

2019-  
2020

**CATALOG**

**CALIFORNIA  
CHRISTIAN  
COLLEGE**

**California Christian College**

5364 East Belmont Avenue

Fresno, California 93727-2610

Phone: (559) 251-4215

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Email: [ccc@CalChristianCollege.edu](mailto:ccc@CalChristianCollege.edu)

[www.CalChristianCollege.edu](http://www.CalChristianCollege.edu)



# 2019 – 2020

## CATALOG

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**This catalog applies to the programs of California Christian College  
from August 1, 2019 through July 31, 2020**

#### **Non-Discrimination Policy**

California Christian College admits students of any race, sex, 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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## GENERAL INFORMATION

### **A Message from the President**

#### **Is God calling? We can help you answer.**

For over 60 years, California Christian College has been helping people answer the call of God on their lives -- and we'd love to help you, too.

It's true, in this age of increased secularism, few people have the courage to commit their lives to God's call. The Christian ministry, once regarded as the most esteemed vocation of all, is seldom considered a viable career path these days. After all, a future focused on service and sacrifice isn't very appealing when success is defined by luxury and leisure, the way our culture so often defines it. But the highest call of all is the call to give our all for the One Who gave His all for us.

That's why CCC exists: to help you discern God's call, to help you refine that call, to help you fulfill His call. And along the way, we strive to strengthen your walk with God and add depth to your understanding of His word. Should His call lead you into vocational ministry, our **Bachelor of Arts in Christian Ministry** will help you step into that call immediately or continue your education in graduate school. If His call on your life means greater involvement as a lay leader in your local church or a stronger witness in the workplace, our **Associate of Arts in Bible and Christian Ministry** is designed for you. CCC can even help you prepare for a career other than ministry with our **Associate of Arts in Liberal Studies**. This two-year program consists of general education courses taught from a distinctly biblical perspective and designed to be transferrable to other Christian colleges. It allows students to engage the "Bible College experience" without taking courses that may not be readily accepted into majors at other Christian colleges or universities.

Wherever God may be leading you, California Christian College can help move you forward. We offer the advantage of **accreditation**, which opens access to financial aid and other means of funding your education. It also increases the viability of transferring credits to other institutions or gaining acceptance into graduate programs. **Affordability** is another CCC advantage. The United States Department of Education consistently ranks the College's tuition among the least expensive in the nation. In fact, the cost of attendance at CCC is less than half the national average for private, not-for-profit institutions. CCC students also enjoy the advantage of **accessibility**. Our low faculty-to-student ratio means all students have ready access to their professors, to members of our staff, even to the President and other administrators. No student can remain anonymous at CCC. In fact, some of the most important learning takes place outside the classroom, as students interact with faculty and staff informally on a personal level. **Accountability** is another CCC advantage. The College is founded on biblical values and the cardinal doctrines of the historic Christian faith, including the conviction that the Bible is the inspired word of God and the infallible rule to guide the beliefs and behavior of all believers. Everyone in the CCC community is expected to live out the Christian faith in ways that honor the Lord and bless others.

We know California Christian College isn't right for everyone; we just hope it's right for you. I encourage you to prayerfully consider joining us in our quest to create contagious Christians eager to impact others and transform the fabric of our culture. I look forward to welcoming you into the unique experience that is California Christian College. Come grow with us!

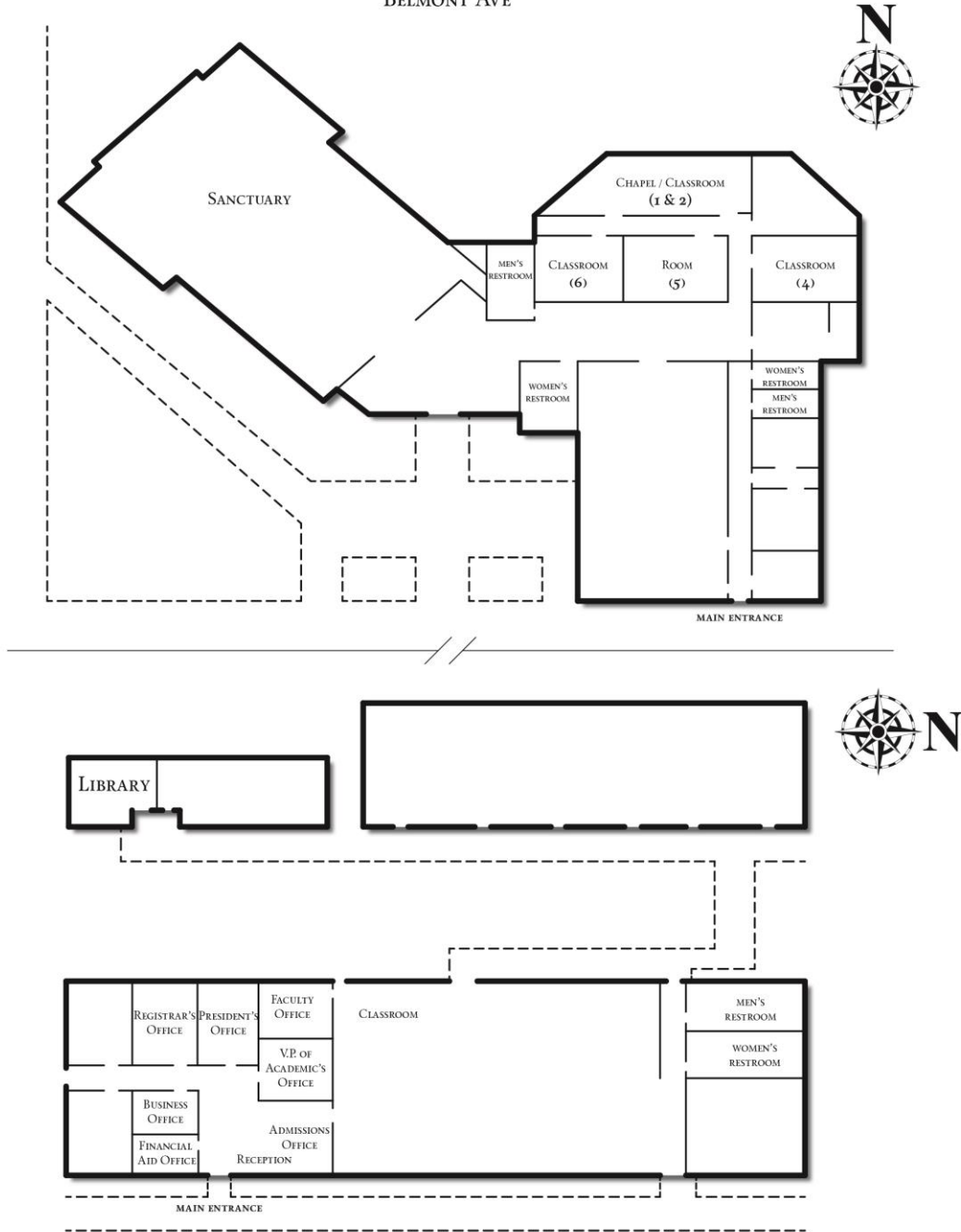
Until we meet in person,

Timothy M. Powell, Ph.D. President

GENERAL INFORMATION

# CALIFORNIA CHRISTIAN COLLEGE CAMPUS MAP

BELMONT AVE



## GENERAL INFORMATION

### Calendar of Events

<b>Fall 2019</b>	
August 19-20	<b>Placement testing</b> (required of all new students): 9 a.m. – 12 noon
August 21	<b>Faculty Orientation:</b> 10 a.m. - 12 noon
August 22	<b>New student orientation and registration:</b> 1 – 3 p.m. <b>Returning student registration</b> (late fees apply after this date)
<b>August 26</b>	<b>CLASSES BEGIN</b>
September 2	<b>Labor Day Holiday -- no classes, offices closed</b>
September 4	Last day to add or drop classes, last day to enroll in classes
September 17	Constitution Day
October 4	<b>Annual Celebration Banquet</b>
October 10	Semester Mid-Point
October 30-31	Placement Testing (required for new students entering spring semester): 9 a.m. – 12 noon
November 6	Registration opens for Spring Semester
November 11	<b>Veterans Day—classes meet, offices open</b>
November 25-28	<b>Thanksgiving Break -- no classes, offices closed</b>
December 5	<b>Last day of classes</b>
December 9-12	<b>Final Exams</b>
December 19	Final grades due from Faculty
December 23 – January 5	<b>College Offices Closed</b>
<b>Spring 2020</b>	
January 8	<b>Faculty Orientation:</b> 10 a.m. - 12 noon
January 9	<b>Placement Testing</b> (required of all new students):by appointment (late fees apply after Jan. 10) <b>New student registration and orientation</b> (by appointment) <b>Returning student registration</b> (late fees apply after Jan. 10)
<b>January 13</b>	<b>CLASSES BEGIN</b>
January 20	<b>Martin Luther King, Jr. Day—classes meet, offices open</b>
January 21	Last day to add or drop classes, last day to enroll in classes
February 17	<b>Presidents' Day Holiday -- no classes, offices closed</b>
February 27	Semester Mid-Point
March 9-12	<b>Spring Break – no classes, offices closed</b>
April 16	Registration opens for Fall Semester (required for all returning students)
April 23	Last day of classes
April 27- 30	<b>Final Exams</b>
May 1	<b>Commencement and Reception:</b> 7:00 p.m.
May 7	Final grades due from Faculty

Calendar changes may occur without prior notice.  
Current calendar information is available in the College's administrative offices and on the College's website.

## GENERAL INFORMATION

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

California Christian College is located on the campus of Harmony Church near the corner of Belmont and Minnewawa avenues in Fresno, California. Administration offices are located at the back of the Harmony Church property. CCC is located about two-miles southwest of Fresno-Yosemite International Airport. Bus service is available within one block of the campus. Several restaurants are within a few blocks of the campus, and three hotels are located within 2 miles of the school.

Fresno, with a population exceeding one-half million residents, is the fifth largest city in California. It is the leading metropolitan area in California's central San Joaquin Valley and serves as the county seat for one of the most productive agricultural regions in the world. It is home to numerous businesses and commercial enterprises. The area is noted for its moderate climate, its ethnic diversity, and its proximity to many nearby attractions. The Sierra Nevada Mountains, often snow-capped, provide spectacular views on winter days. In addition, they offer numerous lakes for recreational use, plus a full array of such outdoor activities as snow skiing, hunting, hiking, fishing, camping, and sight-seeing. Three national parks – Yosemite, Kings Canyon, and Sequoia – are just over an hour away by car. Even the Pacific Ocean, with its incomparable beaches and breathtaking vistas, is less than three hours away. Fresno's California State University is the home of the Bulldogs and their nationally recognized athletic program. The Save Mart Center on the Fresno State campus is one of the leading venues for concerts and conferences in the nation. The Fresno Grizzlies, the Washington Nationals' AAA minor league baseball team, and the Fresno Football Club professional soccer team compete at Chukchansi Park in downtown Fresno. Fresno is also home to indoor football and hockey teams. The Fresno Art Museum, Arte Américas, the Chaffee Zoo, the Botanical Gardens at Woodward Park, the Underground Gardens, the Blossom Trail – these and many other attractions provide numerous recreational and entertainment opportunities for people in the Fresno area. The greater Fresno area is also home to almost 500 churches, providing abundant opportunities for worship and ministry.

### **Publications**

The *Catalog* is published annually by the academic office. The catalog is available upon request for \$3.00 plus shipping and handling. It can also be downloaded from the website or within Populi.

The *Student Handbook* is published annually by the student development department. Campus life information and regulations are published in this handbook. It can be downloaded within Populi.

### **History of the College**

California Christian College was born from the vision of forty-eight Free Will Baptist congregations in 1955. Churches in the western United States found trained pastors to be in short supply. CCC was established to address this need. The first classes were held in the First Free Will Baptist church of Richmond, CA. After the first semester, Sherwood Forest Free Will Baptist Church of El Sobrante also shared in hosting classes. During its early years, the school was known as California Bible Institute (CBI).

In 1965, CBI relocated to the First Free Will Baptist Church of Fresno to be more centrally located for its constituents. That same year, approximately five acres on University & Winery avenues was purchased and a new campus was set up. During the 1966-67 school year, the name was changed to California Christian College and a four-year Bachelor of Arts program was initiated. In 1998, CCC was granted accreditation by Transnational Association of Christian Colleges and Schools (TRACS) demonstrating the quality educational standards adhered to by the institution, plus it permits qualifying students to receive government grants and loans. Today the college reflects the ethnic and denominational diversity of the Evangelical community at large and especially the Evangelical community in the central San Joaquin Valley

After serving 50 years at its University location, the Board of Trustees voted in October 2014 to temporarily locate the college in Harmony Church while plans for the construction of new facilities are being developed.



## GENERAL INFORMATION

### Denominational Character

CCC is owned and operated by the California 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 (available <https://nafwb.org/site/wp-content/uploads/2017/01/2016-FWB-Treatise.pdf>). 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 a doctrine that is distinctive to the denomination may surface occasionally, non-Free Will Baptist students and their doctrinal position(s) will be treated with respect and in a Christ-like manner.

### Financial Support

Most students at California Christian College receive Federal and/or State Student Financial Aid. However, the College depends heavily upon Free Will Baptist individuals, churches, and the California Association of Free Will Baptists for financial support. These resources and a growing list of supporters outside California provide the basic support for the educational ministry of CCC.

### Bankruptcy Disclosure

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition in bankruptcy within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101, et seq.).

### Board of Trustees

The college's Board of Trustees is a five member board elected by the California Association of Free Will Baptists during its Annual Meeting. For more information on the CAFWB, visit their website at [mycafwb.org](http://mycafwb.org).

