

**2011 – 2012**

***CALIFORNIA CHRISTIAN COLLEGE***  
***CATALOG***

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Fresno, CA 93703 - 3599

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**This catalog applies to the programs of California Christian College from  
August 1, 2011 to July 31, 2012**

**Non-Discrimination Policy**

California Christian College admits students of any race, gender, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students. It does not discriminate on the basis of race, sex, gender, color, national or ethnic origin in the administration of its educational policies, scholarship programs, or other college-administered programs. The college complies with all applicable federal regulations. The college, an equal opportunity employer, also hires staff and faculty without discrimination in regard to the above. However, California Christian College reserves the right to, and does maintain student educational and behavioral standards and employment requirements and standards based upon religious considerations consistent with its role and mission.

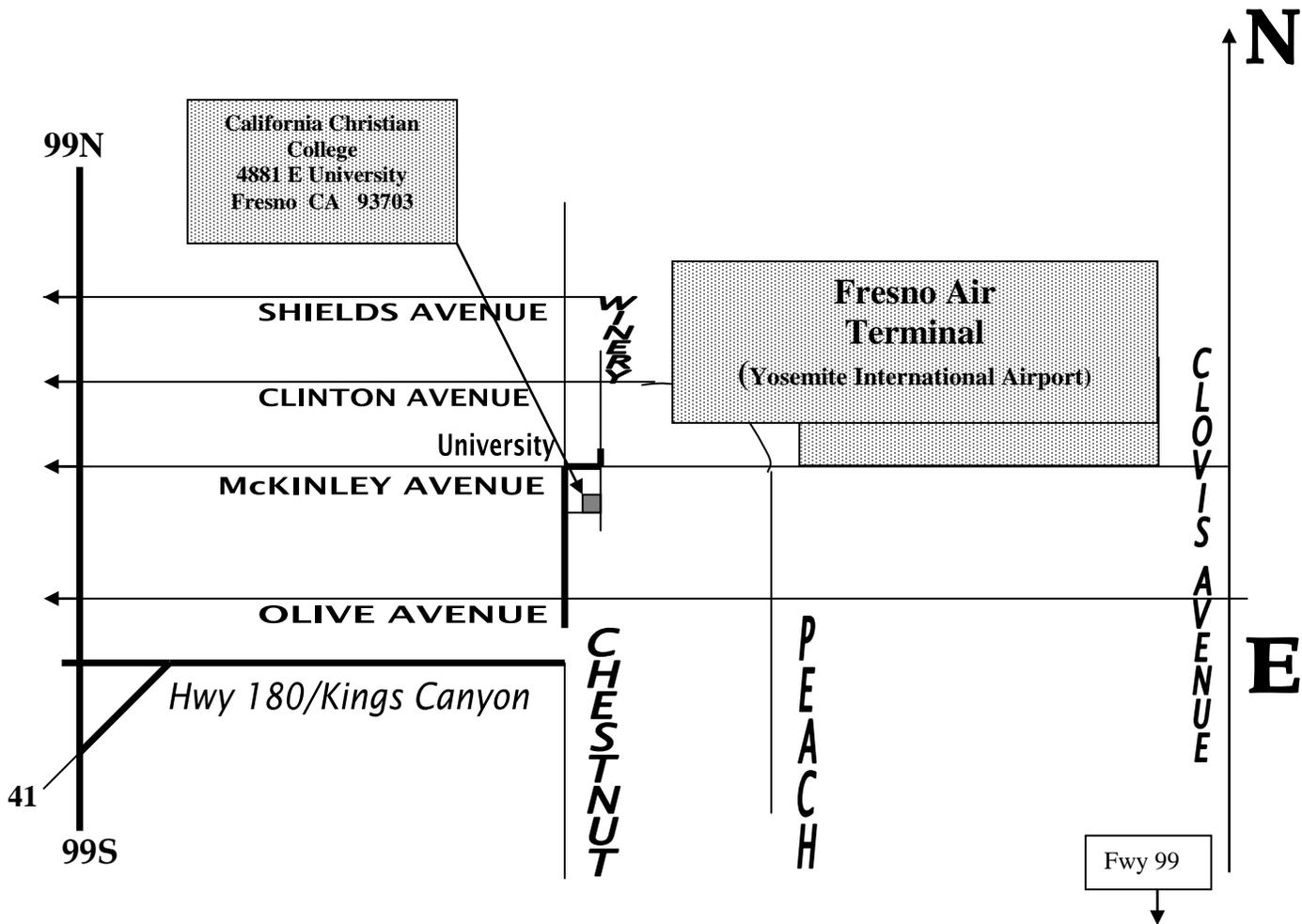
In accordance with the requirements of DVB Circular 20-76-84, Appendix P, this is to certify that this school catalog is true and correct in content and policy.

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# Map of Fresno Area surrounding CCC:



## Directions:

### Coming from the North:

99 South to 180 East/Kings Canyon

180 East/Kings Canyon to Chestnut Exit

Exit on Chestnut and turn left (North)

Go to 2<sup>nd</sup> traffic light and turn right on McKinley Ave

Turn left off McKinley onto Winery (at the KFC)

Go 1 block and turn left into entrance at Northwest corner of Winery and University. (Administration Building is two-story, turn-of-century, white, plantation style house.)

### Coming from the South:

99 North to 41 N (Yosemite)

41 N to 180 East/Kings Canyon

180 East/Kings Canyon to Chestnut Exit

Exit on Chestnut and turn left (North)

Go to 2<sup>nd</sup> traffic light and turn right on McKinley Ave

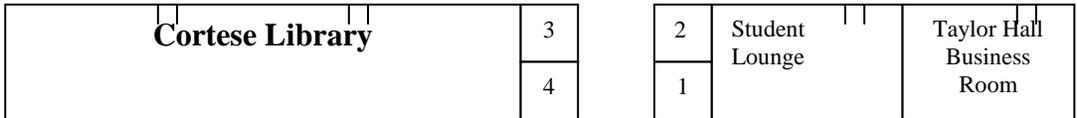
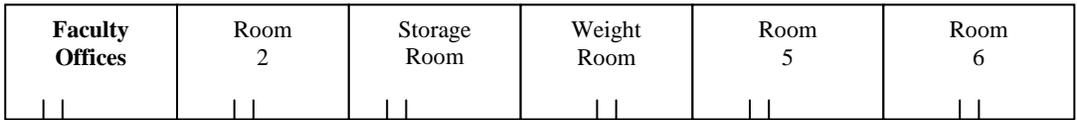
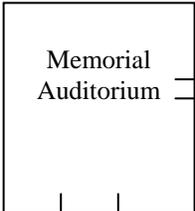
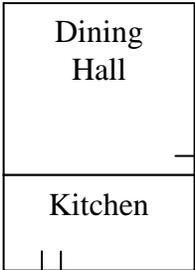
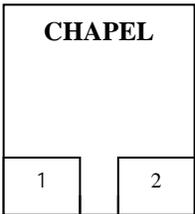
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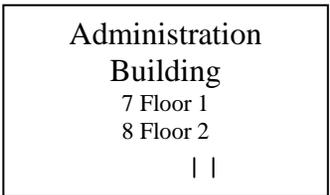
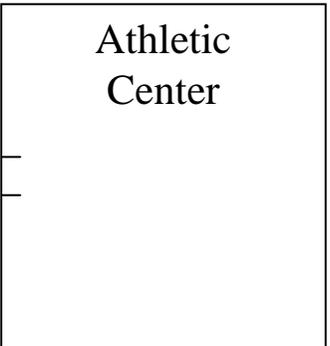
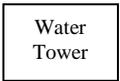
# Campus Map:

**UNIVERSITY AVENUE**



**LEGEND**

1. Men's Room
2. Ladies' Room
3. Librarian's Office
4. Storage
5. Dorm Supervisor
6. Staff Apartment
7. Administrative Assistant  
Bookkeeping  
Financial Aid  
Registrar
8. President  
Academic Dean  
Admissions Director  
Board Room



DRIVEWAY ENTRANCE

DRIVEWAY EXIT

**WINERY AVENUE** N →



## GENERAL INFORMATION

# A Message from the President

CCC is about life change through a campus atmosphere that fosters growth in all aspects of a student's life. Bible and Christian Ministry classes, Chapel, prayer times, ministry opportunities, conferences and workshops, counseling and Student Government account for just some of the ways students are impacted.

Such experiences are consistent with our effort to shape servant-leaders after the likeness of Christ who redefined servant-hood by His own passionate teachings and sacrificial life. You see, our concern is that graduates do more than earn a degree and that is why our focus is more toward making a life than making a living.

Our goal is to arm graduates with the ability to compete in the marketplace and ministry by helping them cultivate character-building qualities such as Christian character, a good work ethic, teamwork skills and problem-solving abilities.

The culmination of that task is realized when our graduates enter society to become change agents themselves as others see a reflection of Jesus Christ Himself in their lives and work.

Yours because His,

A handwritten signature in black ink that reads "Wendell Walley". The signature is written in a cursive, slightly slanted style.

Wendell Walley  
President

## GENERAL INFORMATION

### **Location, Transportation, and Entertainment**

CCC is located at 4881 East University Avenue, Fresno, California. The property on which the college is located was formerly an olive and orange plantation. The college has converted the plantation facilities to administration and cafeteria space. The administration building is a house registered with the Fresno Historical Society. Other buildings purchased from a Fresno elementary school were moved onto the property in the late 1960s and early 1970s. These buildings house classrooms, faculty offices, library, and auditorium. A chapel, dormitory and gymnasium have been constructed on campus. CCC is located less than one-mile southwest of Fresno Yosemite International Airport. Bus service is available within one block north, south, and west of the campus. The Discovery Center, a hands-on science facility, is located across the street from campus. Several restaurants are to be found within a few blocks radius of the campus and three hotels are located within a mile of the school. Fresno is home to California State University Fresno, home of the Bulldogs nationally ranked sports teams; the Fresno Grizzlies, a minor league baseball team; as well as indoor football and hockey teams. The city is home to the Fresno Art Museum; Metropolitan Museum; Woodward Park, home of the Botanical Gardens; and other recreational entertainment opportunities.

### **Publications**

The *Catalog* is published annually by the academic office. The catalog is available upon request for \$3.00 plus shipping and handling.

The *Student Handbook* is published annually by the student development department. Campus life information and regulations are published in this handbook.

### **History of the College**

California Christian College was born from the vision of forty-eight Free Will Baptist Churches in 1955. Churches in the western U.S. found trained pastors to be in short supply. CCC was established to fulfill this need. The first classes of the college were held in the First Free Will Baptist church of Richmond, CA. Today the college is located on six acres at the center of the San Joaquin Valley. Since it's founding the college has operated continuously except for 1985-86, when the governing board re-evaluated the college's needs and mission. Classes resumed in the Fall of 1986. All classes meet on the campus located at 4881 East University Ave. Fresno, CA.

### **Denominational Character**

CCC is owned and operated by the California State Association of Free Will Baptists. A Board of Trustees comprises the ruling body. The president is the administrative officer of the college under the Board of Trustees. CCC, its governing board, administration, staff, and faculty are in agreement with and committed to the theological position as stated in *A Treatise of the Faith and Practices of the Original Free Will Baptists*, published by the National Association of Free Will Baptists. CCC draws students from many denominational backgrounds. Those who hold doctrinal perspectives which differ with those of Free Will Baptists may rest assured that, while our doctrinal distinctives will be unapologetically taught and advocated, the non-Free Will Baptist student and his or her doctrinal position will be treated with respect and in a Christ-like manner.

### **Financial Support**

CCC currently offers Federal and State Student Financial Aid. However, CCC depends heavily upon Free Will Baptist individuals, churches, and the California State Association of Free Will Baptists Cooperative Program for financial support. These resources and a growing list of supporters outside California provide the basic support for the educational ministry of CCC.

## GENERAL INFORMATION

### 2011-2012 CALENDAR

<b>Fall, 2011</b>	
August 12	Dormitories Open 5:00 PM <u>only</u> for students taking Entrance Exams Saturday AM.
August 13	Entrance Exams 8:00 AM-NOON. Dormitories Open at 9:00 AM for new students coming for orientation
	College Orientation--- 1:00 PM-5:30 PM. Required for all new students.
August 14	Dormitories Open at 3:00 PM for all returning dorm students
August 15	New Student Registration 8:00 AM-NOON. All new students Integrated Studies for College Life 1:00 PM – 5:30 PM. Cafeteria opens 8AM.
August 16	Integrated Studies for College Life 9:00-5:00 PM Welcome Back to School Dinner/Orientation 5:30 PM. Required of ALL (returning & new) students.
<b><u>August 17</u></b>	<b>Classes begin.*****</b>
August 23	Last day to add or drop classes, last day to enroll in classes
September 5	<b>No Classes</b> (Holiday)
October 3-7	Midterm Exams
October 14	Celebration Banquet 7:00 PM
November 3-5	College Days
November 9-11	Registration for Spring Semester begins. <b>Required for all students.</b> (Classes as usual)
November 23-25	<b>Thanksgiving Break</b> —Dorm & Cafeteria close Tuesday at 1:00 PM; Dorm opens Sunday, November 27, 3:00 PM)
December 5-8	<b>Final Exams.</b> (Cafeteria closes Thursday at 12:45 PM)
December 9	Dormitories Close. (Students must be out by 12:00 NOON)
<b>Spring 2012</b>	
January 2-6	Spring Mini Semester
January 8	Dormitories Open 3:00 PM
January 9	Entrance Testing 8 AM - 12 Noon Required for all new students. Student Orientation. Returning Student registration. (Fees apply)
	Cafeteria opens 5:30 p.m.
January 10	New student registration
<b><u>January 11</u></b>	<b>Classes begin****</b>
January 17	Last day to add or drop classes. Last day to enroll in classes.
February 10	Valentine’s Day Banquet
February 20	<b>No Classes</b> (President’s Day)
Feb 27-March 2	Midterm Exams
March 5-9	Spring Break – No Classes (Dormitories close Saturday, Mar. 3, 12:00 NOON; Open Sunday March 11, 3:00 PM)
March 22-24	College Days
April 18-20	Registration for Fall Semester Required for all returning students.
Apr 30- May 3	<b>Final Exams</b>
May 4	Noon Farewell Luncheon (Cafeteria closes after noon meal)
	1 PM Graduation Practice
	7 PM Commencement and reception
May 5	Dormitories close. Students must be out by 12:00 NOON

Changes in schedules may be made without prior notice. Be sure to obtain an updated schedule at the beginning of each semester for most accurate information.

## GENERAL INFORMATION

### Faculty

#### Full Time Faculty

- Edgar Hyatt                    *Bible, Languages, Remedial*  
Ph.D., California Graduate School of Theology, Glendale, CA, 1985  
California Single Subject Credential: English, Fresno Pacific College, 1987  
MA, CSU Fresno, 1982  
MA, Mennonite Brethren Biblical Seminary, Fresno, 1976
- David Molter                    *Bible, Theology*  
MA, Mennonite Brethren Biblical Seminary, Fresno, CA, 1978  
Pastor, Kerman Free Will Baptist

#### Part Time Faculty

- Jim Cox                         Ph.D., Higher Educational Administration, Ohio State University  
MA, History, Marshall University Graduate College
- Ingrid Voss                    *English*  
MA, University of Bonn, 1985  
Teacher, various positions US and Germany
- Wendell Walley                *Pastoral Ministries*  
MAPS, Free Will Baptist Bible College, Nashville, TN, 1984  
Pastoral experience, 35 years  
Church planter  
Curriculum writer for Randall House Publications, 6 years  
State & National Home Missions Board experience, 26 years

#### Adjunct Faculty

- J. David Bennett                *Christian Counseling*  
Ph.D., Clinical Psychology, Baylor University  
Private Practice
- Patricia Cota                    *Music*  
M.A. Music Education, California State University, 1987  
Graduate Studies, Music, San Jose State University, 1984-1985  
BA, Music and Bible/Theology, Bethany Bible College, 1979.
- Susie Kelpe                    *Math*  
MA, Fresno Pacific University, 1993  
Clear California Teaching Credential Single Subject: Math 1985  
BS University of Kansas, 1972
- Rodney Lowery                 *Pastoral Ministries*  
M.Div., Multnomah Biblical Seminary, 2006  
BA., California Christian College  
Senior Chaplain, Fresno Police Department

## GENERAL INFORMATION

Richard Stewart	<p><i>Biology</i>  M.A., Biology, California State University, Fresno, 1994  BA, Biology, California State University, Fresno, 1973</p>
Jerry Voss	<p><i>Social Science</i>  Ph.D. (Candidate), Trinity Theological Seminary  M.Div., Austin Presbyterian Theological Seminary, 1994  Pastor, Millbrook Presbyterian Church</p>
Anna-Jean Walley	<p><i>Computers</i>  BA, Business Administration, Montreat College, Montreat NC, 1997</p>
Tamara Walley	<p><i>Bible/Christian Ministry</i>  MAR, Christian Education, Liberty University, 2008  MA, Physical Therapy, University of Alabama, Birmingham, 1994  BS, Bible and Teacher Education, Free Will Baptist Bible College, 1989</p>

### Administration

<i>President/CEO</i>	Wendell Walley	559/455-5560	wenwalley@sbcglobal.net
<i>VP Academic Affairs</i>	Dr. James Cox	559/455-5572	cccacademic@sbcglobal.net
<i>Business Office Manager</i>	Anna-Jean Walley	559/455-5566	cccbusiness@hotmail.com

### Staff

<i>Registrar</i>	Irene Thirlwall	559/455-5565	cccregistrar@sbcglobal.net
<i>Dean of Students</i>	David Molter	559/455-1613	dmcgoldie@aol.com
<i>Librarian</i>	Nancy Singh	559/251-5025	nanhillsingh@yahoo.com
<i>Admissions Director</i>		559/455-5571	cccadmissions@sbcglobal.net
<i>Director of Institutional Effectiveness</i>	Ingrid Voss	559/251-4215	izv@fpu.edu
<i>Financial Aid Coordinator</i>	Mindy Scroggins	559/455-5580	cccfindir@sbcglobal.net
<i>Food Services Director</i>	Joseph Cabrera	559/455-5573	
<i>Dorm Supervisors</i>	James and Krissi Turnage	559/930-6580 559/273-2681	<u><a href="mailto:Jrtmedic1@yahoo.com">Jrtmedic1@yahoo.com</a></u> klsitter@sbcglobal.net
<i>Christian Service Director</i>	Tamara Walley	559/455-5575	cccregistrar@sbcglobal.net

## GENERAL INFORMATION

### **Board of Trustees**

Gary Nicholes, <small>Secretary</small>	784 Bliss Ave	Fresno, CA 93727	559/454-8469	Gary_Nicholes@sbcglobal.net
Allen Kennedy	3101 Sherrell Way	Bakersfield, CA 93306	661/366-5802	allenqteam@gmail.com
Alvis Lassiter	PO Box 256	Hughson, CA 95326	209-883-4543	Alass10136@aol.com
Richard Brown	112 Pacific Avenue	Rodeo, CA 94572	510/799-1990	rtbmoonlite@yahoo.com
Bob MacGill	645 Kern Street	Richmond, CA 94805	510/232-1752	bmacgill@sbcglobal.net

#### **Ex-Officio Members**

Rick Scroggins	823 E. Princeton St.	Ontario, CA 92764	909/983-5315	rickdonnascrog@gmail.com
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## GENERAL INFORMATION

### Accreditation

California Christian College is a member of the **Transnational Association of Christian Colleges and Schools** having been awarded Reaffirmation status as a Category II institution by the TRACS Accreditation Commission on November 5, 2003 for 10 years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

**TRACS**  
PO Box 328  
Forest, VA 24551  
Telephone: 434.525.9539  
E-mail: info@tracs.org

California Christian College is recognized by the **Internal Revenue Service** as a tax-exempt organization, Federal Tax Identification Number: 94-1576850.

California Christian College is recognized by the **Immigration and Naturalization Service of the Justice Department** as an educational institution certified to grant I-20 Student Visas to F-1 International Students for Business and Theological educational programs. Department of Justice Number: **SFR214F0887**.

California Christian College is recognized by the **Department of Education, Office of Postsecondary Education, Health, Department of Education and Welfare**, and has been approved by the Department of Education, Eligibility and Certification Division, to administer Student Financial Aid. **Title IV Institutional Code: 014128. PPA Code: 00884400.**

California Christian College is approved to administer Veterans Benefits by the **Department of Consumer Affairs, State of California**. VA School Code Number: **3 1 1372 05**.

California Christian College, a private non-profit institution has approval to operate from the Bureau for Private Postsecondary Education, State of California Institution Code: 1000341 School Code: 1000341

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 ;fax (916) 263-1897

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS EARNED AT OUR INSTITUTION

The transferability of credits you earn at California Christian College (CCC) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the Bachelor's or Associates program is also at the complete discretion of an institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer. You may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CCC to determine if your credits or degree will transfer. Credits from CCC are being accepted by a growing number of accredited colleges and universities. Contact the Registrar for the current list of articulation and transfer agreements.

Students should understand that, under **California Educational Code CCR #71850**, no more than 75% of the units of credit that may be applied toward the award of an associate or bachelor's degree may be derived from a combination of units earned at other institutions.

California Christian College is a member of the **National Association of Christian College Admissions Personnel (NACCAP)** and endorses the Principles of Good Practice approved by NACCAP.

## PHILOSOPHICAL AND ACADEMIC STATEMENTS

### **Mission Statement (revised 7/01; 10/02)**

The mission of California Christian College is to prepare men and women, through quality Bible-based Christian education, to serve Christ effectively in His church and throughout society.

### **Purpose Statement (revised 7/01; 10/02)**

The constituency and ownership of California Christian College, the California State Association of Free Will Baptists and CCC alumni have clearly articulated their desire for CCC to establish Christian ministry programs for the purpose of developing capable Christian leaders to serve Christ both in the Church and in society. The college seeks Christian students who are serious about Christian education, doing the will of God, and preparing for church-related ministries, either on the lay or professional level.

The college is committed to upholding the cardinal doctrines of the traditional Christian faith, the distinctives of the sponsoring denomination and the belief that Christian education must deal with the moral, social, spiritual, and academic dimensions of the student. The AA and BA programs emphasize the following: (1) a major in Bible and Christian ministry as the heart of each educational program, (2) a Biblical-Christian worldview as the integrating factor for the entire curriculum, (3) Biblical standards of morals and ethics and (4) the concept that all students are preparing for Christian living and service.

### **Objectives**

The general objectives expressed below indicate qualities California Christian College regards as generally essential for effective Christian service. Therefore, it is the objective of the College to provide the necessary educational environment, instructional resources and practical experiences so that graduates, within the framework of individual God-given personality, potential and abilities, may be reasonably expected to demonstrate the following:

1. A broad comprehension of Scripture.
2. A Christian worldview based on the doctrines of orthodox Christian belief.
3. An informed mind demonstrated through critical thinking.
4. Christian character demonstrated through academic integrity, responsible stewardship of time and resources, and support of the college community.
5. Practical application of evangelism and basic ministry skills as well as communication skills for reasonable effectiveness in Christian ministry.

### **Responsibility for Meeting Objectives:**

All functions of the institution relate directly to the objectives of the educational program conceived to carry out the mission. Thus the role of all divisions, even those not directly educational, is that of means to an end—as in the following examples:

The **Admissions** office strives to admit students whose interests are appropriate to the College's mission and who are capable of benefiting from one of its programs.

The **Administrative** division functions to enable the educational program to be effective by hiring qualified personnel, promoting appropriate job training and continuing education, and ensuring the accomplishment of the College's Mission and Objectives.

The **Student Services** staff works to foster the development of students toward the maturity required for Christian service.

The **Christian Services Department** promotes and helps to provide required practical experience that complements classroom learning.

The **Library** has as its purpose to provide access to the information necessary to support the educational program.

## PHILOSOPHICAL AND ACADEMIC STATEMENTS

Those involved in **fund-raising** seek to provide the financial resources necessary for the educational program to achieve its objectives.

Those who oversee **Physical Facilities** have as their purpose to provide buildings and grounds that facilitate the educational program.

Every **faculty member** is required to develop each course syllabus to reflect the college's Mission and Purpose Statements.

**Students** must buy in to the objectives of the College and apply themselves to the various intellectual and practical opportunities made available to them by the college for the development of their ministry skills. The student must also faithfully and honestly participate in assessment programs to assist the College in measuring the successful accomplishment of its objectives.

### Philosophical Statement

California Christian College holds the conviction that:

1. The Bible is the plenary and verbally inspired Word of God.
2. These Holy Scriptures are without error in their original manuscripts.
3. The Bible is infallible, inerrant, trustworthy, and authoritative in all it teaches.

Therefore, we believe that the Bible is:

1. The only source of all truth, and that all genuine truth is certainly and fully grounded in the Bible.
2. The only sure foundation upon which all true knowledge can rest.
3. The only accurate standard by which all subjects must be evaluated and taught.

**Hence, the Bible is the central integrating factor of the total educational process. All genuine truth is based upon and unified by the uniquely revealed Word of God.**

California Christian College holds to a holistic theology of education. By this we mean that:

1. We are held responsible for, and endeavor to teach all subjects whether of the humanities, sciences (both natural and social), the arts, and/or Biblical and Church-related subjects in light of Scriptural truth.
2. We are held responsible for maintaining the Biblical pattern of spiritual, intellectual, emotional, physical, and social development of our students as we help them develop as well-adjusted persons. This we are to do in all our academic, spiritual, and social events.
3. We are determined to make sure that all courses are taught from the perspective of our educational philosophy. This will be insured on two levels: **first**, through Faculty training; **second**, in our course syllabi.

