



CALVARY CHAPEL UNIVERSITY

2022-2023 Student Handbook

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COLLEGE PROFILE

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

GENERAL INTRODUCTION TO CCU

Vision

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

Mission Statement

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

Mission

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

Philosophy of Education

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

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

Core Values

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

- f. We understand the capabilities of our physical bodies and are committed to the lifelong nurturing of our physical selves so that we can be of service to the Lord and others.
- g. We are servants who:
 - i. Are able to joyfully follow Jesus' example of service in the world and to pour out our individual and corporate lives for others because of God's love in Christ for us.
 - ii. Share our faith unashamedly, disciple other Christians, participate in missionary endeavors, and minister to the needs of all persons, regardless of their agreement with our beliefs. We affirm the unique worth of every individual. We regard each individual as having God-given gifts and talents to be discovered, developed, and directed toward service.
 - iii. Are faithful stewards of our time, talents, and resources. We welcome and seek opportunities for service as a means to clarify and practice our faith and knowledge.
- h. We value truth and humility.
- i. We value a spiritually surrendered life in both our work and our walk with the Lord.
- j. We value infectious, optimistic, and enthusiastic attitudes that have the best interests of the team at heart.
- k. We value a teachable heart and growth in our lives and ministries.
- l. We are committed to personal sacrifice in meeting the spiritual and practical needs of students and one another.
- m. We value honest, loving, biblical dialogue with hopeful outcomes instead of gossip, slander and secretive and harmful interactions, using Matthew 18 as a guideline for any conflict/disagreement.

Institutional Learning Objectives and Outcomes

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

Institutional Learning Outcomes (Spiritual)

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

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

Institutional Learning Outcomes (Academic)

- Think Critically
 - Throughout the curriculum, students will develop critical thinking skills by constructing knowledge and applying concepts to real-life while analyzing and evaluating the effectiveness of content learned.
- Communicate Effectively
 - Students will innovate, collaborate, and communicate by:
 - Formulating critical thinking and writing skills
 - Demonstrating technology proficiency
 - Implementing other media without regard for national boundaries or cultural differences
 - Utilizing information literacy skills.

History

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

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

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

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

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

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

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

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

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

2018- CCU moved to 8344 Clairemont Mesa Blvd Suite #100 San Diego, CA 92111

2019- CCU received Candidacy status for accreditation with TRACS

2020- CCU received Accredited Status for five years with TRACS

2020 - CCU awarded Accredited Status as a Category III with TRACS and BPPE approval to operate in the state of California.

2021 - The CCU main administrative office relocated to 13848 N Bolivar Dr., Sun City, AZ 85351 to centralize the business operations to the home state of the CCU president. The office located at 8344 Clairemont Mesa Blvd Suite #100 San Diego, CA 92111 officially closed on December 31, 2021.

2021 - CCU received AZ SARA (May), NC SARA (May), and AZPPSE (October) approval. AZPPSE granted CCU a regular and vocational degree license AVD-01706 legally authorizing CCU to offer Biblical Studies programs and certificates.

2022 - AZPPSE updated CCU's approval license to include the College of Education programs.

Statement of Faith

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

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

We believe in the person of God the Father, an infinite, eternal, personal Spirit, perfect in holiness, wisdom, power and love; that He concerns Himself mercifully in the affairs of men;

that He hears and answers prayer; and that He saves from sin and death all those who come to Him through Jesus Christ.³

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

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

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

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

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

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

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

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

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

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

We believe that marriage is exclusively the union between one man and one woman in a lifetime commitment to each other (Genesis 2:23-24; Matthew 19:4-6). Marriage reflects the relationship between Christ and the Church and provides for procreation, intimate

companionship, and we believe is the only basis for any form of sexual expression. We believe that any intimate sexual activity outside of marriage is sin.¹⁴

We believe that God disapproves any attempt to alter one's gender (as revealed at birth) through surgery, medicine, appearance or otherwise and is a violation of God's creative order.¹⁵

Citations

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

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

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

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

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

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

⁷ 1 Corinthians 12.