Member	Term Ends	City of Residence
Allen Kennedy, Chairman	2022	Bakersfield, CA
Dan Minkler	2021	Kerman, CA
John Smith	2023	Chula Vista, CA
Ron Young	2024	Fresno, CA
Patrick Ziegler	2020	Concord, CA
Rick Scroggins, Ex-Officio Member	State Moderator, CAFWB	Ontario, CA

## GENERAL INFORMATION

### Administration

<b>President</b>	Dr. Timothy Powell	Ph.D., Fuller Theological Seminary, 1982 M.Div., Fuller Theological Seminary, 1975	(559) 251-4215 ext. 1003 tpowell@calchristiancollege.edu
<b>Vice President for Academics</b>	Joanna Felts	M.A., Fresno Pacific Biblical Seminary, 2004	(559) 251-4215 ext. 1004 jfelts@calchristiancollege.edu
<b>Registrar</b>	Makenzie Zuercher	B.A., Fresno Pacific University, 2010	(559) 251-4215 ext. 1005 registrar@calchristiancollege.edu
<b>CFO &amp; Human Resources</b>	Pam Dell'Olio	B.A., University of Phoenix, 2010	559) 251-4215 ext. 1007 bookkeeper@calchristiancollege.edu

### Staff

<b>Student Finance Manager, Website/Social Media Manager, Graduation Coordinator</b>	Mindy Scroggins	B.A., California Christian College, 2001	(559) 251-4215 ext. 1006 financialaid@calchristiancollege.edu
<b>Admissions Counselor, Recruiting Assistant</b>	Brendan Blankenship		(559) 455-5571 (559) 251-4215 ext. 1002 admissions@calchristiancollege.edu
<b>Director of Institutional Effectiveness, Christian Life Coordinator, Housing Adviser</b>	Jennifer Walley	A.A., Welch College, 1989	(559) 251-4215 ext. 1001 jwalley@calchristiancollege.edu
<b>Librarian</b>	Nanne Singh	M.L.I.S., San Jose State, 2010	(559) 251-4215 ext. 1008 library@calchristiancollege.edu
<b>Dean of Students, Title IX Coordinator</b>	Trent Walley	M.A., Huntington University, 2012	(559) 251-4215 twalley@calchristiancollege.edu

## GENERAL INFORMATION

### FACULTY

#### Department Chairs

David Molter	Chair, Bible and Ministry Department <i>Bible, Theology</i> M.A., Mennonite Brethren Biblical Seminary, 1978 Pastoral experience, 30 years	dmolter@calchristiancollege.edu dcmgoldie@aol.com
Dr. Dave Bennett	Chair, Arts and Sciences Department <i>Psychology, Christian Counseling</i> Ph.D., Baylor University, 1966 Private Practice	jdb66phd@yahoo.com

#### Faculty

Michelle Bayer	<i>Communication, English</i> M.A., Fresno Pacific University, 2016	mmz92@hotmail.com
Dan Felts	<i>Bible, History</i> M.A., Fresno Pacific Biblical Seminary, 2014 M.S., University of Missouri, St. Louis, 1991 B.A., Welch College, 1982 B.S., Missouri State University, 1979 Pastoral Experience, 25 years	djf02@sbcglobal.net
Joanna Felts	<i>Music, Christian Ministry</i> M.A., Fresno Pacific Biblical Seminary, 2004 B.S., Welch College, 1982 Ministry experience, 27 years	jfelts@calchristiancollege.edu
Powell Lemons	<i>Bible, Languages</i> Doctoral Studies, American Baptist Seminary of the West, 1973-1978 M.Div., Fuller Theological Seminary, 1972 B.A., Vanguard University, 1967 Pastoral experience, 40 years	plemons000@aol.com
Dr. Timothy Powell	<i>Bible, Languages, History</i> Ph.D., Fuller Theological Seminary, 1982 M.Div., Fuller Theological Seminary, 1975 Pastoral Experience, 35 years	tpowell@calchristiancollege.edu
Rick Stewart	<i>Natural Science</i> M.A., California State University, Fresno, 1994	rick.stewart@fresnocitycollege.edu
Bill Walker	<i>Business and Information Technology</i> B.S., California State University, Fresno, 2000	william.walker@fresnocitycollege.edu
Tamara Walley	<i>Bible, Christian Ministry</i> M.A.R., Liberty University, 2008 M.A., University of Alabama, 1994	tadawalley@yahoo.com

## GENERAL INFORMATION

Trent Walley	<i>Christian Ministry, Youth Ministry</i> M.A., Huntington University, 2012 Ministry experience, 20 years	twalley@calchristiancollege.edu
Wendell Walley	<i>Pastoral Ministries</i> M.A.P.S., Welch College, 1984 Pastoral experience, 35 years	wenwalley@sbcglobal.net
Dr. Chad Williams	<i>Bible, Sociology</i> Ph.D., Biola University, 2012 M.A., Gordon-Conwell Theological Seminary, 2008	chadyjan@hotmail.com
Dr. Ronald C. Young	<i>Bible, Mathematics</i> D.Min., California Graduate School of Theology, 1981 M.Div., American Christian Theological Seminary, 1978 B.S., University of Texas-Arlington, 1967 Ministry experience, 40 years	newreignpastor@gmail.com

## GENERAL INFORMATION

### Accreditation

California Christian College is a member of the **Transnational Association of Christian Colleges and Schools** (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org] having been awarded Reaffirmation II of its Accredited Status as a Category II institution by the TRACS Accreditation Commission on April 9, 2013. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

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 Veterans Affairs**, State of California. VA School Code Number: **31-1372 -05**.

California Christian College is a private non-profit institution approved to operate by the California **Bureau for Private Postsecondary Education**. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. **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 mailing address: P.O. Box 980818 West Sacramento, CA 95798-0818 (physical address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833), Website: [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 ; fax (916) 263-1897.

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

### 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 or Associate 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 regionally accredited colleges and universities. Students generally find little difficulty transferring to other Christian colleges and universities. Contact the Registrar for the most current list of schools where our students and graduates have transferred.

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

## PHILOSOPHICAL AND ACADEMIC STATEMENTS

### **Mission Statement** (revised 2/12)

The mission of California Christian College is to offer academic programs that develop Christian leaders to serve Christ both in the Church and in society.

### **Purpose Statement** (revised 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** (revised 8/15)

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 the Bible.
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. Strong verbal and written communication skills.

### **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 **Practical Ministry Department** promotes and helps to provide required practical experience that complements classroom learning.

The **Library** strives to provide access to the information necessary to support the educational program.

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.

## PHILOSOPHICAL AND ACADEMIC STATEMENTS

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

**Students** should support 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 academic and ministry skills. Students must also faithfully and honestly participate in assessment programs to assist the College in measuring the accomplishment of its objectives.

### Core Values

**California Christian College exists to glorify God**, to extend His Kingdom, to serve people, and to impact the world. To those ends, the College community strives to exceed the expectations of its students, staff, and constituency in all endeavors. These **core values** guide the College's direction and decisions:

**Lordship of Jesus Christ:** California Christian College is based on the belief in the Triune God and that Jesus Christ alone is the Revelation of God in human form, the sole Redeemer of lost humanity, the head of the church, and the Controller of all creation.

**Centrality of Scripture:** The canon of historic Protestant Christianity is recognized as divinely inspired Scripture and provides the foundation for the College's faith and practice. As the locus of ultimate truth in written form, the Bible is the center of all curricula at the College, providing an integration point for all disciplines.

**Love for God and Others:** As a community, California Christian College is irrevocably committed to love God and to love others. Loving God captures the very heart of the Christian faith. Loving others means recognizing every person as created in God's image and, therefore, of inestimable worth. It means valuing individuals of all cultures and ethnicities, affirming their worth before God, recognizing their unique gifts, and engaging in mutual affirmation, edification, and growth.

**Commitment to Excellence:** California Christian College promotes integrity and excellence in all endeavors, from academic pursuits to professional demeanor to spiritual passion. This commitment includes discerning and fully developing the specific gifts God instills in each individual. It also assumes that the Christian faith calls every believer to the pursuit of excellence in all areas of life.

**Priority of Service:** California Christian College values service and sacrifice above self-promotion and self-advancement. This priority mirrors the model of Jesus Himself and captures the overriding mandate of the Bible.

**Evangelical Heritage:** California Christian College is a Free Will Baptist institution but seeks to avoid sectarianism by emphasizing the major tenets of historic Protestant Christianity. The College is committed to its evangelical heritage, strives to serve everyone with a similar theological perspective, and stresses charity toward all.

### Philosophical Statement (revised 7/19)

California Christian College affirms the Bible as the inspired word of God. As the source of all truth, it serves as the integrating factor in the educational process. All genuine truth is based upon and unified by the uniquely revealed word of God. This allows California Christian College to maintain a holistic theology of education, which challenges us to approach all subjects in all disciplines in light of biblical truth. It also holds us responsible to enhance the development of students spiritually, intellectually, emotionally, physically, and socially. All College events and activities are undertaken with this goal in mind, including the courses we offer. We strive to protect the integrity of our courses in two major ways: (1) through faculty training, and (2) through conscientious preparation and consistent evaluation of course syllabi.

### Biblical Foundations Statement (revised 7/19)

As a Free Will Baptist institution, California Christian College subscribes to the statement of faith of the National Association of Free Will Baptists (available at <https://nafwb.org/site/wp-content/uploads/2107/01/2016-FWB-Treatise.pdf>). The bulk of this statement corresponds with the vast majority of Evangelical Christian denominations and churches. A summary of its major tenets includes:

## PHILOSOPHICAL AND ACADEMIC STATEMENTS

1. We believe there is one living and true God, revealed in nature as Creator, Preserver, and Righteous Governor of the universe; revealed in Scripture as the Triune God: Father, Son, and Holy Spirit. He is one God, all-wise, all-loving, and desires that we love Him as He loves us.
2. We believe Jesus Christ is God manifest in flesh, in His divine nature truly God and in His human nature truly man. By His incarnation, suffering, death, resurrection, and ascension, He provided redemption from sin and restoration into fellowship with God. His redeeming work is the exclusive means of our salvation. Now glorified, He lives forever as our ever-present Savior and Lord, the sole Mediator between God and man.
3. We believe in the Holy Spirit, assigned by Scripture with all the attributes of God. As the third person of the Godhead, He guides, moves, counsels, commands, forbids, reproves, convicts, regenerates, indwells, seals, fills, and empowers. He can be sinned against but also graciously bestows spiritual gifts to all believers.
4. We believe the Old and New Testament Scriptures were given by inspiration of God and function as our infallible rule for faith and practice. They are without error and trustworthy in the matters of which they speak.
5. We believe God created the universe by His spoken word for His pleasure, for His glory, and for the enjoyment of the creatures He brought into being.
6. We believe humanity was created innocent but by disobedience fell into a state of sin and condemnation. All humans since have inherited a fallen nature that will eventually lead them into sin, leaving them accountable and guilty before God.
7. We believe God determined from the beginning to save all who respond by faith to the redeeming work of His Son. While God desires the salvation of all, the human will is free and self-controlled. Individuals may receive the truth and live or resist the truth and perish. All believers who persevere by grace in faith and holiness to the end of life secure the promise of salvation.
8. We believe Jesus Christ will come again to close the Gospel era, glorify His saints, and judge the world. His return will be personal, bodily, and visible. At the last day, there will be a bodily resurrection of the dead. The righteous will enter the blessing of eternal life in God's presence; the wicked will be separated from God and condemned to punishment.

### **Moral/Ethical Statement** (revised 7/19)

**The goal of California Christian College is to emphasize positive holy living and its value at all times.**

As a faith-based institution, California Christian College calls members of its community to a way of life that avoids the negative influences of contemporary society and reflects the positive values of Scripture. As Christians, we accept the Bible as our inspired and final authority on matters of faith and practice. Because the Bible teaches godliness of life and holiness of character as the standard for every Christian, we affirm this principle for every member of the CCC community: administration, staff, faculty, and students. This standard involves separation from the world's system and the pursuit of a way of life that reflects the character, goodness, grace, and love of God. This way of life should be revealed through such New Testament principles as honesty, courtesy, kindness, service, and joy.

Some conduct contradicts the standards of Scripture and is often injurious to the physical, psychological, and spiritual health of the believer's body, described in the Bible as the temple of the Holy Spirit. California Christian College understands the following conduct to be contrary to the standards of Scripture and therefore unacceptable for members of the College community:

- Use of alcoholic beverages, tobacco, and illegal drugs (including the use of legalized marijuana/cannabis). Students dealing with addiction issues should seek help through the College Dean of Students, faculty, or administration. CCC will provide information about counseling and rehabilitation services. Individuals



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who voluntarily avail themselves of College services can be assured of professional standards of confidentiality.

- Gambling and pornography. While legal, these are disapproved behaviors for members of the CCC community. Gambling equates to a breach of the stewardship trust God bestows on believers He blesses with material resources. In addition, it conveys an attitude of discontent with the level of life God has provided. Pornography devalues fellow human beings, the apex of God's creation and His image-bearer, for perverse personal gratification. Left unchecked, it leads to severe psychological, emotional, and social/relational problems. Pornography is any material that displays the human body in sexually explicit and/or stimulating ways, whether clothed, partially clothed, or totally unclothed. Such displays could include photographs, drawings, movies, videos, video games, or any similar medium. Individuals struggling with gambling or pornography are encouraged to seek help through the College.
- Profanity and coarse joking. These have no place among God's people. Scripture admonishes us not to use the Lord's name in vain and not to be guilty of corrupt talk.
- Conduct that threatens the health or safety of another person.
- Dishonesty. Giving false information, academic fraud, disrespect toward persons in authority – these are unacceptable behaviors for members of the CCC community. Any breach of academic honesty, overt plagiarism, lying, stealing, or any other form of deception will result in disciplinary action.
- Sexual activity. As Scripture affirms, sexual activity within the confines of marriage is good and beautiful, but pre-/extra-marital sex, homosexual activity, and other forms of deviant sexual behavior are incompatible with biblical standards. Anyone in the CCC community found to be in violation of or promoting unbiblical sexual practices will be dismissed from the College. Students engaging in sexual immorality between school sessions may not be readmitted.
- Legal violations. Any transgression of local, state, or federal statutes may result in dismissal from the College and the filing of reports with appropriate authorities.

Some long-standing Christian beliefs, practices, and institutions have been eroded by recent societal changes. In light of those changes, California Christian College reaffirms the following:

- Marriage. We believe marriage is designed by God as the life-long, covenantal union of one man and one woman in a one-flesh relationship. It is the sole and beautiful context for the divine plan for the biblical marriage of man and woman as image-bearers of God, as well as the foundation for the family as the basic, divinely ordained unit of human society. (For the complete Free Will Baptist Marriage Statement, go to: <https://nafwb.org/site/wp-content/uploads/2017/01/2016-FWB-Treatise.pdf>).
- Divorce and Remarriage. We believe divorce breaks God's heart. He intends marriage to last until one spouse dies.
- Sexuality. California Christian College recognizes only two genders: male and female. The Bible describes sexual differentiation as part of God's gracious creative process, and it is exclusively the two genders together the Bible describes as being "in His image." Sexuality is determined in the womb and revealed anatomically at birth.
- Abortion. We believe human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, inexcusable taking of human life and is tantamount to murder. We reject any contention that abortion of pregnancies due to rape, incest, birth defect, gender selection, birth/population control, or the mental well-being of the mother are acceptable.
- Lawsuits between believers. We believe Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. We believe the church possesses the resources to resolve disputes between members. However, we also believe a Christian may seek compensation for injuries or damages from another Christian's insurance company as long as the claim is pursued without malice of slander.

### **Academic Freedom Policy**

California Christian College is Christian in nature. 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 at California Christian College will be considered to be engaging to teach in

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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, 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.

### **Nondiscrimination Policy**

California Christian College admits students of any race, sex, 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.

## ACADEMIC POLICIES

### Degree Offerings

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

### Academic Load

An Associate of Arts degree requires 64 units. A Bachelor of Arts degree requires 128 units, or an additional 64 units beyond the associate degree. Students can obtain the associate degree by attending four semesters (the equivalent of 2 years) and successfully completing a minimum of 16 credit-hours per semester. Students can receive the bachelor degree by attending eight semesters (the equivalent of 4 years) and successfully completing a minimum of 16 credit-hours per semester.

Students must register for a minimum of twelve units each semester to be classified as a full-time. Students desiring to enroll in more than sixteen units during any semester must receive permission in advance from the Vice President for Academics. Students who must maintain employment during their schooling may be required to enroll in fewer courses than normal and extend their time in college. Elective courses may not apply to program requirements. Students should discuss program requirements with an academic advisor if they have questions.

### Classification of Students

Students are classified according to the number of credit hours earned, not the number of years they have been in college:

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

While **classification** is based on the number of semester units earned, the completion of programs and the reception of degrees are based on the fulfillment of degree requirements.

### Unit of Credit

A unit of college credit is calculated as a minimum of **15 hours of contact time with the professor in class**. That means a one-unit course requires a minimum of 15 hours of contact time; a two-unit course requires a minimum of 30 hours; a three-unit course, 45; a four-unit course, 60; and a five-unit course, 75. However, this includes only contact time in the classroom, not the time needed outside of class to complete the work required to negotiate a course successfully. Generally, students should expect to spend a minimum of two hours outside of class for every hour spent in class. Since CCC operates on a four-day schedule and since the majority of courses are three units, most classes meet twice each week for 80 minutes per session throughout the 14-week semester.

### Transfer Credit Limit

The California Educational Code CCR 71770 (b) allows no more than 75% of the units applied toward the associate's or bachelor's degree to be derived from credits earned at other institutions. At California Christian College, the maximum number of transfer units allowed toward the Associate of Arts is 48 and toward the Bachelor of Arts is 96.

### Veterans Administration Guidelines for Transfer Credit

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.

CCC maintains a Student Transcript which clearly indicates that appropriate credit has been given by the school for previous education and training. The Program Evaluation sheet will indicate that the training period is shortened proportionately.