### Biblical Foundations Statement

1. We believe the Scriptures of the Old and New Testament were given by inspiration of God and are our infallible rules of faith and practice.
  - a. We believe in the plenary verbal inspiration of the Bible. By plenary we mean "full and complete." We hold that all parts of the Bible are inspired and that inspiration extends to all its subjects. By verbal we mean that inspiration extends to the very words of the Scriptures, not just the thoughts and ideas expressed by human authors.
  - b. We believe the Scriptures are infallible and inerrant. The Bible is without error and is trustworthy in all its teachings, including cosmogony, geology, astronomy, anthropology, history, chronology, etc., as well as in matters of faith and practice. Being the very word of God, it is God's final revelation and our absolute authority.
2. We believe there is one living and true God, revealed in nature as the creator, preserver, and the Righteous Governor of the universe; and in the Scriptures as Father, Son, and Holy Spirit; yet as one God, infinitely wise and good, whom all intelligent creatures are supremely to love, adore, and obey. We believe in the Triune God.
3. We believe Jesus Christ is God manifest in the flesh; in His divine nature truly God, in His human nature truly man; the mediator between God and man, once crucified, He is now risen and glorified, and is our ever present Savior and Lord.

## PHILOSOPHICAL AND ACADEMIC STATEMENTS

4. We believe in the Holy Spirit and that the Scriptures assign to Him all the attributes of God. This third person of the Godhead guides, knows, moves, gives information, commands, forbids, sends forth, reproves, and can be sinned against. He convicts, regenerates, indwells, seals all believers in Christ, and fills all who yield to Him. The Holy Spirit gives spiritual gifts to all believers; even so, the manifestation of any particular gift is not required as evidence of salvation.
5. We believe God exercises a wise and benevolent providence over all beings and all things by maintaining the constitution and laws of nature. He also performs special acts, not otherwise provided for, as the highest welfare of humanity requires.
6. We believe man was created innocent, but by disobedience fell into a state of sin and condemnation. His posterity, therefore, inherits a fallen nature of such tendencies that all who come to years of accountability sin and become guilty before God.
  - a. God, by His own special act, created the universe and all that is in it in six literal days of the creation week.
  - b. God created man, consisting of a material body and a thinking, rational soul. He was made in the image of God, to glorify his Maker. Adam and Eve are our first parents whom God specifically created.
7. We believe the Son of God by His incarnation, life, sufferings, death, and resurrection affected for all, redemption from sin that is full and free, and is the ground of salvation by faith.
8. We believe the conditions of salvation are:
  - a. A “godly sorrow which produces repentance to salvation” (2 Corinthians 7:10).
  - b. Faith or unreserved committal of oneself to Christ as Savior and Lord with purpose to love and obey Him in all things. In the exercise of saving faith, the soul is renewed by the Holy Spirit, freed from the dominion of sin, and becomes a child of God.
  - c. Continuance in faith and obedience unto death.
  - d. Personal salvation from the eternal penalty of sin is provided solely by the grace of God on the basis of the atoning death and resurrection of Jesus Christ, to be received solely through personal repentance of sin and faith in His Person and Work.
9. We believe God determined from the beginning to save all who should comply with the conditions of salvation. Hence by faith in Christ men become His elect.
10. We believe the human will is free and self-controlled, having power to yield to the influence of the truth and the Spirit, or to resist them and perish.
11. We believe God desires the salvation of all, the Gospel invites all, the Holy Spirit strives with all, and whosoever will may come and take of the water of life freely.
12. We believe all believers in Christ, who through grace persevere in holiness to the end of life, have promise of eternal salvation.
13. We believe that Baptism, or the immersion of believers in water, and the Lord’s Supper, are ordinances to be perpetuated under the Gospel. Feet washing, as an ordinance, teaching humility, is a universal obligation, and is to be ministered to all true believers.
14. We believe God commanded tithes and offerings in the Old Testament; Jesus Christ endorsed it in the gospel (Matthew 23:23), and the apostle Paul said, “Upon the first day of the week let every one of you lay by him in store, as God hath prospered him” (1 Corinthians 16:2a).
15. We believe the divine law requires that one day in seven be set apart from secular employment and amusements, for rest, worship, holy works and activities, and for personal communion with God.
16. We believe in the personal, malevolent being called Satan who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ will be confined in conscious torment forever.
17. We believe the Lord Jesus, Who ascended on high and sits at the right hand of God, will come again to close the Gospel dispensation, glorify His saints, and judge the world (Acts 1:11).
  - a. The return of our Lord Jesus Christ will be personal, bodily, and visible.
  - b. We believe the Scriptures teach the resurrection of all men at the last day. They that have done good will come forth to the resurrection of life, and they that have done evil unto the resurrection of damnation; then the wicked will go away into eternal punishment but the righteous into eternal life.

## PHILOSOPHICAL AND ACADEMIC STATEMENTS

### **Moral/Ethical Statement (Approved 8/18/99)**

The statement below expresses California Christian College's moral and ethical principles. Each student, faculty member and staff member will be required to sign this statement on an annual basis.

- ❖ As a Christian believing the Bible to be the plenary and verbally inspired Word of God, and believing it to be infallible and inerrant, I accept it as the final authority in all matters of faith and life.
- ❖ The Bible teaches godliness of life and holiness of character as the standard of life for every Christian. This is the principle for life and conduct held by California Christian College for its administration, staff, faculty and student body.
- ❖ Godliness of life and holiness of character involve separation unto God so that one's life reflects the character, grace, and goodness of God (1 Corinthians 1:31; Colossians 3:17, 23). It involves separation from the world system of living so that one's life is a distinct witness of the redeeming grace of God, to the end that lost men will come to glorify God (Matthew 5:16; 1 Peter 2:12).
- ❖ From this perspective, questionable forms and/or places of amusement are not acceptable for faculty, staff, or administration of California Christian College. In keeping with New Testament principles of conduct, faculty, staff and administration of California Christian College must abstain from drinking intoxicants, substance abuse, smoking and other forms of tobacco use, gambling in any form, dancing, sexual immorality and any other activity which will bring reproach upon the Name of Christ and His Church. New Testament principles of Christian honesty, formality, courtesy and kindness are to be practiced by all California Christian College faculty, staff and administration. Any breach of academic honesty, overt plagiarism, lying, stealing, or any other form of dishonesty will result in disciplinary action. Any violation of local, state or federal statutes will result in dismissal and a report will be made to the appropriate authorities.

#### ❖ **Human Sexuality**

1. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. Faculty or students found to be in violation of or promoting any of the above sex offenses will have their relationship with CCC terminated. Any report of immorality between school sessions may result in failure for readmission. (Gen. 2:24; Gen. 19:5,13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 6:9; I Thess. 4:1-8; Heb. 13:4).
2. We believe that pornography is defined as any material including photos, drawings, posters, magazines, movies, video games, or items on the internet that display males or females in sexually stimulating positions. This would include nude photos, swimsuit photos, cartoons, hard or soft porn photos, etc.
3. We believe that the only legitimate marriage is the joining of one man and one woman (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23).
4. We believe that men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions for men and women in the home and in the church. The husband is to be the leader of the home and men are to be the leaders (pastors and deacons) of the church. Accordingly, only men are eligible for licensure and ordination by the church (Gal. 3:28; Col. 3:18; I Tim. 2:8-15, 3:4-5, 12).

#### ❖ **Divorce and Remarriage**

We believe that God hates divorce and intends marriage to last until one spouse dies. Divorce and remarriage is regarded as adultery except on the grounds of fornication. Although divorced and remarried persons or divorced persons may hold positions of service in the church and be greatly used of God for Christian service, they may not be considered for the offices of pastor or deacon (Mal. 2:14-17; Matt. 19:3-12; Rom. 7:1-3; I Tim. 3:2, 12; Titus 1:6).

#### ❖ **Abortion**

We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well being of the mother are acceptable (Job 3:16; Psalms 51:5, 139:14-16; Isa. 44:24, 49:1,5; Jer. 1:5, 20:15-18; Luke 1:44).

## PHILOSOPHICAL AND ACADEMIC STATEMENTS

### ❖ **Missions**

We believe that God has given the Church a great commission to proclaim the Gospel to all nations so that there might be a great multitude from every nation, tribe, ethnic group, and language group who believe the Lord Jesus Christ. As ambassadors of Christ we must use all available means to go to the foreign nations and not wait for them to come to us (Matt. 28:19-20; Mark 16:15; Luke 24:46-48; John 20:21; Acts 1:8; II Cor. 5:20).

### ❖ **Lawsuits Between Believers**

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. We believe the church to possess all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander (I Cor. 6:1-8; Eph. 4:31-32).

❖ Positive holy living and its value will be emphasized at all times.

## ACADEMIC POLICIES

### **Nondiscrimination Policy**

California Christian College admits students of any race, gender, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students. It does not discriminate on the basis of race, sex, color, national or ethnic origin in the administration of its educational policies, scholarship programs, or other college-administered programs. The college complies with all applicable federal regulations. The college, an equal opportunity employer, also hires staff and faculty without discrimination in regard to the above. However, California Christian College reserves the right to, and does, maintain student educational and behavioral standards and employment requirements and standards based upon religious considerations consistent with its role and mission.

### **Academic Freedom Policy**

California Christian College is just that – a **Christian** college. Academic freedom in a Christian college rests upon the Gospel itself as it creates a community in which the Spirit of Christ informs and nudges all human activity. In an effort to maintain our integrity and remain true to our mission, California Christian College hires those qualified instructors who are in agreement with the mission, doctrine, organization, and educational philosophy of the institution. Instructors accepting teaching positions in this college will be considered to be engaging to teach in accordance with, and not contrary to, the basic tenets of the Christian faith as revealed in Holy Scripture. So long as instructors remain faithful to the accepted philosophical, theological, and missiological foundations of this institution, they are free to teach, carry on research and publish, subject to the adequate performance of their academic responsibilities as agreed upon with the college.

It is accepted as sound academics to introduce opposing views on a subject and search for truth concerning that issue. In the classroom the instructor has freedom to discuss his or her subject and search for truth about it, but she or he must be careful not to introduce into his/her teaching controversial matters that have no relation to the subject at hand.

A college teacher is a citizen, a member of a learned profession, and an officer of an educational institution. Instructors are free to express and act upon their conscientious convictions as individual citizens. However, they should remember that the public will judge his/her profession and institution by his/her utterances and actions. Therefore:

1. When she or he speaks or writes as a citizen, she or he should be free from institutional censorship or discipline.
2. She or he should strive for absolute accuracy, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate she or he is not an institutional spokesperson.

Since this is a Bible college, and we deal with what are often termed eternal issues, it is possible that students may decide that diversity of opinion within a classroom setting is much more serious than it really is. Teachers may even withhold the answer to a question in order to stimulate the students to discussion and serious thought. The following points are good to remember when attending Bible college classes:

1. Strive to enjoy and learn from classroom discussion. Class participation is a part of any course grade, and the student will learn more if she or he is actively involved in the class.
2. Don't panic. Ask for clarifications if you are having trouble understanding a teacher's position.
3. Remember some rules of healthy discussion. Bible doctrine almost begs argumentation – and some people learn best when debating. The important issue is maintaining a healthy spirit. Here are some guidelines that will help you maintain and contribute to the academic freedom of California Christian College:
  - a. You have permission to disagree with students or teachers within the classroom setting without feeling guilty about it.
  - b. You are expected to state your position with strength and clarity.
  - c. Protect your instructors and classmates from needless hurt. No name-calling, personal criticisms, discussion of the positions of non-present individuals, or disputation of someone's sanity or salvation because she or he disagrees with you will be tolerated.
4. Perfection in doctrinal discussions is only approached when all the parties involved, including the instructor, are willing to say, "I don't know" instead of bluffing.

## ACADEMIC POLICIES

### **Degree Offerings**

CCC offers the Associate of Arts degree (AA) and the Bachelor of Arts Degree (BA) to those who complete prescribed courses of study.

### **Academic Load**

An Associate of Arts will require 64 units, and a Bachelor of Arts will require an additional 64 units. Therefore, an associate degree will often require four (4) semesters of attendance, with an average of 16 credits per semester. A bachelor's degree will often require four (4) years of attendance, with an average of 16 credits per semester.

A student must carry a minimum of twelve hours to be classified as a full-time student. Students who wish to take more than sixteen semester hours during any semester must receive permission to do so from the Academic Dean. Students who must maintain employment during their schooling may be required to carry a less than normal load and extend their time in college over a longer period of time. Elective courses may not necessarily apply to program requirements. Students should discuss program requirements with a student advisor if they have any questions.

### **Part-time Students**

The term "part-time" is used to indicate all students who enroll in less than twelve hours work with CCC during a single semester.

### **Advanced Standing**

CCC does not grant credit for non-collegiate level work. Credit for work done at other colleges may be accepted for transfer if the work is generally equal to the course requirements of CCC. Courses for which less than a "C" grade was earned may not be transferred for credit.

### **Continuous Enrollment**

Continuous enrollment is understood to mean enrollment in at least one class for credit each semester.

### **Residency Requirement for Graduation**

Students who transfer with an advanced standing must be full time students and complete a minimum of twenty five percent of their degree requirements at California Christian College. Generally, the semester immediately preceding graduation must be spent in residence at CCC.

### **Activities Units**

Students may receive credit for a maximum of four activities units in any area (sports, music, yearbook, practicum, etc.). Units above four taken in these areas may not fulfill either general education or elective requirements. A student may receive four units in each area, but not more than four in each. There are no exceptions to this policy.

### **Experiential Learning**

California Christian College offers Experiential Learning Credit for qualified students. A maximum of 25% of degree requirements may be fulfilled through Experiential Learning Credit. Any award of credit for prior learning will follow the guidelines of the Council on Adult and Experiential Learning (CAEL). Contact the Academic Dean for details.

### **Transfer Credit Limit**

Students should understand that, under California Educational Code CCR 71770 (b), no more than 75% of the units of credit that may be applied toward the award of an associate or bachelor's degree may be derived from a combination of units earned at other institutions. The maximum transfer of units that may be applied toward an AA at California Christian College is 48 and 96 toward a BA.

### **Veterans Specification**

The Veterans Administration requires that VA students receive 4 units transfer credit for military experience, 2 units for health and 2 units for physical education. The credit will be granted at the time the student is accepted for admission to CCC.

## ACADEMIC POLICIES

### **Military Courses and Schools**

Collect all relevant military information such as the DD214, DD295, military school certificates, etc. (This does not include USAFI/DANTES tests.) Veterans should submit an original DD Form 214, and service personnel on active duty should submit an original DD Form 295 (“Application for the Evaluation of Educational Experiences During Military Service”), certified by a military education officer.

### ***Credit***

Military courses for which certificates have been received or which appear on the DD214 will be evaluated on the basis of recommendations from the American Council on Education’s *Guide to the Evaluation of Educational Experiences in the Armed Services*. Courses taken must match course descriptions in the above-mentioned guide. When possible, certificates for military courses should be included along with the DD214. Lower and/or upper division credit may be awarded.

In order to receive a copy of DD214 or certification of military service, write to:

General Services Administration  
National Personnel Records Center  
(Military Personnel Records)  
9700 Page Boulevard  
St. Louis, MO 63132

Air Force Transcripts may be obtained from:

Registrar, Community College of the Air Force  
Maxwell AFB, AL 36112-6655.

Army Transcripts documenting military training and experience are available to Army enlisted active-duty personnel and veterans who entered the service on or after October 1, 1981 and must be requested by writing to:

AARTS Operations Center  
Ft. Leavenworth, KS 66027-5073

### ***VA Benefits***

For anyone wishing to apply for VA benefits, contact our financial aid office.

### **Gap Unit Policy** rev. 10/17/96

Students who transfer into CCC from another institution will be subject to a transcript review. Our program reflects our institutional mission, accreditation requirements, and state and federal educational standards. We do everything in our power to help students complete their program with us, but some courses are required, whether the student has a number of units sufficient to graduate or not.

### **College Level Examination Program (CLEP)**

A maximum of 15 semester units may be granted for successful completion of College Level Examination Program (CLEP) examinations. Three units are awarded for each general examination. Credit awarded for subject examinations is equal to that of the California Christian College course to which it corresponds. Credit is not awarded for examinations when more advanced course work in the subject area has been completed. Information concerning minimum scores, limitations and procedures is available in the Registrar’s Office.

### **Course Challenge**

Courses may be challenged for credit by examination, not to exceed four (4) courses in the BA program or two (2) courses in the A. A. program. A **\$50.00** fee per course challenged plus the tuition cost of the course will be charged. Fees are applicable whether or not the course is successfully challenged. All grading for a course challenge is done Pass/Fail. Request forms for challenging a course are available from the Academic Dean’s office. Registration for course challenges is made during normal registration periods. Contact the Registrar’s Office for information concerning limitations and procedures.

## ACADEMIC POLICIES

### Non-Matriculated Students

Non-matriculated students are those students taking courses for personal enrichment, are not in a degree program, and are taking the course for credit (receiving a grade for the course). A maximum of 16 units completed at CCC under this status, with a 1.0 or better, may be applied to a degree program at California Christian College.

### Auditing Courses

Under certain conditions students may attend classes without accumulating credit toward graduation. Persons capable of completing course assignments for credit should not normally become auditors.

### Unit of Credit

A college hour of credit is rated at **50 minutes x the number of weeks of college attendance required**. The CCC length for a semester is a minimum of **15 weeks**. A total **60 clock hours (15 weeks x 4)** are required to complete the educational service for one semester's credit for a **four-unit course**. A total **45 clock hours (15 weeks x 3)** are required to complete the educational service for one semester's credit for a **three-unit course**. A total **30 clock hours (15 x 2)** are required to complete the educational service for one semester's credit for a **two-unit course**. A total of **15-clock hours (15 x 1)** are required to complete the educational service for one semester's credit for a **one-unit course**.

### Distance Learning Degree

Distance Learning makes available to the non-resident student courses similar to those taken by students on the California Christian College campus. This program is designed to meet the particular education needs of pastors and other Christian workers who may not be able to come to the campus for resident study. Students desiring an AA or BA degree from CCC may use these courses to satisfy degree requirements. Classes are online and the facilitator will respond within 7 days of the receipt of student lessons or projects.

### Correspondence Courses

Correspondence courses allow the non-resident student to study at home. A significant portion of work done through correspondence may be applied to a degree program on campus.

### Study Groups

Study groups, wherein students get together outside of class, are student initiated. The college does not form them or enforce them.

### Student Placement Services

California Christian College does not offer student placement services. Job opportunities are posted as available.

### Classification of Students

Students are classified according to the number of semester hours credit earned, (see scale below), while **classification** is by semester hours credit accumulation, completion of programs and award of degrees are based upon the fulfillment of degree requirements.

Freshman	1 – 32 hours
Sophomore	33 – 64 hours
Junior	65 – 96 hours
Senior	97+ hours

### Ability to Benefit Policy to Measure Sufficient Academic Progress

A student's ability to benefit is measured after two semesters in light of the following considerations:

1. **Academic Probation.** See below.
2. **Utilization of Available Services.** Any student who has become ineligible should have been made aware of the services offered by the institution:
  - Counseling.
3. **Monitoring.** The Academic Dean is responsible for following up on specially admitted students. Any student who is experiencing difficulty in any course(s) should be reported to the Academic Dean. Tutoring or other support may be arranged for the student.
4. **Class Attendance.** (See page 19).

## ACADEMIC POLICIES

5. **Grades and Grade Point Average.** Midterm exams are given for the express purpose of gauging the students' progress in order to help with tutoring or other procedures before the semester proceeds beyond their ability to catch up.

### Grading Scale

California Christian College uses a four-point grading system to determine grade point averages. The grade point average may be computed by dividing the total grade points earned by the total number of units attempted. See grading scale below:

Scale	Letter Grade	GPA	Scale Definition
100-90	A	4	<b>Superior:</b> student completed all assigned work and demonstrated exceptional ability and skill in the course.
89-80	B	3	<b>Above Average:</b> indicates good work, better than satisfactory. Student met all requirements of the course.
79-70	C	2	<b>Average:</b> indicates satisfactory work. All assignments completed acceptably. Anything lower than this is not acceptable college work.
69-60	D	1	<b>Poor work:</b> some course requirements may not have been completed or work is generally unsatisfactory.
59-0	F	0	<b>Failure:</b> the work is unacceptable or student missed more than 25% of the classes.
	Pass	0	Courses receiving a "Pass/Fail" indicate no grade-point value is assigned. Such grades do not affect the total grade-point average.
	W	0	<b>Withdraw:</b> student withdrew after the first five days of class but before the first day of mid-term exams.
	WP/WF	0	<b>Withdraw/Pass/Fail:</b> student withdrew after mid-term; P or F indicates letter grade at time of withdrawal.
	I	0	<b>Incomplete:</b> given at the discretion of the instructor, allowing a specified amount of time for work to be completed. Restrictions apply. See below:

#### **Incomplete:**

An Incomplete is given at the discretion of the instructor. However, the following restrictions apply.

1. The student must request it.
2. Reasons acceptable to the instructor must be given for the request such as: sickness, emergency, or extra work hours may be acceptable. The instructor should have reasonable assurance that the reasons offered are genuine. No application need be filled out, and no fee is charged. The incomplete is for a maximum of four weeks. Examinations may be part of an incomplete.
3. If the student does not turn in the required work without having asked for an incomplete, the instructor must turn in a grade based upon the work completed and the value of the work not completed.
4. The request for an incomplete must be made no later than the day of final exam and must be made directly to the instructor involved.
5. When an incomplete is to be given, the instructor must file a grade of incomplete with the registrar.
6. When the work is completed, the instructor must change the incomplete to a letter grade and notify the registrar. Should the work not be completed in the required time, a letter grade must be given for the course and the registrar must be notified.

### Grade Grievance Policy

A student should not appeal a grade just because he or she is unhappy with the evaluation. Appeals should be based on the reasonable assumption that an error has been made. Whereas it is in the best interest of both the teacher and the student to resolve a grade dispute quickly and efficiently, the following Grade Grievance Policy will apply:

**Step One:** A student may approach an instructor, informally and directly, concerning a grade grievance within ten working days after the beginning of the next regular semester. The student should

## ACADEMIC POLICIES

make every effort to contact the Instructor during regularly posted office hours. Each student should represent his/her personal grievance and not approach the Instructor on behalf of others who may have a similar grievance. The attitude of the student should be that of a person seeking information or clarification. In no case should the Instructor feel badgered or harassed into making a grade change. Upon review of the course requirements and the student's grade record, should the Instructor decide a change is warranted; a formal grade change form should be filed, signed and dated, with the Registrar's Office within five working days.

**Step Two:** If the student does not receive satisfaction at the Instructor level, a formal written appeal may be made to the respective Academic Dean within five days after the conclusion of step one. The Dean will review the case to determine if both Instructor and student followed proper procedures in step one. The Dean may determine that a joint meeting with the student and Instructor would be useful. The Academic Dean serves as facilitator and mediator, but not a dictator of grade changes. The Dean will notify both the Instructor and the student of his findings within five working days.

**Step Three:** If the student does not receive satisfaction at the Dean level, he or she may appeal to the President in writing within five days following the conclusion of step two. The President will review the case and make a ruling within five working days. The decision of the President will be final.

**Step Four:** If the problem still has not been resolved, and the grieving party still wishes to pursue the matter, it then becomes a paternal responsibility. The CCC Board of Trustee Executive Committee will meet with the plaintiff, defendant, and President, and reach a decision. This decision will be considered to be the final work on the matter (1 Corinthians 6: 1 - 14).

### Extenuating Circumstance Policies

#### Extensions

Extensions are long-term agreements made between an instructor and the student if it is seen that the agreement would be academically beneficial to the student.

The student must petition for an extension and it requires the approval of the Academic Affairs Committee.

The procedure for entering into an extension agreement is:

1. A deadline for having the work completed must be agreed upon by the instructor and the student.
2. The proposal will be submitted to the Academic Affairs Committee by the student, including the reasons for the request along with the date of completion.
3. If the Academic Committee approves it, an agreement will be registered on a form completed by the instructor and the student. It will be filed in the student's academic file.
4. When the work is completed, the instructor will submit a grade for the course to the registrar. Penalties for late work are left to the instructor's discretion.
5. If the work is not completed on time, the course will be graded "F."
6. The student will be charged \$25.00 for the extension and must apply 2 weeks before the end of the semester. A late fee of \$10.00 will be charged for extension applications after the deadline. These fees will be paid to the bookkeeper.
7. Only one course per semester may be extended except in cases of illness (verification by physician may be required at the discretion of the Academic Committee).

#### Course Repetition

Students who have earned a 'C', 'D' or 'F' in a course may repeat that course. Only the highest grade will be counted toward the student's GPA. All attempts of any particular course will be shown on the transcript and, for financial aid purposes, will count toward total units taken. (Contact Financial Aid for more information).

#### Incomplete Course Work

In the event that a student is unable to complete the course work for a semester, due to extreme economic hardship, illness, emotional difficulty under care of a physician, or family tragedy, the student may be granted an extension by the Academic Dean's Office if that student has shown good faith in the past. Incomplete assignments and examinations from the fall semester must be completed by the end of the next spring semester. Incomplete assignments and examinations from the spring semester must be completed by the beginning of the next fall semester. No further

## ACADEMIC POLICIES

extensions will be granted after these deadlines. Penalties for late work are left to the instructor's discretion. (See above under grading scale for further information).

