

# STUDENT HANDBOOK

**2018-2023**  
**(Revised April 2020)**



**Dr. Charles E. Graham, President**

**Rev. Dr. George Gaymon: Chairperson of the Board**

**Central Christian University of South Carolina, Inc.**  
**132 Monteith Street**  
**Columbia, South Carolina 29203 Phone: (803) 786-6594 Fax: (803) 497-3836**

**Website: [www.ccuofsc.org](http://www.ccuofsc.org)**

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## From the Vice President of Institutional Advancement

Dear Students,

The Student Handbook is designed to acquaint you with your rights and responsibilities as a student and the services, policies, and procedures that have been developed to enhance these rights and responsibilities. Additionally, this handbook serves as an aid in cultivating the kind of behavior conducive to a scholarly atmosphere that Central Christian University of SC, Inc., hereafter referred to as CCU of SC, Inc., believes is paramount.

I encourage you to read this important document. It is your responsibility to know the information presented in this handbook. If you have questions or concerns, please do not hesitate to contact me.

A special welcome is extended to our new students. Congratulations to our continuing students for deciding to continue your education at CCU of SC, Inc. The Division of Student Affairs is committed to assisting you in adjusting to the college experience. We have dedicated student affairs professionals who will provide continuous learning opportunities for you outside the classroom.

It is always a pleasure to welcome back all continuing and new students. I am particularly interested in knowing how you view your experiences on campus and how I can enhance the quality of your tenure during this academic year.

You are welcomed to stop by my office if you need further clarifications. Best wishes for a successful year.

Sincerely,

Dr. Mary O. Stover  
Vice President of Institutional Advancement  
Phone # (803) 786-6594  
moastover@gmail.com

## **The History of Central Christian University of SC, Inc.**

In Mims, Florida, July 15, 1978, with much prayer and consultation, the C. E. Graham Baptist Bible Institute and Family and Pastoral Counseling Center was founded by Reverend Dr. Charles E. Graham, Pastor of the Greater St. James Baptist Church, Mims, Florida. It operated for six years as an extension of Faith, Evangelist, Christian Bible college in Morgantown, Kentucky, and the National Christian Counselors Association (NCCA) in Sarasota, Florida.

The compelling need for such an opportunity became a challenge for Dr. Graham, when he – a young pastor at the age of 37 years- discovered that his congregation was in need of deacons. Upon asking a bright young man who appeared to possess a hunger for spiritual knowledge to consider training to become a deacon, Dr. Graham was confronted with the weakness that most Black people in that area silently and secretly carried. This young man could not read or write. He desired to study and to train; therefore, he asked Dr. Graham to teach him to read and to write.

In concern for the dignity of the young man and at the admonition of the Holy Spirit, Dr. Graham consented to teach the arising deacon if he would carry Dr. Graham to lunch. The deal was sealed with a handshake.

As Dr. Graham began the work that had been preconditioned, other preachers and lay workers in other churches who had been recycling sermons from others and themselves because they also could not read and write, began to seek out this young “teacher-preacher” to teach them. These spiritual soldiers no longer wanted to preach “Hear Say Sermons.” They desperately wanted to read the Word and have the Word to speak to them so that God’s wisdom would abound. They wanted to be independent biblical scholars who created their sermons as the Holy Spirit prompted them. They wanted to interact with each other and articulate the gifts given them by the Holy Spirit. They became a cohesive, interdependent, yet individual group of learners. The fire had been ignited that could only be quenched by Knowledge, Wisdom, and Application.

After six years of operating as a Bible Institute and Family and Pastoral Counseling Center College, a need became obvious for the addition of a Bible college and Theological Seminary. On May 1, 1986, an amendment was made changing the scope of the Bible Institute and Counseling Center to the C. E. Graham Baptist Bible Institute/College/Seminary, still operating as an Extension of Faith Evangelistic Schools. In August 1988, Faith Evangelistic Schools was transferred to the leadership of Dr. Michael A Smith due to the illness and death of Dr. James Bishop, the Founder of Faith Evangelistic Schools. After much prayer, another amendment was made to the Constitution to become an independent school and to be chartered in the State of South Carolina. In May 1993, the C. E. Graham Baptist Bible Institute/College/Seminary was chartered by the State of South Carolina as a non-profit corporation, operating at 4916 Fairfield Road, Columbia, SC. It became an independent school affiliated with Faith Baptist College and Seminary, Church Point, Louisiana, as a Satellite school with full accreditation from American Federation of Christian Colleges and Schools and became a full member of the National Christian Counselors Association (NCCA), one of the largest associations of Christian Counselors in the world, headquartered in Sarasota, Florida.

The School also made request to the South Carolina Commission on Higher Education to be exempt from the State Licensure requirements, offering studies leading to degrees in the areas of Bible Study, Theology, Counseling, Church Leadership and Christian Education.

On October 11, 1994, exempt status was granted clearance using degree titles such as Associate of ..., Bachelor of ..., Master ..., and Doctor of Theology, etc., which clearly label such degrees as professional.

On June 10, 2001, the school made another amendment to its bylaws to change its operational name to the C. E. Graham Bible Schools, Inc., because of the attraction of a wide variety of denominational backgrounds. On January 3, 2007, the School was chartered as Central Christian University of South Carolina, Inc.

To this date, Central Christian University of SC, Inc. is independent, liberal, and local church oriented, meeting a neglected need in the field of Christian Education, Counseling, and Ministry. The University is missionary, both in belief and practice. Both undergraduate and graduate programs, certificates and diplomas are offered. Central Christian University of South Carolina, Inc. was accredited with Transworld Accreditation until 2013. As the University has continued to prosper, Dr. Graham and the Board of Directors decided to increase the prestige and the appeal of the University by applying for accreditation with The Association for Biblical Higher Education (ABHE). In February 2017, the ABHE Commission on Accreditation awarded Central Christian University of South Carolina, Inc. "Applicant Status." The University endeavors to complete this journey towards full accreditation with the Association for Biblical Higher Education with committed diligence.