## ACADEMIC POLICIES

### **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. Only courses in which a student earned a grade of “C” or better will transfer for credit.

### **Gap Unit Policy**

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

### **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 Vice President for Academics for details.

### **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 B.A. program or two (2) courses in the A. A. program. For each course challenged, students are assessed an examination fee of **\$50.00**, in addition to the tuition charges for the course. All fees and tuition charges are applicable and non-refundable, whether or not the course is challenged successfully. Course challenges are evaluated on a pass/fail basis. Request forms for challenging a course are available in the office of the Vice President for Academics. Registration for course challenges is handled during normal registration periods. Contact the Registrar’s Office for information concerning limitations and procedures.

### **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.

### **Non-Matriculated Students**

Non-matriculated students are students taking courses for personal enrichment and for credit, but who are not in a degree program. A maximum of 16 units completed at CCC under this status, with a grade point average of 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.

### **Part-time Students**

The term “part-time” describes students registered for less than twelve units at CCC during a single semester.

### **Continuous Enrollment**

“Continuous enrollment” means a student is enrolled in at least one class for credit each semester.

## ACADEMIC POLICIES

### Blended Courses

Select courses at CCC may be offered in a blended format, a blend of traditional face-to-face classroom instruction combined with significant work completed online. These courses typically meet once per week for four hours for six weeks. Both pre-session and post-session work is required.

### Intensive Courses

1. CCC recognizes that some courses cannot be effectively offered using an intensive format. These include:
  - a. Courses requiring an extended amount of time for students to grasp, assimilate, and integrate information;
  - b. Courses with reading requirements too demanding to be accommodated in an intensive format ;
  - c. Courses in which the learning requires immediate supervision and/or one-on-one interfacing with faculty.  
Examples of such courses include:
    - (1) Physical education activity courses
    - (2) College mathematics
    - (3) Natural science courses
    - (4) Foreign and/or ancient language courses
  
2. CCC requires the following adjustments for courses offered in intensive formats:
  - a. The course syllabus (prepared in accordance with the format provided in the *Faculty Handbook*) must be submitted to the Vice President for Academics at least one month prior to the first session of the course.
  - b. Textbooks choices must appear in the course syllabus and should include: author name(s), book title, publisher, edition, year of publication, and ISBN.
  - c. The syllabus must include an extended course outline, segmented into fifteen distinct units. Attendance must be taken for each segment.
  - d. Each course will 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.
  - e. Each course shall include smaller weekly reading assignments designed to assimilate the course time with the material covered in the preliminary reading.
  - f. Each course shall include small weekly written assignments and a major written assignment/project due no later than one month from the last course session.
  - g. 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.
  - h. A recommended intensive course format:

One month before class begins:	Students receive syllabus and textbook(s)
	Students complete 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 submitted 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 syllabus 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). Instructors may not negotiate make-up work for students in these instances.
  - e. Students may not take final examinations late for intensive format courses.

## ACADEMIC POLICIES

- f. Instructors must track student attendance consistently and accurately in *Populi*.
- g. Grades must be finalized in *Populi* within five weeks from the conclusion of the course's final class session.
- 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.

### **Independent Studies** (as a General Option to 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 **HR 450 INDEPENDENT STUDIES IN THE BIBLE**. In the student's written request to the Vice President for Academics 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 Vice President for Academics must approve an Independent Study course. The following restrictions control such studies:

- The student must have a cumulative CCC 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.
- The student must have completed at least one semester in a B.A. program at CCC.
- The course must satisfy a requirement for graduation.

### **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 necessitate offering a course by directed study to enable a student to complete a degree or remain on target for doing so. 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 cases, the Vice President for Academics may request an instructor consider teaching a directed study course.

#### Instructor/Student Obligations

If the instructor agrees to teach the course, he/she is obligated to:

- Develop the syllabus and examinations for the course
- Arrange for and adhere to a meeting schedule with the student(s) that provides minimum contact time of 3 hours per unit
- Administer examinations
- Follow the normal attendance and grade reporting procedures

## ACADEMIC POLICIES

To complete the directed study successfully, the student is obligated to:

- Fulfill the syllabus requirements and pass the examination(s) for the course
- Adhere to the meeting schedule arranged by the instructor.

### **Cost/Payment Policy for Independent and Directed Studies Courses**

Students register for Independent and/or Directed Studies courses during regular registration periods. Both Independent and Directed Studies courses incur a fee of \$20 per unit in addition to the normal tuition charge for the course.

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

### **Distance Learning**

Distance Learning makes available to non-resident students courses similar to those taken by students on the California Christian College campus. This program is designed to meet the needs of pastors and other Christian workers who may not be able to come to the campus for resident study. Up to 10 days elapse between the receipt of student work (lessons, projects, etc.) and the instructor's response to and evaluation of the work. Students desiring an A.A. or B.A. degree from CCC may use these courses to satisfy degree requirements.

### **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.

### **Ability to Benefit Policy**

California Christian College does not admit Ability to Benefit Students. Students must have a High School Diploma, GED, or its equivalent.

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

Students are expected to make consistent academic progress that will allow them to complete their programs within a reasonable timeframe. All students are expected to maintain a cumulative grade point average (GPA) of 2.00 by mid-sophomore level at CCC (see page 63 for the GPA requirements). Students who fail to meet this standard will be put on academic probation. Students who fail to improve their GPA after being placed on academic probation may face academic suspension. The continuation of academic probation or academic suspension is determined by the Academic Committee based on the student's current academic performance. Prospective students with a cumulative GPA below 2.00 may be admitted on academic probation. Their progress will be reviewed by the Vice President for Academics during their first semester with a view to determining their continuation at CCC.

### **Measure of Sufficient Academic Progress for Specially Admitted Students**

A specially admitted 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 Vice President for Academics is responsible for following up on specially admitted students. Any student who is experiencing difficulty in any course(s) should be reported to the Vice President for Academics. Tutoring or other support may be arranged for the student.
4. **Class Attendance.** (See page 22).
5. **Grades and Grade Point Average.** Midterm examinations allow instructors to monitor student progress and provide/recommend help while the student still has the opportunity to succeed.

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

Students receiving Veteran's Benefits who are on academic probation for two consecutive semesters will be subject to discontinuance of benefits if their cumulative GPA is less than 2.00.

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

### Academic Probation and Extracurricular Activities

No student with a GPA below 2.00 may participate in extracurricular activities during the first half of the fall semester. The student will be placed on academic probation. At midterm his/her GPA will be reviewed based on attendance and test scores. If the GPA is 2.00 or higher, he/she will be removed from probation by the Vice President for Academics, and the student becomes eligible to 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 midterm reports indicate that student's GPA is 2.00 or above, he/she will be eligible for any spring extracurricular activities for which she or he qualifies after that point.

### 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 and/or work is generally unsatisfactory.
59-0	F	0	<b>Failure:</b> the work is unacceptable and/or student missed more than 25% of the classes.
	Pass	0	<b>Pass/Fail courses:</b> no grade-point value and no impact on grade-point average. Units are recorded as either earned ("pass") or unearned ("fail").
	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:

### Grade Grievance Policy

Students should not appeal a grade simply because they are unhappy with the evaluation. Appeals should be based on the reasonable assumption that an error has occurred. It is in the best interest of the instructor, the student, and the College to resolve grade disputes quickly and efficiently. In the event this does not happen, the following Grade Grievance Policy applies:

#### 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 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 reviewing the course requirements and the student's grade record, should the Instructor decide a change is warranted, an official grade-change form must be completed, signed, dated and filed with the Registrar's Office within five working days.



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**Step Two:** If the student does not receive satisfaction at the Instructor level, a formal written appeal may be made to the Vice President for Academics within five days after the conclusion of step one. The Vice President for Academics will review the case to determine if both Instructor and student followed proper procedures in step one. The Vice President for Academics may determine that a joint meeting with the student and Instructor would be useful, and, if so, arranges for such a meeting to take place. The Vice President for Academics serves as facilitator and mediator, but not a dictator of grade changes. The Vice President for Academics 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 step two, 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.

**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 Trustees Executive Committee will meet with the plaintiff, defendant, and President, and reach a decision. This decision will be considered to be the final word on the matter (1 Corinthians 6: 1 - 14).

### Course Repetition

Students who have earned a 'C', 'D' or 'F' in a course may repeat that course. Only the higher/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

If a student is unable to complete the course work for a semester due to extreme circumstances (e.g., economic hardship, physical/emotional illness confirmed by a physician, family tragedy, etc.), the student may be granted an extension by means of a written request to the Vice President for Academics. Within one week from the date the extension is granted, the student must submit a written plan for completing the work to the Vice President of Academics. 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 ensuing fall semester. No further extensions will be granted after these deadlines. Penalties for late work are left to the instructor's discretion.

#### **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 scheduled day of the course's 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 in *Populi* and/or with the registrar.
6. When the work is completed, the instructor must change the incomplete to a letter grade in *Populi* and/or notify the registrar. Should the work not be completed in the required time, a letter grade must be given for the course in *Populi*, and the registrar must be notified.

### Extensions

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

The student must petition for an extension. Extensions require the approval of the Academic 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 Committee by the student, who will delineate the reasons for

## ACADEMIC POLICIES

- the request along with the projected date of completion.
3. If the Academic Committee approves the request for an extension, an agreement will be registered on a form completed by the instructor and the student. It will be placed in the student's academic file.
  4. When the work is completed, the instructor will submit a grade for the course in *Populi* and/or to the registrar. Penalties for late work are left to the instructor's discretion.
  5. If the work is not completed on time, the student will receive an F for the course.
  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).

## Attendance

### Class Attendance Policies

The classroom is the defining element of the college experience. Courses are designed to help prepare students for life. Class attendance is required to ensure students receive and achieve the most during their CCC experience. 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 carefully consider student attendance. Second, the student's attendance record becomes part of the student's permanent academic record. Each instructor is required to register attendance for every class period.

It is the responsibility of each student to attend classes faithfully. Enrollment requires attendance. Students who miss twenty-five percent or more of any course may forfeit their right for credit in that course. The student is solely responsible for absences, assignments for work missed while absent, and communication with the Instructor about any absence.

### Absences/Tardies

1. 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.
2. 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 unexcused absences.
3. 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.
4. The following formula defines excessive absences:
  - Seven (7) or more absences for a three-unit course that meets twice per week for 80 minutes per session
  - Five (5) or more absences for a two-unit course that meets twice per week for 65 minutes per session
  - Three (3) or more absences for a one-unit course that meets once per week for 55 minutes per session
5. 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. If a student misses twenty percent or more, his/her grade will be reduced two letter grades. Any student who misses 25 percent or more of the class time will fail the course.
6. In the case of excessive absences, students are required to obtain special permission from the Vice President for Academics, in cooperation with the Dean of Students and the Instructor, to remain in the class. Should special permission be required for a student to remain in a class because of absences, the student, instructor, Dean of Students and Vice President for Academics will work out the requirements necessary to allow the student to return to class.
7. Three tardies count as one unexcused absence.
8. For 3-unit classes that meet twice per week, each absence will count as 1.5 absences. For 3-unit classes that meet once per week, each absence will count as 3 absences.
9. For 2-unit classes that meet once per week, each absence will count as 2 absences.

## ACADEMIC POLICIES

### **Extracurricular Activities and Absences**

Students are not considered absent while participating in or traveling for extracurricular activities. Extracurricular activities include college-sponsored activities that 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 defines excessive unexcused absences for students participating in extracurricular activities:

Ten (10) or more absences [or the equivalent] for a three-unit course.

Seven (7) or more absences [or the equivalent] for a two-unit course.

Three (3) or more absences [or the equivalent] for a one-unit 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:

1. Administrative/counseling appointments with CCC Administrators (this does not include pastors).
2. Pre-approved co-curricular involvement (travel on behalf of the College, ministry commitments, etc.)
3. Bereavement (funeral of a family member).
4. Illness with written verification from a doctor or parent/legal guardian.

#### Qualification

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

1. 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.
2. 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 Vice President for Academics and President.**
3. Absence exemptions for funerals only apply to the funerals of family members.
4. **Simply staying home sick is not an excused absence.** A doctor or parent/legal guardian must verify the illness in writing. Doctors' offices are accustomed 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 Vice President for Academics. The student alone is responsible for filing this request. The Vice President for Academics 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 Vice President for Academics. The Academic Committee, in conjunction with the student's instructor(s), will consider the appeal. The student will be notified of the decision within 30 (thirty) days.

## ACADEMIC POLICIES

### Leave of Absence Policy

#### Explanation

On some occasions, students 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 (minimum 2.00 GPA) to qualify for a leave of absence. International students attending on F-1 visas are not eligible to participate in this program.

#### Procedure

The student must submit a letter stating the reason(s) for desiring the leave of absence to the Vice President for Academics, with a projected date of return to CCC. The student may obtain a **Leave of Absence Request Form** from the office of the Registrar or Vice President for Academics. **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 Vice President for Academics 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 ensuing spring semester.).
3. If the reason is medical, up to six months may be granted with a doctor's statement.
4. Additional charges will not be assessed during the leave.

### Readmission

Students who have withdrawn from college because of academic deficiencies may be considered for readmission after an absence of one semester. They must request in writing to resume studies and be willing to meet personally with the Academic Committee. The Academic Committee will determine the advisability of readmission.

### Automatic Drop Policy

The calendar for each academic year designates specific dates as the **last day to add, drop, or withdraw** from specific courses or from the institution. If a student enrolls in CCC but does not attend any class after enrollment, once the add/drop/withdraw date passes, that student is automatically considered to have dropped. However, if the student desires CCC to release any information, he/she must complete and sign the **Notice of Cancellation** available in the Registrar's Office. Professors will be instructed to drop the student from their rosters 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 assignments or has failed to submit a completed assignment within 60 days of its due date. The date of the student's withdrawal shall be deemed to be the date on which the

## ACADEMIC POLICIES

student submitted the last completed assignment.

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.

### Course Cancellation Policy

CCC reserves the right to cancel any course that does not have a minimum enrollment 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. Unfortunately, courses are canceled virtually every semester. Any instructor 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. But until a larger student population is involved in CCC, this situation has to be handled semester by semester. In the event of a course cancellation, the college is under no obligation to the instructor.

### Drop Course Policy

**Conditions:** To withdraw from a class, the student must discuss that withdrawal with the Vice President for Academics and fill out the appropriate forms. Please note that none of the following provide acceptable reasons for dropping a course: failing grades/poor performance; dissatisfaction with course subject matter, nature of class sessions, or instructor(s); day(s) and/or time(s) of class meetings.

#### Procedure

1. Discuss withdrawal from course with the Vice President for Academics
2. Procure a "drop course form" from the Registrar's office.
3. Have the course instructor complete and initial the form.
4. Return the completed form to the Registrar's office. The Registrar will then finalize the process.

**Deadline:** If a student wishes to drop a course and not have it appear on his/her permanent record, it must be dropped no later than the fifth day of classes. If a student drops a course any time after the fifth day of classes through the last day of classes before the Mid-Point of the semester, 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 the semester Mid-Point until the end of the semester, the student will receive a "WP" or a "WF" grade depending on 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 remember 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 (e.g., student government), this means they must drop out of those activities immediately.

Students dropping <b>any individual course</b> (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).
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### Withdrawals from the College

Withdrawals from college are not permitted following the 9<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 10<sup>th</sup> 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.

## ACADEMIC POLICIES

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

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

### **BUYER'S 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, 5364 East Belmont Ave., Fresno, CA 93727.

**REMEMBER: CANCELLATIONS MUST BE DONE IN WRITING.** Students do not have the right to cancel by

## ACADEMIC POLICIES

simply telephoning the College or by not attending class.