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

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

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

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

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

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

¹⁴ (1 Thess. 4:3; Ephesians 5:3)

¹⁵ (Genesis 1:27; Genesis 2:18-22; Romans 12:1-2; 1 Corinthians 6:19-20)

Facilities and Contact Information

Central Office

Mailing address: 13848 N Bolivar Dr., Sun City, AZ 85351

Email: info@calvarychapeluniversity.edu

Website: www.calvarychapeluniversity.edu

Library

Jody Mathis

Jody@calvarychapeluniversity.edu

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

Registrar

Donna Lien

Donna@calvarychapeluniversity.edu

Student Financial Services

Pandora Johnson - Billing Manager

Pandora@calvarychapeluniversity.edu

Institutional Scholarships

<https://calvarychapeluniversity.edu/admission/scholarship/>

INSTITUTIONAL POLICIES

Statement of Diversity

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

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

Statements of Nondiscrimination

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

The University supports Titles VI and VII of the Civil Rights Acts of 1964, and Title IX of the Educational Amendments of 1972, which prohibit discrimination on the basis of race, color,

national origin, sex, age, disability, or status as a veteran in any of its policies, practices, or procedures.

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

Family Educational Rights and Privacy Act (FERPA) of 1974

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

Resolving Conflict Biblically

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

“All scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; so that the man of God may be adequate, equipped for every good work.” (II Timothy 3:16-17)

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

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

God calls us to be proactive in our communication to make sure the devil doesn't get a

foothold and cause vain imaginations or division. Whether you think someone may have something against you, or you have something against someone, the process and goal are the same - reconciliation and restoration.

The Process:

1. Search your own heart.

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

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

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

2. Go to your brother alone.

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

If someone has offended you, or there is a sin issue, go to the person, seek to resolve your differences, and restore the relationship. Value the restoration of the relationship above exposing that person’s possible sin. Listen to his or her point of view and seek to understand his or her perspective on the issue. Go to the brother in love with the goal of restoration. Get in the word together and pray together. *“Love believes all things, hopes all things”* (1 Corinthians 13:7). Go alone... do not share the offense with anyone else. Please note, if this situation involves members of opposite sex, special precaution should be taken.

If there is still no resolve:

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

Matthew 18:16-17

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

Scriptures to pray over as you go through the process.

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

If the conflict cannot be resolved, continue to act in a manner pleasing to God. This may include removing yourself from the source of the conflict. *“Let all bitterness, wrath, anger, clamor, and evil speaking be put away from you, with all malice. And be kind to one another, tenderhearted, forgiving one another, even as God in Christ forgave you.”*—Ephesians 4:31–32 (NKJV)

Student Grievance Procedures

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

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

Formal Grievance Process

Calvary Chapel University evaluates formal grievances in light of Scripture and will work to bring peace and equity to the University community. When a student submits a formal grievance, the process is as follows:

1. The Registrar reviews the grievance as submitted through the online [Grievance Form](#) and responds in writing within 15 days with suggested resolution to address the complaint;
2. If the student is not in agreement with the resolution provided, the student may write a letter of appeal to the Board of Directors for additional review;
3. The appeal of the formal grievance resolution will be escalated to the Board of Directors for additional review;
4. The Board of Directors will provide a final decision and resolution, which will be documented in the student's record. The resolution will be communicated to the student in writing.

A student may seek redress within 30 days of the alleged grievance. The burden of proof rests with the individual making the complaint. The grievance procedure is listed in the [CCU Student Handbook](#) and is available on the [website](#).

Grievance Policy - Outside Assistance

If a student or non-student has exhausted the institution's internal complaint process, he or she can submit an external complaint to TRACS, AZ SARA, BPPE (CA students only), or AZ PPSE (AZ students only).

Instructions for Filing a Complaint with TRACS

1. TRACS Complaint Procedures and Forms:
 - [TRACS Complaint Information Sheet](#)
 - [TRACS Complaint Form](#)
2. TRACS Contact Information:
 - Address: TRACS, 15935 Forest Road; Forest, VA 24551 (Tel):
 - Phone Number: (434) 525-9539;
 - Website: <http://www.tracs.org>.
3. CCU ensures students that all staff and faculty members will fully cooperate with TRACS in the event of any complaint proceedings.

