An academic warning will not be placed on the official transcript;

- **Academic Probation:** Students should note that academic probation differs from financial aid probation. Students whose cumulative GPA is less than 2.0 will be placed on academic probation, and will be required to meet with an Enrollment Advisor prior to the start of the next semester. Students placed on academic probation will be required to meet SAP standards by achieving a cumulative GPA of 2.0 during the semester in which they are on probation. Students placed on academic probation will also have a registration hold placed on their account, and the academic probation status will be indicated on the official transcript.

Withdrawal from the University

Withdrawal from the University refers to withdrawing from all courses for which a student is enrolled in a given semester, and therefore the student is no longer enrolled. Students who wish to withdraw from the University should submit a [Withdrawal Form](#), which is available on the website under [Student Forms](#).

Leave of Absence

The cumulative time for a student's leave of absence may not exceed 180 calendar days throughout his or her matriculation in the program. Once the leave of absence is approved, the leave will begin on the start date of the next module following the date of the request.

Students are responsible for contacting the Director of Academic Advancement prior to the completion of their leave of absence period in order to re-enroll in their courses. The date of return will be the week of the course in which the student is re-enrolling. If no contact is made with the Director of Academic Advancement by the completion of the leave of absence period, students may be administratively withdrawn from the program. The last date of attendance, and subsequently, the withdrawal, will be recorded as the last date of online participation.

Students who are administratively withdrawn from a program must reapply for admission to the program. Leave of absences and withdrawals may impact future financial aid eligibility and loan repayment periods.

Please note: Students receiving institutional financial aid should contact their financial aid advisor prior to a requested leave of absence.

Transcripts

A transcript is the permanent academic record of the student. An official transcript is a copy bearing the University seal and the signature of the Registrar. Requests for a transcript will only be honored if the request is made in writing by the student to the Office of the Registrar and is accompanied by the appropriate transcript fee. Students may complete the [Transcript Request Form](#) online. The charge for an official transcript is \$7.00. An expedited transcript request (within 24 hours) costs \$10.00. Normal transcript processing takes 1-3 business days from the

receipt of the request.

Please note: transcript requests will not be processed if the student has an outstanding financial obligation to the University.

Academic Advising Program

To assist students in accomplishing maximum academic achievement, each student enrolled in a certificate or degree program must participate in an ongoing sequence of academic advising and assessment. Academic advisors monitor, evaluate and measure academic progress as well as consider and address any student questions or concerns.

Academic Calendar 2020-2021

TERM	ADD/DROP Deadline	START DATE	END DATE
FALL TERM			
Fall Module 1	09/06/2020	August 31, 2020	October 25, 2020
Fall Module 2	10/04/2020	September 28, 2020	November 22, 2020
Fall Module 3	11/01/2020	October 26, 2020	December 20, 2020
*Christmas Break		December 21, 2020	January 3, 2021
SPRING 2021 SEMESTER			
Spring Module 1	1/10/2021	January 4, 2021	February 28, 2021
Spring Module 2	2/07/2021	February 1, 2021	March 28, 2021
Spring Module 3	3/07/2021	March 1, 2021	May 2, 2021
*Easter Break (Easter April 4)		March 29, 2021	April 4, 2021
SUMMER 2021 SEMESTER			
Summer Module 1	5/09/2021	May 3, 2021	June 27, 2021
Summer Module 2	6/06/2021	May 31, 2021	July 25, 2021
Summer Module 3	7/04/2021	June 28, 2021	August 22, 2021