Historic picture of Greater St. James Missionary Baptist Church, Mims, Florida Founded 1904



Current picture of Greater St. James Missionary Baptist Church, Mims, Florida

## **Central Christian University of SC, Inc. Board of Directors**

### **Members:**

Dr. George Gaymon/ Chairperson of the Board  
Dr. James Andrews, Vice-Chairperson of the Board  
Dr. Rev. Charles E. Graham, President / CCU of S.C., Inc.  
Rev. Johnny Gibbs  
Dr. Geneva Fleming  
Dr. Carolyn Andrews  
Dr. Arthur Hart (Leave of Absent)  
Dr. Solomon Jackson  
Rev. Mary Johnson  
Dr. Malachi Simmons  
Dr. Simon Squire, Jr.  
Dr. Tommie Richardson  
Mrs. Tina Richardson  
Minister Novice Briggs  
Dr. Deborah Abney- President of Alumni Association

### **Central Christian University of SC, Inc. Senior Executive Cabinet**

#### **Dr. Charles E. Graham     President**

Dr. Mary O. Stover	Vice President of Institutional Advancement/ V.P of Academic Affairs
Mr. Rufus Stover	Chief Financial and Information Officer
Dr. Daryl Hayes	Director of Student Affairs
Dr. Carol Bowers	Director of Library and Resources
Dr. Gloria Watkins	Department of Counseling
Dr. Alex Palmer	Chairman of Faculty Committee
Mrs. Thelma Wheeler	Executive Administration/ Registrar
Dr. Calvin Smith	Director of Facilities/ Maintenance

#### **Student Handbook Statement**

This **Student Handbook** provides our students with information on various aspects of Student Life at CCU of SC, Inc., with regards to its policies and procedures, resources, activities and organizations, and University services.

The purpose of this **Student Handbook** is to provide students with a guide to understanding their rights, freedoms, and responsibilities as the university students. It is imperative that students enrolled at CCU of SC, Inc be responsible for abiding by the policies and regulations that are used to facilitate and sustain university policies, continue to uphold the University's mission, vision, and core values.

## **The Campus**

CCU of SC, Inc. was founded in Florida in 1978 and was incorporated in South Carolina in 1993. By scope and student population the University is a small university that sits on 132 Monteith Street, Columbia, SC 29203. To enter the campus, a turn is required from Highway 321/ Fairfield Rd., Columbia, South Carolina.

The University owns property and three buildings used for the administration, library, classroom and a meeting room.

Central Christian University of S.C., Inc. possesses an official letter from the Greater Faith United Missionary Baptist Church to occupy the sanctuary, bathrooms, the kitchen, the fellowship hall, and the four classrooms as needed if no conflict of time and the exists between both entities. This relationship is permanent and is in effect without coercion.

Behind the Administration Building and adjacent to the rear of the Library is a white concrete block, one-room building that serves as a meeting room for organizations in the community for a nominal fee. Rental contracts may be secured from the Registrar of Central Christian University of S.C., Inc. All buildings are handicapped accessible.

Central Christian University of S.C., Inc. owns one vehicle (van) that seats 12 adults comfortably to be used for off-campus, educational excursions.

\* Mrs. Thelma Wheeler, Executive Secretary/ Registrar

\*Mr. Rufus Stover, Finance Officer

## **The Campus Committees**

### The Graduation Committee

Dr. Mary Stover, Chairperson  
Dr. George Gaymon  
Dr. Daryl Hayes, Dean of Student Affairs  
Dr. Charles Graham  
Dr. Gloria Watkins

### The CCU of SC Faculty

Dr. Alex Palmer, Chairperson  
Min. Ethel Richburg, Vice Chairperson  
Dr. Gloria Watkins  
Dr. Deborah Abney  
Dr. Rayette Allen-Jacobs  
Rev. Mary Smith  
Dr. Mary O. Stover  
Dr. Walter Capers

### Faculty Curriculum Committee

Dr. Alex Palmer, Chairperson  
Dr. Gloria Watkins  
Dr. Rayette Allen-Jacobs  
Minister Ethel Richburg

### Administration Staff

Dr. Daryl Hayes, Dean of Student Affairs  
Dr. Shirley Brown, Student Advisor  
Dr. Calvin Smith, Property Management Services  
Dr. Charles E. Graham, President  
Dr. Mary O. Stover, Vice President  
Mr. Rufus Stover, Finance Officer  
Mrs. Thelma Wheeler, Secretary/ Registrar

### Theology

Dr. Jamey Graham, Dean of Theology  
Dr. Charles Graham

## **Mission Statement of Central Christian University of SC, Inc.**

Central Christian University of S.C., Inc. is a multi-ethnic community dedicated to the preparation of men and women for manifold ministries to Christ and His Church.

Under the authority of the Holy Spirit and the Scriptures, we seek to fulfill our commitment to ministry education, preparation, and spiritual formation. CCU of SC, Inc., strives for excellence in all its ministries in the service of Jesus Christ under the guidance and power of the Holy Spirit filled men and women who have been trained in the field of education and ministry.

### **Mission Statement-**

“...is to equip and empower the body of Christ to do the work of the ministry and to advance the kingdom of God. To provide biblical education and training that promotes spiritual growth and maturity and empower believers to live successful and victorious lives in Jesus Christ.”

Under the expert leadership of the Holy Spirit and men and women called and equipped in Christian education, Central Christian University of S.C., Inc. has continued to grow through the years and has become a leader in the implementation of higher education by the development of new programs to meet the needs of the church and the Christian community around the world.

From a rich heritage of ministry spanning one generation, God has established an educational organization of integrity and power for implementing God's purposes in the earth. With a firm foundation in post-secondary Christian education, Central Christian University of S.C., Inc. has become a strategic hub for Christian leadership and Ministry.

## **Vision and Goal Statements of Central Christian University of SC, Inc.**

As an educational arm of the church, Central Christian University of South Carolina, Inc. seeks to serve the body of Christ in its worldwide ministry, combining the following emphasis in the type of training we provide in **Professional Competence, Multi-denominational Breadth, Vocational Diversity, Personal Maturity, and Social Concern.**

### **Core Values of CCU of SC, Inc.**

Our core values are selected principles that govern our behavior and operation as an organized body:

- **Integrity:** CCU of SC, Inc. seeks to practice truth and propriety in our personal and corporate practices and relationships.
- **Accountability:** CCU of SC, Inc. accepts its responsibility to be consistent in sound practices, loyal in reference to duties, agreements, obligations and relationships.
- **Respect:** CCU of SC, Inc. aspires for its faculty, staff and students to live and work in harmony with peers, by respecting each individual's right to exist, think and speak in an appropriate manner. The dignity of each one will be honored by all.
- **Excellence:** CCU of SC, Inc. is committed to the vigorous pursuit of excellence in our educational endeavors.

- **Faith:** CCU of SC, Inc. is a Christian institution of higher learning in religious studies under the auspices of the SC Baptist Convention and the National Baptist of America, Inc.