### Graduation

#### Graduation Policy and Procedures

1. Graduation will follow a standardized process for the sake of expediency, dignity, and clarification of 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 and Course Requirements 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 that will fulfill their general and specific course requirements.
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 of Arts 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 of Arts degree.
4. Graduation Honors: Students of outstanding academic achievement are recognized with appropriate honors at graduation. Honors are bestowed upon Bachelor degree graduates who have completed a minimum of sixty (60) hours through California Christians College and have achieved the following levels of performance:

**Cum Laude: 3.25 – 3.49 GPA**

**Magna cum Laude: 3.50 – 3.74 GPA**

**Summa cum Laude: 3.75 – 4.00 GPA**

5. Valedictorian and Salutatorian Honors: Students must complete at least sixty (60) hours in residence to qualify for Valedictorian or Salutatorian honors. 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 classes at CCC.

#### Exclusion/Exceptions

1. No student is excluded from graduation requirements except by direct action of the Board of Trustees 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 of Trustees 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 Vice President for Academics, 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 in *Populi* and on the *Program Evaluation Sheets* for each degree program (Associate of Arts in Liberal Studies; Associate of Arts in Bible and Christian Ministry; Bachelor of Arts in Christian Ministry). The Registrar is responsible for entering the necessary items with dates each semester.

## ACADEMIC POLICIES

2. Transfer units will be noted as such in *Populi* and 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 provide the Academic Committee with a roster of potential graduates for that semester.
5. The Registrar will notify potential graduates concerning their academic progress and forward a *Petition for Graduation* to each of them.
6. Students must submit the completed Petition for Graduation to the Registrar's Office by October 15 for fall completions, by March 15 for spring completions.
7. Students proceeding toward graduation will be instructed to contact the graduation director for further information.
8. Each candidate for graduation will participate in an exit interview with the Assessment Director and/or other designated personnel.
9. All financial obligations must be paid in full (or acceptable arrangements made) before a student can participate in graduation exercises, receive an official transcript, or be granted a diploma.
10. The name of the degree and the date on which the degree was awarded will be noted on the student's permanent academic record (transcript).

### Honors

1. Students' cumulative grade point averages are used to determine graduation honors. Students who graduate **Cum Laude, Magna cum Laude, and Summa cum Laude** will receive special certificates.
2. Hours in residence at CCC and cumulative grade point averages are used to determine the Valedictorian and Salutatorian of the graduating class. Graduates receiving this recognition will receive a special certificate.
3. The Faculty and Staff of CCC nominate and select students for institutional awards, honors, and/or scholarships.
4. Students qualifying for National Awards are nominated for such honors by the Academic Committee and Registrar.
5. Graduates who receive special honors will be recognized during the Commencement Ceremony. Records of special awards and honors will be placed in the student's permanent file.

## Student Records

### Retention of Student Records

CCC maintains personal, academic, and financial aid files on every 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 information. All files are securely stored in the appropriate offices.

An academic program form is kept in each student's academic file, listing the required courses for the student's course of study. This 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. The criteria upon which the degree is granted can be ascertained by examining the graduate's transcript, academic progress forms, course syllabi (available in the office of the Vice President for Academics), and pertinent College Catalogs.

Based on 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 by examining syllabi filed with the Vice President for Academics.

CCC has maintained student records since 1968 at its principal place of business within the state of California and will continue to maintain a student's record permanently. Records are available for inspection by the council or the Attorney General of California during normal business hours. The primary location for academic files is the Registrar's Office, including the records of graduates and current students. Curricula and syllabi are maintained by the Office of the Vice President for Academics.

### Transcript Requests

Transcript requests should be submitted to the Registrar's Office along with a **\$10.00 fee for each copy**. You can print off the form or submit the form online, and submit payment online through the College website at <https://www.calchristiancollege.edu/ccc-alumni/transcript-requests-2/official-transcript-request/>. CCC does not issue transcripts on behalf of former students who have **unpaid balances with our financial department or who are in**



## ACADEMIC POLICIES

**default on any student loans.** Official transcripts for admission to other colleges **will 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 Rata Transcripts

Institutions of higher education may withhold the grades and transcripts of a defaulting student. California Assembly Bill 2589 (the Higher Education Omnibus Bill) sets forth this 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, sex, 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 an 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 October 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.

### 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).

## ADMISSIONS

### 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

1. Read and agree to the Moral/Ethical statement by signing and submitting it.
2. Read and understand the Biblical Foundations statement and sign indicating you understand the college's position.
3. Read and understand the Mission Statement, Purpose Statement, and Philosophical 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. 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. 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.

### 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 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 whose native language is other than English.

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

## ADMISSIONS

### **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.

**“Advanced College Credit” Program:** Application procedure for high school and home-schooled high school students wishing to take college level courses.

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/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. 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. A cumulative academic GPA of 2.0 or better.

### **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 their junior year may begin their 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. Only courses in which a grade of C- or better was earned are eligible for transfer. Transferable courses must also be applicable to one of the degree programs offered by California Christian College. 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).

## ADMISSIONS

### **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 completed, 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 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, he/she will need to complete the admissions process described under “Requirements for admission for students entering from accredited colleges or universities.”

### **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 students 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 applied 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
- \$10.00 application fee.

## **International Students Admissions Procedures**

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 79 out of 120 on the computer-based test is required as part of the admissions criteria. Students with less than 79 on their TOEFL will not be admitted.

Requirements for Admission of International Students Entering California Christian College

1. Submit an application with a \$50.00 nonrefundable application fee.
2. A statement detailing your salvation experience attached to application.

## ADMISSIONS

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 79 out of 120 on the computer based test. (Only required if English is not primary language.)
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 Instructions for International Students**

Once an international student has been admitted to California Christian College, he or she needs 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 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 the 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. The filing deadline is April 5<sup>th</sup> prior to the Fall of your intended enrollment. Acceptance will be determined after the Admissions Office has received all necessary application documents.

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

Prospective international students whose transcripts are in a language other than English can contact one of the following companies to have their transcripts translated. The student is responsible for any charges incurred for this service. Students who need to take the TOEFL can contact the TOEFL office 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).

## ADMISSIONS

### Readmission

#### Procedures for Students Seeking Readmission

There are three categories of students who may seek 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 Vice President for Academics 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 Vice President for Academics 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.

##### 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.

##### 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.”

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 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 Vice President for Academics or faculty member.
- g. Persons readmitted after being academically disqualified will be readmitted on probation for at least one semester. Failure to achieve the minimum GPA standard will result in immediate dismissal. Students who do not achieve the minimum GPA standard the first semester back in school will be continued on probation until such time as the minimum GPA standard is achieved.

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.

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- 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 Vice President for Academics 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 Vice President for Academics and the Dean of Students and will be monitored by the Deans.
- i. Students readmitted after being dismissed for moral/ethical reasons will be on probation for at least the first semester they return to school.

### **Notification of Admission**

Students who have applied for admission will receive a letter notifying them of their eligibility soon after all relevant information and documents described in the appropriate section(s) 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 College housing 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.

### **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, please call the US Veteran's Administration at 1-888-442-4551 or 1-800-827-1000 or go online to [www.gibill.va.gov](http://www.gibill.va.gov) and select "apply for benefits."

Chapter 33 and Chapter 31 beneficiaries are allowed to attend for up to 90 days from the date the beneficiary provides a certificate of eligibility, or valid VAF 28-1905. No penalty will be imposed and the student will not be required to cover the cost of tuition or fees due to late payment from the VA.

## **ORIENTATION AND REGISTRATION**

### **Orientation of New Students**

In order to help make the transition to college a happy and effective one, the Vice President for Academics and Dean of Students organize college orientation. Activities are held prior to and/or during the beginning of classes and 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 website: [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 Vice President for Academics has approved the student's schedule, presenting the completed registration form and other required materials to the Registrar's office and paying the



## ADMISSIONS

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 add/drop deadlines and refunds on course or college withdrawal.

## ACADEMIC PROGRAMS

### Academic Programs

Each program of study offered by CCC includes courses in biblical studies and Christian ministry, in addition to prescribed general education classes. The Associate of Arts in Liberal Studies emphasizes general education courses and provides an option for students desiring a Christian College experience without heavy emphasis in Bible, theology, and ministry classes. This program provides the best opportunity for students planning to transfer to other institutions to complete majors not offered by CCC. The Associate of Arts in Bible and Christian Ministry and the Bachelor of Arts in Christian Ministry require concentrations of courses in Bible, theology, and ministry. Students who complete the A.A. in Bible and Christian Ministry are equipped to serve in positions of lay leadership in the church. Those completing the B.A. program will be prepared to enter vocational ministry and/or to continue their educational pursuits in seminary.

### Degree Programs

#### Associate of Arts in Liberal Studies

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

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

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

#### Bachelor of Arts in Christian Ministry

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

### Degree Specifications

Because CCC is first and foremost a **Christian college**, it is imperative that the Bible be a primary component in all degree programs. In keeping with our mission 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 often 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 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. It is necessary that applicants to CCC be screened as fully as possible to grant financial aid only to those students we believe have a reasonable chance of completing our academic program.
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/Placement Testing**

All students will participate in **Entrance/Placement Testing** prior to their entry to CCC. The results of these examinations provide information concerning students' ability to succeed in college and/or the appropriate courses for which they should register during their first semester.

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

No credit

All students are required to complete an English language and grammar proficiency examination. The results of this exam will determine if the student should enroll in the non-credit Developmental English class or may proceed with a for-credit English course. 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. 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** English Composition Proficiency Examination

No credit

All students are required to complete the English Composition Proficiency Examination. The results of this test will determine if the student should enroll in the non-credit College Writing Skills class or may proceed with a for-credit English course. Students must take this exam 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. 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 complete a math proficiency examination. These test results will determine if the student may enroll in the Algebra class or should begin with the non-credit Pre-Algebra course. 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. A late-testing fee will be administered 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(s): Developmental English and/or 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 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

## ACADEMIC PROGRAMS

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 no later than the mid-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 be the case.
10. 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 Vice President for Academics. 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 Vice President for Academics to ascertain the effect the proposed change(s) would have on the student's degree plans.

## ACADEMIC PROGRAMS

### The Associate of Arts in Liberal Studies

#### Purpose

California Christian College recognizes the need for a strong general education background as foundational for all areas of study. The Associate of Arts in Liberal Studies is designed to address that need. It provides general education courses equivalent to those offered at other educational institutions but within a Christian context, taught by Christian instructors, and informed by a biblical world view. This two-year program allows students who may not sense a call into vocational ministry the opportunity to experience a Christian College environment while accumulating credits likely to transfer into a major at another institution. All of the credits accumulated in the A.A. in Liberal Studies can also be applied directly to a B.A. degree at California Christian College.

**Program Objectives:** Students who complete the Associate of Arts in Liberal Studies should be able to:

1. Articulate an integrated world view consistent with biblical truth and historic evangelical Christian faith.
2. Discuss and evaluate significant historical events, prominent ideologies, and influential philosophical movements.
3. Analyze and interpret written texts and oral presentations.
4. Communicate effectively in both oral and written form.
5. Display intellectual maturity by applying appropriate methods of critical thinking to problems and issues.
6. Demonstrate competency in computer skills and information literacy.
7. Survey the general contents of the Bible and the historical settings from which it emerged.

#### Requirements for completion of the Associate of Arts Degree in Liberal Studies

Units necessary for completion of degree: **64** (remedial courses do not count toward the total of 64 units)

<b>Required Courses:</b>	<b><u>Category</u></b>	<b><u>Course Name</u></b>	<b><u>Units</u></b>
	Ministry	Ministry Foundations	3
	Biological & Physical Science	Intro to Biology	4
	Social & Behavioral Science	Sociology: Intro to Sociology <b>or</b> Worldviews	3
		Psychology: Intro to Psychology <b>or</b> Human Development	3
	Mathematics	Algebra	3
	Business & Information Technology	Intro to Computers	3
		Financial Management	3
	Humanities & Fine Arts	Art: Music Appreciation <b>or</b> Art Appreciation <b>or</b> Introduction to Film Studies	3
	English/Language Arts:	College Research & Writing	3
		Introduction to Literature	3
	Communication:	Oral Communication	3
		Written Communication	3
	Philosophy:	Critical Thinking	3
		Into to Philosophy <b>or</b> Biblical Ethics	3

## ACADEMIC PROGRAMS

History:	Intro to Western Civilization or Church History Foundations	3
	History of the Ancient Near East or History of the First Century	3
Religious Studies:	History & Literature of the OT	3
	History & Literature of the NT	3
<b>Total required units:</b>		<b>55</b>
<b>Elective units:</b>		<b>9</b>
<b>Total units for Associate of Arts in Liberal Studies:</b>		<b>64</b>

### Example of Associate of Arts in Liberal Studies Program (64 units in a 4-semester/2-year cycle of courses)

<b>First Semester</b>		<b>Second Semester</b>	
History & Literature of the Old Testament	3	History & Literature of the New Testament	3
Introduction to Computers	3	Financial Management	3
Critical Thinking	3	Introduction to Philosophy	3
Written Communication	3	College Research & Writing	3
Worldviews/Elective	3	Algebra/Elective	3
Elective	1	Elective	1
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>
<b>Third Semester</b>		<b>Fourth Semester</b>	
Ministry Foundations	3	Church History Foundations	3
Oral Communication	3	Introduction to Literature	3
Introduction to Psychology	3	Introduction to Biology	4
Music or Art Appreciation	3	History of the Ancient Near East/First Century	3
Elective(s)	4	Elective(s)	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>

## ACADEMIC PROGRAMS

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

#### Purpose

This two-year degree includes courses in general education, Bible, theology, and Christian ministry. Several interrelated purposes underlie the rationale for this program. First, some students desire to study the Bible and theology beyond the level normally available in the local church but do not plan to pursue a Bachelor's degree specifically in those disciplines. Secondly, some students do not sense a call into full-time Christian ministry and do not desire a four-year degree, but they choose to attend Bible college for their own personal spiritual development and growth in Biblical knowledge. Thirdly, some Christians seek advanced training to serve more effectively in lay positions within their local church. The Associate of Arts degree in Bible and Christian Ministry strives to meet these needs.

The Associate of Arts degree provides training in both 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 by requiring 28 units of general education, 21 core units in Bible and Theology, and 15 units to allow the student to focus in a preferred area of emphasis.

**Program Objectives:** Students who complete the Associate of Arts in Bible and Christian Ministry should be able to:

1. Demonstrate a general and comprehensive knowledge of the Bible's content.
2. Articulate an integrated world view consistent with biblical truth and historic evangelical Christian faith.
3. Describe the production, preservation, transmission, and inspiration of the Bible.
4. Interpret the Bible in an accurate, consistent, and effective manner.
5. Explain the biblical concept of ministry and effectively apply it in their personal and professional lives.
6. Discern biblical principles and apply them consistently in ethical decision-making and problem-solving.
7. Communicate the message of the Bible effectively through preaching, teaching, witnessing, counseling, and personal lifestyle.
8. Clarify the biblical basis for a system of Christian doctrine and practice in general and within the framework of the denomination in particular.
9. Use the Bible appropriately in ministry, whether that ministry is a professional Church ministry, Christian lay-ministry, or a para-church ministry.