### **Independent Studies** (as a General Option to a Degree/Student Restrictions)

Under certain conditions a student may take an independent study course not offered by CCC but of special interest and concern to the student. (See **IS 450 INDEPENDENT STUDIES IN THE BIBLE**.) In the student's written request to the Academic Dean he/she will specify: (1) the specific study to be made, (2) a request for an instructor, (3) the purpose for the study, and (4) a basic outline for the course.

The instructor, the appropriate division chairperson, and the Academic Dean must approve an Independent Study course, and the following restrictions control such studies:

- The student must have a grade point average of 3.0 or greater.
- The student must have completed a minimum of 30 units at CCC including a
- Minimum 26 hours of Bible and Theology courses.
- The student must have a junior or senior level standing.
- Minimum 1 prior semester attendance in the BA program at CCC.
- The course fits a requirement for graduation.
- Student satisfactorily completes assigned collateral reading and writing of paper(s).

### **Directed Studies**

Directed studies are not generally available for lower division courses, current offerings, or courses offered during the school year immediately preceding or following the current semester, except in the event of extenuating circumstances.

#### Extenuating Circumstances Regarding Core Courses

Circumstances may arise which necessitate offering a course by directed study, to enable a student to complete or remain on target for completing a degree. Extenuating circumstances may include scheduling conflicts where a student needs two courses offered at the same time or insufficient student population to justify offering the course on the regular schedule. In such an event, the appropriate instructor will be approached by the Academic Dean to consider the option of teaching a directed study.

#### Instructor/Student Obligations

If the instructor agrees to teach the course, the teacher is obligated to:

- Develop the syllabus and tests for the course.
- Arrange a meeting schedule with the student(s) [minimum three (3) hours per unit] and hold to it strictly.
- Administer examinations.
- Follow the normal attendance and grade reporting procedures.

The student's obligations are as follows:

- Complete the syllabus requirements and pass the tests for the course.
- Adhere to the meeting schedule arranged by the instructor.
- Keep a collateral reading and/or study log as required.
- Do research & reports as required.

#### Cost/Payment Policy

Registration is handled during regular registration periods and both Independent and Directed studies will incur an additional fee of \$20 per semester hour added to the usual cost of the course.

The instructor will receive \$50.00 per unit when approved in advance by the Business Office. Should the student decide to withdraw from the class after the instructor has developed the syllabus, the instructor will retain \$50 of the fee charged, but CCC will refund its portion of the tuition according to the usual refund pro rata schedule.

### **Satisfactory Academic Progress and Academic Probation**

Students are expected to be making academic progress which will allow them to complete their courses in a reasonable time. All students are expected to maintain a cumulative grade point average (GPA) of 2.00 throughout their studies at

## ACADEMIC POLICIES

CCC. Students who fail to meet this standard will be put on academic warning. If a student fails to improve their GPA in the subsequent semester, they will be placed on academic probation. Failure to improve GPA after being placed on academic probation may result in academic suspension. The continuation of academic probation status or academic suspension will be determined by the Academic committee based on the student's current academic performance. New students entering with a cumulative GPA of less than 2.00 may be admitted on academic probation and their progress reviewed by the academic dean during their first semester

### **Standards of Progress for Veteran Students Receiving Benefits**

A veteran student who is on academic probation for two consecutive semesters shall be subject to discontinuance of benefits if the student earned a cumulative g.p.a. of less than 2.00.

This directive is separate and apart from the college's standards for academic dismissal.

### **Academic Probation and Extracurricular Activities**

No student without a 2.00 GPA may participate in extracurricular activities beginning during the first half of the fall semester. The student will be placed on academic probation, and at midterm his or her GPA will be reviewed based on attendance and test scores. If the GPA is 2.00 or higher, he or she will be removed from probation by the Academic Dean and may participate in extracurricular activities.

First-time students entering at spring semester without a 2.00 GPA from high school or another college will be ineligible to participate in any extracurricular activity. If that student maintains a 2.00 GPA during the spring semester, at midterm, the student will be eligible for any spring extracurricular activities for which she or he qualifies after that point.

## **Attendance**

### **Chapel Attendance Policy**

Because CCC is a Christian school, chapel attendance is required of all dormitory students, all full time, and students enrolled in 9 or more units and are in a degree program. Messages are brought by administrative personnel, faculty, visiting speakers, and occasional programs are presented by student organizations.

Each Monday, Wednesday, and Friday at 10:00 a.m., all students of CCC will meet in the designated chapel area for services. Attendance at chapel is required. If you cannot be in attendance, an excuse must be arranged with the Dean of Students in advance. Chapel attendance is a requirement for graduation. Students are permitted one unexcused absence from chapel per month. The chapel requirement applies even if a student is excused from attendance due to scheduling conflicts. Any student unable to meet chapel attendance requirements is responsible for arranging alternative experiences with the Dean of Students to fulfill chapel requirements.

### **Class Attendance Policies**

The classroom experience is of primary importance in the college experience. Courses are designed to help prepare students for life. Much of the knowledge which prepares the student for life in the religious college comes from classroom lectures and discussions. To achieve the most during the CCC experience, class attendance is required. Instructors at CCC are required to report attendance. This requirement comes from two sources. First, there is the legal aspect. The college must record and maintain accurate records of student attendance. When the college is examined by the state, the examiners look into student attendance. Second, the student's attendance record becomes part of the student's permanent academic record. Each instructor is required to take roll every class period. It is the responsibility of each student to attend classes faithfully. Enrollment requires attendance. If a student misses twenty-five percent or more of his/her class time in any course, she or he forfeits his/her right for credit in that course. The student is solely responsible for absences, assignments for work missed while she or he is absent, and communication with the Instructor about any absence.

### **Absences/Tardies**

- ❖ Trip absences must be cleared before they occur. This includes trips made by the student in the interest of CCC. They must be cleared through the office of the Dean of Students in cooperation with the individual instructor(s) involved. Any trip absences not cleared as described here will be considered as unexcused absences.

## ACADEMIC POLICIES

- ❖ Emergency absences are to be cleared by the first class period after the student returns to class from the emergency situation. These absences must be cleared through the office of the Dean of Students in cooperation with the instructor(s) involved. Emergency absences not cleared the first day the student returns to class will be considered as unexcused absences.
- ❖ Any absence, that is questionable in nature, obviously inexcusable, or reflects a tendency toward excessive absences, will be reviewed by the office of the Dean of Students for appropriate action.
- ❖ The following formula defines excessive absences:
  - √ Twelve (12) or more absences for a three (3) hour course.
  - √ Ten (10) or more absences for a two (2) hour course.
  - √ Four (4) or more absences for a one (1) hour course.
- ❖ Unexcused and/or excessive absences are used to determine the final semester course grade. The following formula is used to determine that grade:

If a student misses ten percent or more of his/her class time in any course, his/her letter grade for that course will be dropped one letter grade, twenty percent or more, two letter grades, 25 percent or more will result in failure of the course.

The following formula is used to determine this 10% ratio:

  - √ Six (6) or more absences for a three (3) hour course.
  - √ Four (4) or more absences for a two (2) hour course.
  - √ Two (2) or more absences for a one (1) hour course.

The following formula is used to determine this 20% ratio:

  - √ Ten (10) or more absences for a three (3) hour course.
  - √ Seven (7) or more absences for a two (2) hour course.
  - √ Three (3) or more absences for a one (1) hour course.

The following formula is used to determine this 25% ratio:

  - √ Twelve (12) or more absences for a three (3) hour course.
  - √ Ten (10) or more absences for a two (2) hour course.
  - √ Four (4) or more absences for a one (1) hour course.
- ❖ In the case of excessive absences students will be required to obtain special permission from the Academic Dean's office in cooperation with the Dean of Students and the Instructor to remain in the class. The following formula is used to determine this special permission requirement:
  - √ Twelve (12) or more absences for a three (3) hour course.
  - √ Ten (10) or more absences for a two (2) hour course.
  - √ Four (4) or more absences for a one (1) hour course.

Should special permission be required for a student to remain in a class because of absences, the student, instructor, Dean of Students and Academic Dean will work out the requirements necessary to allow the student to return to class.
- ❖ Three tardies count as one unexcused absence.
- ❖ For 3-unit classes, which meet twice per week, each absence will count as 1.5 absences. For 3-unit classes which meet once per week, each absence will count as 3 absences.
- ❖ For 2-unit classes that meet once per week, each absence will count as 2 absences.

### **Extracurricular Activities and Absences**

Students are not considered absent while participating in or traveling for extracurricular activities. Extracurricular activities include musical ensembles, drama and other college-sponsored activities which require the student to travel under the auspices of CCC. Eligibility to participate in extracurricular activities is the responsibility of the student. Eligibility is maintained by keeping a 2.00 GPA throughout the semester and suitable class attendance. A student becomes ineligible to participate in extracurricular activities if the student has accumulated excessive unexcused absences.

The following formula is used to determine excessive unexcused absences for students participating in extracurricular activities:

- ❖ Ten (10) or more absences for a three (3) hour course.
- ❖ Seven (7) or more absences for a two (2) hour course.

## ACADEMIC POLICIES

- ❖ Three (3) or more absences for a one (1) hour course.

### **Absence Exemption (Excused Absences Policy)**

#### Rationale for Policy

Students who accumulate more than the allowed number of unexcused absences will automatically fail a course. State law requires in-class clock hours for the granting of class credit.

#### Definition

Absence exemptions must fit into one of the following categories:

- ❖ Administrative/counseling appointments with CCC Administrators (this does not include pastors).
- ❖ Pre-approved co-curricular involvement (Sounds of Joy, Men's Retreat, etc.)
- ❖ Bereavement (funeral of a family member).
- ❖ Illness with written verification from a doctor, parent/legal guardian or dormitory supervisor.

#### Qualification

In order to avoid conflict even in these cases, bear the following in mind:

- ❖ It is the student's obligation to let an administrator know if an appointment will conflict with the student's class schedule. Our administrative concerns should not be allowed to overrule the instruction.
- ❖ The student's assigned work must be received by the teacher in advance of the pre-approved co-curricular event. **AND, if the instructor desires to assign extra work in order to compensate for the missed class time, that is the instructor's prerogative and will be fully supported by the Academic Dean and President.**
- ❖ Absence exemptions for funerals only apply to the funerals of family members.
- ❖ **Simply being homesick is not an excused absence.** A doctor, parent/legal guardian or dormitory supervisor must verify the illness in writing. Doctor's offices are used to this form of compliance, and usually have form letters for this purpose.

#### General Provision

All classroom assignments are still required, whether for excused or unexcused absences. In the past it has, unfortunately, been a student stratagem to feign illness in order to gain more time to finish an assignment or to cram for a test. This is entirely too convenient and is always suspect. **No student will be allowed to take a test for full credit or hand in an assignment for full credit without a doctor's verification of illness.**

#### Procedure for Notification

Students must file in writing for an absence exemption. This should be done by filling out a **Request for Absence Exemption** form supplied by the Academic Dean. The student alone is responsible for filing this request. The Academic Dean will consider the request, authorize or reject it, and the appropriate instructor(s) and the student will be notified.

#### Appeal Process

Students who are in violation of the absentee policy may appeal the loss of course credit to the Academic committee within 10 days of the unexcused absence by filing a written appeal with the Academic Dean. The Academic Committee will consider the appeal in conjunction with the student's instructor, and the student will be notified of the decision within 30 (thirty) days.

### **Leave of Absence Policy**

#### Explanation

On some occasions, a student may wish to interrupt their regular education for one month or less while clarifying educational goals, gaining practical experiences away from campus, enhancing the prospect of successful completion of an academic program, or seeking guidance with personal or spiritual problems. In that event, a leave of absence may be advisable.

#### Qualifications

A student must have completed at least one semester of course work at CCC and be in good academic standing (2.0 GPA) to qualify for a leave of absence. International students attending on F-1 visas are not eligible to participate in this program.

## ACADEMIC POLICIES

### Procedure

The student must submit a letter stating the reason(s) for desiring the leave of absence to the Academic Dean's office, with a projected date of return to CCC. The student may obtain a **Leave of Absence Request Form** from the Academic Dean's office. **The student is responsible for making sure any Federal Financial Aid requirements are satisfied pertaining to the leave of absence.**

If the student does not return from the leave of absence, the student's official withdrawal date will revert to the first day of the leave of absence. The student will sign a statement to this effect.

### Restrictions

The leave cannot exceed 30 days, unless the next point at which the student can reenter the course is more than 30 days away. In that case, the student is advised to:

1. Withdraw from the course, receiving pro rata refund if applicable; or
  2. Petition the Academic Dean for an **incomplete grade**, in which case the student and instructor may outline requirements for finishing the course work. (Time frame for completing course work for Incompletes: spring semester Incompletes have until the beginning of the next fall semester; fall semester Incompletes have until the end of the Spring semester.)
- If the reason is medical, up to six months may be granted with a doctor's statement.
- Additional charges will not be assessed during the leave.

### Readmission

A student who has withdrawn from college because of academic deficiencies may be considered for readmission after an absence of one semester. She or he must request in writing to resume studies, and be willing to meet personally with the Academic Committee, which will determine the advisability of resumption of studies.

## College Course Policies

### **Intensive Course Information**

1. Courses which will not be taught through intensive formats.

Certain courses and types of courses will not be taught through intensive format for the following reasons, among others:

  - ❖ An extended amount of time is a necessary and intricate component of their inculcation into the student's knowledge; or
  - ❖ The volume of required reading with its integration into the course paradigm is too great; or
  - ❖ The projects, practice, and necessary learning requires supervision and one-on-one interfacing with faculty.

Those courses are:

  - ❖ Physical Education activity courses
  - ❖ College Mathematics
  - ❖ Natural science courses
  - ❖ Foreign Language courses
  - ❖ Ancient Language courses
2. Necessary Adjustments to Course Teaching for Intensive Formats.
  - a. Syllabi must be in the Academic Dean's office no later than one month before the date of the first session of the course.
  - b. Textbooks must be chosen and submitted to the Academic Dean's office, so they may be ordered at least two months before the date of the first session of the course. Instructors must give the author, title, publisher, edition, year, and ISBN number to the Academic Dean's office.
  - c. Syllabi must follow the syllabi format in the Faculty Handbook.
  - d. Sessions should be divided into fifteen distinct segments, and attendance must be taken for each segment.
  - e. Each course shall require preliminary reading with a reading log submitted to the instructor at the first class session. Students will receive a grade for the reading log.

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- f. Each course shall include smaller weekly reading assignments designed to assimilate the course time with the material covered in the preliminary reading.
- g. Each course shall include small weekly written assignments and a major written assignment/project due to the instructor no later than one month to the day from the last course session.
- h. Each course shall include a variety of methodologies designed to integrate student learning and promote student attention span. The following are suggested:
  - ❖ Study/research groups in class.
  - ❖ Organization of study clusters outside class.
  - ❖ In-class demonstrations of methods learned (i.e., computer functions, speech making, study methods, etc.) by students for students.
  - ❖ Chapter reports by students.
- i. Therefore, in theory, each intensive format course schedule for the student would look like this:

One month before class begins	Students receive syllabi and textbooks Students do preliminary reading, reading log & projects
Course begins:	Students submit reading log and projects Students attend courses and complete weekly assignments Students take final examination
One month after course concludes:	Final class project due to instructor

### 3. Admissions Issues for Intensive Students.

- a. Students require at least one month in advance of the course start date to obtain the syllabi and complete the preliminary reading and projects.
- b. Students enrolling late in the course (such as those enrolling with less than a month before start date, and especially same-day walk-ins) will still be required to complete the preliminary reading and projects. Same-day walk-ins may be granted one week into the course to complete the reading and projects.
- c. No student may be enrolled in an intensive course **after** the course has begun.
- d. No student may miss more than 20% of any intensive course (that means no more than 3 of the 15 segments). Teachers may not negotiate make-up work for students in these instances.
- e. Students may not take final examinations late for intensive format courses.
- f. Attendance sheets must be submitted to the Registrar's office within one week after the conclusion of the course.
- g. Grade sheets must be submitted to the Registrar's office within five weeks after the conclusion of the course.
- h. Course grading scale:
  - 15% Attendance
  - 25% Reading
  - 25% Class projects and assignments
  - 25% Quizzes and/or Final Examination
  - 10% Class participation
- i. Instructors must require class time to fulfill **all** the time scheduled for the intensive course. Students must not be released early. This is a requirement of the Department of Education.
  - ❖ A 4-unit class requires 60 contact hours (50 minutes each), meaning 3000 actual minutes (50 clock hours) spent in class.
  - ❖ A 3-unit class requires 45 contact hours (50 minutes each), meaning 2250 actual minutes (37.5 clock hours) spent in class.
  - ❖ A 2-unit class requires 30 contact hours (50 minutes each), meaning 1500 actual minutes (25 clock hours) spent in class.
  - ❖ A 1-unit class requires 15 contact hours (50 minutes each), meaning 750 actual minutes (12.5 clock hours) spent in class.
- j. Students must be required to utilize library resources as a component of their coursework.

### **Course Cancellation Policy**

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CCC reserves the right to cancel any course which does not have an enrollment of a minimum of five (5) students at the beginning of the semester. All efforts will be made to ensure the necessary student population for the course, but, because students have liberty to choose their own sequence in lower level courses, it is not possible to guarantee it. Courses end up being canceled every semester, which is regrettable. Any teacher whose financial situation will not allow him/her to wait until the last minute to see if his/her class will be taught should understand that the college is sympathetic to this situation. Until a larger student population is involved in CCC, this situation will have to be handled semester by semester. In the event of a course cancellation, the college is under no obligation to the teacher.

### Drop Course Policy

**Conditions.** To withdraw from a class, the student must discuss that withdrawal with the Academic Dean and fill out the appropriate forms. Please note: failing, performing poorly in courses or dissatisfaction with subject matter, classes or instructor are not acceptable reasons for dropping a course.

#### Procedure

- ❖ Discuss withdrawal from course with Academic Dean
- ❖ Pick up a “drop course form” from the Registrar’s office.
- ❖ Have the course instructor complete and initial the form.
- ❖ Take the form to the Librarian to be initialed. The Librarian must sign the form.
- ❖ Take the form to the Registrar’s office. The Registrar will finalize the form and turn it over to the secretary who will do the necessary work of adding it to your permanent file.

**Deadline.** If a student wishes to drop a course and not have it appear on the student’s permanent record, it must be dropped no later than the fifth day of classes. If a student drops a course any time after the sixth day of classes through the last day of classes before Midterm exams, the student will receive a “W” grade for the course. Withdrawals are not permitted following the 10<sup>th</sup> week of the semester except in circumstances beyond the student's control that do not allow continuance. If a student drops a course any time from Midterm exams until the end of the semester, the student will receive a “WP” or a “WF” grade depending upon the actual letter grade at the time the course is dropped.

**Consequences.** It is the responsibility of the student to follow the described procedures in dropping a course. Failure to do so will result in an automatic drop and thus failure of the course.

**It is important to note that if an on-campus student drops a course and, as a result, that student’s total number of units drop below the required number to live on campus (10) the student must immediately move off campus. It is further important to note that, if a student is receiving financial aid, dropping a class could have an effect on the financial aid status of the student. It is the student’s responsibility to notify the Financial Aid Coordinator immediately.** For those students who are taking the minimum number of hours to participate in extracurricular activities: ensemble, drama, or sports, this means they must drop out of those activities immediately.

Students dropping **any individual course** (not withdrawing from enrollment in the program) will be charged on a pro rata basis for the part of the class they have attended (see refund information).

### Withdrawals from the College

Withdrawals from college are not permitted following the 10<sup>th</sup> week of the semester, except in circumstances beyond the student's control that do not allow continuance (e.g. serious illness, accident, or death in the immediate family). Failing, performing poorly in courses or dissatisfaction with subject matter, classes or instructor are not acceptable reasons for withdrawal. The Academic Committee must approve petitions for withdrawal beginning with the 11th week of school through the last day of finals. Approved withdrawals will result in "WP" or "WF" depending on actual grade at the time of the withdrawal.

### Description of Student Rights under the Student Tuition Recovery Fund

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The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents and are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California Resident and are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was complete
2. The school's failure to pay refunds or charges on behalf of a student for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school
3. The school's failure to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

### **Automatic Drop Policy**

The schedule for each academic year contains a specific date named as the **last day to add, drop or withdraw**. If a student enrolls in CCC and does not attend any class after enrollment, once the add, drop or withdraw date passes, that student will be considered to have automatically dropped. However, if the student wishes for any information to be released by CCC, he/she must complete and sign the **Notice of Cancellation**. **Instructors will be advised to drop the student from the roll at that time**. Please note that it is not CCC's responsibility to contact the student.

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a course of instruction when any of the following occurs:

1. The student notifies the institution of the student's withdrawal or of the date of the student's withdrawal, whichever is later.
2. The institution terminates the student's enrollment as provided in the enrollment agreement.
3. The student has failed to attend classes for a three-week period. For the purpose of determining the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of the three-week period.
4. The student has failed to submit three consecutive lessons or has failed to submit a completed lesson within 60 days of its due date. The date of the student's withdrawal shall be deemed to be the date on which the student submitted the last completed lesson.
5. CCC has the burden of proof to establish the validity of the amount of every refund. The institution shall maintain records for five years of all the evidence on which the institution relies.

### **BUYER'S RIGHT TO CANCEL**

**BUYERS RIGHT TO CANCEL:** The student has a right under California Education Code, section 94909 (a) to cancel this agreement at any time and receive a refund in accordance with this institution's refund policy. The student must complete a withdrawal form expressing the student's desire for withdrawal or leave of absence. The forms may be obtained from the college Registrar's Office. The form should be completed by the student and returned to: Registrar, California Christian College, 4881 East University Ave., Fresno, CA 93703.

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class.

## **Graduation**

### **Graduation Policy and Procedures**

1. Graduation will follow a standardized process for the sake of expediency, dignity, and clarification of

## ACADEMIC POLICIES

- educational requirements.
2. The process will enable administration and student to accurately plan for educational requirements, assessment procedures and ceremonial exercises, which are normally expected in the graduation process.
  3. Accreditation standards require a policy and procedure for graduation.
  4. Assessment and ceremony are generally accepted practices for postsecondary educational institutions.

### Policy

1. **Mandatory Requirement:** All students will observe and fulfill the graduation requirements, policies, procedures and ceremonies normally expected in graduation unless providentially hindered or excused by special permission of the Academic Committee.
2. **Verification of GPA, Course Requirements, Chapel and Christian Service for Graduation:** Candidates for graduation must present a cumulative grade point average of at least 2.00 for graduation. Candidates must be certified by the Registrar to have completed or be enrolled in courses, which will fulfill the general and specific course requirements. In addition, candidates must be certified by the Student Dean as having attended the requisite number of chapels (as determined by the college) and by the Christian Service director as having fulfilled the Christian Service requirement.
3. **Residency Requirements:** Transfer students must complete a minimum of 16 units at CCC (one full semester's attendance [16 units taken during the same semester]) in order to qualify for graduation with an Associate degree.  
Transfer students must complete a minimum of 32 units at CCC (one full year's attendance [two sequential semesters]) in order to qualify for graduation with a Bachelor degree.
4. **Graduation Honors:** Those students of outstanding academic achievement are recognized with appropriate honors at graduation. Honors are bestowed upon graduating seniors as follows:

<b>Cum Laude:</b>	<b>3.25 GPA</b>
<b>Magna cum Laude:</b>	<b>3.50 GPA</b>
<b>Summa cum Laude:</b>	<b>3.75 GPA</b>
5. **Residency Requirements:** Students must complete at least sixty (60) hours in residence to qualify for Valedictorian or Salutatorian honors.

### Exclusion/Exceptions

1. No student is excluded from graduation requirements except as a result of direct action by the board upon the request of the Academic Committee. (Examples of circumstances calling for exceptions to the rule would be debilitating illness, family tragedy, or posthumous award of a degree.)
2. No student is exempt from graduation exercises unless the board so requests it with the support of the Academic Committee, or the Academic Committee grants special permission because of providential hindrance or severe extenuating circumstances.

### Program Evaluation

A program evaluation form specifying the major will be filed with the student's academic record. This form will bear the signature of the Academic Dean, signifying that the program has been chosen with faculty guidance. The student will follow a specified track of studies. Electives are acceptable only when fulfilling elective requirements within the chosen program.

### Procedures

#### Graduation Qualification

1. Each student's academic progress will be tracked on the *Program Evaluation Sheets* for each degree program (Associate of Arts-Bible and Christian Ministry, Bachelor of Arts-Bible and Theology, and Bachelor of Arts-Bible and Christian Ministry). The Registrar is responsible for entering the necessary items with dates each semester.
2. Transfer units will be noted as such on the Program Evaluation Sheets.
3. Students will receive confidential copies of their updated evaluation sheets each semester.
4. At the beginning of each semester, the Registrar will report to the Academic Committee concerning students who could conceivably graduate that semester.
5. The Registrar will notify those students concerning their academic progress and forward a *Petition for Graduation* to each of them.
6. Students will complete the petitions and return them to the Academic Committee by March 15.