**Goals of CCU of SC, Inc.**

- To increase the students' competence in professional knowledge and skill.
- To enhance the integration of Biblical principles into the students' daily disciplines.
- To glorify God in the highest standards of Christian living while fulfilling God's called upon their lives.

## Criteria for Admission...

Generally, admission to Central Christian University of S.C., Inc. requires first of all that one must be born again; second, and is willing to learn, a high school diploma/G.E.D., application form completed and signed, considered on an individual basis by the admissions committee. Applicants without a fully completed high school diploma will be considered on an individual basis if they are over the age of 25. The following criteria must be met for acceptance to a regular degree seeking status:

1. High intellectual achievement and scholarship as evidenced by grades, entrance exams, and academic recommendations. Specifically included:
  - a) A cumulative GPA of 2.50 based on a 4.00 scale. A minimum 3.00 grade point average in the major is desired.
  - b) Each applicant must have a personal interview with an educational consultant to review his or her application and transcripts and determine the appropriate degree program the student should follow. These interviews must be in person.
2. Students are required to work individually with an advisor on an on-going basis throughout each semester. This advisor helps the students set academic goals, develop a course schedule, adapt to college life, and identify and solve potential problems before they become crises. The advisor also assists the student when additional direction is needed.

In keeping with our philosophy, the admissions department gives attention to –

- (a) Scholarly attainment as shown by a school record and examination (GED),
- (b) Desire for continuing formal education,
- (c) Character and personality traits,
- (d) Emotional health,
- (e) Leadership qualities.

## Transfer Students

Students transferring from recognized theological seminaries will be given advanced standing to the extent that their credits approximate the curriculum of CCU of SC. Since CCU of SC deems its courses essential for graduation, it will seldom be possible to extend credit for subjects bearing minor similarity to those listed in the prescribed curriculum.

No courses used as credit toward undergraduate degrees will be accepted as credit toward a graduate degree. **Courses graded less than “C” will not transferred.** A copy of previous transcripts is to be sent to the CCU of SC Administrative Office for evaluation.

Upon completion of each evaluation, a CCU of SC counselor will notify the student regarding the number of credits accepted for transfer. This information will be added to the student’s transcript at the time of the evaluation.

**Students must complete a minimum of 12 undergraduate hours or 16 graduate hours to be eligible for any degree.**

- Completed undergraduate application.
- Official transcripts from all post-secondary institutions attended (he/ she must also submit a final, official transcript for all coursework in progress up until the time of enrollment, prior to beginning classes at the University)
- Official high school transcript (from a regionally accredited high school) if fewer than 30 semester hours of university-level work have been attempted in a regionally accredited university or university.
- Course description of all courses being submitted for transfer credit.
- To be considered for admission, the transfer applicant should have earned a minimum cumulative 2.50 GPA from a regionally accredited university or university.
- All applicants for transfer admission must be eligible to return to the last institution attended as a degree candidate. An official transcript from each institution attended must be sent directly to the Office of Admissions.

CCU of SC encourages transfer students to apply for admissions. University policy allows incoming students to receive credit for up to 50% (not to exceed 60 credit hours) of previous coursework towards a CCU of SC degree, pending review of official transcript. (See admissions policy for guidelines).

**NON-DEGREE SEEKING STUDENTS**

CCU of SC, Inc. welcomes an applicant who is not a candidate for a degree but wishes to take certain courses. These “special students” are required to complete the general admission procedures. A special student may become a degree candidate at a later date, provided all admission requirements have been met.

**Withdrawals & Change of Schedule...**

After registration has been completed, courses are added or dropped through the Administrative Office of the Academic Dean with the option of a service charge of \$10.00 for each change or set of changes made at the same time. Course changes must be approved by the student's academic advisor before the change can be made. No course will be officially added or dropped until the change has been recorded on the student's permanent record.

By permission of the Registrar, students may add a course during the first week of classes or drop a course during the first two weeks of classes, without academic penalty. Courses dropped without permission after the first two weeks will receive an automatic "F". The Dean may permit a drop with either a "WF" or a "WP" in response to a written petition giving the reason for the request. Any course dropped after the seventh week receives an "F". (See Appendix A.)

**Grading System**

**A 4.0 grading system is in effect:**

A	Superior	4 grade points
B	Good	3 grade points
C	Average	2 grade points
D	Poor	1.3 grade point
F	Failure	0 grade point
P	Passing	0 grade point.
I	Incomplete	0 grade point
V	Audit	0 grade point
X	Courses dropped without penalty	0 grade point
XF	Courses dropped with penalty	0 grade point.
WI	Withdrawal Incomplete	0 grade point
WP	Withdrawal passing	0 grade point.
WF	Withdrawal failing	0 grade point.

A+	4.0	C+	2.3
A	3.9	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.5
B	3.0	D	1.3
B-	2.7	D-	1.0
		F	.0

### **Requirements for Satisfactory Academic Progress...**

The academic policy of Central Christian University of S.C., Inc. is designed to ultimately meet the graduation requirement of a "C" average (2.00 GPA) on all work taken from Central Christian University of S.C. through normal course enrollment. This includes credit by examination earned through taking a proctored exam.

To remain in good standing, a student must maintain a minimum cumulative grade point average according to the number of credits completed through Central Christian University of S.C. enrollment. The unit of credit is the semester hour. The following minimum grade point averages apply to students seeking a bachelor's degree:

Up to 30 credits.....	1.50 GPA
31 to 44 credits.....	1.70 GPA
45 to 59 credits.....	1.85 GPA
60 credits or above.	.2.00 GPA



## Appendix A

### Central Christian University of South Carolina, Inc.

132 Monteith Street

Columbia, South Carolina 29203

Building

Phone: 803- 786-6594

### Registration ADD/ DROP FORM

Complete and submit to Registration, Administration

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Number and Street \_\_\_\_\_ Phone \_\_\_\_\_ SS \_\_\_\_\_

E-mail Address \_\_\_\_\_ SEMESTER    Fall     Spring     Summer

ADD: List Classes you are adding.

Course No.	Course Name	Credits	Instructor's signature authorizing addition

DROP: Classes you are dropping.

Course No.	Course Name	Credits	Instructor's signature authorizing dropping

Explanation \_\_\_\_\_

\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_

Registration use only

**Fostering Healthy Relationships at Central Christian University of SC, Inc.**

As an evangelical and mission multi-denominational, international and multi-ethnic community dedicated to the preparation of men and women for manifold ministries to Christ and His Church, our intent is to prepare individuals to be responsive to the call of God on their lives. We will achieve that mission by aggressively delivering high quality educational materials and sound Biblical training to our students. We will work hand in hand with the church leadership to promote the goals and vision of the local church. **“Our graduates will embody the highest aspirations of excellence in their academic pursuits, high quality in their professional work, and victory in their Christian life.”**

**CCU of SC, Inc. Alma Mater**

**“We’ve Come This Far by Faith”**

Chorus-  
We’ve come this far by faith  
Leaning on the Lord  
Trusting in His Holy Word  
He never failed us yet  
Oh’ can’t turn around.  
We’ve come this far by faith.