#### Requirements for completion of the Associate of Arts Degree in Bible and Christian Ministry

Units necessary for completion of degree: **64** (remedial courses do not count toward the total of 64 units)

<b>Required Courses:</b>	<u>Category</u>	<u>Course Name</u>	<u>Units</u>
<b>General Education:</b>	Communication	Written Communication	3
		Oral Communication	3
	Language Arts	College Research & Writing	3
		Introduction to Literature	3
	Biological & Physical Science	Introduction to Biology	4
	Mathematics	Algebra	3
	Business & Information Technology	Introduction to Computers	3
		Financial Management	3
	Humanities	Critical Thinking	3
	<b>Total General Education Units</b>		
<b>Core Courses:</b>	Bible	Old Testament Foundations	3
		New Testament Foundations	3

## ACADEMIC PROGRAMS

	Pentateuch	3
	Synoptic Gospels	3
Ministry	Ministry Foundations	3
Theology	Theological Foundations	3
History	Church History Foundations	3
<b>Total Core Units:</b>		<b>21</b>
<b>Total Required Units:</b>		<b>49</b>
<b>Elective/Emphasis Units:</b>		<b>15</b>
<b>Total Units for Associate of Arts in Bible and Christian Ministry</b>		<b>64</b>

### Example of Associate of Arts in Bible and Christian Ministry (64 units in a 4-semester/2-year cycle of courses)

<b>First Semester</b>		<b>Second Semester</b>	
Old Testament Foundations	3	New Testament Foundations	3
Introduction to Computers	3	Financial Management	3
Critical Thinking	3	Pentateuch	3
Written Communication	3	College Research & Writing	3
Elective(s)	4	Algebra	3
		Elective	1
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>
<b>Third Semester</b>		<b>Fourth Semester</b>	
Synoptic Gospels	3	Theological Foundations	3
Oral Communication	3	Introduction to Literature	3
Ministry Foundations	3	Introduction to Biology	4
Elective(s)	7	Church History Foundations	3
		Elective(s)	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>



## ACADEMIC PROGRAMS

### The Bachelor of Arts in Christian Ministry

#### Purpose

Bible Colleges such as California Christian College exist for the primary purpose of preparing individuals for ministry in Church-based vocations such as pastors, evangelists, missionaries, Christian education directors, youth ministers, and similar church-related functions. The division of Christian ministries strives to provide students the foundation they need to serve in these capacities. Students who complete the Bachelor of Arts in Christian Ministry will be prepared either to enter directly into the ministry of their calling or to continue their education in graduate school.

The four-year, Bachelor of Arts in Christian Ministry includes courses in three major areas: general education, ministry, and biblical-theological studies. Students may choose an area of emphasis to prepare for a particular field of ministry. Those with a ministry calling to lead the Church should focus on the Bible and its content. The emphasis of this program falls in that area. The goal is to provide the student with a foundation to serve effectively in a pastoral or evangelistic ministry. This is accomplished by requiring thirty-nine (39) units in biblical-theological studies, twelve (12) units in Christian ministry, forty-six (46) units in general education, and thirty-one (31) elective units, a portion of which should be applied to a preferred area of emphasis.

**Program Objectives:** Students who complete the Bachelor of Arts in Christian Ministry should be able to:

1. Affirm a personal commitment to Christ, to ministry, and to world missions.
2. Articulate a biblical concept of ministry that forms them into servants of God who understand and apply biblical principles for church leadership, church planting, and church growth.
3. Delineate an acceptable understanding of worship, homiletics, and problem-solving skills to provide effective leadership in a ministry position.
4. Interpret and apply the teachings of Scripture accurately and effectively.
5. Engage the contemporary church's internal and external responsibilities in the multi-ethnic world community.
6. Relate effectively within their denomination(s) in order to multiply their ministry efforts.
7. Demonstrate motivation toward continued personal and professional growth beyond their formal education.

#### Requirements for completion of the Bachelor of Arts Degree in Christian Ministry

Units necessary for completion of degree: **128** (remedial courses do not count toward the total of 128 units)

The Bachelor of Arts in Christian Ministry is built on the Associate of Arts in Liberal Studies. Students who complete this B.A. degree will also fulfill the requirements for the A.A. in Liberal Studies.

<b>Required Courses:</b>	<b><u>Category</u></b>	<b><u>Course Name</u></b>	<b><u>Units</u></b>
<b>General Education:</b>	Communication	Written Communication	3
		Oral Communication	3
	English/Language Arts	College Research & Writing	3
		Introduction to Literature	3
	Biological & Physical Science	Intro to Biology	4
	Mathematics	Algebra	3
	Business & Information Technology	Introduction to Computers	3
		Financial Management	3
	Humanities	Critical Thinking	3
		Intro. to Philosophy <b>or</b> Biblical Ethics	3
		Music Appreciation <b>or</b> Art Appreciation <b>or</b>	

## ACADEMIC PROGRAMS

		Introduction to Film Studies	3
		Church History Foundations	3
		History of the Ancient Near East <b>or</b> History of the First Century	3
	Social & Behavioral Science	Intro. to Sociology <b>or</b> Worldviews	3
		Intro. to Psychology <b>or</b> Human Development	3
	<b>Total General Education Units</b>		<b>46</b>
<b>Core Courses:</b>	Bible	Old Testament Foundations	3
		New Testament Foundations	3
		Pentateuch	3
		Synoptic Gospels	3
		Major Prophets <b>or</b> Minor Prophets	3
		Johannine Writings <b>or</b> Hebrews <b>or</b> General Epistles	3
		Romans	3
		Acts <b>or</b> Corinthian Correspondence	3
	Theology	Psalms <b>or</b> Wisdom Literature <b>or</b> Historical Books	3
		Theological Foundations	3
		Biblical Interpretation	3
		Systematic Theology I	3
		Systematic Theology II	3
	<b>Total Bible &amp; Theology Units</b>		<b>39</b>
	Ministry	Ministry Foundations	3
		Intro. to Mission	3
		Creative Bible Teaching	3
		Biblical Preaching	3
	<b>Total Ministry Units</b>		<b>12</b>
	<b>Total Core Units</b>		<b>51</b>
	<b>Elective/Emphasis Units:</b>		<b>31</b>
<b>Total Units for Bachelor of Arts in Christian Ministry</b>			<b>128</b>

### Example of Bachelor of Arts in Christian Ministry (128 units in an 8-semester/4-year cycle of courses)

First Semester	3	Second Semester	3
Old Testament Foundations	3	New Testament Foundations	3
Introduction to Computers	3	Pentateuch	3
Critical Thinking	3	Introduction to Philosophy	3
Written Communication	3	College Research & Writing	3
Worldviews/Elective	3	Algebra/Elective	3
Elective	1	Elective	1
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>
Third Semester	3	Fourth Semester	3
Ministry Foundations	3	Church History Foundations	3
Oral Communication	3	Introduction to Literature	3
Introduction to Psychology	3	Introduction to Biology	4
Synoptic Gospels	3	Theological Foundations	3
Elective(s)	4	Elective(s)	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>

## ACADEMIC PROGRAMS

### **Fifth Semester**

Intro to Missions	3
Music or Art Appreciation	3
Systematic Theology I	3
Biblical Interpretation	3
Elective(s)	4
<b>Total</b>	<b>16</b>

### **Sixth Semester**

Creative Bible Teaching	3
Financial Management	3
Systematic Theology II	3
Major Prophets	3
Elective(s)	4
<b>Total</b>	<b>16</b>

### **Seventh Semester**

Psalms	3
Johannine Writings	3
History of the Ancient Near East	3
Elective(s)	7
<b>Total</b>	<b>16</b>

### **Eighth Semester**

Romans	3
Biblical Preaching	3
Acts	3
Elective(s)	7
<b>Total</b>	<b>16</b>

## ACADEMIC PROGRAMS

### Minor in Biblical Interpretation

#### Purpose

Students who desire to increase their ability to interpret the Bible beyond the skills acquired in the normal curriculum of the Bachelor of Arts in Christian Ministry may opt to complete a minor in biblical interpretation.

#### Objectives: Students who complete the minor in biblical interpretation will be able to:

1. Describe the historical, cultural, and theological setting from which the Bible came.
2. Translate, with the use of lexical aids, the Greek New Testament.
3. Use resources based on the Greek text of the New Testament.
4. Demonstrate exegetical proficiency when dealing with the biblical text (especially the New Testament).
5. Explain the major theological themes and/or emphases of the various books in the Bible.

#### Requirements for completion of the Minor in Biblical Interpretation

The Minor in Biblical Interpretation consists of 19 units. In addition to the requirements for the Bachelor of Arts in Christian Ministry, students must complete the following specific courses to fulfill the requirements for the Minor in Biblical Interpretation:

Biblical Theology I	3 units
Biblical Theology II	3 units
History of the Ancient Near East	3 units
Beginning Greek I	5 units
Beginning Greek II	5 units

Completing the Minor in Biblical Interpretation reduces a student's elective units from 31 to 18.

#### Example of Bachelor of Arts in Christian Ministry with a Minor in Biblical Interpretation (128 units in an 8-semester/4-year cycle of courses)

##### First Semester

Old Testament Foundations	3
Introduction to Computers	3
Critical Thinking	3
Written Communication	3
Worldviews/Elective	3
Elective	1
<b>Total</b>	<b>16</b>

##### Second Semester

New Testament Foundations	3
Pentateuch	3
Introduction to Philosophy	3
College Research & Writing	3
Algebra/Elective	3
Elective	1
<b>Total</b>	<b>16</b>

##### Third Semester

Ministry Foundations	3
Oral Communication	3
Introduction to Psychology	3
Synoptic Gospels	3
Elective(s)	4
<b>Total</b>	<b>16</b>

##### Fourth Semester

Church History Foundations	3
Introduction to Literature	3
Introduction to Biology	4
Theological Foundations	3
History of the First Century	3
<b>Total</b>	<b>16</b>

##### Fifth Semester

Intro to Missions	3
Music or Art Appreciation	3
<b>Beginning Greek I</b>	<b>5</b>
Biblical Interpretation	3
Elective(s)	2
<b>Total</b>	<b>16</b>

##### Sixth Semester

Creative Bible Teaching	3
Financial Management	3
<b>Beginning Greek II</b>	<b>5</b>
Major Prophets	3
Elective(s)	2
<b>Total</b>	<b>16</b>

## ACADEMIC PROGRAMS

<b>Seventh Semester</b>		<b>Eighth Semester</b>	
Psalms	3	Romans	3
Johannine Writings	3	Biblical Preaching	3
<b>History of the Ancient Near East</b>	3	Acts	3
<b>Biblical Theology I</b>	3	Biblical Theology II	3
Elective(s)	4	Elective(s)	4
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>

## ACADEMIC PROGRAMS

### Youth Ministry Emphasis

#### Purpose

The Youth Ministry Emphasis provides students specialized, age-specific training as part of their degree programs. It is designed primarily for those already involved in youth ministry or those sensing God's call to serve young people. Students can fulfill the requirements for the Youth Ministry Emphasis by completing a minimum of twelve specific units as part of their Associate or Bachelor degree program.

**Objectives:** In addition to the outcomes for their specific degree program, students who complete the emphasis in Youth Ministry should also be able to:

1. Delineate a philosophy of ministry appropriate for the contemporary youth culture.
2. Demonstrate an understanding of the nature of today's youth and youth culture.
3. Explain the various influences that impact the thinking and behavior of young people.
4. Describe the recognized developmental stages through which young people pass on their way to adulthood.
5. Formulate a strategy for developing a youth ministry in a church or para-church setting.
6. Display competence in performing the various tasks required of those in youth ministry.

#### Requirements for completion of the Youth Ministry Emphasis

Units necessary for completion of emphasis: **12**

<b>Required Courses:</b>	<b><u>Course Name</u></b>	<b><u>Units</u></b>
	Youth Ministry	3
	Contemporary Youth Culture, <b>or</b> Cultural Influences on Youth Ministry	3
	Thinking Theologically in Youth Ministry	3
	Youth Ministry Internship	3
	<b><u>Total Units for Youth Ministry Emphasis</u></b>	<b><u>12</u></b>

# COURSE DESCRIPTIONS

## Course Numbering System

revised 8/11/08

The following course numbering system indicates the academic level of courses.

- 1 - 99** Non-credit courses designed to provide preparatory or remedial training in order to qualify a student for college-level courses. Not applicable to degree requirements.
- 100 - 299** Lower division (**Freshman, Sophomore**) undergraduate courses, typically general and introductory in nature, intended to provide a foundation for upper-level work. Applicable toward Associate and Bachelor 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 degree.

## Bible and Ministry Department

### Full-Time Faculty Chair (Interim)

David Molter, M.A.

Bible, Theology

### Faculty

Dan Felts, M.S.

Bible, History

Joanna Felts, M.A.

Bible, Ministry

Powell Lemons, M.Div.

Bible, Biblical Languages

Timothy Powell, Ph.D.

Bible, Biblical Languages

Tamara Walley, M.A.R.

Bible, Ministry

Trent Walley, M.A.

Ministry

Wendell Walley, M.A.P.S.

Bible, Ministry

Chad Williams, Ph.D.

Bible, Missions, Ministry

Ronald Young, D. Min.

Bible, Languages

### *Purpose*

The primary reason California Christian College exists is to provide an educational foundation for students anticipating involvement in Christian ministry, either vocationally or in a volunteer capacity. The Bible and Ministry Department seeks to prepare individuals for those tasks. In keeping with its mission to train Christian leaders, California Christian College places the Bible at the core of its entire curriculum and at the center of every student's educational experience. The College maintains that no one is genuinely educated until he/she has acquired at least a minimal knowledge of Scripture. This conviction lies in the 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 provided by the Bible and Ministry Department gives students an educational foundation to enter the ministry of their calling and/or to continue their studies at the graduate level.

### *Objectives/Outcomes*

The Bible and Ministry Department is dedicated to providing biblical, theological, and ministerial instruction with a positive life application. Students who successfully complete the degree requirements in Bible and Ministry should be able to:

1. Articulate an integrated biblical worldview of life, thought, mission, and ministry.
2. Demonstrate a comprehensive knowledge of the Bible's content, its historical and cultural background, and its canonical development.
3. Interpret texts from the Bible's various literary genres accurately and properly apply the message of those texts in both personal life and in ministry to others.
4. Present an organized system of Christian belief, identifying and explaining major doctrines and issues of biblical and systematic theology.
5. Delineate the significance of biblical, theological, and historical studies for spiritual formation, intellectual development, and ethical decision-making.
6. Outline the general history of the Christian church from its origins, through the birth of Protestantism, to the development of contemporary movements, ministries, and denominations.
7. Formulate a biblical concept of ministry, of the church, and of church leadership, including relevant denominational distinctives.

## COURSE DESCRIPTIONS

8. Explain the importance of cultural sensitivity in the formulation of Christian value systems, in the effort to meet human need, and in the practices and priorities of the church.
9. Communicate the message of the Bible effectively through witnessing, preaching, teaching, counseling, and personal lifestyle.

### Course Descriptions

#### Biblical Studies

##### Old Testament

###### **OT 100** **3 units**

###### **Old Testament Foundations**

An introductory course designed to provide students with an overview of the contents of the Old Testament, to equip them to interpret its message, and to prepare them for more advanced biblical studies. The historical context, geographical setting, literary types, theological themes, textual development, and canonical formation of the Old Testament are surveyed. An effective interpretational method is presented. Significant developments in Old Testament scholarship are discussed. **Prerequisite for all other Old Testament courses**

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

###### **Pentateuch**

An overview of the nature, purpose, content, background, structure, and theology of the first five books of the Old Testament, with in-depth analysis of selected passages. Proposals concerning composition, unity, dating, and authorship are addressed. Suggestions for using the material for personal enrichment and in contemporary ministry are discussed.

###### **OT 220** **3 units**

###### **Historical Books**

An investigation of the nature of Old Testament narrative precedes a survey of the historical contexts and contents of the books of Joshua through Esther. Selected portions of these books are examined in detail with emphasis on literary features, structure, purpose, theological themes, and relevance for today.

###### **OT 300** **3 units**

###### **Major Prophets**

An introduction to prophecy and prophetism in the ancient Near East and the Old Testament is followed by an overview of the historical setting, literary structure, and theological contributions of the books of Isaiah, Jeremiah, Lamentations, Ezekiel, and Daniel. Selected portions of one or more books are investigated in detail. The relation of these books to the New Testament and their value for contemporary ministry are discussed.