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7. Upon receipt of a graduation petition, students will be instructed to report to the graduation director for instructions
8. Each student will take the Bible Content Test to ascertain his/her progress since testing upon first enrollment at CCC.
9. Each student will participate in an exit interview with the Assessment Director and one or more faculty or staff members.
10. All financial obligations must be paid in full before a student can graduate, receive an official transcript or a diploma.
11. The degree and date it was awarded will be noted on the student's permanent academic record (transcript).

### Honors

1. The Registrar will consider accumulated GPA's to determine **Cum Laude, Magna cum Laude, and Summa cum Laude** status, for which graduating students will receive a special certificate.
2. The Registrar will consider hours taken at CCC and accumulated GPA'S to determine **Valedictorian or Salutatorian** status, for which graduating students will receive a special certificate.
3. The Faculty and Staff of CCC will nominate and elect students for awards of any institutional honors and/or scholarships.
4. Students qualifying for National Awards will be nominated for such honors by the Academic Committee and Registrar.
5. If any graduating students receive any of these honors, it will be announced during Graduation Exercises. Copies of any honors will be maintained in the student's permanent file.

## Student Records

### **Retention of Student Records**

Personal, academic and financial aid files are maintained on each student. Each file contains pertinent information concerning insurance coverage, automobile operation, and addresses and telephone numbers of parents/guardians, students (home and local) as well as employer's information.

An academic program form is kept in each student's academic file, listing the required courses for the student's course of study. Each form is updated after every semester to keep track of the student's progress toward completion of the course of study.

The Registrar maintains a yearly list of graduates and their degrees.

Based upon the graduate's transcripts, the academic progress forms and pertinent academic catalogs, the criteria upon which the degree is granted may be ascertained. The curricula may be ascertained based upon an examination of the syllabi filed with the Academic Dean.

CCC has maintained records since 1968 at its principal place of business within the state of California and will continue to maintain student records for 50 years after attendance. They are available for inspection by the council or the Attorney General of California during normal business hours. The primary place of location for academic files is the Registrar's Office. The records of graduates are kept in the Registrar's Office. Curricula and syllabi files are maintained in the Academic Dean's Office. Current student files are maintained in the Registrar's Office.

## Transcript Requests

Transcript requests must be received by the Registrar's Office along with a **\$5.00 fee for each copy**. CCC does not issue transcripts on behalf of former students who have **unpaid balances with our financial department or who are in default on any student loans**. Official transcripts for admission to other colleges **may not be issued to the student**. Transcripts will be released or forwarded as requested upon receipt of the appropriate fee, after it is determined that there is no unpaid balance on the student's account and all required information is correct and in hand.

### Pro Rate Transcripts

New legislation in California has reformed the way in which higher education institutions may withhold the grades and transcripts of a defaulting student. California Assembly Bill 2589 (the Higher Education Omnibus Bill) sets forth this

## ACADEMIC POLICIES

new method of withholding when a student is in default on a loan or tuition contract in Educational Code section §94312(k). If the student has made partial payment, the portion of grades or transcript withheld would correspond on a pro rata basis. If the default involved consists of only one course, the institution may withhold the grade or the transcript until the tuition or loan obligation is paid in full.

Upon remission of the unpaid balance, CCC will comply with any transcript request that follows the procedures specified above. Any request concerning transcripts must be in written form.

# ADMISSIONS

## Admissions

California Christian College welcomes students who have a demonstrated commitment to Jesus Christ, who are spiritually, physically, emotionally and academically ready for college work, who have upstanding moral character, who accept the purposes and standards of the college and who would benefit from this distinctive Christian college education. Students are admitted without discrimination as to race, color, nationality, gender, and ethnicity. California Christian College reserves the right to, and does, maintain student educational and behavioral standards based upon religious considerations consistent with its role and mission.

## Admission Standards

A student attending California Christian College is pursuing a degree with a thoroughly Christian educational focus. As such a high standard of commitment and character is expected of CCC students. The entrance requirements define this standard.

1. Student has a living and vital faith in Jesus Christ. This is demonstrated by a profession of faith in Jesus Christ as Lord and Savior.
2. Student has a high standard of moral and ethical behavior that is in concert with general principles of Christian behavior (specified in the moral/ethical behavior document and verified through recommendations).
3. Student has a high school or college GPA of 2.00 or better.
4. Student has a high school diploma, GED, or equivalent.  
(Note: Non-English transcripts must have an approved English translation submitted with them)
5. International students must have a TOEFL score of 173 out of 300 on the computer based test.  
*For students coming directly from high school or students with less than 32 transferable units.*
6. Student has a SAT 1 with a combined score of 700 on the writing and math portion or an ACT score of 14 OR a satisfactory personal interview with an admissions counselor.

Acceptance to the college as a freshman or transfer student is based on the above criteria. The Admissions Committee will evaluate students who do not qualify for regular admission on an individual basis. A student who was disqualified at another college or university needs to contact the Admissions Office for instructions on applying to California Christian College.

## GENERAL INSTRUCTIONS FOR ALL APPLICANTS

Students who are interested in applying for admission to California Christian College should request application materials from the Admissions Office. Applications for admission are accepted until the last working day before the first day of scheduled classes. (See current calendar for specific date). Students must complete the application process and be admitted to the college prior to end of the 5<sup>th</sup> working day after classes begin in order to enroll in the current semester. Notification of admission to the college is done for each applicant on an individual basis. Notification of acceptance will be sent as soon as all necessary documents are on file.

## PRIORITY APPLICATION DATES

California Christian College does have priority dates for applying to the college. Some of these dates are tied to eligibility for certain financial aid awards. Check with the Admissions Office for the current year's priority deadlines. Also, applications received after the 5<sup>th</sup> working day of the current semester will be considered for admission to the next semester. Transcripts submitted for admission or credit transfer become the property of California Christian College and cannot be returned to the applicant or forwarded to other institutions.

Those in need of financial aid should file a Free Application for Federal Student Aid ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) at any time after January 1<sup>st</sup> for the next school year. It is highly encouraged that the FAFSA be submitted by March 2<sup>nd</sup> because some aid is based on this date of filing (i.e. Cal Grant). Contact the Financial Aid department or see the Financial Aid section of this catalog for more information.

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### **General application procedures for students entering directly from high school**

#### **Application**

Complete the application and send it to the Admissions Office along with the \$40 non-refundable application fee. California Christian College accepts the online application found at our link at [ChristianCollegeMentor.com](http://ChristianCollegeMentor.com).

#### **Essay**

Type or write a one (1) page essay (typed double-spaced) detailing your salvation experience, why you wish to attend California Christian College and how CCC will help you meet your goals.

#### **Moral/Ethical and Doctrinal Statements**

Read and agree to the moral/ethical lifestyle statement by signing and submitting it. Read and understand the doctrinal statement and sign indicating you understand the college's position.

#### **High School Diploma and Transcripts**

Provide official transcripts of all work completed to date. Applicants are responsible to submit a complete high school transcript verifying graduation before enrollment.

Students who have not earned a high school diploma will still be considered for admission based on certificates acquired through the General Education Development Tests (GED), the California High School Proficiency Examination (CHSPE), or their equivalent. Students whose transcripts are in a language other than English must submit an authorized English translation along with his/her original transcripts.

#### **Entrance Examinations or Personal Interview**

Freshman students coming directly from high school or home school are required to take the SAT 1 or ACT or have a personal interview with the Admissions director. The minimum score for the SAT 1 is a combined score of 700 on the Math and Writing portion of the test and the minimum score for the ACT is 14. Students should take the test in the fall of their senior year. A student may choose to have a personal interview with an admissions counselor in place of the SAT or ACT test. All students will take placement exams prior to enrollment for placement in entry-level classes.

#### **Personal Interview**

At the discretion of the Admissions Director, a student may be asked to come in for a personal interview with an Admissions Committee representative prior to the determination of admission to the college, if a clear decision cannot be made based on documentation submitted.

#### **High School Preparation**

California Christian College recommends that students complete the following course work in high school to be prepared for college level work. *Currently, these are just recommendations and not used to determine admission to CCC.*

1. Two years of college preparatory English
2. Two years of college preparatory Math
3. One year of social studies
4. One semester of laboratory science.

## ADMISSIONS

### **Documents needed for admission for students entering directly from high school.**

1. An application, a one page essay, and a \$40.00 non-refundable application fee.
2. High school transcripts through at least the junior year. A final transcript showing graduation and acceptable grades must be on file prior to enrollment to complete admission. GPA of 2.00 or better is required. The Admissions Committee may consider students with less than a 2.00 GPA for admission. Students with less than a 2.00 (if accepted) may be admitted on probation. A passing score on the GED or California High School Proficiency Exam (CHSPE) is also accepted.
3. Official SAT or ACT scores or a documented personal interview with a CCC admissions counselor.
4. Completed Pastor Reference form.
5. Completed reference from an employer, educator or other church official.
6. Signed moral/ethical and doctrinal statements.
7. A TOEFL score of 173 out of 300 on the computer-based test for international students.

When all documents are in, student will be notified of his/her acceptance or denial to CCC.

### **Application procedures for students entering directly from a Home-school High school program.**

California Christian College acknowledges the value of a home-school education. Home-school students consistently do well at college level work. The application procedure for home-school students is the same as students who have graduated from a public or private high school (see above)

Home-school students should contact the Admissions Office and request the High School Transcript FAQ that gives an example of the form for making home-school transcripts. Because of the variety of home-school programs, home-school transcripts will be considered official when signed by the person in charge of education or transcripts for the home-school and sent in a sealed envelope to CCC.

### **Application procedure for high school and home-schooled high school students wishing to take college level courses. "Advance College Credit" program.**

Any high school student who has the apparent maturity to function well at CCC AND who has at least a junior level standing in high school may enroll and take classes for advanced college credit. This program allows exceptional high school students to take college level classes for up to 24 semester units of credit. These credits do not become official until the student graduates from high school, is formally admitted to California Christian College and completes 24 semester units at CCC after completing high school. Financial Aid is not available until a student graduates from high school and completes regular admissions requirements for high school or home-schooled high school graduates.

#### **Requirements for admission to the "Advanced College Credit" program.**

Students interested in taking college level classes while enrolled in high school need to submit an application and two letters of recommendation: One from the pastor of his/her church and one from an educator or a teacher. The student will be required to have a personal interview with the Admissions director. Credits in escrow will be applied to a degree program at California Christian College when the student has graduated from high school AND completed 2 semesters (24 units minimum) within 2 years of graduating from high school.

#### **Documentation needed for admission to "Advanced College Credit" program.**

1. Submit an application signed by student and parent or guardian.
2. Completed Pastor's recommendation form
3. Completed recommendation form from an educator or teacher.
4. Personal interview with Admissions Director or Admissions Committee representative.
5. High School transcripts verifying completion of sophomore year of high school.
6. A copy of your current class schedule to verify continued high school enrollment.
7. Have an academic GPA of 2.0 or better.

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### **Early Admission program for students who have graduated from high school at the end of his/her junior year.**

Outstanding high school or home-schooled high school students who graduated at the end of his/her junior year may begin his/her freshman year at California Christian College if they meet the following criteria:

1. Meet the standards listed in the section above entitled, “**Admission Standards.**”
2. Follow the procedures described in the section above entitled, “**General application procedures for students entering directly from High School.**” and “**Documents needed for admission for students entering directly from high school.**”
3. Have a high school diploma, or a passing score on the GED or the California High School Proficiency Exam.
4. Apparent maturity to function well at California Christian College (determined by recommendations and a personal interview).

### **Procedure for Students Entering from Regionally or Nationally Accredited Colleges and Universities.**

Students transferring to California Christian College will receive advanced standing credit for courses taken based on the accreditation of the institution(s) previously attended and the official transcripts submitted by the student. Courses in which a grade of C- or better and can be applied to a degree program will be considered by the Registrar for transferability. California Christian College will grant a maximum of 48 transfer units for the Associates Degree and 96 units for the Bachelor’s degrees. A minimum of 25% of degree work must be completed on site to receive a degree from CCC (See graduation requirements).

#### **Requirements for admission for students entering from accredited colleges or universities.**

Acceptance for admission as a transfer student is determined by evaluation of all required documents. To be granted admission solely on college level academic work, a minimum of 32 transferable units must have been completed with a 2.00 cumulative GPA. If less than 32 units have been complete, admission will be determined using both high school and college level work.

#### **Documentation needed for admission for students entering from accredited colleges and universities.**

1. An application for admission with the non-refundable \$40 application fee.
2. A one-page essay explaining why you wish to attend California Christian College and how CCC will help you meet your goals.
3. Official high school transcripts verifying graduation (A GED or CSHPE may be submitted in place of the high school transcript).
4. Official transcripts from each college and/or university you attended. (Veterans seeking benefits must submit a DD214)
5. Completed reference form from your pastor.
6. Completed reference form from an employer, educator, or church official.
7. A signed moral/ethical agreement and a signed doctrinal foundation statement indicating you understand the position of California Christian College.

### **Procedure for students from Fresno Pacific University taking Gap units.**

Students who are regular students of Fresno Pacific University taking classes at California Christian College to fulfill requirements at Fresno Pacific need only to fill out an application for admission prior to enrolling in a class at California Christian College. If at a later time, the student wishes to attend CCC to enter a degree program, they will need to complete the admissions process described under “Requirements for admission for students entering from accredited colleges or universities.”

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### **Procedure for Students who are Auditing Classes (Non-Credit) and Non-Matriculated Students.**

Students who want to attend California Christian College for personal enrichment and are not seeking college credit need to fill out a class registration form and indicate that they are applying as an audit student. If at a later date, an audit student wants to enter a degree program, the student will need to complete the admissions process described under “Procedures for Students Entering from Accredited Colleges and Universities” and will be treated as a transfer student. Financial Aid is not available for audit students.

A student taking courses for personal enrichment without being admitted to a degree program may enroll as a non-matriculated student. Non-matriculated student need to fill out a class registration form and sign an enrollment agreement. Should a student later apply to a degree program, standard admission requirements must be completed at that time. A maximum of 16 semester units of coursework taken as a non-matriculated student may be used to apply toward a degree program. Non-matriculated students must pay regular unit cost and applicable fees. Financial Aid is not available for non-matriculated students.

Documentation needed for Audit Students and Non-Matriculated students.

- Application for Admission and \$10.00 application fee.

### **Procedures for International Students**

International students need good English skills in order to be successful in undergraduate studies. It is recommended that students have solid English skills prior to coming to California Christian College. A student whose first language is not English must take the TOEFL in order to gain admittance to CCC. This requirement is necessary because English as a Second Language courses are not offered. The minimum TOEFL score of 173 out of 300 on the computer-based test is required as part of the admissions criteria. Students with less than 173 on his/her TOEFL will not be admitted.

Requirements for Admission of International Students Entering California Christian College

1. Submit an application with a \$50.00 non-refundable application fee.
2. A statement detailing your salvation experience attached to application.
3. High school or secondary school diploma, GED certificate or equivalent.
4. High school or secondary school transcripts or copy of satisfactory score on the GED or comparable test.
5. Transcripts from all other colleges and universities attended (If transcript is not in English see section on obtaining transcript verification).
6. Official TOEFL score of 173 out of 300 on the computer based test.
7. A one-page essay describing your salvation experience, why you wish to attend CCC and how CCC will help you meet your goals (included with the application).
8. Completed recommendation form from your Pastor.
9. Completed recommendation form from an employer, educator or other church official.
10. A current photograph of student (within the last 6 months).
11. Valid government identification indicating student is at least 18 years old.
12. Affidavit of support (documented proof of ability to pay).
13. Other documentation deemed necessary by United States Immigration department or the national embassy of student's origin.
14. While not an admission requirement, students must pay an advance on tuition and fees (and room and board if student plans to live on campus) prior to the school issuing an I-20. See Special instructions section below.

**In addition, international students must have health insurance coverage through an insurance provider that offers insurance to international students.**

### **Special Instruction for International Students**

Once an international student has been admitted to California Christian College, he or she will need to obtain an F-1 student visa to enter the United States. California Christian College is not an agent that issues Visas but the school will issue an I-20 to the student once the student is admitted and has made a deposit on his or her account of no less than the estimated total tuition and fees for the first year. CCC verifies student enrollment with duly authorized

## ADMISSIONS

officials of the Federal, State and Local governments of the United States of America. Once California Christian College issues the student an I-20, CCC is not responsible for that student financially, legally or otherwise. All applications made toward a student's Visa/Immigrant status are each student's personal responsibility.

### **Filing Deadline for undergraduate international applicants.**

International students are encouraged to submit all application materials listed above at least four months prior to the first semester of enrollment at California Christian College. Acceptance will be determined after the Admissions Office has received all necessary application documents.

### **Transcript Verification and TOEFL Registration Information**

International students applying whose transcripts are in a language other than English can contact the following companies and have the transcripts translated for a fee that the student is responsible for. Also, students needing to take the TOEFL can contact TOEFL at the address listed below.

Foreign Transcript Evaluation  
American Education Research Corporation  
P.O. Box 996  
West Covina, CA 91793-0996  
Phone: (602) 339-4404

International Education Research Foundation, Inc (IERF)  
PO Box 66940  
Los Angeles, CA 90066  
Phone: (310) 390-6276

TOEFL  
P.O. Box 6151  
Princeton, NJ 08521-6151  
Internet address: [www.toefl.org](http://www.toefl.org).

### **Procedures for Students Seeking Readmission**

There are three categories of students who are seeking readmission. All students seeking readmission will be considered Transfer students

#### **1. Student was not enrolled at California Christian College the previous two (2) semesters.**

Students who did not take classes at CCC for 2 semesters prior to the semester in which they wish to enroll must complete the transfer application process listed above. A student who withdrew from California Christian College, for a reason approved by the Academic Dean, does not have to reapply but may register for classes as a returning student, if it is for the 3<sup>rd</sup> semester after the student withdrew. A student, who withdrew from California Christian College for a reason not approved by the Academic Dean and/or did not take classes for three (3) or more continuous semesters, will be considered not enrolled. The student will need to complete the application process described under "Procedure for Students Entering from a Regionally or Nationally Accredited College or University."

#### **Special instructions for California Christian College graduates.**

##### **1. Graduates not seeking an additional degree.**

A student who has graduated from CCC with a Bachelor's Degree and is not seeking another degree need only fill out an application for admission to post baccalaureate course work.

##### **2. Graduates seeking a second Bachelor's degree.**

A student who has graduated from CCC with a Bachelor's Degree and is seeking an additional Bachelor's degree must complete the admissions process described under "Procedure for Students Entering from a Regionally or Nationally Accredited College or University."

## ADMISSIONS

### 2. **Readmission after Academic Disqualification.**

A student who was academically disqualified from California Christian College may reapply as a Transfer Student one year after the date of disqualification. The student will complete the following documents and process before admission is determined.

- a. Submit an application and the appropriate non-refundable application fee.
- b. Submit a letter explaining what the student has done to improve his/her academic standing and why the student believes his/her academic performance will improve at CCC.
- c. Submit a letter of recommendation from his/her Pastor.
- d. Submit a letter of recommendation. One should be from a person who knows the student's academic abilities, such as a college professor or guidance counselor.
- e. Submit transcripts from colleges or universities attended since being disqualified from CCC.
- f. A personal interview with the Admissions Director and the Academic Dean or faculty member.

### 3. **Readmission following disqualification for violation of moral/ethical behavior standards.**

A student who was disqualified from California Christian College for moral or ethical behavior violations may reapply as a Transfer Student one-year after the date of disqualification. The student will complete the following documents and process before admission is determined.

- a. Submit an application and the appropriate non-refundable application fee.
- b. Submit a letter explaining what the student has done to address the concerns that led to the behavioral disqualification.
- c. Submit a letter of recommendation from his/her Pastor with a specific attachment that addresses the concerns of how the issues that led to the behavior disqualification have been resolved.
- d. Submit a letter of recommendation from a person who knows the student's character and is aware of the behavioral issues and how they have seen it be resolved.
- e. Documentation of any restitution to or reconciliation with any person or persons injured in any way because of the concerns leading to disqualification.
- f. Submit transcripts from colleges or universities attended since being disqualified from CCC.
- g. A personal interview with the Admissions Director and the Academic Dean or former academic advisor and another faculty member.
- h. Agree to and sign an accountability document to address continued improvement of the issue(s) that led to disqualification. This will be developed in consultation with the Academic Dean and the Dean of Students and will be monitored by the Deans.

### **Notification of Admission**

Students who have applied for admission will receive a letter notifying them of his/her eligibility soon after all relevant information and documents described in the appropriate section above are on file in the Admissions Office. After the student has been notified of acceptance, the following steps should be taken.

1. Students who plan to live in campus residence halls must submit a \$100 room reservation fee.
2. Final transcripts of work completed subsequent to the time of application need to be sent to the Admissions Office.

### **Other Information**

#### **Veterans Administration Guidelines**

Students who have completed military service are entitled to four (4) units of transfer credit for military service. Honorably discharged personnel should submit his/her DD214 as a part of the admissions process. Active duty personnel may be able to receive credit for courses taken. Active Duty personnel should submit an original DD Form 295 (Application for the Evaluation of Educational Experiences During Military Service) certified by a military education officer. Course work that meets class requirements at CCC will be considered for credit.

**VA Benefits:** For anyone wishing to apply for VA benefits, contact Admissions.

# ADMISSIONS

## ORIENTATION AND REGISTRATION

### Orientation of New Students

In order to help make the transition to college a happy and effective one, the Academic and Student Deans organize college orientation. The activities and seminars, which are held prior to the beginning of classes, are designed to help new students become acquainted with the college, faculty, staff, programs of study, policies and procedures, and classmates. New students will take the course placement exams prior to or during the orientation process. Since the orientation program is part of the registration process, participation is required. Orientation for students entering the spring semester is part of the registration process.

As a prospective student, you are encouraged to review this catalog received at orientation prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing and enrollment agreement. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### Enrollment

Prior to enrollment a student must be officially accepted to California Christian College. Advising and registration take place prior to the beginning of classes in both fall and spring semesters. Students will also take the college placement tests prior to selecting classes. After the academic advisor or Academic Dean has approved the student's schedule, presenting the completed registration form and other required materials to the Registrar's office and paying the appropriate fees in the Business Office completes registration. The Registrar must receive all necessary information before a student may enroll in class.

### Late Registration

Students who are not able to complete registration prior to the beginning of classes may register during the first five (5) working days of classes and are subject to the late registration fee (contact the Business office for current amount). No student can be admitted or register for classes after the 5<sup>th</sup> day of classes each semester.

### Adding and Dropping Courses

Students are officially enrolled in all courses listed on his/her registration form. If a change in registration becomes necessary, forms for requesting the change may be obtained from the Registrar's Office. Courses may be added through the 5<sup>th</sup> working day of classes. See the academic policy section and financial information section of this catalog for drop deadlines and refunds on course or college withdrawal.

## ACADEMIC PROGRAMS

### Academic Programs

Each program of study offered by CCC includes a required concentration of studies in the Bible, Christian Doctrine, Christian Ministry and General Education, including introductory computer skills. Upon completion of the prescribed studies in the B. A. program, the student should be adequately prepared for seminary studies, should she or he desire to further his/her education. In addition to a major in Bible and Theology or Christian Ministry, students may choose to follow plans of study with an emphasis in Pastoral Ministry or Christian Ministries.

#### Degrees Offered

##### **Associate of Arts, Bible and Christian Ministry**

Students have electives under this degree, which they may use for degree emphasis.

##### **Bachelor of Arts, Christian Ministry**

Students have electives under this degree, which they may use for degree emphasis.

##### **Bachelor of Arts, Bible and Theology**

Students have electives under this degree, which they may use for degree emphasis.

#### Degree Specifications

Because CCC is, first, a **Christian college**, it is imperative that the Bible be a primary component in all our degree programs. In keeping with our mission, and with the stipulations of our association with NCCAA (National Christian College Athletic Association), it is necessary that at least 25% of every Bachelor degree be in Bible or Bible-related courses.

Twenty-five percent (25%) of our courses may be General Education, while approximately 50% must be in the degree major (because of California State Law). Therefore, the number of courses necessary to determine a major, plus the necessary Bible courses and general education courses raises the number of courses needed to complete a degree at CCC beyond those found at a more traditional institution.

An Associate of Arts requires 64 units, and a Bachelor of Arts requires an additional 64. Thus, an associate degree will require a minimum of four (4) semesters of attendance, with an average of 16 credit units each semester. A bachelor's degree will require a minimum of four (4) semesters of attendance, with an average of 16 credits per semester.

#### Notice of Course and Program Requirements

CCC reserves the right to make any necessary changes in course offerings. The student may be held to the catalog in effect at his or her point of entry. Curriculum requirements serve as a guide to program planning and are subject to change.

#### First Year Student Policy and Procedure

It is the opinion of the academic committee that policies and procedures are necessary to ensure, or at least promote, the academic and spiritual success of first-year students. A number of factors make this policy and procedure necessary:

1. Because CCC has and will continue to operate under an open-door admissions policy (as 5/6 of all U.S. colleges do), entry-level GPAs are not always considered to be a dominant factor in admissions.
2. Because CCC operates under an Ability-to-Benefit financial aid policy (required by law), it is necessary that applicants to CCC be screened as much as possible to grant financial aid only to those students whom we believe have a reasonable chance of completing our academic program. (This benefits us in the long run, to prevent CCC from reaching an unsuitable cohort default rate.)
3. Because many students come to CCC with suitable GPAs, but a few weeks of college make it apparent that these GPAs are the result of grade inflation in their school districts, CCC inherits the educational shortcomings of public school districts and private Christian schools.
4. Because many students come to CCC with unrealistic expectations of college life and because of the newfound freedom that accompanies young adulthood, many lack the independent self-discipline necessary to keep up with class assignments and class attendance.