Verse- Don’t be discouraged.  
when trouble comes into your life.  
He will bear your burdens oh.  
He will remove all our misery and strife.  
And that’s why---(chorus)

Verse-Just the other day, I heard a man say.  
He did not believe in God’s word.  
But I can truly say the Lord will make a way.  
Because He has never failed me. -----(chorus)

**University Motto**

Study to Show thyself approved unto God, a workman that needeth not be ashamed,  
rightly dividing the word of truth. II Timothy 2:15

**University Colors**

Burgundy and Black

## General Information

### **Bursar/Business Office (Campus Mall)**

For questions or addressing issues involving student accounts, the Finance Officer can assist you with understanding monies applied and/or due to the student account.

Business Office Hours- Monday through Friday 9:00 A.M. to 5:00 P.M.

### **The CCU of SC, Inc. Library/ Media Center and Resources**

Central Christian University of S.C., Inc. houses most of its resources in a building- the Charles E. Graham Library- situated on campus just behind the Administration Building on 132 Monteith Street. Resources are adequate to support the curriculum in response to the Conditions of Eligibility. As an institution offering graduate and post-graduate programs, resources support original research and foundational study. The library houses traditional classical bound materials, book volumes, bound written periodicals, and unbound periodicals in the form of CDs, DVDs, videos, and cassettes.

Additionally, the library house three internet ready, individual computers that are CD, and DVD ready for students use along with four televisions equipped to show videos.

*Seminars* — Seminars offer an opportunity for in-depth study and discussion of various specific topics related to the school.

*Practicum* — A practicum gives a student an opportunity to gain practical experience in a particular field of study.

*Independent Study* — Independent study offers an opportunity for a student to do research, special projects and reading which will enrich his or her college program.

Faculty and students are encouraged to utilize the Richland County Library on Assembly Street, Columbia, S.C.

Administrative staff and faculty are available to students by appointments and availability.

### **Library Operating Hours**

Monday – 10:00 A.M. – 2:00 P.M.      Thursday- 4:00 P.M. – 8:00 P.M.

Tuesday- 10:00 A.M – 2:00 P.M.      Friday – Closed.

Wednesday- 10:00 A.M – 2:00 P.M.      Saturday – 9:00 A.M. – 5:00 P.M. (By Appointment Only)

Borrowing Privileges are available to enrolled CCU of SC students. All students must register at the CCU of SC Library/Media Center with their valid identification card to receive borrowing privileges.

### **Dress Code**

Biblical precepts constitute the standard of conduct for all members of the CCU of SC, Inc. community. In matters of dress, students should recognize that they are preparing for ministry and career placement and, thus, should present themselves in a manner consistent with professional standards.

## **Student Non-Academic Grievance/Complaint and Appeal Process Policy Statement**

CCU of SC recognizes the importance of providing a prompt and efficient procedure for resolving nonacademic grievances or appeals fairly and equitably. A nonacademic grievance or appeal alleges discrimination by a university employee on the basis of race, color, sex, religion, national origin, age, disability may also involve personal behavior or university policy.

### **Procedures**

The procedures below will be followed to resolve a nonacademic grievance or appeal:

1. The student shall file a written grievance or complaint to the Office of the Vice President for Student Affairs about the action that forms the basis of the grievance. The complaint shall contain a clear and concise statement of the grievance, the remedies sought, and a request for a meeting with the involved person or persons. The complaint must be filed within ten (10) days of the event unless there are extenuating circumstances.
2. The respondent shall schedule a meeting with the student within 10 class days of the filed grievance, complaint, or appeal to discuss the matter. A written reply by the respondent to the student indicating the results of the meeting and including further action to be taken, if any, shall be attached to the written grievance.
3. If the student is not satisfied with the results of the reply, and wants the grievance to be considered further, the student shall appeal in writing to the Vice President for Student Affairs to seek a resolution. This consultation must begin within ten (10) class days after the conclusion of the reply with the respondent. A written reply by the Vice President for Student Affairs to the student indicating the results of the meeting and including further action to be taken, if any, shall be attached to the written appeal.
4. The decision of the Vice President for Student Affairs shall become the final campus decision on the grievance or appeal. A written reply by the Vice President for Student Affairs to the student indicating the results of the meeting and including further action to be taken, if any, shall be attached to the written grievance or appeal. The student and appropriate university officials shall be notified in writing of the decision within ten class days after the last consideration of the grievance or appeal.
5. Written documentation of the student's complaint or grievance shall remain in the Office of Student Affairs for one academic year. At the end of the academic year, the documentation shall be destroyed.

## DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs is led by the Vice President for Student Affairs. Student Affairs supports the university's mission and core values by way of fostering intellectual, personal, social and professional development of all students. Student Affairs complements the academic development of each student through activities, programming and support services to ensure students have a complete, transformative experience during their days at CCU of SC and prepares students for their leadership roles in a diverse, dynamic, and global society. Areas that comprise the Division of Student Affairs include: **Enrollment Management (Registrar, Admissions, and Financial Aid) Counseling and Placement Services, and Student Conduct.**

## ENROLLMENT MANAGEMENT

### Office of the Registrar

#### Class Attendance

Absenteeism in class: A student is allowed to miss class during a semester one time per credit hour for the given course (*e.g., 3 times for 3 hours course*). These absences are without penalty as long as the reasons for the absence are acceptable to the instructor. The student must attend class a minimum of 70% of the time in order to be given credit for the course (*except by consent from the faculty in extenuating circumstances*).

It is assumed that students will make the most of the educational opportunities available to them by regularly and punctually attending class periods. Therefore, regular class attendance is required as a condition of receiving credit for work done in the class.

A student absent from a class period is subject to a loss of "privilege status," and the instructor may reduce the student's grade or deny credit for that course unless the student satisfactorily accounts for the absence. **Distance Education students must make a monthly call-in or email to the Student Services Department.**

#### Students' Right to Privacy Act

Federal laws protect the rights of all students. CCU of SC observes these laws that provide that the institution will maintain the confidentiality of each student's official education record, as related to access to or the release of information. Reference: Family Educational Rights and Privacy Act (FERPA) of 1974, Sec. 438, Publ. L90-247, Title IV as amended, 88 Stat. 571-574.