Instructions for Filing a Complaint with AZ SARA Council

1. Calvary Chapel University is approved by the Arizona SARA Council (<https://azsara.arizona.edu>), which is the Arizona State Portal Entity for the National Council for State Authorization Reciprocity Agreements (NC-SARA) as a SARA participating institution (<http://nc-sara.org>). The University has reciprocity with other SARA states for its distance education programs.
2. Available for students who reside in SARA participating states (see list of states at <https://nc-sara.org/state-actions-regarding-sara>)
3. The Arizona SARA Council will not review complaints regarding student grades or student code of conduct violations.
4. To file a complaint against an Arizona SARA Council-approved institution, you must meet the following requirements:
 - File within two years of the incident about which the complaint is made.
 - Complete the institutional complaint process prior to submission with the Council. (see institutional complaint process above)
 - The complaint must be a formal assertion in writing that the terms of SARA, or of laws, standards or regulations incorporated by SARA, are being violated by a person, institution, state, agency or other organization or entity operating under the terms of SARA.
 - You are a student of an Arizona SARA Council-approved institution. (see list of <http://nc-sara.org>)
 - You are not a student, but have a concern about any of the above.
5. For more information about filing a complaint with the AZ SARA Council, visit the AZ SARA Council website (<https://azsara.arizona.edu/complaints>).

Instructions for Filing a Complaint with AZ PPSE

1. If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private PostSecondary Education.
2. The student must Contact the State Board for further details.
3. The State Board address is:
 - 1740 W. Adams Street, #3008
 - Phoenix, AZ 85007.
 - Phone: 602-542-5709
 - Website: www.azppse.gov

STUDENT LIFE

As a member of the Calvary Chapel University community, it is our hope that this guide will serve as a reference in clarifying behavioral expectations and policies that have been established to ensure each student's educational and spiritual growth, while safeguarding the effective

functioning of our online community. The University reserves the right to change or modify the rules, regulations, and policies found within this Handbook. Changes may also be necessitated by federal, state or local law, other regulatory requirements, or in relation to accreditation. Changes may include but are not limited to curriculum, academic policies, administrative policies, procedures, and costs. Notice is not required for a new policy to take effect; however, Calvary Chapel University will make reasonable attempts to notify students promptly of any policy changes through communication methods deemed appropriate by the University administration.

Spiritual Life

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

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

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

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

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

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

- **Restoration and restitution:** *Galatians 6:1 – “Brethren, even if anyone is caught in any trespass, you who are spiritual, restore such a one in a spirit of gentleness; each one looking to yourself, so that you too will not be tempted.”*

Student Government

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

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

Counseling Services

Calvary Chapel University (CCU) welcomes students from all ages and backgrounds who are called to ministry and/or retiring and are in search of their next journey with God. Whether you are seeking a career in ministry, counseling, education, or you just want to gain biblical knowledge, taking those first steps can be huge, and we want you to know that you're not alone! Through career counseling and prayer, CCU can help make this process enjoyable. Your counselor will want to get to know you. Part of getting to know you is learning about where you are coming from and where you believe God may be calling you to serve and/or work. It is important you take some time to pray and reflect on your life and your goals.

Calvary Chapel University is here to help you explore your options and what program will help you to succeed. CCU will ask about your interests, skills, and strengths. We will explore everything that is relevant to choosing a career. Things to think about when choosing a career path would be to identify what you LOVE to do, along with what you do well and what comes naturally to you. Check out some of these articles below.

[How to do what you love for a living](#)

[How to identify and pursue your passion](#)

[Spiritual Gifts Survey](#) - This site will ask for phone numbers and addresses, however, it is optional.

Career Counseling does not stop at the beginning of your education process. Students are offered opportunities to obtain counseling throughout their program. We have a team of professionals who are available to help. Meet our team members:

Counselor, Title	Students Counseled
Donna Lien Registrar	New students
Pamela Prince Director of Admissions	Dual Enrollment students Bachelor of Arts students
Dr. Chuck Allers Faculty	Biblical Counseling students Christian Leadership students Master of Arts degree students
Dr. Kathy Morales Faculty	Women's Ministry students
Dr. Valerie Hall Curriculum Specialist, Faculty	College of Education students

For more information regarding CCU's Career Counseling Services, please visit the [CCU Website](#) - Student Services - Career Counseling tab.

Library/Learning Resource Center

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

Copyright Policies

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

<http://www.copyright.gov>.