## ACADEMIC PROGRAMS

### Entrance Testing

All students will participate in **Entrance Testing** prior to their entry to CCC.

#### **OR-BIB 1** Bible Content Examination

No credit

Beginning fall, 1994, all students will be tested in Bible Knowledge upon initial enrollment and graduation from one of the Bachelor's programs. Any student not taking this test on the scheduled testing date will be required to take it before he/she participates in any extracurricular activities, and a late testing fee will be charged for the monitor's extra time requirements. Administered at the beginning of each semester. Enrollment prerequisite.

#### **OR-ENG 1** English Proficiency Examination

No credit

All students are required to undergo an English language and grammar proficiency examination. The results of this test will determine whether or not the student will be recommended to Written Communications or the remedial, no-credit course, Developmental English. Students must take this test on the scheduled testing date to validate enrollment. Any student not taking this test on the scheduled testing date will be required to take it before he/she may participate in any extracurricular activities, and a late testing fee will be charged for the monitor's extra time requirements. Administered at the beginning of each semester. Enrollment prerequisite.

#### **OR-ENG 2** Writing Proficiency Examination

No credit

All students are required to undergo an English language and grammar proficiency examination. The results of this test will determine whether or not the student will be recommended to Written Communications or the remedial, no credit course, College Writing Skills. Students must take this test on the scheduled testing date to validate enrollment. Any student not taking this test on the scheduled testing date will be required to take it before he/she may participate in any extracurricular activities, and a late testing fee will be charged for the monitor's extra time requirements. Administered at the beginning of each semester. Enrollment Prerequisite.

#### **OR-MATH 1** Math Proficiency Examination

No credit

All students are required to take a math proficiency examination. These test results will determine whether or not the student will be recommended to Algebra, or to the remedial, no-credit course, Pre-algebra. Students must take this test on the scheduled testing date to validate enrollment. Any student not taking this test on the scheduled testing date will be required to take it before he/she participates in any extracurricular activities, and a late testing fee will be charged for the monitor's extra time requirements. Administered at the beginning of each semester. Enrollment prerequisite.

### Remedial Courses

Students failing to achieve a combined score of 50 on the Math and English Proficiency Exams will not be allowed to enroll in classes. Any student scoring above a combined score of 50 although failing any section of the entrance testing shall be automatically enrolled in a Remedial course. Students achieving insufficient scores on testing will not be admitted to the pertinent classes until they have enrolled in and passed the pertinent remedial course.

- ❖ Developmental English
- ❖ Pre-Algebra

The necessary remedial course(s) must be completed by the end of the first year of enrollment when possible. In any case, the student must complete at least one remedial course per semester.

### Academic Advisement

Each entering student should enroll in specific classes his/her first year of attendance at CCC (with the exception of students whose remedial course work disqualifies them from enrollment in those courses). Students who do not take at least 16 units per semester will not graduate within 2 years with an Associate's degree or 4 years with a Bachelor's degree. Students who refuse to take the prescribed number of units and the prescribed courses must sign a statement admitting that they know this to be the case. The second year of attendance at CCC will allow the student opportunities to enroll in elective courses, as well as courses requiring foundational training prerequisites.

### Exclusions

Audit Students and non-matriculated students are exempt from orientation, testing and remedial requirements.

Part-time students who attend only evening classes will read and report on all printed orientation materials. They will not be admitted to any class for which testing is required without having taken the appropriate test. Students

## ACADEMIC PROGRAMS

achieving insufficient scores on testing will not be admitted to the pertinent classes until they have enrolled in and passed the pertinent remedial course.

### **Continuing Academic Advising Policy**

Freshman and transfer students are assigned advisors who help them select their classes and programs. The advisors counsel students concerning academic matters and post-graduation plans. Students may continue under the guidance of the assigned advisor or change to another by formal request. Advisors may also suggest a change. Each student is advised a minimum of two times per year. It is strongly urged that those students who are not doing well in any of their classes be advised at the midterm point of the semester. Accurate records should be kept in the student's file of all academic advising sessions between the student and the advisor.

The academic advisor must have the following information:

1. Updated individual student program evaluation sheets.
2. Next semester schedule.
3. Long-range course cycle.
4. Information concerning any degree requirement changes.
5. Records of course recommendations to individual students from previous semesters.
6. Current student GPA.
7. Permission from the student to contact instructors to ascertain that current courses will not have to be taken over because of poor student performance.
8. Student work schedules.
9. First year requirements for any student:  
Each entering student will be automatically scheduled in the required classes his/her first year of attendance at CCC (with the exception of students whose remedial course work disqualifies them from enrollment in those courses). Students who do not take at least 16 units per semester will not graduate within 2 years with an Associate's degree or 4 years with a Bachelor's degree. Students who refuse to take the prescribed number of units and the prescribed courses must sign a statement admitting that they know this to the case.
10. Apply policy and procedure for student who refuses to follow advisors' recommendations:
  - a) If a student refuses to follow the prescribed programs of studies, be sure to explain that he/she may not be able to graduate on time. The student must sign a statement that he/she understands this, which will be placed in the student's academic file.
  - b) No entering student is to take more than 16 hours of studies.
  - c) No returning student is to take more than 17 hours without express permission from the Academic Dean. The permission will be based upon the student's prior academic record.
  - d) Should a student desire to change his/her course schedule, the academic advisor should recommend that the student make an appointment with the Academic Dean in order to ascertain the effect the proposed change(s) would have on the student's degree plans.

### **Exit Testing**

Beginning fall, 1994, all students will be tested in Bible Knowledge upon initial enrollment and graduation from one of the Bachelor's programs. Any student not taking this test on the scheduled testing date will be required to take it before he/she participates in any extracurricular activities, and a late testing fee will be charged for the monitor's extra time requirements. Administered at the beginning of each semester. Enrollment prerequisite.

## ACADEMIC PROGRAMS

### **The Associate of Arts in Bible and Christian Ministry**

#### **Purpose**

This two-year program includes courses from the divisions of General Education, Bible, Theology, and Christian Ministry. This program is maintained because of several reasons. First, there are students who desire some study within a Biblical framework but do not plan to pursue a Bachelor's degree specifically in Bible or Theology. Secondly, some students sense no call for full-time Christian ministry and do not desire a four year degree, yet do wish to attend Bible college for their own personal spiritual development and growth in Biblical knowledge.

The Associate of Arts degree will provide solid training in Biblical studies and general education. The courses in this program will also provide the non-ministerial student with a good foundation for general, lay ministry in a local church. The program goals are accomplished through requiring 16 units of general education, 12 units of Bible and Theology, six units of Christian ministry, nine units of communication and 21 units of emphasis concentration

#### **Program Objectives**

- ❖ Demonstrate a general and comprehensive knowledge of the Bible as a whole and in its primary parts.
- ❖ Express a satisfying and integrated Biblical worldview of life, thought and mission.
- ❖ Interpret the Bible in a consistent and persuasive manner.
- ❖ Apply for himself/herself a Biblical concept of ministry he/she can effectively apply in his/her own ministry.
- ❖ Apply for himself/herself and be able to effectively teach others Biblical principles in ethical decision-making and problem solving.
- ❖ Effectively and skillfully communicate God's Word through preaching, teaching, witnessing, counseling and personal lifestyle.
- ❖ Understand and communicate the Biblical basis for a system of Christian doctrine and practice in general and within the framework of the denomination in particular.
- ❖ Make effective use of the Bible in the particular ministry for which he/she prepares, whether that ministry is a professional Church ministry or Christian lay-ministry.

### **Minimum/Maximum Requirements for completion of the Associate of Arts Degree in Bible and Christian Ministry**

**Total units necessary for completion of degree is 64 units**

Remedial and Prep (as deemed necessary by entrance testing results) College Prep as Necessary

Core Units (42)

#### **Bible and Theology (15)**

Old Testament Survey I, II	3, 3
New Testament Survey I, II	3, 3
Bible Doctrine	3

#### **Christian Ministry (6)**

Introduction to Christian Ministries	3
Christian Life and Witness	3

#### **Language Arts (6)**

Introduction to Literature	3
Research Writing	3

#### **Emphasis Units (15)**

Electives in Bible and Theology or Christian Ministry or Gen'l Studies	15
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#### **General Studies (22)**

##### **Communications (6)**

Oral Communication	3
Written Communication	3

##### **Humanities (3)**

Critical Thinking	3
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##### **Mathematics (3)**

Algebra	3
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##### **Natural Science (4)**

Introduction to Biology	4
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##### **Business (3)**

Introduction to Computers	3
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##### **Integrated Studies**

Integrated Studies	3
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## ACADEMIC PROGRAMS

### Example of Associate of Arts Program (64 units)

<i>First Semester</i>		<i>Second Semester</i>	
Introduction to Computers	3	Introduction to Christian Ministries	3
Written Communication	3	Oral Communication	3
Old Testament Survey I	3	Old Testament Survey II	3
Christian Life & Witness	3	Critical Thinking	3
Emphasis	3	Introduction to Biology	4
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>16</b>
 <i>Third Semester</i>		 <i>Fourth Semester</i>	
Bible Doctrine	3	Introduction to Literature	3
College Research Writing	3	Pauline Writing II	3
Algebra	3	New Testament Survey II	3
New Testament Survey I	3	Emphasis	7
Emphasis	5		
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>16</b>

## The Bachelor of Arts in Christian Ministry

### Purpose

The primary reason Bible Colleges exist is to prepare students for ministry in Church-related vocations – pastor, evangelist, missionary, Christian education director, youth minister, etc. The division of Christian ministries is maintained to give students a foundation for these ministries. The education received by students in this division will prepare them to directly enter the ministry of their calling, or to pursue graduate studies.

The four-year program for the student includes education in three areas: General Education, Bible and Theology, and Christian Ministry with emphasis in the particular field for which a foundation is desired. Those with a ministry calling to lead the Church must above all else master the Bible. While emphasis will be placed on both content and methods, the heavy concentration of emphasis will be on content. The purpose of this program is to give the candidate or minister a foundation for a pastoral and/or evangelistic ministry. The program goals are accomplished through requiring forty-two (42) units of Bible and Theology, twelve (12) of Christian Ministry, nine (9) units of Communication, twenty-one (21) units in an area of emphasis, and thirty-two (32) units of General Studies. Twelve (12) units of electives are necessary to complete the program. (**Note:** anyone participating in conference athletics must have a **minimum 25%** of his/her degree in **Bible or Bible related** courses.)

### Program Objectives

- ❖ Testify to a personal commitment to Christ and world missions.
- ❖ Form a Biblical concept of ministry in order to become servants of God who understand and apply Biblical principles for Church leadership, Church planting and Church growth.
- ❖ Develop a broad understanding of emphasis upon worship, homiletical skills, and methods of solving pastoral problems effectively in leadership positions.
- ❖ Effectively interpret and apply the Word of God.
- ❖ Become aware of and engage in the Church's internal and external responsibility in the multi-ethnic world community.
- ❖ Skillfully and effectively work in his/her denomination so as to serve Christ better in it.
- ❖ Become significantly motivated toward and engaged in personal and professional growth beyond his/her formal education.

## ACADEMIC PROGRAMS

### Minimum/Maximum Requirements for Completion of the Bachelor of Arts Degree in Christian Ministry Total units necessary for completion of degree is 128 units

Remedial and Prep (as deemed necessary by entrance testing results)  
College Prep as Necessary

#### **Core Units (79)**

##### **Bible and Theology (39)**

Old Testament Survey I, II	3, 3
New Testament Survey I, II	3, 3
Bible Doctrine	3
Pentateuch	3
Major or Minor Prophets	3
Romans	3
Systematic Theology I	3
Systematic Theology II	3
Apologetics	3
Biblical Interpretation or Bible Intro	3
World Views or Comparative Religions	3

##### **Christian Ministry (12)**

Introduction to Christian Ministries	3
Christian Life and Witness	3
Missions	3
Teaching Methods in Christian Education	3

##### **Language Arts (6)**

Introduction to Literature	3
Research Writing	3

##### **Emphasis Units (22)**

General Epistles or Hebrews	3
Synoptic Gospels	3
Electives in Bible, Theology or Christian Ministry	16

#### **General Studies (37)**

##### **Communication (6)**

Oral Communication	3
Written Communication	3

##### **Humanities (6)**

Critical Thinking	3
Introduction to Philosophy	3

##### **Mathematics (3)**

Algebra	3
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##### **Natural Science (4)**

Introduction to Biology	4
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##### **Social Science (3)**

Introduction to Psychology or Introduction to Sociology	3
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##### **History (9)**

History of the Ancient Near East	3
History of the First Century	3
Ancient Israel	3

##### **Business (3)**

Introduction to Computers	3
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##### **Integrated Studies (3)**

Integrated Studies for College Life	3
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##### **Electives (12)**

## ACADEMIC PROGRAMS

### Example of Bachelor of Arts Program in Christian Ministry (128 units)

<i>First Semester</i>		<i>Second Semester</i>	
Integrated Studies for College Life	3	Introduction to Christian Ministries	3
Written Communication	3	Oral Communication	3
Old Testament Survey I	3	Old Testament Survey II	3
Introduction to Computers	3	Critical Thinking	3
Christian Life & Witness	3	Introduction to Biology	4
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>16</b>
 <i>Third Semester</i>		 <i>Fourth Semester</i>	
Bible Doctrine	3	Introduction to Literature	3
College Research Writing	3	New Testament Survey II	3
Algebra	3	Pentateuch	3
New Testament Survey I	3	Emphasis Electives	7
Emphasis Electives	5		
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>16</b>
 <i>Fifth Semester</i>		 <i>Sixth Semester</i>	
History of the Ancient Near East	3	Ancient Israel	3
Synoptic Gospels	3	General Epistles	2
Systematic Theology I	3	Systematic Theology II	3
Missions	3	Introduction to Philosophy	3
Electives	3	Electives	5
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>16</b>
 <i>Seventh Semester</i>		 <i>Eighth Semester</i>	
Teaching Methods in Christian Education	3	Major Prophets	3
Apologetics	3	Romans	3
Introduction to Psychology or Sociology	3	Biblical Interpretation	3
History of the First Century	3	World Views	3
Electives	4	Electives	4
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>

**Students desiring California M.F.T. Certification must take these courses which fulfill graduate program prerequisites at FPU. This is subject to change and you must contact FPU for their official prerequisites.**

Introduction to Psychology	3 units Social Science lower level
Abnormal Psychology	3 units Social Science upper level
Marriage and Family	3 units Social Science upper level
Human Development course	3 units elective upper level
Introduction to Counseling	3 units elective upper level
Crisis/Community Service Internship	1 unit elective upper level

**NOTE:** Students may negotiate with instructors for reduced credit in order to meet minimum degree unit totals.

## ACADEMIC PROGRAMS

### Bachelor of Arts Degree in Christian Ministry – Psychology Emphasis

#### Program Purpose and Goals

The Psychology emphasis is designed to prepare graduates with a foundation for graduate study or service in various psychological and pastoral fields, including counseling, school psychology, social work, clinical and other specialty areas.

#### Goals:

1. The student will evaluate psychological theories and positions in light of Scriptural truth.
2. The student will demonstrate a broad-based academic exposure by being adequately prepared for continued graduate education in the various fields of psychology.
3. The student will evaluate the interactions of the biological, cognitive, social, and spiritual aspects of human behavior.
4. The student will demonstrate competency in understanding and working with individual and cultural differences.
5. The student will apply psychological research and biblical teachings to a variety of settings (e.g., business, community problems, counseling, research, education).

#### Minimum/Maximum Requirements for Completion of the Bachelor of Arts Degree in Christian Ministry

**Total units necessary for completion of degree is 128 units**

Remedial and Prep (as deemed necessary by entrance testing results)

College Prep as Necessary

#### Core Units (81)

##### **Bible and Theology (33)**

Old Testament Survey I, II	3, 3
New Testament Survey I, II	3, 3
Bible Doctrine	3
Pentateuch	3
Synoptic Gospels	3
Romans	3
Systematic Theology I	3
Systematic Theology II	3
Apologetics	3

##### **Christian Ministry (12)**

Introduction to Christian Ministries	3
Christian Life and Witness	3
Missions	3
Teaching Methods in Christian Education	3

##### **Language Arts (6)**

Introduction to Literature	3
Research Writing	3

##### **Emphasis Units (30)**

Human Development	3
Abnormal Psychology	3
Theories of Personality	3
Introduction to Counseling	3
Theories of Psychotherapy	3
Electives in Psych, Bible or Chr. Min.	15

#### **General Studies (37)**

##### **Communication (6)**

Oral Communication	3
Written Communication	3

##### **Humanities (6)**

Critical Thinking	3
Introduction to Philosophy	3

##### **Mathematics (3)**

Algebra	3
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##### **Natural Science (4)**

Introduction to Biology	4
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##### **Social Science (3)**

Introduction to Psychology or Introduction to Sociology	3
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##### **History (9)**

History of the Ancient Near East	3
History of the First Century	3
Ancient Israel	3

##### **Business (3)**

Introduction to Computers	3
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##### **Integrated Studies (3)**

Integrated Studies for College Life	
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## ACADEMIC PROGRAMS

### Electives (10)

#### Example of Bachelor of Arts Program in Christian Ministry – Psychology Emphasis (128 units)

<i>First Semester</i>		<i>Second Semester</i>	
Integrated Studies for College Life	3	Introduction to Christian Ministries	3
Written Communication	3	Oral Communication	3
Old Testament Survey I	3	Old Testament Survey II	3
Introduction to Computers	3	Critical Thinking	3
Christian Life & Witness	3	Introduction to Biology	4
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>16</b>
 <i>Third Semester</i>		 <i>Fourth Semester</i>	
Bible Doctrine	3	Introduction to Literature	3
College Research Writing	3	New Testament Survey II	3
Algebra	3	Pentateuch	3
New Testament Survey I	3	Emphasis Electives	6
Introduction to Psychology	3		
Issues in Professionalism	1		
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>
 <i>Fifth Semester</i>		 <i>Sixth Semester</i>	
History of the Ancient Near East	3	Ancient Israel	3
Synoptic Gospels	3	Systematic Theology II	3
Systematic Theology I	3	Introduction to Philosophy	3
Introduction to Missions	3	Electives	7
Electives	6		
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>
 <i>Seventh Semester</i>		 <i>Eighth Semester</i>	
Teaching Methods in Christian Education	3	Major Prophets	3
Apologetics	3	Romans	3
History of the First Century	3	Biblical Interpretation	3
Electives	8	World Views	3
<b>Total</b>	<b>17</b>	Electives	5
		<b>Total</b>	<b>17</b>

## ACADEMIC PROGRAMS

### **Bachelor of Arts Degree in Bible and Theology**

#### **Program Purpose and Objectives**

Program objectives and minimum/maximum requirements for the Bachelor of Arts degree in Bible and Theology are essentially the same as those for the Bachelor of Arts degree in Bible and Christian Ministry. However, the Bachelor of Arts in Bible and Theology has the added requirement of two semesters of both Greek and Biblical Theology. Ministerial students and students expecting to enter graduate studies will find these extra requirements especially beneficial.

#### **Minimum/Maximum Requirements for Completion of the Bachelor of Arts Degree in Bible and Theology** **Total units necessary for completion of degree is 128 units**

Remedial and Prep (as deemed necessary by entrance testing results)

College Prep as Necessary

#### **Core Units (91)**

##### **Bible and Theology (39)**

Old Testament Survey I, II	3, 3
New Testament Survey I, II	3, 3
Bible Doctrine	3
Pentateuch	3
Major or Minor Prophets	3
Romans	3
Systematic Theology I	3
Systematic Theology II	3
Apologetics	3
Biblical Interpretation or Biblical Intro	3
World Views or Comparative Religions	3

##### **Christian Ministry (12)**

Introduction to Christian Ministries	
Christian Life and Witness	3
Missions	3
Teaching Methods in Christian Education	3

##### **Language Arts (6)**

Introduction to Literature	3
Research Writing	3

##### **Emphasis Units (34)**

Synoptic Gospels	3
Hebrews or General Epistles	3
Beginning Koine Greek I	5
Beginning Koine Greek II	5
Biblical Theology I: Old Testament	3
Biblical Theology II: New Testament	3
Electives in Bible and Theology or Christian Ministry	12

#### **General Studies (37)**

##### **Communication (6)**

Oral Communication	3
Written Communication	3

##### **Humanities (6)**

Critical Thinking	3
Introduction to Philosophy	3

##### **Mathematics (3)**

Algebra	3
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##### **Natural Science (4)**

Introduction to Biology	4
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##### **Social Science (3)**

Introduction to Psychology	
or	3
Introduction to Sociology	

##### **History (9)**

History of the Ancient Near East	3
History of the First Century	3
Ancient Israel	3

##### **Business (3)**

Introduction to Computers	3
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##### **Integrated Studies (3)**

Integrated Studies for College Life	3
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Example of Bachelor of Arts Program in Bible and Theology (128 units)

## ACADEMIC PROGRAMS

<i>First Semester</i>		<i>Second Semester</i>	
Integrated Studies for College Life	3	Introduction to Christian Ministries	3
Written Communication	3	Oral Communication	3
Old Testament Survey I	3	Old Testament Survey II	3
Introduction to Computers	3	Critical Thinking	3
Christian Life & Witness	3	Introduction to Biology	4
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>16</b>
 <i>Third Semester</i>		 <i>Fourth Semester</i>	
Bible Doctrine	3	Introduction to Literature	3
College Research Writing	3	New Testament Survey II	3
Algebra	3	Pentateuch	3
New Testament Survey I	3	History of the Ancient Near East	3
Emphasis Electives	5	Emphasis Electives	4
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>16</b>
 <i>Fifth Semester</i>		 <i>Sixth Semester</i>	
Beginning Koine Greek I	5	Ancient Israel	3
Systematic Theology I	3	World Views	3
Introduction to Missions	3	Systematic Theology II	3
Emphasis Elective	4	Introduction to Philosophy	3
<b>Total</b>	<b>15</b>	Beginning Koine Greek II	5
 <i>Seventh Semester</i>		 <i>Eighth Semester</i>	
Teaching Methods in Christian Education	3	Major Prophets	3
Apologetics	3	Romans	3
Introduction to Psychology or Sociology	3	Biblical Interpretation	3
History of the First Century	3	Biblical Theology II	3
Hebrews	2	Synoptic Gospels	3
Biblical Theology I	3		
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>15</b>

# COURSE DESCRIPTIONS

## Course Numbering System

rev. 8/11/08

The following course numbering system is used to indicate the academic level of courses.

- 1 - 99** Non-credit courses designed to provide preparatory or remedial training in order to qualify one for baccalaureate courses. Not applicable to degree requirements.
- 100 - 299** Lower division (**Freshman, Sophomore**) undergraduate courses which are general and introductory in nature, intended to provide a foundation for upper-level work. Applicable toward Associate and Bachelor's degrees.
- 300 - 499** Upper division (**Junior, Senior**) undergraduate courses which assume prior knowledge or experience in the subject with content more advanced or specific than lower division courses. Applicable toward Bachelor's degree.

## Bible and Ministry Department

### Full Time Faculty

Edgar Hyatt, Ph.D.

David Molter, MA

*Bible, Languages*

*Bible, Theology*

### Part Time Faculty

Wendell Walley, MAPS

*Bible, Ministry*

### Adjuncts

Rodney Lowery, MDiv

Tamara Walley, MAR

*Ministry*

*Bible, Ministry*

## *Purpose*

The primary reason a Christian College exists is to give an educational foundation to students for ministry in both professional and volunteer capacities. The division of Christian Ministry is maintained to educate individuals for those tasks. The Bible is the center of education in a Christian college. The entire curriculum is to be Bible-centered. It is our conviction that a person is not genuinely educated until he/she has at least a basic knowledge of Scripture. This conviction lies in our confidence that the Bible is the very word of God, and with divine authority and absolute certainty, it speaks about the nature of humanity and the universe, and about the meaning of human history and life. The education received by students in this degree program will give them an educational foundation to enter the ministry of their calling or graduate studies, should they so desire.

## *Objectives*

The Bible and Christian Ministry division is dedicated to the task of providing Biblical and theological instruction with a positive life application. The underlying objectives of the courses are to enable the student to:

- Demonstrate a general and comprehensive knowledge of the Bible as a whole and its primary parts.
- Express a satisfying and integrated Biblical world-view of life, thought and mission.
- Interpret and apply the Bible in a consistent and persuasive manner.
- Apply for himself/herself, and be able to effectively teach others, Biblical principles in ethical decision-making.
- Formulate for himself/herself a Biblical concept of ministry he/she can effectively apply in his/her own ministry.
- Form a Biblical concept of ministry in order to become a servant of God who understands and applies Biblical principles for Church leadership, Church planting, Church growth, and pastoral counseling.
- Effectively and skillfully communicate God's word through preaching, teaching, witnessing, counseling and general lifestyle.
- Understand and communicate the Biblical basis for a system of Christian doctrine and practice in general and within the framework of the Church.
- Make effective use of the Bible in the particular ministry for which he/she prepares, whether that ministry is in professional ministry or as an influence in society.
- Testify to a personal commitment to Christ and worldwide ministries.
- Develop a broad understanding of and emphasis upon worship, homiletical skills, and methods of solving

## COURSE DESCRIPTIONS

- pastoral problems effectively in leadership positions.
- Become aware of and engage in the Church's internal and external responsibility in the multi-cultural world community.
- Apply a comprehensive knowledge of the Bible to different methods of evangelism in different cultures.
- Relate Christian faith to human needs and cultural patterns among non-Christians of various cultures.
- Skillfully and effectively work with people in leadership roles.
- Acquaint himself/herself with denominational ministries for effective participation and service.
- Develop effective personal and group skills in leadership and creative Bible teaching.
- Develop an appreciation for Christian worship.
- Become significantly motivated toward and engaged in personal and professional growth past his/her formal education.