The official policy and specific provisions of CCU of SC are as follows:

1. CCU of SC recognizes the privacy rights of all students from the time of their official registration at the University. The University permits each student who is or has been in attendance at the University to inspect and review his/her educational records.
2. Educational records include only those records maintained by the Registrar's Office that are directly related to students. All educational records are kept in the Registrar's Office and may be inspected on normal working days by appointment when the University is in regular session, except during registration periods.
3. Students who wish to inspect and review their educational records must request an appointment in writing to the Registrar's Office. For students who are currently enrolled, appointments will be scheduled no later than five working days after receipt of the request for an appointment. For students who are no longer enrolled, appointments will be scheduled no longer than fifteen days after receipt of the request.
4. A minimum fee per page will be charged for unofficial copies of educational records and copies of information disclosed from educational records. The Registrar's Office will deny a request for copies under the following conditions:
  - A. Improper or insufficient identification; or
  - B. Non-payment of fees.
5. The University recognizes the right of a student to seek correction of information the student believes to be inaccurate, misleading, or in violation of his/her privacy rights. If a request for correction is denied, the student will have a right to a full and fair hearing. If the student is dissatisfied with the findings of the hearing, he/she will have the right to place a statement in his/her educational records concerning his/her disagreement with the findings of the hearing and/or commenting on the disputed information.
6. The University requires that a student give prior written consent for the disclosure of any personally identifiable information from his/her educational records, except when the disclosure is to administrative officials of the University and their staff, empowered by the president of the University to review such records in the execution of their duties, and when prior consent for disclosure is not required by law.
7. The University shall disclose directory information from the educational records to any member of the public who submits a legitimate request in writing with the proper picture identification and official purpose. Directory information includes:
  - Name of student.
  - Name(s) of parent(s) or other family member(s) of each student.
  - Student addresses.
  - Personal identifiers, such as social security number.
  - All other information, which would make the identity of the student easily traceable.

8. Any student who does not wish to have his/her directory information disclosed should notify the Registrar's Office during registration at the beginning of each semester.
9. The University prohibits all third parties receiving information from student educational records from disclosing such information to any other party without prior written consent of the student(s) involved.
10. The Registrar's Office will maintain a record of requests/disclosures for each individual student folder.
11. The University recognizes the right of a student to waive any or all of his/her rights under Act 438 and the right of a student to revoke a waiver at any time, provided that the privacy rights of a student apply only to entries made in his/her educational records after revocation.
12. Parents of students under the age of 18 do not have to request permission or obtain waivers from the students to examine the educational records.
13. The Dean of Student Affairs is responsible for the effective administration of this policy, seeing to it that access to educational records is afforded to students without undue delay and that all requests are handled promptly within the guidelines of this policy. The Dean of Student Affairs will maintain such records to show compliance with Act 438.

## Office of Admissions

### Admission Policy

CCU of SC currently provides educational opportunities to applicants of all racial groups who meet the admission criteria listed below.

The following criteria are applicable to all applicants:

1. Must submit either a transcript that reflects graduation from a regionally accredited high school or GED certificate approved by the originating state department of education.
2. Must have a 2.50 grade point average (GPA) on a four-point (4.0) scale.
3. Must complete and submit a University's application for admission.
4. Must submit either SAT or ACT score, if applying for scholarship(s)

### ADMISSION CONTACT

Office of Admissions  
CCU of SC, Inc.  
132 Monteith St  
Columbia, SC 29203

### Application

Applicants may complete and submit their application online via the CCU of SC, Inc. Website at [www.ccuofsc.org](http://www.ccuofsc.org). Once properly submitted, the University will send the applicant an email notification of receipt.

**OR**

#### Paper Application

To receive a hard copy of the paper application, applicants may contact the Office of Admissions to have an application packet sent via the mail or he/she may download and print a copy via the CCU of SC Website by going to [www.ccuofsc.org](http://www.ccuofsc.org).

Note: It is important that all information is entered legibly, and all appropriate sections are completed in their entirety. Applications that are unsigned cannot be processed.

### Transfer Students

Students transferring from recognized theological seminaries will be given advanced standing to extent that their credits approximate the curriculum of CCU of SC. Since CCU of SC deems its courses essential for graduation, it will seldom be possible to extend credit for subjects bearing minor similarity to those listed in the prescribed curriculum.

No courses used as credit toward undergraduate degrees will be accepted as credit toward a graduate degree. **Courses graded less than "C" will not transferred.** A copy of previous transcripts is to be sent to the CCU of SC Administrative Office for evaluation.

Upon completion of each evaluation, a CCU of SC counselor will notify the student regarding the number of credits accepted for transfer. This information will be added to the student's transcript at the time of the evaluation.

**Students must complete a minimum of 12 undergraduate hours or 16 graduate hours to be eligible for any degree.**

- Completed undergraduate application.
- Official transcripts from all post-secondary institutions attended (you must also submit a final, official transcript for all coursework in progress up until the time of enrollment, prior to beginning classes at the University)
- Official high school transcript (from a regionally accredited high school) if fewer than 30 semester hours of university-level work have been attempted in a regionally accredited university or university.
- Course description of all courses being submitted for transfer credit.
- To be considered for admission, the transfer applicant should have earned a minimum cumulative 2.50 GPA from a regionally accredited university or university.
- All applicants for transfer admission must be eligible to return to the last institution attended as a degree candidate. An official transcript from each institution attended must be sent directly to the Office of Admissions.

CCU of SC encourages transfer students to apply for admissions. University policy allows incoming students to receive credit for up to 50% (not to exceed 60 credit hours) of previous coursework towards an CCU of SC degree, pending review of official transcript. (See admissions policy for guidelines).

### **NON-DEGREE SEEKING STUDENTS**

CCU of SC, Inc. welcomes an applicant who is not a candidate for a degree but wishes to take certain courses. These "special students" are required to complete the general admission procedures. A special student may become a degree candidate at a later date, provided all admission requirements have been met.

## **APPLICATION PROCEDURES**

1. Request that official high school and university(s) transcript(s) of academic records be mailed to the Office of Admissions. All transcripts must be received in the Office of Admissions before admissions consideration will be given.

## **NON-DEGREE STUDENTS**

1. Request an application from the Office of Admissions, CCU of SC, 132 Monteith St. Columbia, SC 29203. Telephone number (803) 786-6594
2. Return the completed application forms to the Office of Admissions.
3. Request that official high school and university transcripts of academic records be mailed to the office of Admissions.
4. Request that General Education Development Examination (GED) scores be sent directly from the state testing center to the Office of Admissions.