Rights of Privacy and Publicity

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

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

Trademarks

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

STUDENT FINANCIAL INFORMATION

Tuition and Fees

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

Payment Schedule

Students must pay tuition online through the convenient and secure payment system available on Populi, our learning management system. A link is provided on the Populi system as part of your admission process. CCU invoices students for all course enrollments for a payment period, which represents one eight week period (module) of the student's academic year. Your tuition is due and payable in full at the time of invoice.

Tuition must be paid in full by the first day of each course unless special financial arrangements have been agreed upon with the billing department. Students who choose to use the payment plan must submit 20% of the tuition for each course enrollment by the start of each module. The payment plan is available to all students.

All payments will be set up in Populi, and you will need to submit all payments through the Populi system using a credit card or by check sent to the AZ office located at 13848 N. Bolivar Dr. Sun City, AZ 85351. At this time, CCU does not accept ACH payments. Students may request an interest-free payment plan using the [Payment Plan Request Form](#), which is available on the CCU website

under Student Services/Student Resources & Forms.

You are signing this agreement before formal evaluation or acceptance of transfer credit(s). The cost of tuition, books, and materials and your total charges may increase or decrease based on the actual number of courses and credits required to complete this program. Accepted and applied transfer credits will decrease total tuition by the cost per credit hour stated above. The tuition rates shown in this agreement are based on the date you sign the Enrollment Agreement. A full listing of all University tuition pricing is contained in the Calvary Chapel University Catalog. The University reserves the right to adjust tuition rates with advance notice. Please refer to the Calvary Chapel University Catalog for a listing of current pricing. Additional fees may apply depending on a student's request for specific services. See Calvary Chapel University Catalog – Tuition & Fees section.

Payment Plans

CCU is delighted to offer two types of payment plans.

Payment Plan by Module

This 0% interest free plan requires a 20% down payment by the 1st day of the course and can be set up in 2 monthly payments, 4 semi monthly payments or 7 weekly payments. All payments need to be made before taking the next course. We do not have ACH so please make the payments in Populi on time or earlier. The payment plan form can be located in Populi's dashboard under links. If payments are late, you will be notified by the billing manager. If late by more than 3 days your course may be locked. Billing manager can help with calculations and or any changes you may need.

Annual Payment Plan

This 0% interest free plan requires an annual commitment, by deciding how many courses you would like to take during the year, how many monthly payments and how many payments per month. No minimum enrollment of courses needed, to apply for the annual payment plan. All modifications of this plan must be approved by the billing manager and confirmed in writing (example: adding or withdrawing courses). Before enrolling in further CCU academic courses, the annual payment plan must be paid in full within the 12th month. We do not have ACH so please make the payments in Populi on time or earlier. The payment plan form can be located in Populi's dashboard under links. If payments are late, you will be notified by the billing manager. If late by more than 3 days your course may be locked. Billing manager can help with calculations and or any changes you may need.

NOTE: At this time, CCU does not offer federal student loans or federal student aid, including Title IV.

Cancellation, Withdrawal, and Refund Policies

Enrollment Agreement Cancellation Policy

The student has the right to cancel and obtain a refund within 72 hours (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement. No later than 30 days after receiving the notice of cancellation, the school shall provide the 100% refund.

To cancel your enrollment agreement, you must submit a written notice of cancellation request via email no later 72 hours after the signed enrollment agreement to:

- Email the request to: [Registrar Email](#)

Please call the University at 954-453-9228 with any questions. Cancellation is effective on the date written notice of cancellation is sent whether it was mailed or emailed to the university.

Refund Information

Other Cancellation Policy

An applicant requesting cancellation in any manner, more than 72 hours after signing an enrollment agreement and making an initial payment, but prior to the first day of a course, is entitled to a refund of all monies paid minus the application fee.

University Exit

University Exit is canceling your enrollment for all courses and leaving the University altogether. Simply dropping courses or non-attendance does not constitute an official exit. If a student decides to formally exit from CCU, a student must complete the [CCU University Exit Form](#) (click the link) or the University Exit Form located on the CCU website under Student Services>Student Forms & Resources. Refunds are assessed from the date a CCU University Exit Form is received based on the chart located under Tuition Refund/Credit after the start of the course section.