### Biblical Studies

#### Introductory and Hermeneutical Courses

##### **BIB 110 Bible Geography 1 unit**

The Old and New Testament world is studied with exacting emphasis on key cities, bodies of water, mountain ranges, and countries. Biblical geography is compared with modern geography.

##### **BIB 300 Biblical Introduction 3 units**

A survey of the development of the English Bible from the ancient manuscripts to modern translations. When the student has completed this course he/she will have studied the following topics: biblical inspiration, inerrancy, Scriptural authority, Old and New Testament canonicity, manuscript transmission and textual criticism.

##### **BIB 400 Biblical Interpretation 3 units**

A study designed to aid the student in interpreting the Bible. He/she is made aware of various principles of interpretation and taught how to apply them in Bible study.

##### **BIB-DS 450 Independent Study In The Bible 3 units**

A directed self-study of a topic, book, or doctrine with the approval and guidance of the instructor and the approval of the Academic Dean. In the student's written request to the Academic Dean he/she will specify: (1) the specific study to be made, (2) a request for an instructor, (3) the purpose for the study, and (4) a basic outline of the course. Prerequisites for a directed study are (1) BIB 400: Biblical Interpretation, (2) minimum 26 hours of Bible and Theology courses, (3) minimum 3.0 GPA, (4) minimum 30 units in B. A. program at CCC. Limited to three hours per semester. Additional \$20.00 per semester hour added to cost of the course. On demand.

### Old Testament

##### **OT 101 Old Testament Survey I 3 units**

This course is an overview of the Pentateuch and historical Books, Genesis through Esther, in the Old Testament. It includes the organization, authorship, date, historical context, and a survey of the content of these books as they present the covenant relationship of God with His people.

##### **OT 102 Old Testament Survey II 3 units**

This course is an overview of the Poetical Books and the Major and Minor Prophets from Job to Malachi. It includes the organization, authorship, date, historical context of the poetry, wisdom literature and prophetic literature of the Old Testament.

##### **OT 200 Pentateuch 3 units**

A study of the first five books of the Old Testament with emphasis on the text itself. Attention is given to authorship as well as the historical and geographical context in which the Biblical character lived. Lecture. Prerequisite OT 101

##### **OT 220 Ancient Israel 3 units**

The history of Israel from Kadesh-Barnea through the inter-testamental period. Joshua, Judges, Ruth, Samuel, Kings, Chronicles, Ezra, Nehemiah, and Esther are studied concurrent with the history. Prerequisite OT 101

##### **OT 300 Major Prophets 3 units**

A survey of the major prophets, Isaiah, through Daniel; their individual messages, contemporary and future implications are examined, especially their Messianic emphasis. Prerequisite OT 102

##### **OT 310 Genesis 3 units**

A detailed study of the first book of the Bible, giving attention to its authorship, authenticity, chronology, intent, and spiritual implications. Prerequisite OT 101

## COURSE DESCRIPTIONS

### **OT 350 Wisdom Literature 3 units**

The study and meaning of wisdom in the literature of the Old Testament. The canonical books of Job, Psalms, Proverbs, Ecclesiastes and Song of Solomon are examined along with references to the apocryphal books.. Prerequisite OT 102

### **OT 400 Minor Prophets 3 units**

The minor prophets are surveyed, Hosea through Malachi. Each book is placed in chronological order and emphasis is placed upon the message of each book in light of its time. Prerequisite OT 102

## **New Testament**

### **NT 101 New Testament Survey I 3 units**

This course is an overview of the four Gospels and Acts. It includes the organization, authorship, date, and content with emphasis on the life of Christ and the spread of the gospel from Jerusalem to Rome through the efforts of the early church.

### **NT 102 New Testament Survey II 3 units**

This course is an overview of the Pauline Writings, Hebrews, General Epistles, and Revelation. It includes the organization, authorship, date, and content with emphasis on the themes and issues addressed by each of these books.

### **NT 200 Synoptic Gospels 3 units**

A study of the harmony of the Gospels of Matthew, Mark and Luke with special attention given to the individual characteristics, themes, differences, and the theological emphasis of each Gospel. The historical criticism of the Gospels will be considered briefly as introductions. The life and ministry of Jesus Christ is the focal point of the course. The importance of His preaching and teaching, fulfillment of prophecy about Him, crucifixion, burial, and resurrection are studied. Prerequisite NT 102

### **NT 210 Pauline Writings I 3 units**

Special attention is given to Paul's personal background, the background of each of Paul's first six letters (I and II Thessalonians, Galatians, I and II Corinthians, and Romans) and the doctrinal and theological themes of each epistle. Prerequisite NT 101

### **NT 220 Pauline Writings II 3 units**

A continuation of NT210 giving special attention to Paul's prison and pastoral epistles. The focus will be on Colossians, Philemon, Ephesians,

Philippians, I and II Timothy and Titus.

Prerequisite NT 102

### **NT 230 Hebrews 3 units**

Expositional studies of key passages from Hebrews with emphasis on the deity and preeminence of Christ as fulfillment of Old Testament types and symbols. Prerequisite NT 101

### **NT 300 Romans 3 units**

An intensive and analytical study of this epistle is made. A detailed exegesis is given for the first one-third of the book. Considerable attention is given to words, phrases, and units of thought. Such prominent doctrines as sin, justification, sanctification, election, adoption, etc. receive intensive investigation. Prerequisite NT 102

### **NT 330 General Epistles 3 units**

A study of James, and the epistles of Peter, John and Jude is part of this course. Doctrinal and practical applications are made throughout the course. Lecture. Prerequisite NT 102

### **NT 320 Pastoral Epistles 2 units**

A practical approach to the Pastoral Epistles, 1 Timothy, 2 Timothy and Titus. A balance of sound practical advice with expositional treatments along with principles of Church leadership applicable to each generation and to each segment of the Church is examined. Prerequisite NT 102

### **NT 350 Johannine Writings 3 units**

An intensive study of the background and message of John's writings. Upon completion of the course, the student will have studied in outline and analysis the gospel and epistles of John and the book of Revelation. Attention will be given to the message of Revelation from the perspective of the Lordship of the Reigning Christ. Prerequisite NT 101-102

### **NT-LA 300 Beginning Koine Greek I 5 units**

A basic course in Greek grammar emphasizing vocabulary, conjugations, substantive declension, syntax, writing, and reading portions of the Greek New Testament with comprehension.

### **NT-LA 310 Beginning Koine Greek II 5 units**

**Prerequisite:** NT-LA 300. A continuation of NT-LA 300, with substantial reading in the Johannine epistles.

### **NT-LA 400 Advanced Koine Greek I 3 units**

This course is a review of Greek forms and syntax in concert with studies from the Pauline Writings. Prerequisite NT-LA 300-310. On demand.

### **NT-LA 410 Advanced Koine Greek II 3 units**

## COURSE DESCRIPTIONS

This course is a continuation of the study of Greek syntax in concert with studies from the Pauline Writings. Prerequisite NT-LA 300-310, 400 On demand.

### Theological Studies

**THEO 100 Arminianism and Calvinism 1 unit**  
The historical doctrinal position of Free Will Baptist concerning security of the believer, compared to and contrasted with traditional and/or limited Calvinism.

#### **THEO 200 Bible Doctrine**

A survey of the doctrines of Inspiration, God, Christ, the Holy Spirit, Man, salvation, justification, adoption, prayer, church, Scriptures, angels, Satan, and the last things. Attention is given to denominational perspectives within these theological fields. Lecture. Prerequisite: One year of Bible survey courses.

#### **THEO 210 Historical Development of Theology 3 units**

A survey of theological development of the New Testament Church through the following Church periods: Patristic, Medieval, Reformation/Counter Reformation, and Modern Protestantism.

#### **THEO 300 Systematic Theology I: God and Humanity 3 units**

A study of God and humanity, His crowning creation. In this course, the student will study the vast subject of *God*. His eternal, infinite, and unchangeable nature along with His Being, wisdom, power, holiness, justice, goodness, and truth, work of creation and of God's greatest creation (mankind) will also be studied in some depth.

#### **THEO 310 Systematic Theology II: Christ and Salvation 3 units**

This course focuses on the eternal Christ and the salvation for mankind He provides. Throughout the course the student will study the nature and being of Jesus Christ, His deity, humanity, Saviorhood and Lordship. The student will learn the basis and authority of Jesus Christ to provide salvation, the provision for salvation that Christ has made, and the need of all humanity for it.

#### **THEO 400 Apologetics 3 units**

The defense of the Christian faith against anti-theistic thought and theories. Upon completion of the course the student will have studied the positive evidence of the deity, incarnation, historical reality, perfect life, vicarious death, and physical resurrection of the Lord Jesus Christ. Attention will be paid to the contribution of logic, history, fulfilled prophecy, and the evidence

from archeology, as well as the biblical record. The student will be able to defend his faith with positive argument.

#### **THEO-OT 400 Biblical Theology I: Old Testament 3 units**

**Prerequisites:** THEO 300, 310. An examination of the theological themes arising from consideration of the material of the Old Testament as a whole, and the themes of the individual books. Attention is given to the differing theories concerning the theological center of the Old Testament.

#### **THEO-NT 410 Biblical Theology II: New Testament 3 units**

**Prerequisites:** THEO 300, 310. An examination of the theological themes arising from consideration of the material of the New Testament as a whole, and the themes of the individual books. Attention is given to the differing theories concerning the theological center of the New Testament and its relationship to the Old Testament.

### Ministerial Studies

#### Christian Ministry

##### **DISC 100 Christian Life and Witness 3 units**

The foundation for the spiritual life and various methods of communicating the Gospel are presented. The qualifications of the personal witness of the gospel are set forth. Scripture memorization and the practice of communication skills are part of this course.

##### **DISC 120 Worship: A Way of Life 3 units**

The study of personal growth in individual worship and overview of corporate forms of worship. Includes study of the Tabernacle, and historical overview of Old and New Testament worship by individuals and groups.

##### **DISC 200 Spiritual Disciplines 3 units**

General overview and study of the history and foundational disciplines to assist the student in developing his/her own practices for spiritual growth.

#### Pastoral Ministry

##### **MIN 100 Introduction to Christian Ministries 3 units**

A survey of Christian education at work in Christian ministry. The course presents the basic history, philosophy, and principles of preparation for Christian service both in the Church and in the multi-ethnic community. A research paper on Christian ministries needed within the Church and community will be required.

## COURSE DESCRIPTIONS

### **MIN 101-104/B (1 unit each) Leadership Development**

Four semesters of leadership development anchored in biblical examples and principles of leadership applied through practical experience in contemporary life situations, assessments and evaluations. Open to all students but required of students holding college related leadership positions in student government, dorm R.A.'s, chapel worship leaders, team captains of competitive sports programs, and ministry team members representing the college. Two units may be applied to the AA degree and two additional units applied to the BA degree.

### **MIN 200 Worship 1 unit**

An intensive immersion in the theology and history of worship in the Christian Church. Traditional practices such as singing, prayer, communion are discussed. Contemporary worship practices are evaluated. Students will participate in a worship service within the class time.

### **MIN 300 Pastoral Theology 3 units**

This course focuses on the basics of pastoral life and role in ministry, including the pastor's personal life, family life and ministry relationships. Words featuring Biblical concepts of the pastor's role will be examined along with the divine call and key responsibilities of the pastor such as preacher, teacher, evangelist, worship leader, counselor, visitation, weddings, funerals and the administration of the ordinances.

### **MIN 320-Biblical Team Leadership 3 units**

Biblical Leadership skills are essential to effective Christian Ministry and Team Leadership demonstrates the biblical model in ministry leadership

### **MIN 350 Pastoral Leadership 3 units**

This course offers insight into dealing with commonly faced problem areas pastors generally confront in the life and ministry of the Church. Emphasis will be placed on such things as the preservation of quality personal and family life, developing a Biblical leadership style, organizing self and work, relational skills, conflict management and recruiting, motivating and evaluating effective volunteers.

### **MIN 400 Church 3 units**

A study of the Biblical concepts of Church management, including working with boards, organization, budget planning and finance, importance of and proper appointment of committees, communication within the Church body, and managing the Church office. Time will also be spent assisting the student in developing skills in principles of

parliamentary procedure, conducting business meetings, formation of organizations, and preparation of constitutions. Emphasis is given to denominational structure.

### **MIN 450 Introduction to Church Growth Theology 3 units**

This course emphasizes the nature and purpose of the church as foundational for developing a Biblical philosophy of church growth. Factors affecting church growth are examined such as vision, lay mobilization, understanding the local situation and other cultural indications. Factors hindering church growth and methods of analyzing church growth are also part of this course.

### **CAR-MIN 300 Ministry Internship 1, 1, 1 unit**

This course is designed to give students supervised ministry experience in a formal ministry setting. Application of ministry skills, readings related to student's ministry and reflection upon ministry experience are a part of this class. Students are placed in service for this program through the cooperation of the President's Office, Academic Dean and/or Christian Service Directory. See *Student Handbook* for more details. On demand for semester of fall. Total of 4 units allowed. Pre-requisite: Student must have completed 24 units at CCC.

## **Homiletical Studies**

### **COM-MIN 300 Homiletics I 3 units**

A study designed to familiarize the student with the basic principles of sermon preparation, delivery, and audience adaption. Practical experience will be realized through sermons written for and delivered in class; sermon critiques in class. Three types of sermon, expository, topical and narrative, will be covered. Teaching will include lecture, demonstration, conversation, viewing videos and listening to cassettes of preaching and practical work assignments.

### **COM-MIN 310 Homiletics II 3 units**

This course is designed to provide practical experience in sermon construction and delivery, and to enable the student to utilize homiletical skills in weekly pastoral ministry. A study will be made of various types of sermons the pastor is called upon to preach. The special aspects of pastoral preaching such as special days of the Church year, special occasions in the Church, and special events at which the pastor is called on to preach are examined. The church year, series preaching and special emphases will be discussed, as well as worship styles. The sermon as an element of worship, and the pastor as worship leader will be

## COURSE DESCRIPTIONS

emphasized. The course will examine the functions of preaching, such as Weddings, Funerals, evangelism, edification, recruiting, motivating, and encouraging. Emphasis will be placed upon the pastor's responsibility to encourage, exhort, and strengthen the Church in the sermon. The student will prepare and deliver various types of sermons as well as sermons for special occasions and events. In this course the student will write, deliver and critique sermons.

### Missions and Evangelism Studies

#### **MIS 100 Introduction to Missions 3 units**

This course is an analysis of the Biblical and theological basis for missions. It defines Christian missions, observes the relationships of missions to the local Church, and reviews the lives of certain missionaries. Trends and new opportunities are presented.

#### **MIS 300 The Local Church and World Missions 3 units**

This course introduces the students preparing to be pastors, Christian educators, missionaries, and informed laymen to a brief study of the Biblical basis of world missions. The missionary nature and task of the Church, as well as the role of the pastor in world missions is emphasized. A structured program of missionary education in the local Church will be studied.

### Discipleship

#### **DISC 250 Principles of Discipleship 3 units**

A course to help the student understand the Biblical doctrine and process of discipleship, and to flesh that out by learning three specific discipling methods. Each student will be required to lead another person through one of the methods by semester end.

#### **DISC 325 Spiritual Warfare 3 units**

Examines multiple dimensions of spiritual warfare as it relates to personal spiritual development. Overviews Satan's strategies, takes personal spiritual inventories, and studies key biblical warfare passages.

#### **DISC 425 Biblical Ethics 3 units**

The course will provide the student with an introduction and general overview of the major theological and ethical affirmations in the Christian tradition and in the Bible.

### Christian Education & Family Ministry

#### **CE-TC 100 Creative Bible Teaching 3 units**

This course includes an overview of studying, structuring, and preparing lessons for any age group as well as various methods to teach and evaluate the lesson. Also includes a study of the spiritual gift of teaching and a Biblical understanding of teaching.

#### **CE-TC 200 Teaching Methods in Christian Education 3 units**

Included in this study is an overview of the relationship of teaching and learning to the Christian education program of the local Church. Principles and methods of the teaching and learning process, the Biblical basis for teaching and learning, an examination of the work of the Holy Spirit in the process, curriculum materials and instructional media and their uses are also included.

#### **CE-TC 300 Christian Education of Adults (CE 313) 3 units**

A study of adults from psychological, social, physical, and spiritual viewpoints. Methods, materials, and organizational structure of adult work in the Church will be considered.

#### **CE-AD 310 Organization/Administration of Christian Education 3 units**

This course is designed to show the importance of the Sunday School, organization, and relationship to the Church. Standards, grading, curriculum, and equipment are discussed. Selecting and training Christian educators in the local Church is a focus of the course.

### Youth Ministry Studies

#### **YTMN 200 Modern Youth Ministry Seminar 1 unit**

A seminar class designed to expose students to different types of children and youth ministries as well as the challenges facing today's children and adolescents. Various topics and exposure to agencies will be a part of this class.

#### **YTMN 300 Foundations for Christian Education of Children and Youth 3 units**

This course is a study of the spiritual, physical, emotional and psychological development of children and youth from birth through the teen years. Students examine curriculum materials and ministry methods as to their effectiveness in each age group.

#### **YTMN-310 Introduction to Children and Youth Ministries 3 units**

An examination of the basic theological, cultural and philosophical understanding of ministry to children and youth. Includes designing and developing a children or youth ministry program and exposure to camping

## COURSE DESCRIPTIONS

ministries. Prerequisite: YTMN 300 Foundations for Christian Education of Children and Youth

### **YTMN-320 Youth Ministry Methods 3 units**

This course examines the basic foundations for healthy ministry to programs for children and/or adolescents. Students will build on YTMN 310 to fully develop a well-rounded ministry. Exploration of full-time ministry is included. Prerequisite: YTMN 310 Introduction to Children and Youth Ministries

### **YTMN-350 Advanced Youth Ministry Seminar 1 unit**

Selected readings in youth ministry as well as attendance and participation in either the National Youth Workers or National Children's Workers convention.

## Arts and Sciences Department

### Full Time Faculty

Edgar Hyatt, Ph.D.  
*Language*

### Part Time Faculty

Ingrid Voss, MA  
*Writing, Humanities*

### Adjuncts

J. David Bennett, Ph.D.  
*Psychology*  
Jerry Voss, MDiv.  
*Social Science*

## General Education Division

### **Goals**

All degree programs at California Christian College require a core of studies in general education. California Christian College desires to aid every student in the development of skills and understandings generally associated with a well-rounded education.

### **Objectives**

Students who successfully complete the General Education core in a degree program will be able to:

1. Communicate effectively both orally and in writing
2. Analyze texts in terms of content and intent
3. Distinguish among different text genres
4. Evaluate literary texts on the basis of aesthetic criteria
5. Compare and contrast existing world views, ideologies and philosophical

### **YTMN-400 Children or Youth Ministry Internship 1-2 units**

This course is designed to give students supervised ministry experience in a formal ministry setting. Application of ministry skills, readings related to student's ministry and reflection upon ministry experience are a part of this class. Students are placed in service for this program through the cooperation of the President's Office, Academic Dean and the Youth Ministries instructor. **Summer or Semester Ministry Internship Program.** On demand.

movements

6. Examine philosophical, sociological, and scientific concepts from a Biblical standpoint
7. Express intellectual curiosity by raising critical and/or follow-up questions on assigned material

## Cultural Studies

### **HIST 300 History of the Ancient Near East 3 units**

A study of the historical, cultural, and geographical backgrounds of the ancient Near East out of which the Old Testament emerged. Prerequisite: OT 101-102

### **HIST 310 History of the First Century 3 units**

An introduction to the religious and cultural backgrounds of the first century. Emphasis is placed on the historical, social, literary, and religious aspects of the Greco-Roman world and Judean world that are essential to a meaningful study of the New Testament. Prerequisite: NT 101-102

### **SOC 350 Introduction to Western Culture 3 units**

A survey of the social, economic, political and cultural development of Western Civilization, from Ancient Greece to the present, presented in a Christian paradigm.

### **SOC 300 Clashes of Culture**

This course seeks to engage the student in the study of cultural diversity and expression in conflicting worldviews within American society. From the various disciplines, the student is to acquire a holistic understanding of the cultural forces that are redefining the values of traditional Western society. Elective.

## COURSE DESCRIPTIONS

### Reasoning and Communication Skills

#### Mathematics

##### **MATH 90 Pre-Algebra Remedial 3units, no credit**

This course begins the integration of basic arithmetic skills with preliminary algebraic concepts to prepare students for college algebra. It includes addition, subtraction, multiplication and division of integers and polynomials; laws of exponent; and linear equations and inequalities. On-line

##### **MATH 100 Algebra 3 units**

This course presents the basic elements of algebraic functions: simplifying and evaluating algebraic expressions, solving equations and inequalities and factoring. Exponents, polynomials, rational expressions, radicals, quadratic equations and graphing will be explained. **Prerequisite:** Passing score on OR-MATH 1 or passing grade in MATH 90. Online

#### Writing

##### **ENG-G 11 Developmental English Remedial, 3 units, no credit**

Instruction and supervised practice in fundamental problems of the English language, concentrating on grammar, punctuation, spelling, vocabulary and sentence structure. Intended primarily for students who need more basic grammar and composition work before attempting Written Communication or Introduction to Literature.

##### **ENG-G 12 Developmental Writing Remedial, 3 units, no credit**

Required for all students who do not pass the Writing Proficiency Examination. This course is designed to improve the student's composition and essay writing skills.

##### **ENG-G 100 Written Communication 3 units**

The focus of this course will be on *communication*, i.e. writing with a *purpose* in mind. We will be exploring stages of the writing process, from generating ideas to thesis development, methods of organizing thoughts and communicating those thoughts effectively to a general audience. In the process we will be review principles of style, grammar, sentence structure, and punctuation as the basis for writing skills. Assignments will include different kinds of writing, from the simple description to the complex argumentative research paper. Peer evaluation in the form of oral and written feedback, as well as a presentation of the final project, will be require. **Prerequisite:** A passing score on the

English Placement Test or Developmental English is required.

##### **ENG-G 102 College Research & Writing 3 units**

This course will focus on research as a *process*. The emphasis will be on developing a research mindset, i.e. one that is open to facts and willing to consider multiple points of view and engage with those views to investigate a specific issue. Through in-class exercises and research assignments, the student will learn to locate, evaluate, and integrate source material for an independent research project. In addition, we will be reviewing methods of theses development through different rhetorical models. A number of different research and writing assignments, from short paragraphs to the complex argumentative research essay, as well as oral and written critical analysis, will be required. **Prerequisite:** Passing score in Written Communication is needed for this course.

##### **COM 200 Oral Communications 3 units**

Theories of human communication and their function in contemporary public settings; experiences designed to enhance fundamental communication skills, research, organization, reasoning, listening and problem-solving through written and oral presentations.

##### **ENG-COM 250 Introduction to Film Studies 3 units**

This course introduces the student to film as an art form and cinema as an institution. We will be studying the different genres of film, the components of film analysis, and explore how film as an institution both reinforces and resists cultural values. Course prerequisites: a passing grade in Written Communication and Introduction to Literature. Elective.

### Humanities

#### Literature

##### **ENG-L 200 Introduction to Literature 3 units**

Reading and analysis of a variety of literary genre (novel, short story, poetry, and drama). Oral and written analysis required. Research paper required. Class discussion, student presentations, lecture. Prerequisite ENG-G100

#### Music

##### **MU-P 101-104 Private Piano 1 unit**

Emphasis is placed on keyboard skills and repertoire appropriate to the student's level and ability.

## COURSE DESCRIPTIONS

### **MU-V 101-104 Private Voice 1 unit**

Emphasis on the techniques of vocal production, including proper vowel formation, the correct use of consonants, tone color, and diction, using sacred and art song literature suitable for the individual.

### **MU 150 Music Fundamentals 1 unit**

This course is designed to acquaint the student with the basics of music, including the study of the staff, pitches, rhythms, intervals, major scales, key signatures, chords and performance terms. Use of hand chimes provides hands-on learning.

## **Philosophy**

### **PHIL 100 Critical Thinking 3 units**

An introduction to formal and informal reasoning and their application in persuasion and the analysis and criticism of beliefs and belief systems. Includes methods of analysis and evaluation of reasoning applied to selected texts. Emphasis is also placed on comparisons of inductive and deductive reasoning. .

### **PHIL 200 Introduction to Philosophy 3 units**

A survey of philosophical thought from the early Greeks to the present day. A study of philosophical assumptions, definitions, methodologies, and world views, treating problems of origin, knowledge, truth, and values in relation to science, theology, and empirical philosophies. Taught from a historical/Christian perspective. Prerequisite PHIL 100

### **PHIL 300 Worldviews 3 units**

A course surveying the various paradigms of thought which influence societies. Attention will be given to world history as a backdrop for comparisons of ancient world views, rationalism, the reformation, modernity (the Enlightenment, democracy, the development and dissolution of socialism), and post-modernity, as well as non-western world views, as a basis for the examination of Christian conservatism and evangelicalism, and possible responses to the 21<sup>st</sup> century.