## **Information for Veterans and Eligible Dependents**

The Office of the Registrar certifies educational benefits for veterans and eligible dependents.

To ensure receipt of benefits, eligible VA students must inform the Registrar of their intention to register for classes and supply the number of credit hours for which they will enroll each semester. After this information has been submitted to the Registrar, it is then submitted to the U.S. Department of Veterans Affairs for processing and payment. Beginning students should apply for a certificate of eligibility at their nearest Veterans Affairs office at least six (6) weeks prior to the expected date of enrollment or student may apply online at [www.gibill.va.gov](http://www.gibill.va.gov). All students receiving VA Educational Assistance payments from Veterans Affairs are responsible for immediately notifying the University's VA Certifying Official of any changes in their degree program, excessive absences, and/or credit hour load during the semester. Veterans' records are released upon request when accounts are up to date. At the request of the U.S. Department of Veterans Affairs, copies of a Veteran's transcript will be forwarded to the Office of Veterans Affairs.

## **PROVISIONS FOR DISABLED AND SPECIAL NEED STUDENTS**

The University makes provisions to accommodate disabled and special need students except those who are completely blind.

## **Non-Discrimination Policy**

CCU of Sc, Inc. admits students of any race, religion, color, national and ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, religion, color, national and ethnic origin, or sex in administration of its educational policies, admission policies, employment policies, and scholarship and loan programs. CCU of Sc, Inc. does not discriminate in admissions or access to or employment of persons with impaired vision, hearing or physical mobility.

## **The Admissions Retention Policy**

CCU of SC will maintain records that fall under only applicants' records. Applicants' records include information about the applicant's name, gender, birth date, home address, telephone number where parents or legal representative may be reached, emergency numbers. Other types of applicant's records include admission forms, release of information form; VISA and passport information.

**Retention of applicants' records.** All records on active applicants should be maintained for the duration of the current admission. If the applicant enrolls and validation of enrollment is final, the records must be sent to the Registrar's Office a month after validation. Records on applicants who did not enter the University will only be retained for one year.

**Retention of program policies and procedures.** Program policies and procedures should be maintained until no longer required or until the policy and procedure is replaced by a new policy or procedure. The University must also comply with record retention requirements established by our state and federal agencies that have jurisdiction over specific aspects of our program (if any) South Carolina Commission on Higher Education.

October 30, 2017

### Office of Financial Aid

The Office of Student Financial Aid (OFA) provides assistance to students and their families in identifying federal, state, and private resources that can help them pay for the costs of education. Advice and assistance are provided in completing and submitting the necessary applications and providing the appropriate documentation required by the provider(s) of financial aid. The goal of OFA is to assist students in understanding their financial aid options, while explaining how the system works. Students and their families are expected to contribute to the cost of college. If a family is unable to contribute the entire cost, financial aid is available to eligible students to help bridge the gap. Knowing their financial aid options and how to obtain them is an important piece to funding students' educational journey. Students may not know where to begin, and that is where OFA comes in to provide assistance, guidance, and information.

### **Procedure for Reporting Incidents, Crimes and Emergencies**

If you are the victim of an incident or crime, do not assume someone else will or has reported it. You, the student, should report any incident, crime, suspicious behavior, or emergency immediately. The following procedures should be taken when reporting:

- If any of the above occurs on campus, contact **Administrative Office- (803) 786-6594**
- If any of the above occurs away from the campus, **call 911 immediately.**

### **Fire Drills and Safety Procedures**

In accordance with state law and for the safety of the students, fire drills will be conducted at each building various times throughout the semester. All persons must vacate the buildings during the drills and remain outside until instructed to return. Evacuation procedures will be posted in each building. Smoke detectors are located in each building and fire extinguishers are provided.

## **FACULTY AND STUDENT RELATED POLICIES**

### **PRESENTATION AND PUBLISHING A SYLLABUS**

At the beginning of the semester, please provide all students with a syllabus, or course plan containing the following:

- The mission statement of the university as required by ABHE mandates.
- A list of all written text materials to be used in the course and an indication of when they are to be used. Please do not require students to purchase expensive books unless they will be used extensively in your class.
- A calendar of all class sessions, with specific dates indicating what topics are to be covered in each class and when examinations will be held.
- A clear statement of written work assignments or other projects, including their due dates, required length, and grading standards.
- A statement of teacher policy on late attendance, absences, and incomplete or late written work.
- An indication of how grades will be determined, specifying expectations for those choosing the Credit/No Credit option as well as for letter grades.
- A statement concerning academic integrity and possible sanctions for plagiarism (see the Academic Integrity section of this handbook for a sample statement).
- As teachers prepare their syllabus, please review the course description published in the University Course Schedule. Students enroll in courses on the basis of the descriptions, and it is important that instructors attempt to adhere to them in the teaching of their courses.
- All syllabus issued at CCU of SC must conform to all mandates of ABHE as delineated in its standards section of the compliance documents.

#### **A. A SIGNED CONTRACT**

All students will be given a course contract upon approval from the Vice-President of Academic Affairs, Dr. Mary Stover. This record will remain on file in the CCU of SC central office. (See Appendix B.)

#### **STUDENTS:**

#### **B. CONFIDENTIALITY**

Federal law specifies that student attendance and personal information such as addresses, telephone numbers, and grades are not to be disclosed to any third party-including spouses and parents-except to school officials with legitimate educational interest. If a student is hospitalized or otherwise unable to attend class, the information is to be treated as confidential. Request should be made with the Dean of Students or the Registrar.

### **C. ACADEMIC DISHONESTY**

If students are suspected of cheating, their instructor will inform them. Student may explain or refute the allegation. If the instructor still thinks the charges are founded, the student will be referred to the CCU of SC Dean of Student Affairs, who will listen objectively to the explanations offered and may rule on the findings or refer to the student to the Vice-President of Academic Affairs. He/ She will receive a letter with the sanction grade of zero (0) and any other sanctions deemed appropriate. Students have the right to file an appeal. Once the hearing and the notice of the right to appeal have been completed, the instructor will be notified to apply the sanction grade of zero (0).

### **D. EMERGENCY**

For medical emergencies, students should get help immediately. Go to the nearest phone or have someone call from their cell phone 911 or the local police if it is a criminal matter. For non-life-threatening emergencies, have someone notify the faculty member in charge, if the incident occurs during a class session or immediately afterwards.