Course Withdrawal Policy

A student may withdraw from a course by completing a [Course Withdrawal Form](#) (click the link) which will notify the Director of Admissions ([Director of Admissions email](#)). A course Withdraw Form is also located on the CCU website under Student Services>Student Forms & Resources and within Populi>Dashboard>Links.

The official course withdrawal date will be the date the student submits the course withdrawal request to the Director of Admissions. A credit for tuition costs will be given to the student's account based on the chart located under Tuition Refund/Credit after the start of the course section.

Tuition Refund/Credit After the Start of Course

Total tuition liability is limited to the term during which the student withdrew, exited, or was terminated, and any previous terms completed. Refunds/credits are subject to the time-based refund schedule below:

Length of Course	Amount of Credit / Refund Given to the Student (minus applicable application fees) AFTER the start of the.....	
8 weeks	1st Week (days 1-7)	80%
	2nd Week (days 8-14)	60%
	3rd Week (days 15-21)	40%
	4th - 8th Week (after 21 days)	0%

Sample refund/credit calculations:

- **Example 1:** A student who is enrolled in BIB101 (8-week course), exits from CCU during week 2, the student will be refunded 60% of tuition, and CCU will retain 40% of tuition plus the registration fee. The student will be refunded \$648.00 of the \$1,080.00 tuition. **(Exiting from CCU = Refund to the student)**
- **Example 2:** A student who is enrolled in CBL261 (8-week course), withdraws during week 3, the student will be credited 40% of tuition towards next course, will retain 60% of tuition. The student will be credited \$432.00 of the \$1080.00 tuition. **(Withdrawing from Course = Credit on CCU student account)**

Refunds

Refunds must be requested by a student filling out a refund form found in Populi under Dashboard > Links.

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school handbook or catalog).

If the University cancels an educational program or course, it will offer the student the opportunity to transfer to a comparable program or course. If a student chooses not to transfer, the University will provide a credit to the student's account based on the date the educational program or course is canceled.

The University may withdraw a student from the program at any time for academic reasons, or misconduct that violates the mission or vision of the University. The University shall notify the student in writing and cite reasons for withdrawal. The student shall be notified immediately

upon the University's decision. The effective date of the withdrawal will be on the letter mailed to the student.

The University shall maintain a cancellation and withdrawal log that includes students' names, addresses, telephone numbers, and dates of cancellations or withdrawals.

Delinquent Accounts Policy

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

An administrative fee may be assessed to a student's account for any outstanding balances, late payments, or insufficient funds.

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

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

ACADEMIC REGULATION

Credit Awarded for Prior Experiential Learning

Prior learning experience may be substituted as credit in some instances such as an evaluation of an individual portfolio or an examination by an academic department of the University. Credits are applied upon approval from the Registrar. There is a \$275 fee for experience credits per course. Calvary Chapel University provides the opportunity of life experience credits for **undergraduate degrees only**.

1. Prior learning credits are considered transfer credits and are subject to the institutional Transfer Credit policy.
2. Only individuals who have not participated in similarly scheduled coursework are eligible to receive prior learning experience credit.
3. Credit by examination may be earned only once in a single subject. A similar subject test in another testing program will not earn additional credits.

4. Credit may be granted for specific courses, and/or for general prior learning experiences for which there is no course equivalent at CCU. The amount of credit to be allowed through examination or individual portfolio evaluation, the course(s) for which substitution, if any, is made, and the particular graduation requirements which may be satisfied will be determined by the Registrar.
 - a. Of the first 60 semester credits awarded to a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.
 - b. Of the second 60 semester units (i.e., credits 61-120) awarded to a student in an undergraduate program, no more than 15 semester credits may be awarded for prior learning.

Student's Responsibilities for Graduation

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

Availability of Courses

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

Student Classification (Undergraduate)

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

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

ACADEMICS

Calvary Chapel University Institutional Learning Outcomes

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

Institutional Learning Outcomes (Spiritual)

- Biblical Knowledge

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

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

Institutional Learning Outcomes (Academic)

- Think Critically
 - Throughout the curriculum, students will develop critical thinking skills by constructing knowledge and applying concepts to real-life while analyzing and evaluating the effectiveness of content learned.
- Communicate Effectively
 - Students will innovate, collaborate, and communicate by:
 - Formulating critical thinking and writing skills
 - Demonstrating technology proficiency
 - Implementing other media without regard for national boundaries or cultural differences
 - Utilizing information literacy skills.