###### **OT 320** **3 units**

###### **Minor Prophets**

The development and nature of Old Testament prophecy are discussed to provide perspective on the historical context, literary structure, distinctive messages, and primary purpose of each of the books from Hosea through Malachi. Selected books and/or passages are examined in detail. The significance of the Book of the Twelve as a whole is also considered. The impact of the material on the New Testament and its potential use in contemporary settings are addressed.

###### **OT 400** **3 units**

###### **Wisdom Literature**

The international flavor, literary techniques, and predominant themes of Old Testament wisdom are discussed. The development of the “wisdom movement” and the role of “wise men/women” in Israelite society are addressed. The books of Proverbs, Job, Ecclesiastes, and Song of Songs are surveyed. Selected portions and/or books are covered in detail. Interpretational technique is discussed. The prevalence of wisdom literature in the Intertestamental Period, its impact on the New Testament, and its use in the contemporary church are examined.

###### **OT 420** **3 units**

###### **Psalms**

An analysis of the nature of Hebrew poetry serves as background for an investigation of the book of Psalms. Significant introductory issues, scholarly developments, theological themes, literary types, and interpretational method are surveyed. Representative psalms are examined in detail. Suggestions for incorporating psalms into contemporary worship and personal devotion are offered.

##### New Testament

###### **NT 100** **3 units**

###### **New Testament Foundations**

An introductory course designed to provide students with an overview of the contents of the New Testament, to equip them to interpret its message, and to prepare them for more advanced biblical studies. The historical context, geographical setting, literary types, theological



## COURSE DESCRIPTIONS

themes, textual development, and canonical formation of the New Testament are surveyed. An effective interpretational method is presented. Significant developments in New Testament scholarship are discussed. **Prerequisite for all other New Testament courses.**

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

A study of the life of Christ as presented in the Gospels of Matthew, Mark, and Luke. Attention is given to each book's characteristics, themes, literary structure, theological emphases, and unique purpose. The historical criticism of the Gospels and issues pertaining to time and place of composition are addressed. The course focuses on Jesus' fulfillment of prophecy, the content of His preaching and teaching, and His provision of salvation through His crucifixion, burial, and resurrection.

### **NT 210** **3 units** **Acts**

A survey of the origin, rise, and nature of Apostolic Christianity from the ascension of Christ to the outpouring of the Holy Spirit to its spread from Jerusalem to Rome. The relationship between the literary structure and theological message of the book is addressed, as well as the book's connection with the Gospel of Luke. Acts' portrayal of the preeminent role of the Holy Spirit in the church's beginnings and subsequent growth is emphasized, as well as the crucial roles fulfilled by key leaders in the early years of Christianity's development. The relevance of Acts for today's church and its significance for personal devotion are discussed.

### **NT 220** **3 units** **Corinthian Correspondence**

The background, structure, origin, and purpose of the two epistles to the church at Corinth are surveyed to provide a framework for understanding the successes and the struggles of a pioneer pastor. Dealing with the conflicts that emerge when Christianity confronts an ungodly culture provides valuable insights for contemporary ministry, as well as for personal spiritual growth. Selected sections of the letters are examined in detail, with a view to formulating practical guidelines for ministry in today's culture.

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

Expositional studies of key passages from the book of Hebrews with emphasis on the deity and preeminence of Christ as the fulfillment of Old Testament institutions, types, and symbols. The book's structure, date of origin, and authorship are addressed.

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

An overview of the book's background, structure, authorship, and historical significance is followed by an investigation of the book's content. Specific sections are analyzed in detail to yield an understanding of the epistle's progression and its purpose. Major theological themes are emphasized. The relevance of Romans for contemporary ministry and its value for personal devotion are examined.

### **NT 320** **3 units** **Pastoral Epistles**

A practical analysis of the book of Titus and the two letters to Timothy. A survey of each book's background, authorship, structure, and theological themes is followed by expositional treatments of the epistles. Principles of church leadership are examined. The relevance of these books for contemporary ministry and personal devotion is discussed.

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

An overview of the epistles of James, Peter, John, and Jude, with emphasis on each book's background, structure, purpose, and theological themes. Selected books or sections of books are investigated in detail. The value of these books for modern church ministry is discussed, as well as the practical contributions they offer for personal spiritual growth and discipleship.

### **NT 400** **3 units** **Prison Epistles**

The background, structure, purpose, authorship, and theological emphases of the books of Ephesians, Philippians, Colossians, and Philemon are surveyed. Selected books or selected portions of these books are investigated in detail. The use of these books in the contemporary church and their value for personal spiritual growth are discussed.

### **NT 420** **3 units** **Johannine Writings**

A study of the background, structure, purpose, and theology of the Gospel of John and the book of Revelation. The uniqueness of John's Gospel in relation to the other New Testament Gospels is discussed. The nature of apocalyptic literature both inside and outside the Bible is surveyed to provide a framework for approaching the book of Revelation, which is then examined from the perspective of the lordship of the reigning Christ.

## COURSE DESCRIPTIONS

### Hermeneutics

**HR 300** **3 units**  
**Biblical Interpretation**

An investigation of the principles and skills required for understanding and applying the message of the Bible. Students will establish, define, and apply an effective methodology for correctly interpreting biblical texts representing various literary genres. The importance of accurate interpretation of the Bible both for personal study and for professional ministry is emphasized. Examples of interpretational methods throughout church history are surveyed. **Prerequisites: OT 100; NT 100; TH 100**

**HR 450** **1-3 units**  
**Independent Study**

An investigation of a topic, book, or doctrine undertaken by the student apart from a classroom setting but under the supervision of an approved instructor. Independent studies require the approval of the Vice President for Academics, to whom the student must submit a written request which specifies: (1) the nature of the proposed study/course; (2) the purpose of the study/course; (3) a basic outline of the study/course; and (4) the name of the preferred instructor. Independent study courses are limited to three units per semester and incur an additional charge of \$20 per unit. To qualify for an independent study, students must meet these prerequisites: (1) satisfactory completion of at least 26 units of Bible and Theology courses, including HR 300 Biblical Interpretation; (2) minimum cumulative grade point average of 3.0; and (3) satisfactory completion of at least 30 units in a B.A. program at CCC.

### Biblical Language

**GR 300** **5 units**  
**Beginning Greek I**

An introduction to the language of the New Testament with emphasis on phonology, morphology, syntax, and vocabulary.

**GR 310** **5 units**  
**Beginning Greek II**

A continuation of GR 300, with increased focus on verbal morphology, participles, vocabulary, and syntax. Students read and translate selected portions of the Greek New Testament. **Prerequisite: GR 300 or its equivalent**

**GR 400** **3 units**  
**Advanced Greek I**

A review of phonology, morphology, and vocabulary in conjunction with extensive reading from the Greek New Testament. Nuances of case, voice, tense, and mood are addressed, with special emphasis on participles, clauses, and clausal relationships. Exegetical principles are introduced. **Prerequisite: GR 310 or its equivalent**

**GR 410** **3 units**  
**Advanced Greek II**

A continuation of GR 400 with ongoing review of noun forms, verb conjugations, vocabulary building, and clausal relationships through extensive reading from the Greek New Testament. Principles of exegesis are expanded and applied. **Prerequisite: GR 400 or its equivalent**

### Theological Studies

**TH 100** **3 units**  
**Theological Foundations**

An introductory course designed to provide students with a basic knowledge of major Christian doctrines, to enable them to evaluate various theological positions, and to prepare them for more advanced theological study. Among the topics surveyed are the uniqueness of Scripture and its inspiration; the nature of God the Father, God the Son, and God the Holy Spirit, and the nature of their Trinitarian relationship; the biblical perspective of humankind; the doctrine of salvation; the church and its mission; and the Bible's teaching on the consummation of the present age. Divergent theological views are discussed.

**TH 120** **3 units**  
**Theology of Mission**

An analysis of the biblical and theological basis for missions. The course defines Christian missions, observes the relationship between missions and the local church, and reviews the lives of selected missionaries. Contemporary trends and new opportunities in missions are presented.

**TH 270** **3 units**  
**Theology of Marriage**

See PSY 270 for course description. This course can fulfill requirements in either theology or psychology.

**TH 300** **3 units**  
**Systematic Theology I**

A study of God and humanity. God's eternal, infinite, and unchangeable nature is investigated, including His being, wisdom, power, holiness, justice, goodness, and truth. God's work of creation is addressed. Humanity,

## COURSE DESCRIPTIONS

His crowning creation, is studied in depth.

**Prerequisite: TH 100**

**TH 310** **3 units**

### **Systematic Theology II**

An overview of the doctrines of Christ and salvation. The nature and being of Jesus Christ are examined, including His deity, His humanity, His role as Savior, and His lordship. The basis and authority whereby Jesus Christ provides salvation are clarified; the nature of the provision He has made is explained; and the need of all humanity for salvation is emphasized.

**Prerequisite: TH 100**

**TH 320** **3 units**

### **Spiritual Warfare**

Examines multiple dimensions of spiritual warfare as it relates to personal spiritual development. Students receive an overview of Satan's strategies, take personal spiritual inventories, and study key biblical passages dealing with spiritual warfare. **Prerequisite: TH 100**

**TH 350** **3 units**

### **Missions and the Local Church**

An introduction to the biblical basis for world missions. The missionary nature and task of the local church, as well as the role of the pastor in world missions, are emphasized. A structured program of missionary education in the local church is examined.

**TH 400** **3 units**

### **Biblical Theology I**

An examination of the theological themes that emerge from the text of the Old Testament. Predominant themes throughout the Old Testament, as well as the major themes of individual books, are identified and investigated. Various suggestions concerning the theological center of the Old Testament are evaluated.

**Prerequisite: TH 100**

**TH 410** **3 units**

### **Biblical Theology II**

An examination of the theological themes that emerge from the text of the New Testament. Predominant themes throughout the New Testament, as well as the major themes of individual books, are identified and investigated. Various suggestions concerning the theological center of the New Testament are evaluated. The nature of the New Testament's relationship to the Old Testament is considered. **Prerequisite: TH 100**

**TH 420** **3 units**

### **Biblical Ethics**

An introduction to the major theories of ethics with emphasis on theological and ethical affirmations in the Bible and in Christian tradition. Students are

encouraged to develop a sound Christian approach to ethical issues that will guide them personally, socially, and professionally. **Prerequisite: TH 100**

**TH 450** **3 units**

### **Apologetics**

An investigation of the defenses of the Christian faith against anti-theistic thought and theories. The course surveys the positive evidence of the historical reality, deity, incarnation, perfect life, vicarious death, and physical resurrection of Jesus. The contributions of logic, history, fulfilled prophecy, and archeology, as well as the biblical record, are considered. Students emerge with an increased ability to defend their faith with positive argument. **Prerequisite: TH 100**

## **Ministerial Studies**

**MN 100** **3 units**

### **Ministry Foundations**

An introductory course designed to provide students with a basic understanding of the nature of Christian ministry, to encourage their own personal spiritual development, and to equip them to communicate the message of the Gospel effectively. Students delineate an appropriate strategy for preparing disciples to serve today's church and to minister in the contemporary multi-ethnic environment.

**MN 120** **3 units**

### **Christian Community Development**

The theory and practice of Christian community development in an increasingly interconnected, urban world. Students are equipped to develop church-based, holistic community development strategies that cultivate community assets and empower indigenous leadership in low-income communities. Emphasis is placed on asset-based community development within urban communities and the local church.

**MN 130** **3 units**

### **Creative Bible Teaching**

An investigation of both the biblical view of teaching and the spiritual gift of teaching to provide a framework for developing biblically sound presentations for a variety of age groups. How to discern the meaning of a biblical passage, how to structure material effectively, and how to prepare age-appropriate lessons are discussed. Teaching methods and lesson evaluation techniques are considered.

**MN 140** **3 units**

### **Neighborhood Analysis**

An exploration and implementation of strategies for impacting neighborhoods with the transforming power

## COURSE DESCRIPTIONS

of the Gospel. Students are challenged to know their neighborhoods, to understand how class systems impact ministry, to develop relationships with neighbors across cultural and class-based boundaries, and to work effectively with people in poverty. The neighborhood audit process, prayer walking, and community development/organization are explored as tools to enhance ministry effectiveness. Students learn from the experiences of Christian organizations in Fresno and other cities.

**MN 145** **2 units**  
**Supervised Field Experience**

An opportunity to learn by participating in a community-based agency and serving alongside a qualified supervisor. Programs are individually tailored for each participant to provide supervised ministry experience in different dimensions of urban ministry. Supervisors serve as student mentors; participants engage in theological reflection groups, case studies, experience-in-ministry reports, and a variety of evaluative and assessment tools.

**MN 150** **3 units**  
**Leadership and Change**

Explores the interdisciplinary approaches and historical foundations of leadership theory. Presents approaches for leaders to mediate strategies of change in organizations, communities, and with people from poverty with a focus on learning dialogue, appreciative inquiry, and the development of action plans.

**MN 160** **1 units**  
**Cross Cultural Encounter**

A three-stage process that includes: (1) encountering diverse cultures, social classes, and models of Christian ministries in Fresno; (2) evaluating ideas, stereotypes, and perceptions; and (3) embracing various cultures and ministries. The course is an intensive experience combining site visits, community living, interviews, debriefings, group discussions, reading, and journaling. It provides a rich context for self-examination and ministry preparation.

**MN 200** **3 units**  
**Christian Education of Adults**

A study of the methods, materials, and organizational structure needed to provide an effective adult education program in the local church. The psychological, social, physical, and spiritual aspects of adults are considered to enhance the development of an appropriate education program.

**MN 210** **3 units**  
**Spiritual Disciplines**

An investigation of the nature, history, and practice of the major disciplines of the Christian faith. Students are challenged to identify, develop, and engage their own foundational disciplines as a means of personal and ongoing spiritual growth.

**MN 220** **3 units**  
**Youth Ministry**

A comprehensive study of purposes, principles, and programs effective in ministry to young people. Special consideration is given to the developmental needs of youth. Students articulate a biblical philosophy of ministry with adolescents.

**Prerequisite:** MN 100

**MN 230** **3 units**  
**Principles of Discipleship**

An investigation of the biblical doctrines and processes of discipleship, including its importance for the health and growth of the church. Students learn three specific discipling methods and are required to lead another person through one of the methods during the semester

**MN 300** **3 units**  
**Contemporary Youth Culture**

A study of the social and cultural forces shaping the experience of adolescence in contemporary America. Students learn to evaluate individual elements of youth culture, analyze the cultural systems that influence young people, and develop effective strategies for cultural engagement.

**MN 305** **3 units**  
**Cultural Influences on Youth Ministry**

An examination of a variety of influences – media, family relationships, economics, post-modernity, politics, consumerism -- that impact both adolescents and those who work with them. This course guides students in examining relevant influences, evaluating both positive and negative factors, then strategizing to build a culturally savvy ministry.

**MN 310** **3 units**  
**Christian Education Administration**

A survey of the significance of Christian education in the local church establishes a framework for considering the role of the traditional Sunday School, the organization of a Christian education program, and the relation-ship of that program to the mission of the church as a whole. The course deals with educational standards, expectations for teachers, selection of age-appropriate curriculum, and the proper use of equipment. Identifying and training Christian educators in the local church is emphasized.

## COURSE DESCRIPTIONS

### MN 320

3 units

#### **Pastoral Theology**

An overview of the essential elements of the pastoral ministry, including the pastor's personal life, family priorities, and professional relationships. Biblical teaching relevant to the pastor's role is examined. The importance of the divine call to ministry is addressed, as well as the pastor's responsibilities in such key areas as praying, preaching, teaching, evangelizing, leading worship, counseling, administering, and visiting. The role of the pastor officiating at weddings, conducting funerals, and administering the church ordinances is discussed. **Prerequisite: MN 100**

### MN 330

3 units

#### **Biblical Leadership**

An investigation of biblical principles and models of leadership with a view to developing an effective leadership style for contemporary ministry. Issues addressed include the importance of team-building, relational skills, conflict management, vision-casting, administrative effectiveness, and self-care. Working with boards and committees, budgeting and financial planning, conducting business meetings, dealing with legal issues, recruiting volunteers, organizing the church office, and using parliamentary procedure are discussed. Denominational structure is explained.