### **PHIL 350 Comparative Religions 3 units**

A survey of the leading non-Christian religions of the world, focusing on the founders, sacred writings, doctrines, strengths, weaknesses, and special characteristics. Taught from the Christian perspective. Spring, as needed.

## **Integrated Studies**

### **IS-100 Integrated Studies to College Life**

This course integrates practical studies from each department to help the student maximize the learning potential in the various disciplines. The first section will cover study skills and college life skills. The second section will familiarize students with Bible study and research tools. The third section will introduce the student to the basics of college research and writing.

### **IS-200 Love and Marriage 3 units**

This course will explore the theme of Love and Marriage from the perspective of various disciplines. Popular and media-driven views of relationships/marriage will be examined in the light of each discipline and evaluated on the basis of a Biblical understanding of love. Course prerequisite: sophomore level or above . Written Communication/Intro Psych

## **Natural Science**

### **BIO 120 Introduction to Biology 4 units**

An examination of the cell, inheritance, ecology, human biology, the diversity of life, and evolutionary theory. Emphasis is given to understanding central concepts and to the process of science. Attention is given to the relationship between biology and Christian faith and practice. Lecture with lab.

### **BIO 300 Human Anatomy 3 units**

Anatomy is a course designed to introduce students to the wonders of human form and function with the view of glorifying God, the creator of humanity, and at the same time making this immense body of knowledge a stimulus to further studies and application. The “connectedness” of human structure and function is repeatedly reinforced by unifying themes. The integrating principle of homeostasis is used to demonstrate how the “normal” interaction of structure and function is achieved and maintained by dynamic counterbalancing forces within the body. Repeated emphasis of these principles are stimuli to integrate otherwise isolated factual information into a cohesive understandable whole.

## **Social Science**

## **Psychology**

### **PSY 250 Introduction to Psychology 3 units**

Introduces the student to the principles, areas, problems, and concepts of psychology. Perception,

## COURSE DESCRIPTIONS

thinking, motivation, personality, and social behavior receive attention.

### **PSY 260 Human Development 3 unit**

This course offers a life-span approach to psychology presenting the progression of human development from the prenatal state, through infancy and early childhood, to the final years of late adulthood. The determinants of human development are studied. Prerequisite: PSY 250.

### **PSY 300 Abnormal Psychology 3 units**

A study of mental and emotional disorders along with the primary methods of treating these disorders. And understanding of the classification and treatment of mental and emotional disorders. Prerequisite: PSY 250

### **PSY 310 Transition, Loss and Death 3 units**

An exploration, from a life-span perspective on the issues of transitions, loss, and death. Topics include natural transitions in life and healthy coping behaviors, childhood losses, traumatic events, and other losses.

### **PSY 325 Communication and Conflict Resolution 3 units**

This course will focus on the interpersonal quality of communication as would take place between friends, in marriage, and in our relationship to God. Conflict resolution is an essential process in sound relationships wherever they are found.

### **PSY 330 Tests and Measurements 3 units**

A study of standardized tests used in psychology, counseling and education. Includes personality, aptitude, general ability, achievement, and interest tests. Considers theoretical concepts such as the reliability and validity of tests.

### **PSY 350 Adolescent Development 3 units**

Study of the person from puberty to adulthood. Problems of adjustment will also be studied.

### **PSY 360 Theories of Personality 3 units**

This course studies the principal theories and interpretation of personality development, including the primary representative of the major schools: analytic or dynamic, humanistic-existential, cognitive, family systems and behavioral. Prerequisite: PSY 250.

### **PSY 400 Marriage and Family Dynamics 3 units**

This course is a study of both ineffective and effective marital and family relating patterns. The student will be introduced to a variety of counseling approaches for group intervention. Students will also be equipped with a biblical model for working with couples and families.

### **PSY 410 Crisis Counseling 3 units**

Examines situational, developmental and existential crises and their effect upon the individual. Coping skills and therapeutic approaches are discussed.

### **PSY 420 Psychology of Addictions 3 units**

This course will introduce the biological, cognitive and social bases of substance, addiction, treatment, and recovery. Topics include various subcultures, the effects on families, the addiction process, phases of treatment, and the role of spirituality in healing.

### **PSY 450 Introduction to Counseling 3 units**

Techniques and theoretical backgrounds used in counseling are presented in this course. Specific topics such as youth, depression, marital problems, death and bereavement are discussed. This course is designed to train the pastor in understanding the problems and developing skills related to counseling and ministering to those with problems. A Biblical perspective on counseling is emphasized.

### **PSY 460 Theories of Psychotherapy 3 units**

Theory and practice of counseling will be treated in an experiential, group-practice manner. Students will be exposed to counseling issues at a level commensurate with senior standing and entry into the community workplace.

## **Sociology**

### **SOC 200 Introduction to Sociology 3 units**

A survey of the principles of social structures, social institutions, social processes and social change. The course gives special attention to marriage and the home, educational and religious institutions, and the interaction of cultures.

## **Business Machines**

### **CS 200 Introduction to Computers: Beginning 3 units**

Topics of study include an introduction to essential "Windows" skills, file management, and navigation of the computer screen. The bulk of the course deals with the study of word processing using Microsoft Office, giving limited exposure to Microsoft Word, Excel, PowerPoint, and Access. Tutorial.

## FINANCIAL INFORMATION

### Student Financial Aid

The responsibility of meeting the cost of higher education lies with the student and his /her family. California Christian College has established a Financial Aid Office for the purpose of providing financial assistance for deserving students to meet the financial needs of attending college. Financial aid may take the form of grants, loans, on-campus employment, or scholarships in a limited amount. Financial aid is awarded without discrimination as to gender, race, color, national or ethnic origin, age or handicap. There are two basic types, as described in the following paragraphs:

1. Aid backed by funds from the federal or state government and
2. Aid from funds administered by the college and/or other denominational sources.

Note: All students should review carefully the required standards of academic progress described at the close of this section of the catalog.

### Student Eligibility Requirements for Receiving Federal Student Financial Aid

To receive Federal Student Financial Aid, a student must

- Generally, have financial need (cost of education minus family contribution = financial need).
- Have a high school diploma, a GED, or have passed an independently administered test approved by the US Department of Education.
- Be enrolled as a regular student in a degree-seeking program.
- Be a US citizen or eligible non-citizen and for Cal Grants, a California resident.
- Make satisfactory academic progress.
- Not be receiving aid at another college
- Complete the Free Application for Federal Student Aid (FAFSA) and the CCC Financial Aid Application.
- Not be in default or have an overpayment
- Be registered with Selective Service, if required

### *Applying for Financial Aid*

Steps for applying:

1. Students should apply for a PIN at [www.pin.ed.gov](http://www.pin.ed.gov). The PIN will give the student the access and ability to electronically sign the FAFSA as well as other forms. Dependent students should also have a parent apply for a PIN.
2. Students should complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). California Christian College school code: 014128. The student will receive a Student Aid Report (SAR) from the processor in 3-5 days if submitted online.
3. Students whose applications have been chosen for verification by the processor will be required to supply additional documentation when requested by the Financial Aid Office.
4. If applying for a Cal Grant, the FAFSA and GPA Verification Form must be postmarked or submitted online by the *March 2<sup>nd</sup>* deadline prior to the year of enrollment. The GPA Verification Form can be obtained from [www.calgrants.org](http://www.calgrants.org).
5. Complete the CCC Financial Aid Application.
6. An eligibility letter will be sent after receipt of all documentation and processing is complete.

### Types of Aid

#### Grants

**Federal Pell Grant:** Funded by the Federal Government, these range up to \$5,550 for 2011-2012, depending on the level of need as determined by the Expected Family Contribution (EFC) and the enrollment status of student. The EFC is calculated by the US Dept. of Education and is based on information provided in the FAFSA. A student must be enrolled in a minimum of 3 semester hours to be considered eligible for Pell Grants. These grants are considered gift aid.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** Also funded by the Federal Government, available to students with more extreme financial needs. The FSEOG at CCC is awarded as an institutional scholarship and is

## FINANCIAL INFORMATION

given with priority to the students with the greatest need. Awards range from \$100 to \$2000 each year. These grants are considered gift aid.

**Cal Grant A:** Helps high achieving, low and middle-income students who demonstrate financial need pay their college tuition and fees. Funding is available for up to four years for baccalaureate candidates and five years for teaching credential candidates. Awards will pay cost of tuition and fees up to the annual award amount as determined by the state budget adopted each July. These grants are considered gift aid. *\*Amounts subject to change.*

**Cal Grant B:** Provides a living allowance (access payment) and tuition and fee support to very low-income, disadvantaged students. First year recipients normally receive only the access payment. Continuing students receive both the access payment and tuition and fee support. Funding is available for up to four years for baccalaureate candidates and five years for teaching credential candidates. Access awards range up to \$1551. If applicable, Cal Grant B tuition/fee awards are the same as those above for the Cal Grant A program. These grants are considered gift aid. *Note: The California Student Aid Commission in accordance with the FAFSA determines eligibility for Cal Grants. For specific guidelines, please contact the CCC Financial Aid Office.*

### Loans

**Federal Direct Loan Program:** Subsidized loans are available to eligible students who demonstrate financial need. The federal government pays the interest while the student is in school. Unsubsidized loans do not require financial need. The student is responsible for the interest. Stafford loans require the student to attend at least half time, submit a Master Promissory Note, and complete entrance loan counseling in addition to the eligibility requirements for Federal Student Financial Aid (FAFSA).

**Federal Direct PLUS Loan Program:** Federal PLUS loans are available to parents of dependent students. The borrower must begin repayment within 60 days after the loan is disbursed, unless the lender approves deferment. Monthly payments are a minimum of \$50 and may be higher depending on the size of the loan. Applications for the Federal PLUS loans may be obtained at the CCC Financial Aid Office.

*Note: CCC does not receive gifts from lenders, servicers, or guarantors of student loans in accordance with the Student Loan Sunshine Act.*

### Scholarships

#### CCC Scholarships (Maximum 1 per qualifying student)

<i>Free Will Baptist</i>	Any Free Will Baptist student who is a member of a CCC-supporting Free Will Baptist Church shall receive a 5% discount on current semester <b>tuition</b> if the student maintains (based on cumulative GPA) a 3.0 Grade Point Average.
<i>GPA</i>	Any US student <u>maintaining</u> (based on cumulative GPA) a 4.0 grade point average shall receive a 5% discount on current semester <b>tuition</b> . Any student <u>maintaining</u> (based on cumulative GPA) a 3.0 GPA shall receive a 2.5% discount of current semester tuition.
<i>Minister's</i>	Any licensed or ordained Free Will Baptist minister shall be eligible to receive a scholarship amounting to 5% of current semester <b>tuition</b> .

**Private Scholarships:** Scholarships become available from time to time at CCC to students who meet specific criteria. Please contact the Student Financial Aid Office for a complete listing. Scholarships are considered gift aid.

### Employment

**Federal Work-Study Program (FWS):** A limited amount of federal funds are available at CCC to assist students who have established that they need part-time employment in order to pursue college studies. FWS jobs are determined by the student's needs, skills, willingness to work, job vacancies, and availability of funds.

## FINANCIAL INFORMATION

### **Requirements for Satisfactory Academic Progress (SAP)** revised 3/2011, effective 8/2011

As required by law, all students receiving financial aid administered by CCC are expected to maintain satisfactory academic progress towards a degree. Two standards must be maintained.

#### **1. Grade Point Average (GPA)**

Students must earn and maintain a minimum grade point average of 2.00 on a four-point scale.

#### **2. Pace**

Students must complete enough units each semester to remain on course for completing their degree within the maximum time frame of 150% of the units required for their program.

The following will result in **Financial Aid Warning**:

- A cumulative GPA of less than 2.0 for one semester

The following will result in **Financial Aid Suspension**:

- A semester GPA of 1.00 or less
- A cumulative GPA of less than 2.00 in two consecutive semesters.
- A cumulative GPA of less than 2.00 in the first semester of attendance if admitted on probation.
- Less than 75% completed units of the semester units attempted with no less than 3 units earned. In other words if you attempt 16 units, you must complete at least 12 units.

### **Financial Aid Warning and Suspension**

Financial Aid Warning is the status assigned to the student who fails to make Satisfactory Academic Progress (SAP) at the end of the semester. A cumulative GPA of less than 2.0 for one semester will result in Financial Aid Warning. Aid is retained during this warning semester. Failure to achieve SAP after that semester will result in Financial Aid Suspension.

### **Appeals of Suspension and Financial Aid Probation**

The suspended student may appeal for reinstatement of financial aid if there were extenuating circumstances which the student feels should be considered. The appeal should be made within 2 weeks of notification of suspension and on the required form which can be obtained from the Financial Aid office. As part of the appeal the student must meet with their Academic Advisor to set up a study plan. The Financial Aid Committee will consider the appeal and notify the student in writing of their decision within 4 weeks. The student reinstated by appeal will be placed on Financial Aid Probation and receive financial aid for one semester. If the student fails to make SAP at the end of the probationary semester, financial aid will be terminated.

### **Refund Policy**

#### **General Admissions**

California Christian College for all students, without penalty or obligation, shall refund 100 percent of the amount paid for institutional charges, less an application/re-enrollment fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made prior to or on the first day of instruction. Any notification of withdrawal or cancellation and any request for a refund must be made in writing.

The refund policy for students who complete 60 percent or less of the course of instruction shall be a pro rata refund based on number of days attended. Refund of tuition paid by Pell Grants and/or federal loans, money will be refunded according to the Return to Title IV Funds Policy. Refunds due on timely basis not to exceed 30 days after withdrawal date determined. (CEC §94824) Students who withdraw and do not receive financial aid are responsible for balance due on the account. Dropping does not relieve financial responsibility for the time attended.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid funds.

## FINANCIAL INFORMATION

### **Veteran Admissions**

Maximum portion of re-enrollment fee non-refundable to Veteran admissions is \$10.00. Anything above \$10.00 is pro-rated as a refund. Tuition and all other fees are 100% pro-rated.

### **Automatic Drop Policy** (CEC \_94318.5 [e]) revised 7/11/97

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a course of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment as provided in the enrollment agreement.
- The student has failed to attend classes for a three-week period. For the purpose of determining the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of the three-week period.
- The student has failed to submit three consecutive lessons or has failed to submit a completed lesson within 60 days of its due date. The date of the student's withdrawal shall be deemed to be the date on which the student submitted the last completed lesson.
- CCC has the burden of proof to establish the validity of the amount of every refund. The institution shall maintain records for five years of all the evidence on which the institution relies.

### **Course Cancellation Policy**

CCC reserves the right to cancel any course that does not have an enrollment of a minimum of five (5) students at the beginning of the semester.

Note: CCC shall, for all students, without penalty or obligation, refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed one hundred dollars (\$100.00), if notice of cancellation is made prior to the first day of instruction.

## **Financial Aid and Changes in Enrollment Status**

Any student receiving financial aid must notify the financial aid office immediately if there is a change in enrollment status (i.e. dropping or adding courses, or changing unit load.) If a student receiving financial aid withdraws from a course, it is probable that all or a portion of these funds will need to be returned to the appropriate institutions. This is mandated according to the Return of Title IV Funds Policy established by the Department of Education. This policy can be reviewed at the CCC Business Office.

### **Tuition Policy**

**On or before registration and before attending class, all students must agree to one of the three payment plans listed below. The payment plan will be based on the balance due over and above any confirmed grants, scholarships and/or other forms of financial aid and must be kept current. Unconfirmed financial aid may not be factored in.**

Books and test fees must also be paid in full at or before registration and in addition to the first payment.

### **Payment Plan**

College tuition, room and board may be paid for in one of three ways:

1. The entire cost of tuition may be paid in full to the CCC Financial officer before or at registration.
2. One half of the entire cost of tuition, room and board, plus \$40.00 bookkeeping fee may be paid to the CCC financial officer before or at registration. The remaining half will be due not later than forty-five (45) days after the beginning of the semester.
3. Deferred Payment: Total cost of attendance will be divided into 4 equal payments, the first being **due at registration** (in addition to re-enrollment fee, books and test fees). The remaining three payments will be due on the following dates:

## FINANCIAL INFORMATION

### Fall Semester

September 15  
October 15  
November 15

### Spring Semester

February 15  
March 15  
April 15

A 1% service charge on the outstanding balance will be charged each month. (See below).

**Note: The payment plan chosen does not reflect in any way the student's financial obligation upon withdrawal.**

### **Credit**

In some special cases, CCC may extend credit to certain students who are unable to secure government grants or loans. In these cases, the student shall arrange a payment schedule (see above) with the financial office, and the schedule of payments shall not extend into the next semester. No student will be re-enrolled for another semester without complete payment of the student's indebtedness to CCC, except under special circumstances arranged in conjunction with the President and financial office. (Rf. Civ. Code \_1801, 1799.90, 15 USC \_1601, CFR \_226, 16 CFR \_433)

### ***Fees and Charges***

The following charges are made for the purpose of providing the agreed program of instruction to the student.

<b>Item (per semester)</b>	<b>Charges</b>	<b>Refund</b>
Application fee (initial enrollment only)	\$40.00	Non-refundable*
Academic Services fee	\$225.00	Non-refundable
Tuition 1-12 units \$285 per unit; up to 13 units billed as 12	\$295.00/unit	Pro rata refund
Audit	\$40.00/unit	Pro rata refund
Directed Studies (tuition plus additional \$20/unit)	\$20.00/unit	Pro rata refund
<b>Equipment</b>		
Computer (computer course or user)***	\$30.00	Pro rata refund
<b>TEXTBOOKS</b> estimated \$350.00 per semester		Non-refundable
<b>Other Fees</b>		
Accounting fee <sup>◇◇</sup> (per semester, mandatory)	\$40.00	Pro rata refund
Biology Lab fee (Biology course only)	\$50.00	Pro rata refund
Course Challenge Fee	\$50.00	Non-refundable
Entrance testing fee (mandatory, entering semester only)	\$20.00	Non-refundable
Extension/incomplete grade	\$25.00	Non-refundable
Graduation fee	\$60.00	Non-refundable
Late entrance testing fee	\$25.00	Non-refundable
Late final examination fee	\$25.00	Non-refundable
Late registration fee (per case)	\$25.00	Non-refundable
Transcript (per copy)	\$ 5.00	Non-refundable
<b>STRF FEE (.0025 of every total charges rounded to nearest \$1000) Ex. Total charges \$5000.</b>	<b>\$12.50</b>	<b>Non-refundable</b>
<b>Room and Board</b>		
Room and Board (5 day meal plan) per semester <sup>◇</sup>	\$1975.00	Pro rata refund
Single room (availability only) additional	500.00	
Winter Break stay over in dormitory (room only, no meals)	\$ 450.00	Pro-rata refund
Spring Break stay over in dormitory (room only, no meals)	\$120.00	Pro-rata refund
Thanksgiving Break stay over in dormitory (room only, no meals)	\$75.00	Pro-rata refund
Room Reservation fee (see Room Reservation section)	\$100.00	Non-refundable
Mail box rental	\$15.00	Non-refundable

NOTE: fees and costs are subject to change without prior notice.

\*Veteran's Admissions return \$30.00 of this fee for immediate withdrawal, pro-rated over semester if withdrawal is not immediate.

\*\*\*Students enrolled in courses requiring this equipment/facility will pay this fee. Also, students wishing to use college equipment for personal use will be required to pay this fee per semester. See refund policy for pro rata formula.

◇◇This fee will be waived if bill paid in full at registration.

### **Special Fees**

## FINANCIAL INFORMATION

Special fees will be charged for student use of special equipment, facilities, and/or transportation costs; i.e., athletic fees, computers, biology field trips, etc.

### **Description of Student Rights under the Student Tuition Recovery Fund**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents and are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California Resident and are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was complete
2. The school's failure to pay refunds or charges on behalf of a student for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school
3. The school's failure to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

**You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:**

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program, or other payer, and you have no separate agreement to repay the third party.

### **Room Fee**

A \$100 per semester room fee will be charged all dormitory students. It is not part of the student account charges, but held in reserve to offset costs for room preparation/reservation, and ultimately for any unpaid financial obligation such as student account, student loan account, long distance charges, etc. It is not refundable. Room damages will be charged separately and are not covered in this fee. Residents are liable for all damages.

### **Dormitory**

Dormitories are **closed** during Thanksgiving, winter and spring breaks. Special permission must be obtained to stay over during any portion of breaks and additional fees will be assessed.

**Dormitory Guests:** Overnight guests must pay \$15/night per person. It is the responsibility of the student to collect the payment and turn the money in to the Dorm Supervisors **in advance**.

### **Books**

Textbooks may be purchased through California Christian College during the first two weeks of each semester.

Textbooks may be charged provided cost will be covered by financial aid. Students may be expected to pay approximately \$350.00 for textbooks and materials at the beginning of each semester. The student should come to college prepared to make these necessary purchases immediately. **After the first week, students will not be admitted to class without textbooks unless said textbook is on back-order.**

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### Estimated Semester Cost Breakdown for One Semester of Attendance On-Campus Living (example new student)

Tuition (@ \$295.00 per unit x 12 units{(avg)})	\$3,540.00	Mailbox rental	15.00
Application fee	40.00	Room Reservation Fee (non-refundable)	100.00
Academic services fee	225.00	Room & Board (5 day meal plan)	1,975.00
Accounting fee	40.00	Books (average, purchased from CCC)	350.00
Entrance Tests	20.00	<b>Semester Total (estimate)</b>	<b>\$6,640.00</b>

Estimated cost for BA (4 yrs.) on campus	\$53,120.00
Estimated cost for BA (4 yrs.) off campus	\$36,520.00
Estimated cost for AA (2 yrs.) on campus	\$26,560.00
Estimated cost for AA (2 yrs.) off campus	\$18,260.00

### Withdrawal and Refund Policy Federal Student Financial Aid Programs

A student has the right to cancel the enrollment agreement and obtain a full refund of the amount paid for institutional charges less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250) through attendance at the first class session or the seventh day after enrollment, whichever is later. A notice of cancelation shall be in writing. Withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to a student's lack of attendance.

Refunds will be made in compliance with the applicable regulations of the federal student financial aid programs under Title IV of the Federal Higher Education Act of 1965.

A pro rata refund of nonfederal student financial aid program moneys paid for institutional charges will be paid to students who have completed 60 percent or less of the period of attendance.

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### ***Rules of Conduct***

The administration of CCC is dedicated to making the campus a place where Christian ideals are practiced with a spirit conducive to excellent academic achievement and the practice of every Christian virtue. To this end, such regulations as are necessary will be maintained and cheerful compliance will be expected of all that live on the campus or are otherwise connected with the college and subject to its regulations. The *Student Handbook* contains all such regulations. Each student is provided with one upon the completion of registration. Each student is responsible to familiarize himself/herself with the handbook and keep it for future reference. The following are simply excerpts and summaries of some of the more pertinent information to students who are considering attending CCC.

#### **Automobiles**

All students driving motor vehicles on campus must have the following information on file with the Registrar:

- ✓ His/her own driver's license number.
- ✓ His/her automobile insurance company and policy number.

**No student may loan his/her car to another student under any circumstances.** No uninsured vehicles may be used on campus. The campus speed limit is seven (7) miles per hour. Students must lock his/her cars at all times. No student may operate a vehicle without the proper class license or without proper liability insurance. Automotive repairs are not to be performed in the CCC parking lot. Non-running vehicles are not to be stored on the CCC parking lot. Car stereos are to be turned down whenever on CCC property. Any student failing to observe the above mentioned regulations regarding motor vehicles will have his/her driving privileges on campus revoked.

#### **Medical Responsibility Policy**

CCC does not assume responsibility to provide medical care in the case of accident or illness, and it assumes no responsibility for either, even if the accident or illness occurs on school premises or in the discharge of duties or activities pertaining to the school program. *All students are required to carry his/her own health insurance coverage.*

#### **Sexual Harassment Policy**

It is the policy of CCC that harassment of personnel or students, whether by faculty, staff, or students on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, or age is unacceptable and will not be tolerated. Harassment can take many forms, verbal and visual, as well as physical. Sexual harassment has been defined by government agencies as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose of unreasonably interfering with an individual's working environment.

Any member of the college community, faculty, staff or student, who feels that he or she has been the subject of harassment, should notify his or her supervisor, the Academic Dean, the Dean of Students, a dormitory supervisor, or the college secretary immediately.

The college will take prompt corrective action when it becomes aware of harassment. Anyone who is found, after investigation, to have engaged in harassment will be subject to appropriate sanctions up to and including termination of student status or employment.

#### **Sexual Assault Policy**

CCC believes that heterosexual union must be reserved for marriage and insists on sexual abstinence for the unmarried. The College believes premarital, extramarital and homosexual forms of explicit sexual conduct to be inconsistent with the teaching of Scripture. Consequently, the College expects all members of its community – trustees, faculty members, students, administrators, and restricted staff members – to abstain from what it holds to be unbiblical sexual practices.

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If any member of the community, as defined above, is charged with failure to abide by these sexual standards, the College will invoke the procedures for investigation and, when necessary, discipline in accordance with our disciplinary policies (see *Faculty Handbook* and *Student Handbook*).

*In accordance with this conviction and policy, we define any sexual activity without mutual and expressed consent as sexual assault.* Acquaintance/date rape is a serious problem on college campuses. Every incident will be reported to the Fresno Police Department with the consent of the victim. Any trustee, faculty member, student, administrator, or restricted staff member accused of sexual assault will be suspended pending investigation, and will be expelled upon confession or conviction.