DUAL ENROLLMENT PROGRAM

Purpose

The Dual Enrollment program equips high school students with the skills and knowledge in partnership with their respective high school.

Program Learning Outcomes

Program learning outcomes are clearly defined, established, and measurable in the statements outlined below. The Dual Enrollment program will equip the student with practical skills and deep understanding of the content taught from a Biblical Worldview. The student will develop exceptional written and oral communication skills that will benefit both personally and professionally. Program learning outcomes include the following.

Program Learning Outcomes

Program learning outcomes are clearly defined, established, and measurable in the statements outlined below. The Dual Enrollment program will equip the student with practical skills and deep understanding of the content taught from a Biblical Worldview. The student will develop exceptional written and oral communication skills that will benefit both personally and professionally. Program learning outcomes include the following.

The student will:

Philosophy

- Analyze educational content by conducting research and integrating a Biblical worldview into assignments throughout the program.

Proficiency

- Demonstrate course competency by reading assigned literature, writing assigned papers, and presenting to appropriate audiences.
- Demonstrate understanding of content through completing assignments and being a responsive learner.

Professionalism

- Create a Christ-like educational environment by working as unto the Lord.
- Demonstrate a commitment to lifelong learning by reading and researching beyond the stated assignment.
- Collaborate with other learners by providing substantive comments and additional questions that increase critical thinking on discussion boards and offering collaborative feedback.

COLLEGE OF BIBLICAL STUDIES

Certificate Program

The certificate program is a fully online program that allows students to take classes according to a specific interest. While being trained with a specific skill set, the certificate program may then be converted to a bachelors program if the student wants to pursue a college diploma.

Note: The institution does not offer any programs that lead to professional licensure. A graduate of programs offered at CCU is not eligible to sit for licensure exams within the United States.”

Purpose

The certificate program equips students with the skills and knowledge needed for a specific area of study.

Program Learning Outcomes

Program learning outcomes are clearly defined, established, and measurable in the statements outlined below. The certificate program will equip the student with practical skills and deep understanding of the content taught from a Biblical Worldview. The student will develop exceptional written and oral communication skills that will benefit both personally and professionally. Program learning outcomes include the following.

The student will:

Philosophy

- Analyze educational content by conducting research and integrating a Biblical worldview into assignments throughout the program.

Proficiency

- Demonstrate course competency by reading assigned literature, writing assigned papers, and presenting to appropriate audiences.
- Demonstrate understanding of content through completing assignments and being a responsive learner.

Professionalism

- Create a Christ-like educational environment by working as unto the Lord.
- Demonstrate a commitment to lifelong learning by reading and researching beyond the stated assignment.
- Collaborate with other learners by providing substantive comments and additional questions that increase critical thinking on discussion boards and offering collaborative feedback.

Program Structure

The certificate program consists of 12 credits and features 4 skill specific courses. The method of instruction is 100% online, asynchronous format, with video conferencing.

Bachelor of Arts in Biblical Studies (B.A.B.S.)

Purpose

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

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

Note: The institution does not offer any programs that lead to professional licensure. A graduate of programs offered at CCU is not eligible to sit for licensure exams within the United States.

Program Learning Outcomes

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

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

The student will be able to:

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

Master of Arts in Biblical Studies (M.A.B.S.)

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

Note: The institution does not offer any programs that lead to professional licensure. A graduate of programs offered at CCU is not eligible to sit for licensure exams within the United States.

Purpose

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

Program Learning Outcomes

The student will be able to:

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

Master of Divinity (M.Div.)

The Master of Divinity degree is a fully online program that builds upon the foundation of the Master of Arts in Biblical Studies to equip students who are called to pastoral leadership roles, such as a senior pastor, church planter, missionary, or chaplain. The Master of Divinity student

will demonstrate mastery in skills necessary for ministry success in higher leadership positions within the local church and parachurch organizations.

Note: The institution does not offer any programs that lead to professional licensure. A graduate of programs offered at CCU is not eligible to sit for licensure exams within the United States.