**Prerequisite: MN 100**

### MN 340

3 units

#### **Thinking Theologically in Youth Ministry**

Case studies, personal experiences, and modern ministry practices are integrated with reading, research, writing, and discussion to cultivate student skill in theological reflection and integration.

### MN 400

3 units

#### **Biblical Preaching**

A study designed to familiarize students with the basic principles of sermon preparation, delivery, and audience adaptation. The biblical basis for preaching and the importance of preaching throughout the history of the church are surveyed. Students evaluate printed sermons from various periods and review contemporary sermons available through various mediums. Students sermons, preached in class, are evaluated for both content and delivery. **Prerequisite: HR 300**

### MN 450

1-3 units

#### **Ministry Internship**

A course that provides the opportunity to learn through a supervised experience in a formal ministry setting. Students apply their ministry skills, conduct research applicable to their ministry experience, reflect on their ministry experience, and submit appropriate documentation of their experience in written form. Internships are arranged with various ministries and facilitated on campus through the office of the President, Vice President for Academics, and/or Practical Ministry Coordinator. **Prerequisite: Completion of at least 24 units at CCC**

## **Arts and Sciences Department**

### Full-Time Faculty Chair

Dave Bennett, Ph.D.

### Faculty

Michelle Bayer, M.A.

Dan Felts, M.S.

Joanna Felts, M.A.

Timothy Powell, Ph.D.

Nan Singh, M.L.I.S.

Rick Stewart, M.A.

William Walker, B.A.

Trent Walley, M.A.

Chad Williams, Ph.D.

Ronald Young, D.Min.

Psychology

Communications, English

History

Humanities

Humanities

Humanities

Natural Science

Business and Information Technology

Humanities

Humanities, Social Sciences

Mathematics

## COURSE DESCRIPTIONS

### **Purpose**

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/Outcomes**

Students pursuing a degree program who successfully complete the required courses in the Department of Arts and Sciences 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 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.

## Course Descriptions

### **Reasoning and Communication Skills**

#### **Mathematics**

#### **MATH 90** **3 units, no credit**

##### **Pre-Algebra (Remedial)**

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.

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

##### **Algebra**

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: Pass OR-MATH 1 or MATH 90.**

#### **Communication**

#### **ENG-G 11** **3 units, no credit**

##### **Developmental English (Remedial)**

Instruction and supervised practice in fundamental aspects of writing and grammar. This course is intended for students who need more basic grammar and composition work before enrolling in ENG-G 100 Written Communication.

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

##### **Written Communication**

The course focuses on the writing process, helping students learn how to generate ideas, organize their thoughts, and communicate effectively. A wide variety of writing assignments is used, including personal, expository, descriptive, and persuasive writing. The course provides exposure to and experience with academic writing and research. **Prerequisite: OR-ENG 1 and 2 or ENG-G 11**

#### **ENG-G 102** **3 units**

##### **College Research & Writing**

This course will focus on research as a complex process, helping students investigate a specific issue by engaging multiple points of view through a variety of sources. Through in-class exercises and research assignments, the student will learn to locate, evaluate, and integrate source material for an independent research project. Oral and written analysis as well as student presentations will be required. **Prerequisite: ENG-G 100**

#### **COM 200** **3 units**

##### **Oral Communication**

This course will focus on principles of presentation-speaking in a contemporary public. This includes theories of human communication and their function in different settings. Experiences are designed to enhance fundamental communication skills, research skills, organization, reasoning, listening, and problem-solving through written and oral presentations.

## COURSE DESCRIPTIONS

### Humanities and Fine Arts

#### Art

**ART 100** **3 units**  
**Art Appreciation**

An introduction to the wide range of styles, materials, and techniques in art designed to develop and expand the student's appreciation for music, art, and aesthetics. Major movements and ideas in art, music, and architecture are discussed. Historical time periods are surveyed, and major figures are introduced, including their philosophy, style, and view of aesthetics.

**ART 200** **3 units**  
**Introduction to Film Studies**

Film as an art form and cinema as an institution are investigated. Students explore the various genres of film, the components of film analysis, and how film as an institution both reinforces and resists cultural values. **Prerequisites: ENG-G 100 and ENG-L 200**

#### History

**HIST 100** **3 units**  
**Church History Foundations**

An introductory course designed to provide students with a basic knowledge of the history of the Christian Church, to equip them to evaluate various factors in the Church's development, and to prepare them for further study in historical theology and Christian spirituality. The growth of the Christian Church from its inception into the twenty-first century is surveyed. The four major periods of church history – Early, Medieval, Modern, and Contemporary – are investigated, with special focus on movements, leaders, councils, creeds, doctrines, and societal dynamics within each period.

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

A study of the historical, cultural, and geographical backgrounds of the ancient Near East out of which the Old Testament emerged. **Prerequisite: OT 100**

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

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 and Judean worlds that are essential to a meaningful study of the New Testament. **Prerequisite: NT 100**

**HIST 350** **3 units**  
**Ancient Israel**

See OT 220 Historical Books for course description.

### Literature

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

A study of outstanding examples of the short story, novel, poetry, and drama genres. Designed to introduce the student to the world of literature, to create an appreciation for it, and to provide analytical tools for further study. Written and oral analysis will be required. **Prerequisite: ENG-G 100**

**ENG-L 210** **3 units**  
**Children's Literature**

An introductory survey of the field of children's and young adult literature. Students read extensively from a variety of classical and modern children's books, as well as scholarly literature pertinent to the discipline. Students gain skill in evaluating children's books and develop insights for connecting effectively with children and motivating them to become engaged readers. Students emerge more adequately prepared to minister to children.

### Music

**MU 100** **3 units**  
**Music Appreciation**

An introductory music course examining basic music literacy and core musical elements (melody, rhythm, harmony, form, texture). The history of music from the Middle Ages through the present is surveyed. Learning to listen to music and the role music plays within the wider contexts of history and society are emphasized. No musical background or training is required.

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

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.

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

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

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

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.

## COURSE DESCRIPTIONS

### Philosophy

**PHIL 100** **3 units**  
**Critical Thinking**  
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** **3 units**  
**Introduction to Philosophy**  
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** **3 units**  
**Worldviews**  
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** **3 units**  
**Comparative Religions**  
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.

### Religious Studies

**RS 100** **3 units**  
**History and Literature of the Old Testament**  
See OT 100 for course description.

**RS 150** **3 units**  
**History and Literature of the New Testament**  
See NT 100 for course description.

### Natural Science

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

### Social Science

#### Psychology

**PSY 250** **3 units**  
**Introduction to Psychology**  
Introduces the student to the principles, areas, problems, and concepts of psychology. Perception, thinking, motivation, personality, and social behavior receive attention.

**PSY 260** **3 units**  
**Human Development**  
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 270** **3 units**  
**Love and Marriage**  
An exploration of the love and marriage from the perspective of various disciplines. Popular and media-driven views of relationships/marriage are examined in the light of each discipline and evaluated on the basis of a biblical understanding of love. (This course can fulfill credits in either theology or psychology.)  
**Prerequisites: sophomore level or above, ENG-G 100 and PSY 250.**

**PSY 300** **3 units**  
**Abnormal Psychology**  
A study of mental and emotional disorders along with the primary methods of treating these disorders and understanding the classification and treatment of mental and emotional disorders.  
**Prerequisite: PSY 250**

**PSY 325** **3 units**  
**Communication and Conflict Resolution**  
Focus is on the interpersonal quality of communication as would take place between friends, in marriage, and



## COURSE DESCRIPTIONS

to God. Conflict resolution is an essential process in sound relationships wherever they are found.

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

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

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

Study of 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 370** **3 units**  
**Child Development**

A survey of the human life beginning at conception and spanning through adolescence. A variety of approaches are implemented to gain a broad perspective of influences that affect the way one thinks and feels. Emphasis is placed on the exploration of parental caretakers and the sociocultural environment that surround and shape the development of life.

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

A study of both ineffective and effective marital and family relating patterns. Introduction 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** **3 units**  
**Crisis Counseling**

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

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

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** **3 units**  
**Theories of Psychotherapy**

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 100** **3 units**  
**Introduction to Culture in Christianity**

To communicate the Gospel in an increasingly pluralistic and culturally diverse world, the Church must strive to better understand worldviews that shape our world. Such an understanding will provide insights to present the Gospel in ways that speak more effectively to the heart language of the recipients. The intent of this course is to (1) better define and understand the role of social structures in different cultural contexts and worldviews in order to (2) communicate the Gospel in a contextually appropriate way to members of other cultures.

**SOC 300** **3 units**  
**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.

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

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

## Business and Information Technology

**CS 200** **3 units**  
**Introduction to Computers**

An introduction to essential “Windows” skills, file management, and navigation of the computer screen. Deals mainly with the study of word processing using Microsoft Office, giving limited exposure to Microsoft Word, Excel, PowerPoint, and Access. Tutorial.

**BUS 200** **3 units**  
**Financial Management**

An investigation of individual and family management of budgets, bank accounts, loans, credit, investments, real estate, insurance, and retirement issues. While the course presents students with an integrated perspective for handling personal financial affairs, many principles also apply in business and professional settings.

## 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 sex, gender, race, color, national or ethnic origin, age or disability. There are three basic types, as described in the following paragraphs:

1. Aid backed by funds from the federal or state government
2. Aid from funds administered by the college and/or other denominational sources
3. Aid from private 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)
- ✓ Not be in default on a federal student loan or have an overpayment of federal student aid
- ✓ Be registered with Selective Service, if required

### Applying for Financial Aid

Steps for applying:

1. Students should apply for an FSA ID and password at <https://studentaid.ed.gov/npas/index.htm>. This 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 an FSA ID and password.
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. You can submit the FAFSA as early as October 1<sup>st</sup> for the next school year (example: October 1, 2018 for the 2019-2020 school year.)
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. For 2019-2020 the deadline would be March 2, 2019. The GPA Verification Form can be obtained from [www.calgrants.org](http://www.calgrants.org).
5. Complete the CCC Financial Aid Application.
6. Eligibility will be determined after the receipt of all documentation and processing has been completed and the student has been accepted to the college.

### Types of Aid

#### Federal Grants

**Federal Pell Grant:** Funded by the Federal Government, these range up to \$5,920 for 2017-2018, 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.*

### **State Grants**

**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.*

**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. 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.*

**Chafee Grant for Foster Youth:** If you are or were in foster care between the ages of 16 and 18 as a dependent or ward of the court, have financial need, and have not have reached your 22<sup>nd</sup> birthday as of July 1<sup>st</sup> of the award year, you may qualify for up to \$5,000 a year for career and technical training or college. *These grants are considered gift aid.*

### **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. Direct 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. **If a student obtains a Direct Loan they will have to repay the full amount of the loan plus interest, less the amount of any refund and if the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.** *The borrower is obligated to repay the full amount of the loan regardless of whether the borrower completes the program, is unable to obtain employment upon completion, or is otherwise dissatisfied with or did not receive the educational or other services the borrower purchased from the school.*

*Students must complete a Master Promissory Note and Entrance Counseling at [www.studentloans.gov](http://www.studentloans.gov) before loans can be approved and disbursed. First time borrowers at California Christian College will have a disbursement date set 30 days after the first day of their first semester.*

**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.*

### **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. Pay per hour is the current California minimum wage (\$11.00 per hour as of Jan 1, 2019). Payments of FWS funds are paid to the student after submission of time-sheets every two weeks. FWS payments are not applied to the student's bill unless requested.

### **Scholarships**

Institutional, private and outside 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 or check the Populi dashboard for outside scholarships. *Scholarships are considered gift aid.*

## FINANCIAL INFORMATION

### **Discounts**

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

Any student maintaining a cumulative 3.50- 4.00 GPA shall receive a 5% discount on current semester tuition. Any student maintaining a cumulative 2.50- 3.49 GPA shall receive a 2.5% discount of current semester tuition.

#### **Free Will Baptist Student**

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 tuition. The student must maintain a cumulative 3.0 Grade Point Average to retain. *This cannot be combined with the Minister Discount.*

#### **Minister**

Any credentialed Free Will Baptist minister shall be eligible to receive a scholarship amounting to 25% of their remaining bill after other gift aid applied. Any credentialed non-Free Will Baptist minister shall be eligible to receive a scholarship amounting to 20% of their remaining bill after other gift aid applied.

*This cannot be combined with the Free Will Baptist Student Discount.*

### **Disbursement of Funds**

Financial Aid is set to disburse on the first day of classes each semester for those students that have their files completed a week prior to the first day of classes and have completed registration. Students whose files are completed after the start of classes will have a disbursement date on a case-by-case basis. Funds are delivered to the school via EFT (Electronic Funds Transfer) and applied to student accounts. Any funds remaining after the student bill is cleared will be given to the student in a check within two weeks. First time student loan borrowers at CCC will have a disbursement date for loan funds 30 days after the start of classes. Please note that all financial awards will be disbursed in two equal payments at the beginning and middle of their enrollment. Generally that would be the first of each semester (fall and spring). If the student is enrolled for just one semester, disbursement would be the first and middle of that semester.

### **Requirements for Satisfactory Academic Progress (SAP)** revised 01/2016

It is required by federal law to establish specific standards for measuring Satisfactory Academic Progress (SAP). As part of the college standards for continued enrollment, a student must meet the requirements of the SAP policy below to be eligible to receive federal, state and need-based institutional financial aid assistance. SAP will be reviewed at the end of each semester for all active students, based on the criteria outlined below. It is the student's responsibility to monitor his or her academic progress through *Populi* and/or the Program Evaluation sheet and to be aware of the requirements of his or her program and SAP standards. Scholarships and other awards may require students to meet higher standards. Veterans Affairs students have additional requirements.

Progress is measured by the following:

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

Students must earn and maintain a minimum grade point average on a four-point scale and be maintaining a 2.0 cumulative grade point average by graduation.

Associate's and Bachelor's degree program students must earn a cumulative GPA of:

- 1.70 for 0-16 units attempted
- 1.80 for 17-32 units attempted
- 1.90 for 33-48 units attempted
- 2.00 for 49 units attempted and greater

#### **2. Pace**

Students must satisfactorily complete at least two-thirds or 67 percent of cumulative credit hours attempted.

Types of Courses and Credit That Are Not Included in this Calculation:

- 1. Audited coursework
- 2. Courses dropped with no attendance or last day of attendance in the first week.
- 3. In progress and incomplete courses

Types of Courses and Credit That Are Included in this Calculation:

- 1. All CCC courses not exempted above
- 2. All transfer credits that have been officially accepted to complete program requirements
- 3. Repeated coursework

## FINANCIAL INFORMATION

### 3. Maximum Time Frame

Students must complete their program within the maximum time frame of 150% based on total units attempted compared to the units required in the program. Once the maximum time frame is exceeded the student is considered ineligible for further financial aid and must complete their program without the benefit of these financial assistance programs. Students in a 128-unit bachelor's degree program may attempt up to 192 units or students in a 64-unit associate's degree program may attempt up to 96 units.

### Financial Aid Status

#### Warning

Students who are not meeting GPA or Pace requirements are first placed on financial aid warning if they were in good status the prior term. A student on warning status will continue to receive financial aid for one semester. At the end of the next enrolled semester, students on warning must meet all three requirements to be deemed eligible for continued financial aid assistance. Students who remedy their deficiency and are fully meeting the SAP standards will be considered in good standing for SAP again.

#### Suspension

Students who are on warning status at the end of the term and who do not remedy their deficiency at the end of the next term are suspended from receiving financial aid. Students may appeal their financial aid suspension.