Awareness and clear, assertive communication are the best tools for prevention. CCC ensures that students, faculty, and staff who are victims of sexual assault committed on campus or at a school facility receive treatment and information.

### Personnel on Campus Who Should Be Notified

In the event of sexual assault the student should immediately notify one of the following personnel:

David Molter, Dean of Students	455-1613	846-8228 (home)
Wendell Walley, President	455-5560	324-9496 (home)
James and Krissi Turnage, Dorm Supervisors	453-1248	
Fresno Police Department	<b>911</b> or 498-1414	
<b>Rape Hotline</b>	222-7232	

### Procedures for Notification

1. In the event of sexual assault, the victim should immediately notify one of the CCC personnel listed above (see numbers above). The CCC official shall make both verbal and written reports as soon as possible.
2. In the event that none of the CCC personnel can be reached, the student should immediately notify the Fresno Police Department (see numbers above).

### Legal Reporting Requirements and Procedures for Fulfilling the Legal Requirements

Please note that, in accordance with the Campus Security Act/Student Right to Know Policy, it is the responsibility of CCC to provide a safe environment for study and to prevent crime. CCC is concerned about the safety and welfare of the students and employees. Therefore, the following policy will be implemented for the protection of students, staff and faculty.

CCC will be open during posted hours. In the event a crime is committed during these hours, the incident should be reported to the Dean of Students. Administration officials with primary responsibility of student and campus activities such as student counselors, deans, or campus residence directors would be responsible for campus security. Students should understand that to violate any municipal, county, state or federal laws is de facto a violation of the rules of CCC. *CCC is required to report crimes to local authorities such as: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug abuse violations, weapons possessions.*

In the event a crime is committed after hours, the incident should be reported to the police and to the Dorm Supervisors or Dean of Students, as soon as practicable. Any student, staff or faculty personnel involved in any of the above-mentioned crimes will be subject to disciplinary action. Such violation of the college's policy could result in suspension or termination and if municipal laws have been violated, the incident will be reported to the local police.

### Reporting Procedures with the Victim's Consent

1. With the student's consent, CCC will contact the Fresno Police Department (911 or 498-1414).
2. The student will either give a statement to Fresno Police Department or decline to give statement.
3. Medical Examination.

### Criminal Case Management

4. The officer will give the victim a case number at the time the report is given to FPD.
5. The student may contact Fresno PD with the case number to gain progress information.
6. Sexual Assault detectives will contact the victim for information concerning the assault.
7. The District Attorney will choose to prosecute or drop the case.
8. The victim will not necessarily be notified of a decision to drop the case unless the victim calls for information.

## STUDENT LIFE

9. If the DA chooses to prosecute, the victim may be contacted for help building the case and notified of court dates.
10. The DA is not obligated to notify the victim of developments.

### Services That are Available to Victims/ Personnel Responsible for Providing These Services

CCC will ensure that students, faculty, and staff who are the victims of sexual assault committed on campus or at a school facility receive treatment and information. Since on-campus facilities are not available, CCC will utilize local community treatment centers.

### Person(s) Designated to Take the Victim to the Hospital

One of these people is designated to take the victim to the Hospital:

David Molter, Dean of Students	455-5613	846-8228 (home)
Wendell Walley, President	455-5560	324-9496 (home)
James and Krissi Turnage, Dorm Supervisors	453-1248	

### Person Designated to Refer the Victim to a Counseling Center

David Molter, Dean of Students	846-8228
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### Person Designated to Notify Police Officials, with Victim's Consent

One of these people will fulfill this requirement:

David Molter, Dean of Students	846-8228
Wendell Walley, President	324-9496

### Statement of Campus Resources that are Available to Victims and Information Regarding Off-Campus Resources

CCC does not maintain on-campus resources for victims of sexual assault. The following off-campus resources are available to victims in the Greater Fresno/ Clovis area

#### Urgent Care Centers

#### **Clovis Community Hospital** **323-4040**

2755 Herndon Avenue – Clovis  
24-hour physician emergency care

#### **Fresno Community Hospital and Medical Center** **442-3998**

On Divisidero, between Fresno and “R” Streets – Fresno  
24 hour local trauma center

#### **St. Agnes Medical Center Emergency Service** **449-3205**

1303 East Herndon Avenue – Fresno  
24 hour emergency Service Trauma Receiving Hospital

#### Treatment Centers

#### **Adult Protective Services** **255-3383**

2025 E. Dakota, Fresno (**24 hour Hotline**)  
Support group for women.

#### **Rape Hotline** **222-7232**

#### **Rape Counseling Service of Fresno County** **497-2900 or 222-7232**

1060 Fulton Mall, Suite 901 – Fresno 93721  
Advocacy and individual therapy for victims of sexual assault within the last two years. Individual and group counseling for teenaged victims.

#### **Victim/ Offender Reconciliation Program** **455-9803**

4882 E Townsend – Fresno  
Works with both victims and offenders of crime in which restitution is due.

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### **Victim/ Witness Assistance Program**

**488-3425**

2220 Tulare Street, #1126 – Fresno 93721

Variety of services for victims and witnesses of violent crimes.

### **Procedures for Case Management on a continuing Basis**

1. The victim will be informed of the status of student disciplinary proceedings on a monthly basis.
2. The results of disciplinary action or appeal will be disclosed to the victim.
3. The victim will be assisted by the Dean of Students in efforts to gain information concerning the status of prosecution.
4. The student will receive academic assistance and counseling with any difficulties in studies which occur as a result of victimization. In the event that the student is unable to resume studies because of the emotional impact of the ordeal or physical complications, the administration will make every effort to ease the student's withdrawal process. The administration will, *at the request of the student or, in the event that the student is incapacitated, at the official written request of the parent/legal guardian of the student, declare the student a hardship case*, and will grant the student a "WP" (withdrew passing) grade on academic transcripts. The student will also receive a reimbursement of deposited funds in compliance with the school's declared refund policy.

### **Confidentiality**

Victims of sexual assault are guaranteed confidentiality from the CCC faculty and staff. If the student does not wish to file a police report, CCC will not require it. Requests from the media for information will be refused unless CCC is so authorized by the victim. *No information or statements will be released which could compromise the prosecution of the assault.*

CCC will, however,

1. Notify CCC's insurance company (this is a requirement of the policy);
2. Place a report in the Campus Security file, and will report it statistically (not by name) in the annual report to the USED (this is a Federal requirement);
3. Notify the student's parent or legal guardian.

### **Information**

Each victim will receive information about the options of criminal prosecutions, civil prosecutions, disciplinary process through the college, the availability of mediation, alternative housing assignments, and academic assistance alternatives (see information above.)

## **Student Rights**

### **Discrimination Policies and Grievance Procedures**

Title VI of the Civil rights Act of 1964, together with Title IX of the Educational Amendments of 1972, require colleges to "adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints "alleging discrimination based upon race, color, national origin or sex." The regulations promulgated by the Office for Civil Rights in the Department of Education (OCR) contain specific requirements for dissemination of the discrimination policies and grievance procedures. Notification must be made by memoranda or other written communications distributed to every student. In addition, the regulations require that the policy adopted by the college in accordance with the regulations be prominently displayed in each announcement bulletin, catalog, or application form and that the college appraises each of its admissions officers of the policy. Grievance procedures are published in the *Policies and Procedures Manual, Student Handbook, Faculty Handbook and Catalog.*

### **Student Grievance/ Appeals Policy**

CCC desires to resolve fairly and promptly any student complaints or grievances which may arise. Discipline imposed by the Dean of Students may be appealed in writing within five school days to the Disciplinary Committee. Discipline imposed by the President may be appealed to the Board of Trustees in writing within five school days through the office of the President of the College. The decision of the Board of Trustees is final.

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### Due Process Procedure

CCC desires to resolve fairly and promptly any student complaints or grievances which may arise. When students or faculty feel he/she have been mistreated in respect to administrative decisions, discipline, salary, etc., a suggested course of action and guideline for behavior would be, in accordance with Matthew 18 and 1 Timothy 5, as follows:

1. It is, first of all, a **personal, private** responsibility – not purely an administrative matter. The possibility that the problem may be simply an interpersonal conflict must be settled. The student/ faculty member who feels he or she has been mistreated unfairly has the biblical responsibility to meet with the person with whom he/she has the conflict. In like manner, an administration official who has knowledge of a grievance against him or her by another faculty member or student has the biblical responsibility to approach that person with the intent of working out the difficulty. Discipline imposed by the Dean of Students may be appealed in writing within five days to the discipline committee. (The Student Body President, Dean of Students, and one other faculty member make up this committee.)
2. If the problem cannot be solved personally and privately, then, if the parties wish to pursue it further, it becomes a **peer-group** responsibility. The plaintiff has the opportunity to appeal the decision. The academic committee will serve as the grievance committee. This committee will provide due process for the faculty member of the college. It is the purpose of this committee to discuss matters relating to the welfare of the faculty and staff. All matters given to this committee must be submitted in written form. This committee will bring said matters to the attention of the Academic Dean in writing within five days.
3. If the problem still has not been resolved and the grieving party wishes to pursue the matter, it then becomes a **Presidential** responsibility – unless the President is the involved administration official. The peer-group should make a report to the President concerning his/her observations and accumulation of facts. The President or other designated official will then meet with the involved parties and attempt to resolve the conflict or satisfy the grievance.
4. If the problem still has not been resolved, and the grieving party still wishes to pursue the matter, it then becomes a **paternal** responsibility. The CCC Board of Trustee Executive Committee will meet with the plaintiff, defendant, and President, and reach a decision. This decision shall be considered to be the final word on the matter, since 1 Corinthians 6:1-14.

### **Dormitory Information**

Unless the student is (1) junior status (65 hours or above), (2) 21 years of age or older, (3) married, or (4) lives in the Fresno area with a parent or legal guardian, it is required that all single students live in facilities maintained and/or supervised by the college.

***For students who decide not to live in CCC dormitory space, CCC is under no obligation to find or assist a student in finding housing.***

Independent housing (apartment complexes) is located north and south within 5 minutes walking distance of CCC on Winery, McKinley and University Avenues (\$500 - \$700 monthly).

All rooms are equipped with standard twin beds. The following items are important for the student preparing to live in the college dormitory.

Students are not permitted to redecorate the dormitory rooms in the sense of painting, papering, or otherwise changing the permanent arrangement of the rooms.

1. If repairs are required which result from neglect or misuse by the student in the room, the student responsible for such damages will be billed for such repairs. No diplomas, grades, or transcripts will be issued to the student until all such damage bills are satisfactorily resolved. No student will be allowed to return to the dormitory as a resident student until such damage bills are properly settled.
2. Each student will need to furnish his/her own pillow, two pillow cases, bedspread, six towels, four sheets, two twin blankets, a supply of wash cloths, and personal toilet articles.
3. Students who wish to do so may add to the attractiveness of his/her rooms by bringing such items as lamps, sofa pillows, etc. Nails, screws, tape, and the like must not be put into the walls.
4. Students may bring such items as radios, stereos, CD players, etc. An electrical use charge will be added to the

## STUDENT LIFE

student's bill to cover the electrical cost to the college. To avoid disturbing any other students use of headphones is strongly recommended

5. Use of TVs, VCRs, DVDs stereos/tape players and Internet must be done with discretion. NC-17 "X" or R-rated materials are prohibited. CCC does not endorse the movie industry's rating as appropriate or Christ honoring; therefore some PG-13 and PG movies may not be acceptable. The Dorm Supervisors and/or the Dean of Students may place restrictions on the use of such devices and the content being aired.
6. Student possessions are not covered by the college's fire insurance program.

**Further dormitory information is available in the *Student Handbook*.**

### Students Attending Other Fresno Colleges

Dormitory residency is open to students who attend other colleges in the Fresno area. Such students must meet entrance requirements. He/she may make application to attend CCC as part-time students with a minimum of 9 (nine) units per semester.

### Student Services

CCC Student Services has four major goals:

1. Provide a set of services which support the student's academic career here, such as financial aid, academic support services, and housing.
2. Offer leadership in fostering the non-formal education part of the Bible College experience. Chapel, men's and women's organizations and sports are examples of this effort.
3. Provide counseling and advocacy services to students with emotional or spiritual needs.
4. CCC is in the business of creating leaders for tomorrow's ministry. It is the purpose of the student support services to assist the student in reaching this goal emotionally, physically and spiritually.

These are accomplished with the following services:

#### Financial Aid/ Consumer Information

See part 7. *Finances*, and *The Student Guide* 2008-2009 from the U.S. Department of Education, available from the office of Financial Aid, CCC. For further consumer information, see below.

#### Drug and Alcohol Abuse Information

For a full description of CCC's position on drug and alcohol abuse, with informational material and help resources see the *Student Handbook*.

#### Counseling/Academic Advising/Career Advisement

Each faculty member is prepared to maintain warm, personal relationships with all students, and is available for counseling concerning personal, social, and spiritual adjustments. The dean is available daily and the dormitory supervisors at night, for personal, private counseling. The faculty is also available to assist students in planning course schedules and selecting courses and electives that best support the student's educational and vocational goals. We also offer opportunities for students to receive career counseling and assessment for the undecided: full-time, part-time and summer job listings, advice on networking, resume preparation, and job interview skills.

#### Monitoring

The Academic Dean is responsible for following up on specially admitted students. Any student who is experiencing difficulty in any course(s) should be reported to the Academic Dean. Tutoring or other support may be arranged for the student.

# STUDENT LIFE

## Student Rights

### Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA) requires that students and his/her guardians, when applicable, receive written notification of his/her rights under the Act. These rights include the right to (1) inspect and review the student's educational records, (2) request that a school amend records which they believe to be inaccurate or misleading; (3) consent to the disclosure of information to other individuals or entities, (4) file a complaint with the OCR to seek redress if the college fails to comply with the requirements of the Act; and (5) obtain a copy of the college's policy. A statement regarding the release of transcripts and the student's rights appears on every transcript.

### Campus Crime

The Student Right-To-Know and Campus Security Act of 1990 requires institutions to provide an annual report of campus crime statistics and security measures to all current student and employees, as well as to any applicant for enrollment who requests it. The report must also include (1) the authority of the security personnel and his/her relationship with local and state law enforcement agencies, (2) the security of the campus facilities and the individuals who have access to the facilities, (3) the college's policy concerning possession and use of alcohol and drugs and the enforcement of the relevant state and federal laws, (4) the college's use of local police in the monitoring and reporting of criminal crimes on campus, and (6) the college's programs on educating its community on crime and security. A yearly report concerning campus crime is published annually within the Student Handbook.

### Campus Sex Offences

The Higher Education Amendments of 1992 require institutions to provide an annual report of campus crime statistics and security measures concerning sex offences. These Amendments also require institutions to have a sexual assault program to promote awareness of sex offenses, procedures for reporting incidents to the institution, and notice of possible disciplinary actions. CCC has a sexual harassment policy which is disseminated in the Policies and Procedures Manual, Student Handbook, Faculty Handbook, and Catalog.

### Attendance, Costs, and Refund Policy

The Higher Education Amendments of 1986 require that institutions describe to current and prospective students his/her academic programs, including the following: (1) standards for making satisfactory progress, (2) special facilities and services available to handicapped students, (3) accrediting bodies, (4) costs of attending the school, (5) refund policy, and (6) financial aid. CCC disseminates this information in the Policies and Procedures Manual, Student Handbook, Faculty Handbook, and Catalog.

### Students with Disabilities

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act require that colleges designate at least one person to coordinate his/her efforts to comply with the Act. In addition, colleges must adopt grievance procedures that "incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints." CCC has designated a person for coordination of compliance. Grievance policies are in place and are disseminated in the Policies and Procedures Manual, Student Handbook, Faculty Handbook, and Catalog.

### Drug Use by Students

The Drug Free Schools and Communities Act of 1986, as amended in 1989, requires annual written distribution to all students of the institution's policy concerning drug use by students, including the following elements: (1) standards of conduct, (2) legal sanctions, (3) health risks, (4) available counseling, and (5) college disciplinary sanctions. A Substance Abuse Handbook is distributed annually. You may obtain a copy in the Registrar's Office.

### Disclosures Mandated by Accrediting Agencies

CCC disseminates policies regarding academic freedom, academic honesty, non-discrimination, due process procedures, educational purpose, degrees offered, student charges, requirements for admission and degrees, and the names of administrators, faculty, and members of the governing board. CCC disseminates this information in the Policies and Procedures Manual, Student Handbook, Faculty Handbook, and Catalog.

### Student Discipline and Grievances

## STUDENT LIFE

The college provides students with clear policies regarding student discipline and grievances in the Student Handbook, which is distributed yearly and explains those policies in annual orientation sessions.

### Facilities and Services

#### Library

CCC maintains a library on campus, currently consisting of approximately 16,000 volumes, of which the majorities are Bible and Theology related.

1. Courtesy and respect for others requires that quiet and order be maintained at all times.
2. NO food or drink will be allowed in the library at any time.
3. The library will be open during the week only during the hours posted on the door. Books may be checked out and returned during these hours. The study room will also be available only during these hours.
4. Computers with Internet access are available for student use and students must sign in and out when using computers.
5. All library materials are to be properly checked out.
  - a. Books may be checked out for 14 days. All books must have the due date stamped in them. Do not take books out of the library without the due date stamped in them by either the Librarian or the Library Aide. Failure to do so will result in a fine of \$.50.
  - b. Reserve books have a limited time checkout (determined by instructor). Reserve books may not be removed from the library without written permission from the instructor who has placed the book on reserve.
  - c. Magazines, periodicals, and reference books are not to be removed from the library without special permission.
  - d. Overdue books are fined at \$.20 per day that the book is late.
  - e. Overdue reserve books have a fine of \$1.00 per hour that the book is late.
  - f. Books lost or severely damaged will require students to pay to replace the book, plus an additional \$10.00 to cover cataloguing costs.
6. Failure to pay fines will result in ineligibility to take final exams.
7. Students are responsible for any library materials used. Failure to meet this responsibility may result in the loss of library privileges.

Our students may also use the following libraries:

#### Hiebert Library

Fresno Pacific College  
1717 S. Chestnut  
Fresno, CA 93702

#### Fresno County Public Libraries:

Sunnyside Center  
5566 E. Kings Canyon  
Fresno, CA

Cedar-Clinton Branch  
4150 E. Clinton Avenue  
Fresno, CA 93703

Clovis Regional  
1155 5<sup>th</sup>  
Clovis, CA 93612

Easton Branch  
25 E Frantz Avenue  
Easton, CA 93706

Fig Garden Center  
3071 W. Bullard  
Fresno, CA

Gillis Center  
629 W. Dakota Ave  
Fresno, CA 93705

Ivy Center  
1350 E. Annadale Avenue  
Fresno, CA 93706

Mosqueda Center  
4670 E. Butler Avenue  
Fresno, CA 93702

Pinedale Branch  
7170 N. San Pablo Avenue  
Fresno, CA 93650

Cortese Library is now a member of the Heartland Region Library of California. Check with librarian for information.

#### Dining Hall

Two meals are prepared daily Monday – Friday for on-campus students (breakfast foods are available). The costs of all meals are included in the room and board charges unless work schedules prevent the student from eating meals on-campus. The business office may grant an exception to the meal expense provided an approved work schedule is

## STUDENT LIFE

presented along with a written request for exemption from the meal charge. The use of the college cafeteria is a privilege, not a right. The following items are to be considered in the use of the cafeteria.

1. If the student does not pay for meals with the financial office, he/she will have to pay the posted price in the cafeteria for meals.
2. When purchasing individual meals, payment is due before they are eaten.
3. Students should exercise integrity when using the cafeteria.
4. The food services supervisor is in charge of the cafeteria, and the supervisor's rules and requests will be honored at all times.

### Student Mail

Each student has an assigned locked mailbox in the Student Lounge. Students will receive notices, grades, returned papers, bills, memos, calendars, and personal mail and messages in these boxes once per day. The student is responsible for monitoring his/her own mailbox. A \$15.00 mailbox key deposit is mandatory for all students. Students living in our dormitory have as his/her address:

*4881 East University Avenue, Fresno, CA 93703*

### Books and Supplies

All books and supplies to be used during a semester may be purchased through the bookstore and charged or added to the total tuition cost provided cost will be covered by financial aid. Book lists are provided for students wishing to purchase their books online versus through CCC. Students can expect to pay between \$275.00 and \$400.00 for textbooks and supplies at the beginning of each semester. **The student should come to school prepared to make these necessary purchases if financial aid is unconfirmed.**

### Student Employment

There are numerous employment opportunities for students of CCC in the Fresno community. While the college does not guarantee to find work for all that seeks it, every possible assistance will be offered to help deserving students find suitable employment. Counsel concerning professional employment is provided through the Registrar's Office including advice on networking, resume preparation, and job interview skills.

## Christian Service

### Policy and Purpose

A vital part of the educational experience of a student at CCC is practical Christian work through the Christian Service Department. Christian Service is a **requirement for graduation**. To help students achieve his/her potential in Christian leadership, the college has developed a Christian Service Program designed to involve them in 20 hours or one to two hours of practical ministry each week. CCC is in the business of creating leaders for tomorrow's ministry! A vital part of this education is the student's Christian service. The Christian Service Program provides a means of practical application of classroom truths. The student's Christian service provides several benefits:

- ✓ An opportunity to learn responsibility
- ✓ An opportunity to strengthen the individual's faith in God.
- ✓ An opportunity to learn the importance of commitment and loyalty to God and His Church.
- ✓ Valuable experience for local Church ministry.
- ✓ Spiritual growth.

CCC believes that the Church is the body of Christ and the focal point of Christian ministry. The Church, therefore, should be first and foremost the place of the student's Christian service.

This can be accomplished by working through local area Churches, conducting services, calling on the sick in hospitals and convalescent homes, working with children, prison ministries, rescue mission ministries, or in some other capacity as arranged with the Christian Service Director. Once the Christian Service for the semester has been assigned, the student may not change that assignment during that semester without special permission from the Christian Service Director, in accordance with the Church Attendance requirements (see below). Every effort is made to assign students to Service activities that are best suited to his/her talents and gifts, and most closely related to his/her future ministries. When church ministry opportunities are insufficient, the Christian Service Director will help to arrange other appropriate ministry experiences.

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Students enrolled in 6 or more units and are in a degree program are required to complete 20 hours or 1-2 hours per week of Christian Service in each semester of enrollment in order to graduate.

### Personnel

Appropriate and timely reports of Christian service and church attendance are required to verify compliance with CCC's policy. Failure to do so will be taken as failure to perform Christian service or attend church, and will be dealt with accordingly.

### Statement on Inter-denominational students and his/her doctrinal relations with CCC

This is a Free Will Baptist College. By accepting students of varying doctrinal beliefs, we pledge to respect his/her beliefs and doctrinal orientations without ridicule, pressure to change, or accusation. At the same time, we pledge that Free Will Baptist doctrine will be taught exclusively and advocated both unequivocally and unapologetically.

### Church Attendance Requirements

The policy of CCC toward student Church attendance and involvement since 1986 has been publicly stated, accepted, and desired by the College Board. Unless otherwise given authorization to attend elsewhere, all students shall be free to choose where he/she will attend Church in the Fresno area. He/she will notify the Christian Service Director of his/her choice the Tuesday following the third Sunday of the semester, but are expected to be faithful to the church he/she chooses. Free Will Baptist students are required to attend a local Free Will Baptist Church. Each student must faithfully attend worship services on Sunday, a mid-week service, and be involved in some form of Church ministry. For further explanation of this policy, see the *Student Handbook*.

### On-Campus Participation Requirements

CCC full-time students are required to attend the following campus functions:

- ✓ Campus Spiritual Renewal Services
- ✓ Campus Bible or Missions Conferences
- ✓ Hospitality Days
- ✓ All campus parties
- ✓ Chapel
- ✓ Celebration Banquet

*CCC reserves the right to determine what is proper and improper dress for attendance at Church, recreational activities and Christian service, regardless of the individual church's allowances.*

### Devotional Life

The devotional life of each student is considered to be of utmost importance at CCC. A quiet time is set aside daily for the student's private devotions in order to assist each student to develop meaningful and effective devotional habits. Prayer meetings are regularly scheduled for the entire student body to pray for personal needs, college needs, college personnel needs, Christian service, and the worldwide outreach of the Gospel. Students are encouraged to share his/her concerns with each other in special prayer times.

## Activities & Organizations

### Student Government

The student body of CCC exists to cultivate high standards in every phase of campus life. Every student duly registered at CCC shall automatically become a member of the student body, entitled to one vote in student body meetings and elections. The student body works with the faculty and staff of CCC in the organization of promotional events, recruiting efforts, and recreational activities.

### Men's and Women's Societies

CCC does not maintain traditional fraternities and sororities. Campus societies will be organized by interest and mission rather than by gender or housing.

## **STUDENT LIFE**

### **Musical Promotional Teams: Sounds of Joy**

Sounds of Joy is a musical ministry team which travels to local churches promoting the ministry of CCC. Goals:

1. To promote CCC, and recruit prospective students in the local church.
2. To become self-supporting through faith commitments.

### **Exercise Facilities**

CCC maintains a gymnasium with basketball and volleyball capabilities, and an equipped weight room on campus. Each student must go through orientation to utilize the facilities. No guests are allowed to use the facilities unless permission in writing has been granted from the Business Office.

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