Purpose

The purpose of the Master of Divinity is to provide effective tools for furthering the cause of Christ through biblical studies and Christian ministry.

Program Learning Outcomes

Upon completion of the Master of Divinity degree program the student will be able to:

- Apply all ministry skills from the Master of Arts in Biblical Studies program.
- Demonstrate familiarity with the Biblical languages.
- Correlate Biblical ideas in a variety of counseling settings.
- Develop strategies for effective evangelism and missions programs in the local church.
- Practice leadership and administration skills necessary for success as leaders in the local church.

COLLEGE OF EDUCATION

Bachelor of Arts in Christian Education (B.A.C.E)

The Bachelor of Arts in Christian Education (B.A.C.E.) is a fully online program for students who desire to establish a deeper understanding of the educational process in the context of a Biblical worldview. The general studies offer students a well rounded liberal arts education and the completion of the education courses and practicum field experiences prepares the student to teach in a Christian school setting and serve as a K-12 classroom teacher. Emphasis is placed upon teaching from a Biblical worldview and reaching the heart for Christ throughout the program. In addition, the education core courses challenge students to identify a personal philosophy of education and acquire the foundational skills, pedagogical expertise, curricular design understanding, and methodological approaches to successful teaching. To expand knowledge and skills, students will choose a specific specialized track to train for either K-5th grade or 6th-12th grade according to their gifting and calling.

Note: The institution does not offer any programs that lead to professional licensure. A graduate of programs offered at CCU is not eligible to sit for licensure exams within the United States. Students will be eligible to apply for an ACSI teacher's certification. This program does not lead to state licensure to teach in a public school.

Purpose

The BACE is a well rounded degree that equips those called to Christian education with the skills and knowledge needed to teach students, lead colleagues, and serve Jesus throughout the process.

Program Learning Outcomes

Program learning outcomes are clearly defined, established, and measurable in the statements outlined below. The Bachelor of Arts in Christian Education degree will equip the student with practical skills and deep understanding of the educational process in the context of a Biblical Worldview. The student will develop exceptional written and oral communication skills that will benefit both personally and professionally. Program learning outcomes include the following.

Master of Arts in Christian Education (M.A.C.E.)

The M.A.C.E. is a fully online advanced degree for educational leaders of Christian schools. The program builds upon the basic skills learned in the BACE program and gives students a broad overview of the educational process and equips them with leadership skills and knowledge to strengthen Christian schools throughout the world. Once the core curriculum has been mastered, students may choose a specialty area that coincides with their calling and gifting. Specialty areas consist of Digital Instruction & Technology and Educational Leadership .

Note: The institution does not offer any programs that lead to professional licensure. A graduate of programs offered at CCU is not eligible to sit for licensure exams within the United States. Students will be eligible to apply for an ACSI teacher’s certification. This program does not lead to state licensure to teach in a public school.

Purpose

The purpose of the Master of Arts in Christian Education is to provide effective tools for furthering the cause of Christ through the ministry of Christian education. Emphasis will be to equip leaders to become effective leaders and practitioners within the educational community.

Program Learning Outcomes

Program learning outcomes are clearly defined, established, and measurable in the five statements outlined below. The MACE degree will equip the student with practical skills and deep understanding of the educational process in the context of a Biblical Worldview. The student will develop exceptional written and oral communication skills that will benefit both personally and professionally. Program learning outcomes include the following.

ACADEMIC INFORMATION

Credit Hour Defined

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

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

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

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

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

Registration

Prior to each semester and before attending any course, CCU students are auto-enrolled to ensure they are on track and graduating on time. At any time a student is unable to remain enrolled in courses, students need to contact the [Director of Admissions](#). Students are strongly encouraged to consult the academic calendar for deadline dates. CCU reserves the right to administratively drop students at any time from courses due to non-payment of tuition and fees.