#### Appeals

The suspended student may appeal for reinstatement of financial aid if there were extenuating circumstances which the student feels should be considered. The student reinstated by appeal will be placed on Financial Aid Probation for one semester. If the student fails to make SAP at the end of the probationary semester, financial aid will be terminated; otherwise the student maintains financial aid eligibility. The Financial Aid Committee may extend the probation on a case by case basis as long as the student still has the potential to complete the program within the maximum time frame.

The appeal should be submitted to the Financial Aid office within 2 weeks of notification of suspension. The Financial Aid Committee will consider the appeal and notify the student in writing of their decision within 4 weeks.

The student is required to provide all of the following:

1. The appropriate SAP Appeal form or letter including a personal statement explaining:
  - a. Extenuating circumstances that led to the student not meeting the SAP standards.  
Examples of extenuating circumstances include (but are not limited to):
    - 1) A period of illness or injury for the student.
    - 2) A period of illness or injury for an immediate family member requiring the student's assistance.
    - 3) Death of a family member.
    - 4) Family difficulties (financial, divorce, etc.)
    - 5) Military service.
  - b. What actions the student is taking to ensure future academic progress.
2. Documentation to support extenuating circumstance(s).  
Examples of documentation to include (but are not limited to):
  - a. Doctor's notes for period of illness or injury
  - b. Letter from a third party (i.e. counselor, pastor, someone knowledgeable of the situation, etc.)
  - c. Military service papers
3. Develop a detailed plan showing how the student will meet remaining program requirements, address the SAP standard deficiencies and make reasonable academic progress toward degree.

If a student wishes to challenge the denial of an appeal, they must provide to the FA Coordinator's Office a clear written rationale for this challenge within two weeks of notification of denial. The FA Coordinator will submit the appeal to the appropriate appeal committee, who will make a determination. The Financial Aid Committee may extend the probation on a case by case basis as long as the student still has the potential to complete the program within the maximum time frame.

#### Probation

A student whose appeal is approved will be placed on probation and may receive aid for one additional semester. At the

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end of that semester, students on probation must meet all requirements to be deemed eligible for continued assistance and be in good standing. The Financial Aid Committee may extend the probation on a case by case basis as long as the student still has the potential to complete the program within the maximum time frame. If determined by the Financial Aid Committee that the student be given a study plan, the student will be monitored by submitting Weekly Progress Reports to their Academic Advisor.

### **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.

### **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.

### **Fees and Charges**

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

<b>ENTERING SEMESTER</b>	<b>Charges</b>	<b>Refund</b>
Application fee (initial enrollment only)	\$40.00	Non-refundable*
Entrance testing fee (mandatory, entering semester only)	\$20.00	Non-refundable
<b>GENERAL COSTS</b>		
Tuition	\$380.00/unit	Pro rata refund
Academic Services fee	\$255.00	Non-refundable
Accounting fee (waived if paid in full at registration)	\$40.00	Pro rata refund
Activities fee (for all students enrolled more than 3 units)	\$50.00	
<b>EQUIPMENT</b>		
Textbooks (Estimated per semester)	\$350.00	Non-refundable
Computer (computer course or user)***	\$30.00	Pro rata refund
Biology Lab fee (Biology course only)	\$50.00	Pro rata refund
<b>OTHER FEES</b>		
Audit	\$40.00/unit	Pro rata refund
Directed Studies Fee (in addition to tuition cost)	\$40.00/unit	Pro rata refund
Course Challenge Fee	\$50.00	Non-refundable
Extension/Incomplete Grade Fee	\$25.00	Non-refundable
Late Entrance Testing Fee	\$25.00	Non-refundable
Late Registration Fee (per case)	\$25.00	Non-refundable
Late Course Drop Fee (mandatory)	\$10.00	Non-refundable
Late Final Examination Fee	\$25.00	Non-refundable
Graduation Fee (mandatory, graduating semester)	\$80.00	Non-refundable
Transcript Fee (per copy)	\$ 10.00	Non-refundable
<b>HOUSING</b>		
Shared Apartment <sup>◇</sup>	\$2375.00	Pro rata refund

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Single room (availability only) additional per semester	\$750.00	Non-refundable
Winter Break stay	\$630.00	Pro-rata refund
Room Reservation Fee (see Room Fee section below)	\$100.00	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. See refund policy for pro rata formula.*

◇ Extra charges apply to stay in apartment during scheduled breaks, see below under Housing

### Special Fees

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

### Room Fee

A \$100 per semester room fee will be charged to all students using school housing. 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, etc. It is not refundable. Room damages will be charged separately and are not covered in this fee. Residents are liable for all damages.

### Housing<sup>◇</sup>

California Christian College housing is located at 5388 E. Belmont Ave, within walking distance of the college. Each apartment is 2 bedrooms/1 bathroom, with a kitchen and living room, and will house up to 4 students. All apartments are equipped with 4 twin beds, 2 dressers, stove, refrigerator, microwave, 1 floor lamp, couch, chair, table, vacuum cleaner, and cleaning supplies.

Housing is **closed** during winter break. Special permission must be obtained to stay over and additional fees will be assessed.

***CCC is under no obligation to find or assist a student in finding housing.*** Independent housing (apartment/townhouse/loft complexes) is located within 2 miles of CCC (\$795 – 1400, monthly).

### Textbooks

All required textbooks are listed for each course through the Populi website. It is up to the student whether they want to buy new, used or e-books; borrow or rent. Students can expect to pay up to \$350.00 or more for textbooks at the beginning of each semester. **The student should come to school prepared to make these necessary purchases.**

### Estimated Semester Cost Breakdown for One Semester with Minimum Full Time Units

(NOTE: to graduate in timeframe, average of 16 units must be completed each semester)

Tuition (@ \$380.00 per unit x 12 units)	\$4,560.00	Campus Shared Apartment	\$2,375.00
Academic Services Fee	\$255.00	Room Reservation Fee (non-refundable)	\$100.00
Accounting Fee	\$40.00		
Activities Fee	\$50.00		
Books (average estimate)	\$350.00		
<b>Semester Total (estimate)</b>	<b>\$5,255.00</b>	<b>Semester Total (estimate) on campus</b>	<b>\$7,730.00</b>

Estimated cost for BA (4 yrs.) on campus	\$74,000.00
Estimated cost for BA (4 yrs.) off campus	\$54,200.00
Estimated cost for AA (2 yrs.) on campus	\$37,000.00
Estimated cost for AA (2 yrs.) off campus	\$27,100.00

(\*totals are taking 16 units per semester)

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### 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:

<u>Fall Semester</u>	<u>Spring Semester</u>
September 15	February 15
October 15	March 15
November 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)

### Student Rights under the Student Tuition Recovery Fund

See page 26

### Buyer's Right to Cancel

See page 26

### Refund Policy

#### General Admissions Refund Policy

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.



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### **Veteran Admissions Refund Policy**

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.

### **VA Benefits**

To apply for Veterans Education Benefits please go to [www.gibill.va.gov](http://www.gibill.va.gov) and select "apply for benefits." For assistance please call 1-888-442-4551. For more Veterans benefit information call 1-800-827-1000. Also see page 36.

## STUDENT LIFE

### ***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 through Populi. 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.

### **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 their own health insurance coverage.***

### **Harassment and Stalking 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, disability, medical condition, marital status, sex, gender, 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 Vice President for Academics, or the Dean of Students 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 staff members – to abstain from what it holds to be unbiblical sexual practices.

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 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.

## STUDENT LIFE

### Personnel Who Should Be Notified

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

Trent Walley, Dean of Students	(586) 506-4700 (cell)
Dr. Timothy Powell, President	(559) 970-0170 (cell)
Joanna Felts, VP for Academics	(559) 930-3523 (cell)
Fresno Police Department	<b>911</b> or (559) 621-7000
<b>Rape Hotline</b>	(559) 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 Housing 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 621-7000).
2. The student will either give a statement to Fresno Police Department or decline to give statement.
3. Medical Examination.

### Criminal Case Management

1. The officer will give the victim a case number at the time the report is given to FPD.
2. The student may contact Fresno PD with the case number to gain progress information.
3. Sexual Assault detectives will contact the victim for information concerning the assault.
4. The District Attorney will choose to prosecute or drop the case.
5. The victim will not necessarily be notified of a decision to drop the case unless the victim calls for information.
6. If the DA chooses to prosecute, the victim may be contacted for help building the case and notified of court dates.
7. 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.

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

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

Trent Walley, Dean of Students (586) 506-4700 (cell)  
Dr. Timothy Powell, President (559) 970-0170 (cell)  
Joanna Felts, VP for Academics (559) 930-3523 (cell)

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

Trent Walley, Dean of Students (586) 506-4700 (cell)

### Person Designated to Notify Police Officials, with Victim's Consent

One of these people will fulfill this requirement:

Trent Walley, Dean of Students (586) 506-4700 (cell)  
Dr. Timothy Powell, President (559) 970-0170 (cell)

### 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

**324-4000**

2755 Herndon Avenue – Clovis, 93611

24-hour physician emergency care

#### Community Regional Medical Center

**459-6000**

2823 Fresno St. (off Divisadero, between Fresno and  
“R” Streets) – Fresno, 93721

24 hour local trauma center

#### St. Agnes Medical Center Emergency Service

**450-3000**

1303 East Herndon Avenue – Fresno, 93720

24 hour emergency Service Trauma Receiving Hospital

#### Kaiser Permanente

**448-4500**

7300 N Fresno St. – Fresno, 93720

24 hour Emergency Services

### Treatment Centers

#### Marjorie Mason Center

**233-4357**

24 hour Emergency Shelter for women & children of  
abuse

#### Rape Hotline

**222-7273**

#### Rape Counseling Service of Fresno County

**497-2900 or 222-7273**

259 N. Blackstone Ave. – Fresno, 93701

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 (VORP)

**453-3472** [cjc.intake@fresno.edu](mailto:cjc.intake@fresno.edu)

4888 E Townsend – Fresno 93727

Works with both victims and offenders of crime in  
which restitution is due.

#### Victim/ Witness Assistance Program

**600-2822**

2233 Kern St. – Fresno, 93721

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*

## STUDENT LIFE

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 ED (this is a Federal requirement);
3. Notify the student’s parent or legal guardian (if the student has not reached legal adult status).

### 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 apprizes 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.

### 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.

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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 Vice President for Academics 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.

### **Privacy of Student Records**

The Family Educational Rights and Privacy Act (FERPA) require 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.

### **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:

#### **Housing**

See page 66 or the *Student Handbook*.

#### **Financial Aid**

See pages 62-64.

#### **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* or the *Substance Abuse Policy and 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 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 Vice President for Academics is responsible for following up on specially admitted students. Any student who is experiencing difficulty in any course(s) should be reported to the Vice President for Academics. Tutoring or other support may be arranged for the student.

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### **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. However, job opportunities are posted as available.

### **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 (5) 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 Offenses**

The Higher Education Amendments of 1992 require institutions to provide an annual report of campus crime statistics and security measures concerning sex offenses. 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 disabled 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 available on Populi. 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 *Policies and Procedures Manual, Student Handbook, Faculty Handbook, and Catalog*.

### **Student Discipline and Grievances**

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.

## STUDENT LIFE

### Consumer Information on Our Website

The California Christian College website has Consumer Information listed on the website [www.calchristiancollege.edu](http://www.calchristiancollege.edu) and in these specific areas:

<http://www.calchristiancollege.edu/consumer-information>

<http://www.calchristiancollege.edu/financial-aid>

<http://www.calchristiancollege.edu/financial-aid/returns-and-refund-policies>

### 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. Cortese Library is a member of the Heartland Region Library of California.

1. Courtesy and respect for others means that when anyone is focused on studying, others need to keep conversations at a minimum, related only to accomplishing library tasks.
2. NO food or drink, other than closed container water, 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, with usage related to class assignments and/or school/ministry activities.
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 are to be used in the library only. Exceptions may be made by written permission from the instructor who has placed the book on reserve.
  - c. Magazines, periodicals, reference and reserve books are to be used only within the library.
  - d. Overdue books are fined at 20 cents per each day late.
  - e. Overdue reserve books (if checked out by instructor's request) will be charged \$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 University  
1717 S. Chestnut  
Fresno, CA 93702

#### Fresno County Public Libraries:

Sunnyside Regional  
5566 E. Kings Canyon  
Fresno, CA 93727

Central (Downtown Fresno)  
2420 Mariposa Street  
Fresno, CA 93721

Clovis Regional  
1155 Fifth St.  
Clovis, CA 93612

Betty Rodriguez Regional  
3040 N. Cedar  
Fresno, CA 93703

Go to [www.fresnolibrary.org](http://www.fresnolibrary.org) for a listing of more branches and their hours.

#### 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.



## STUDENT LIFE

### Spiritual Formation

#### CONVERGE

California Christian College is committed to the spiritual maturity of every member of the College community and recognizes that spiritual growth is an all-encompassing experience. It includes not only what transpires in the classroom or during worship services but also what happens at home, in the workplace, on the street, and even during times of leisure and recreation. When all experiences are welcomed as opportunities to grow – when they **CONVERGE** -- spiritual formation at its best takes place.

To enhance the spiritual growth of its community, CCC encourages members to engage the following opportunities:

- **Campus Gatherings:** Every week throughout the semester, the California Christian College community **converges** on designated days to learn and grow together. These gatherings set a Christian college apart from secular institutions and provide a variety of experiences: inspiration and encouragement from Scripture; intercession for the needs of the College community, our city, and the world; relationship-building through fellowship; testimonies of God’s grace and goodness; discussions of current church and/or cultural issues; praise and worship through music; presentations by community leaders; downtime with recreation and refreshments; and a continuing list of possibilities. These experiences provide opportunities to “watch out for one another to provoke love and good works” and to “build one another up” in the faith. As Christians, each of us is responsible for the welfare of the community. Campus Gatherings should be a priority for the entire CCC community. Students are expected to attend as often as possible; attendance will be documented.
- **Congregational Involvement:** All members of the CCC community should also be committed to a local church family and regularly **converge** with their fellow believers when they meet for worship. Neither attending a Christian college nor participating in campus gatherings can substitute for church involvement. After all, the local church is the God-ordained agent of redemption and spiritual transformation in the world. Personally experiencing the transformation and long-term accountability that come with a commitment to a local congregation is crucial for spiritual growth and maturity. Attending California Christian College should be an extension of a student’s involvement in a local congregation, never a substitute for it.
- **Christian Service:** CCC students are expected to live out their faith in daily life, even as the Gospels tell us Jesus did during His ministry. Wherever He went, He remained sensitive to the needs of people around Him and recognized those needs as opportunities to serve. All Christians, CCC students included, should strive to follow the ministry model of Jesus. Christian service should happen any time the believer and the broken **converge**. But Christian service can also happen in more formal ways: teaching a Sunday School class, helping lead worship as part of a musical team, encouraging those who frequent the rescue mission, feeding the hungry, ministering to children in a Vacation Bible School, visiting the infirm in hospitals or convalescent homes, serving as youth pastor – and the possibilities continue. Ministering in these ways promotes spiritual growth, strengthens a believer’s faith, instills responsibility, develops leadership skills, encourages personal initiative, and even helps individuals discern more clearly how God has gifted them. Students should strive to average at least an hour each week of the semester focused on some form of Christian service. The Christian Life Coordinator can provide direction for students needing help finding appropriate service opportunities.

**Spiritual Formation Assessment:** At the end of each month, every student should procure, complete, and submit to the Christian Life Coordinator a “Spiritual Formation Assessment.” This assessment documents attendance at Campus Gatherings, commitment to Congregational Involvement, and participation in Christian Service. In addition, it requires a brief evaluation of how these experiences **converge** to contribute to the student’s Christian growth and overall spiritual formation. These assessments will be evaluated, preserved, and included as part of the student’s permanent record.

### 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.

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