### **E. MEDICAL EXCUSES AND ABSENTEEISM**

Students are expected to attend every class section of all courses for which they are registered. They are not permitted a certain number of absences. If there are medical reasons, students should provide legitimate excuse documents, but they should notify their instructors as soon as possible either by text, email or other medium for missed course work that will affect their academic performance. Students enrolled in online classes should notify the instructor or the Director of Christian Education as soon as possible even if it is due to military service such as National Guard or Reserve Duty.

## **ATTENDANCE POLICY**

Central Christian University of SC has mandates that we must observe to remain in good standing with the Accrediting institution and consistently maintain our professionalism in the educational arena to be competitive with similar programs in biblical studies. We must, therefore, hold our students to the same level of professional character and mannerism as other accredited schools. Students must attend all classes needed to be successful in this type of college credit classes and are assessed only three (3) unexcused absences or they will not receive credit for the course. If it is necessary to be away for official duties, illness, death or other unforeseen legitimate incidences, the students must notify their instructor immediately. There will be no deviation from this policy unless there is extreme hardship or unusual circumstances like the most recent flash floods or weather phenomenon so that classes had to be cancelled.

## **CHANGE IN TIME AND PLACE OF MEETING CLASS**

In general, a change by a faculty member in the time and/or place for holding class is discouraged. If it becomes necessary in special circumstances, arrangements for changing location and/or time may be made through the appropriate Dean of Academic Affairs and ensures that all students enrolled are accommodated and notified in a timely manner. Prior to the completion of such arrangements, faculty members are expected to hold their classes at the times and places originally specified. All changes should have the approval of the Dean of Academic and the President, when necessary, for the use of the facility.

## **DISRUPTIVE BEHAVIORS**

Behavior that disrupts the learning environment should not be tolerated. If a student or class exhibits disruptive behavior, discuss with the instructor who may refer to the Dean of Students if it becomes a regular occurrence. If the behavior becomes extremely dangerous such as when a weapon or physical violence is involved, the instructor has the right to notify the local police.

## **STUDENT COMPLAINTS**

Faculty should advise students who have a complaint to attempt to resolve issues and concerns directly with the employee with whom they have a concern. If students are unable to resolve the issue with the employee, they should be referred to the Dean of Students, or in their absence, contact the Academic Dean or Vice President of the University.

## **FINAL EXAM COURSE GRADE**

Faculty members are expected to evaluate the work of students enrolled in college-level credit courses and to assign grades. Evaluations may include test or study questions, homework assignments quizzes, or in-class essays, writing assignments, journals, projects, oral presentations or other assignments. These should be designated at the beginning of the course and described in detail on the course syllabus. At the end of the semester faculty will submit final grades to the Registrar based on the school calendar or schedule. For students who complete a course, they will receive a passing grade of A, B, C, OR D, and the failing grade of F. For students who do not complete the course a grade of I, W or F as appropriate based on school policies and mandates by the Registrar and Academic Dean.

## **SPECIAL NEEDS AND DISABILITIES**

**Disabilities Statement:** CCU of SC wants to ensure that all educational programming and services are accessible to otherwise qualified students with disabilities. If students have a concern regarding the accessibility of websites, instructional materials, online courses and other electronic or information technology please contact the Dean of Students or the Director of Christian Education. It is the student's responsibility to self-disclose as a student with a disability and to request accommodations prior to beginning a program or course. Students are to contact the Registrar when they apply that they will require special needs accommodation and assistance when they apply for admission.

## STUDENT CODE OF CONDUCT

The Code of Conduct to which students of CCU of SC must adhere describes the behavior expected of a student, both as an individual and as an ambassador of the University. This Code of Conduct applies to student organizations and each student who is enrolled, whether a future residential or day student, on campus or off, during or between semesters.

CCU of SC students are expected to show proper respect to the University faculty, staff, and administrators and maintain democratic, friendly attitudes towards their fellow students. A student who willfully violates this Code of Conduct will be subject to sanctions suited to the circumstances.

The following statements constitute the official record of all general conduct policies and regulations at CCU of SC, Inc. Students are expected to abide by these regulations and staff and administrators are expected to enforce them. These regulations should be read broadly and are not designed to define prohibitive conduct in exhaustive terms.

Additional policies and regulations may be promulgated during the year. Announcements will be made upon adoption of the changes or additions.

### Violations

**Violations of the Student Code of Conduct sections listed below could lead to separation (suspension or expulsion) from the University, any other appropriate sanctioning, and transcript notation that the student was withdrawn for disciplinary reasons. All sanctions can be imposed administratively.**

#### Arson

No student shall set or cause to be set any fire that has the potential for jeopardizing lives or destroying University property; nor shall a student possess, sell, furnish, or use any incendiary or explosive device on campus; nor shall a student tamper with any fire equipment or make or cause to be made a false alarm.

#### Destruction of Property

No student shall willfully or maliciously deface, mutilate, burn, destroy or otherwise damage a place, building or property on university premises; nor shall any student willfully conceal, mutilate, or destroy any property belonging to another student.

#### Civil Offenses

Students or student organizations which commit offenses against local, state, or federal laws are subject to prosecution by those authorities and will be subject to University conduct action when their conduct violates the University Student Code of Conduct.

**Group Assault**

No student shall inflict any act of violence through a mob, gang affiliation or group of students.

**Disorderly Conduct**

No student shall verbally assault any member of the faculty, administration, staff, visitors to campus or other members of the student body; nor shall a student behave in a disorderly manner so as to cause a breach of the peace on university premises or at any of the functions sponsored or supervised by the University.

**Disruptive Behavior**

No student shall behave in a manner that is disruptive to the lives of other individuals and of the University intending to or having the effect of limiting the ability of any individual or the University to perform functions or assigned duties effectively.

**Profanity/Abusive Language**

No student shall use profanity or abusive language while on campus or at a CCU of SC related affair.

**Disregard for Authority**

No student shall disregard directions or requests of any University official.

**Excessive Noise**

No student shall use excessively loud noise or noisy speech on University premises except in the case of emergency “attention getters.”

**Forgery**

No student shall forge someone else’s signature for any purpose.

**Fraud**

No student shall deliberately deceive another individual or the University to secure unfair or unlawful gain.

**Defamation**

No student shall make false statements regarding another individual or the University.

**Gambling**

No student shall engage in games of chance or skill for money or property.

**Public Indecency**

No student shall engage in lewd sexual acts in public which includes, but not limited to, exposure of sexual organs, indecent caressing or fondling of oneself or others, or appearance in a state of partial or complete nudity.