Adding and Withdrawing From Courses

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

Repeating Courses

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

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

Auditing Courses

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

Grading

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

Grading Scale

Grade Scale Letter	Minimum Points	Grade points
A+	98	4.33
A	93	4.00
A-	90	3.67
B+	87	3.33
B	83	3.00
B-	80	2.67
C+	77	2.33
C	73	2.00
C-	70	1.67
D+	67	1.33
D	63	1.00
D-	60	0.67
F	0-59	0.00
P	Pass	
AU	Audit/Withdrawal	
W	Withdrawal	
WP	Withdrawal Pass - Passing Grade	
WF	Withdrawal Fail - Failing Grade	
IP	Grade/Withdrawal In Progress	
I	Incomplete	

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

Incomplete Grades Policy

Under *exceptional* circumstances, a faculty member may permit additional time for the completion of course requirements after the end of the module. In such cases, a temporary grade of I (Incomplete) will be assigned to a student whose performance is satisfactory but, due to unforeseen circumstances, has been unable to complete all course requirements. An "I" is not given to enable the student to do additional work to raise a deficient grade. The terms for the removal of the "I", including the time limit of its removal (normally one month after the final exam) will be decided by the faculty member and documented for the chief academic officer. It is the student's responsibility to arrange with the faculty member whatever action is needed to remove the "I" grade at the earliest possible date, and in any event, within the time limit stipulated. The "I" grade does not carry quality points and is calculated in the grade point average as a zero (0) until a final grade is determined. A student may not graduate with an "I" on the record. A student does not need to be enrolled to remove a grade of incomplete."

Students experiencing extreme temporary hardship should request an incomplete grade through

their instructor prior to the course end date.

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

Extreme temporary hardship may include:

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

Grade-Point Average

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

Grade Appeal

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

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

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

Satisfactory Academic Progress

Calvary Chapel University reserves the right to place a student on academic probation and/or

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

- Must be enrolled in a degree program, taking classes leading to that degree;
- Must maintain a cumulative GPA of 2.0;
- **Academic Warning:** Students who earn a semester GPA of less than 2.0, but whose cumulative GPA is not less than 2.0 will be given an academic warning, and are strongly encouraged to meet with an Enrollment Advisor prior to the start of the next semester. Additionally, students who earn a GPA of less than 2.0 in their major courses, but whose cumulative GPA is not less than 2.0 will receive an academic warning. An academic warning will not be placed on the official transcript;
- **Academic Probation:** Students should note that academic probation differs from financial aid probation. Students whose cumulative GPA is less than 2.0 will be placed on academic probation, and will be required to meet with an Enrollment Advisor prior to the start of the next semester. Students placed on academic probation will be required to meet SAP standards by achieving a cumulative GPA of 2.0 during the semester in which they are on probation. Students placed on academic probation will also have a registration hold placed on their account, and the academic probation status will be indicated on the official transcript.

Exiting the University

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

Leave of Absence

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

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

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

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

Transcripts

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

Unofficial transcripts may be requested at no charge. There is a fee of \$7.00 for each official transcript, and a \$17.00 fee for rush orders processed within 24 hours of the transcript request. Routine requests are processed in 7-10 working days.

An official transcript is released only after students have settled all financial obligations to Calvary Chapel University. Transcripts contain coursework completed at Calvary Chapel University, as well as transfer credit and prior experiential credit.

The Transcript Request Form is available through the Populi system under the student's profile on the Student Tab, and selecting an Official Transcript Request.

Academic Advising Program

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

Academic Calendar 2022-2023

TERM	START DATE	ADD/DROP DATE	END DATE
FALL 2022-2023 SEMESTER			
Fall Module 1	August 29, 2022	September 4, 2022	October 23, 2022
Fall Module 2	September 26, 2022	October 2, 2022	November 20, 2022
Fall Module 3	October 24, 2022	October 30, 2022	December 18, 2022
*Christmas Break		December 19, 2022	January 1, 2023
SPRING 2022-2023 SEMESTER			
Spring Module 1	January 2, 2023	January 8, 2023	February 26, 2023
Spring Module 2	January 30, 2023	February 5, 2023	March 26, 2023
Spring Module 3	February 27, 2023	March 5, 2023	April 30, 2023
*Easter Break (Easter April 9th)		April 3, 2023	April 9, 2023
SUMMER 2022-2023 SEMESTER			
Summer Module 1	May 1, 2023	May 7, 2023	June 25, 2023
Summer Module 2	May 29, 2023	June 4, 2023	July 23, 2023
Summer Module 3	June 26, 2023	July 2, 2023	August 20, 2023