**Sexual Activity**

No student shall engage in any sexual activity, heterosexual, or homosexual, on campus.

### **Plagiarism**

No student shall plagiarize or represent as one's own the ideas or words of someone else. When using other's information, written or verbal documentation must be cited.

### **Sale of Property**

No student shall sell any property that does not belong to him/her.

### **Other Policies:**

#### **CCU of SC Policy on Acts of Violence**

There will be **zero tolerance** to any act of violence to include any act whereby a student lays his or her hands on another student, faculty member or any employee of the University or commits any heinous act. Necessary to safeguard personal and University welfare, such act will be punishable with **immediate suspension** from the University. Said act will not be subject to a conduct committee hearing for deliberation of punishment.

#### **CCU of SC Policy on Weapons**

No student shall possess or use, in any way, firearms, explosives or weapons of any kind (including, but not limited to, slingshots, air guns, metal knuckles, razors, Tasers, toxic chemicals or other dangerous weapons).

#### **CCU of SC Policy on Smoking**

No student shall smoke on University premises. CCU of SC, Inc. is designated as a "Smoke Free Zone."

#### **CCU of SC Policy on Drugs**

No student shall possess, manufacture, sell, distribute, or use narcotics, barbiturates, amphetamines, LSD, or other hallucinogens or any other drugs classified as illegal, dangerous or controlled substances by local, state or federal statutes and regulations, unless prescribed for that student by a medical doctor. No student shall possess drug paraphernalia in connection with any prohibitive substance.

#### **CCU of SC Alcoholic Policy**

No student shall possess, consume or be in the presence of any alcoholic beverage while on campus or while representing the University off-campus; nor shall a student return to the campus under the influence of alcohol. No student shall entertain any guest who possesses any alcoholic beverage on campus; nor shall alcoholic beverage containers be used for decoration.

#### **CCU of SC Policy on Sexual Assault/Harassment**

No student shall participate or engage in sexual harassment or assault of another student, faculty or staff. CCU of SC complies with Title IX and all of its provisions explained on the University website.

CCU of SC encourages all members of the University community to be aware of both consequences of sexual assault and the options available to victims/survivors. For more information, contact the Vice President for Student Affairs at (803) 786-6594.

**CCU of SC Student Complaint Form**

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Classification** (circle one): Fr. So. Jr. Sr.

**Complaint:**

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**Attachments and/or Addendums:** (please list attachments): \_\_\_\_\_

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**Expected Results:**

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**Action Taken:**

- Referred to VP of Human Resources
- Referred to VP for Academic Affairs
- Referred to VP for Student Affairs

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**University Official's Signature**

\_\_\_\_\_  
**Date**





## Appendix A

### Central Christian University of South Carolina, Inc.

132 Monteith Street

Columbia, South Carolina 29203

Building

Phone: 803- 786-6594

### Registration ADD/ DROP FORM

Complete and submit to Registration, Administration

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Number and Street \_\_\_\_\_ Phone \_\_\_\_\_ SS \_\_\_\_\_

E-mail Address \_\_\_\_\_ SEMESTER    Fall     Spring     Summer

ADD: List Classes you are adding.

Course No.	Course Name	Credits	Instructor's signature authorizing addition

DROP: Classes you are dropping.

Course No.	Course Name	Credits	Instructor's signature authorizing dropping

Explanation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_

Registration use only

**Appendix B-CENTRAL CHRISTIAN OF SOUTH CAROLINA COURSE CONTRACT**

NAME OF COURSE AND NUMBER \_\_\_\_\_

INSTRUCTOR \_\_\_\_\_

TERM \_\_\_\_\_ DATE \_\_\_\_\_

So that we can create a positive atmosphere for learning this semester, I understand that

- *It is my responsibility to attend and prepare for every class, and to arrive on time to teach*
- *It is my responsibility to return all graded assignments in a timely manner*
- *It is my responsibility to communicate professionally and respectfully with all students*
- *It is my responsibility to adhere to all the policies of this course consistently and fairly.*

Signed \_\_\_\_\_ (Instructor) Date \_\_\_\_\_

**STUDENTS' AGREEMENT**

So that we can create a positive atmosphere of learners in this course \_\_\_\_\_ this semester, I understand that:

- I am responsible for reading, understanding, and conforming to all policies outlined in the course documents, and I will not expect the instructors to make exceptions to any of the policy stated in this syllabus course \_\_\_\_\_
- If I miss class session(s), it is my responsibility to contact the instructor before the beginning of the next class.
- I will communicate professionally and respectfully to my instructor and other classmates.
- I will not perform any disruptive behavior that distract the professor and the students such as nonacademic use of cell phones and other electronic devices, sleeping or side conversations.
- I will take responsibility for my own learning. If I encounter difficulties in the course, I will talk privately with my instructors and not engage in family members or associates speaking for me.
- All assignments I submit will be my own work. I will not engage in plagiarism or collusion.
- I will present excuses to my instructor when needed to document excessive absences.
- I will complete all make-up work by the last day of class unless special arrangements have been stipulated by the instructor and myself.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed name of student \_\_\_\_\_

## CCU of SC Request for Medical Withdrawal

Students requesting to withdraw from all courses for medical reasons past the normal deadlines should complete this form, attach appropriate documentation, and submit the form and documentation to CCU of SC Counseling Center. Withdrawals past the normal deadline will be recommended only if the student provides clear, specific medical documentation using the checklist below.

### Student Information

Name \_\_\_\_\_ Telephone \_\_\_\_\_

### Course Information

Year 20\_\_\_\_

Semester:

Fall     Spring.

<u>Course Prefix</u>	<u>Course #</u>	<u>Section #</u>	<u>Instructor</u>	<u>Last Day Attended</u>

### Student Checklist:

- \_\_\_ I have provided medical documentation signed by a physician.
- \_\_\_ The medical documentation I have provided includes a specific recommendation from the physician to withdraw due to medical (health) reasons.
- \_\_\_ The medical documentation I have provided verifies that the dates of the medical condition correspond to the semester in which I am requesting a medical withdrawal.
- \_\_\_ The medical documentation I have provided indicates a request for withdrawal from all courses. If not, the medical documentation provided indicates a specific rationale as to why my condition does not require a complete withdrawal.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Director of Counseling's Recommendation:

- The documentation submitted meets the guidelines to receive a medical withdrawal.
- Assign a grade of "W" for the course(s) listed above.
- Change the grade(s) for the course(s) listed above to "W."
- Not Approved. Referred to vice president for final decision.

Director Signature \_\_\_\_\_ Date \_\_\_\_\_