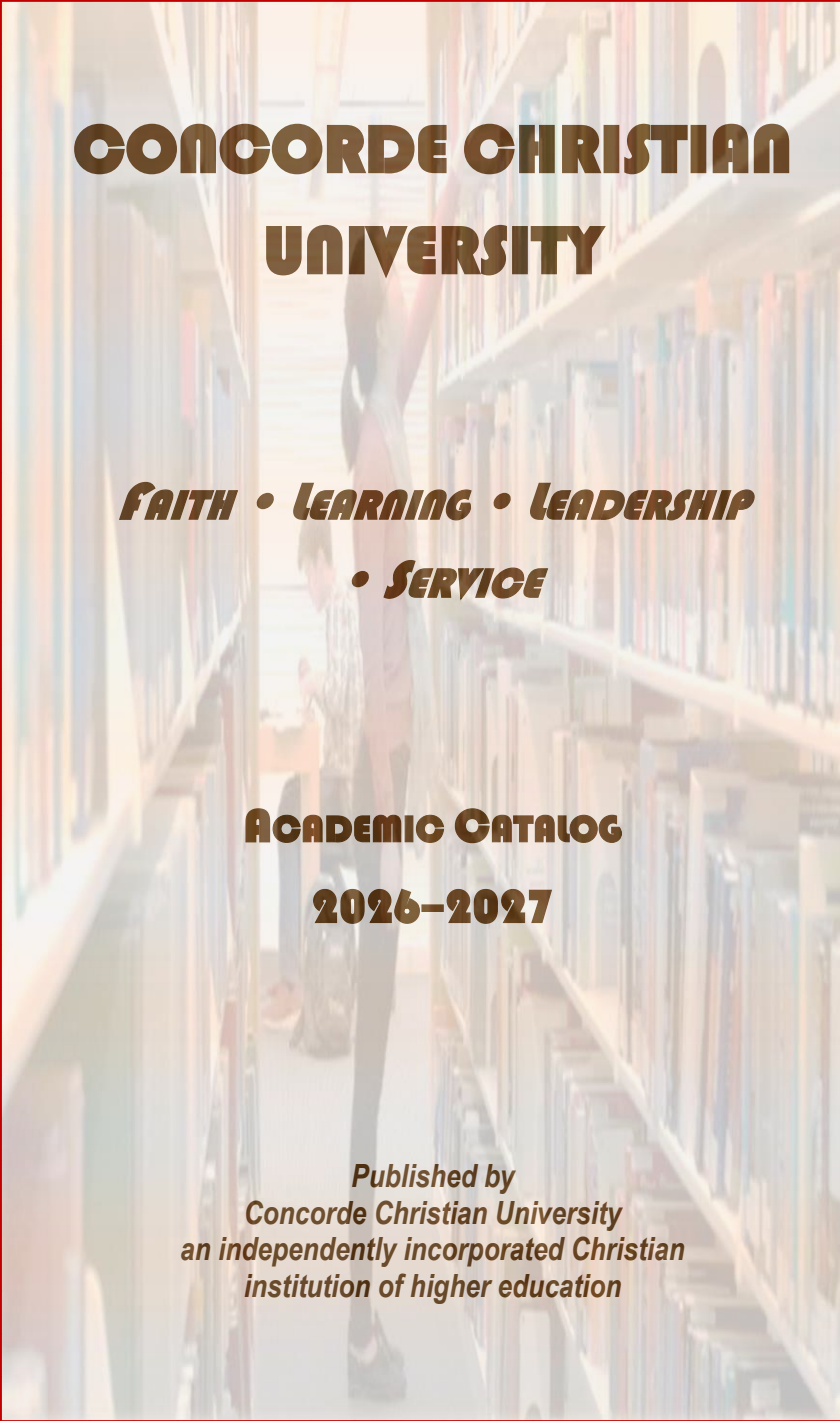




CONCORDE CHRISTIAN UNIVERSITY

***FAITH • LEARNING • LEADERSHIP
• SERVICE***

**ACADEMIC CATALOG
2026-2027**

*Published by
Concorde Christian University
an independently incorporated Christian
institution of higher education*

ACADEMIC STUDENT CATALOG

*Preparing Christian Leaders for Ministry,
Biblical Teaching, Theological
Scholarship, Christian Leadership,
and Faithful Service*

Revised Edition - September 2026
2026 - 2027

TABLE OF CONTENTS

Welcome from the President	5
History of Concorde Christian University	6

CHAPTER 1 - INSTITUTIONAL IDENTITY, STATUS, AND GOVERNANCE

Institutional identity, purpose, and religious mission	9
Religious-exemption, accreditation, and governance	10

CHAPTER 2 - ADMISSIONS AND ACADEMIC REGULATIONS

Admissions policies and readiness assessment	18
Academic year, attendance, grading, and completion standards	30

CHAPTER 3 - ACADEMIC PROGRAMS AND DEGREE REQUIREMENTS

Current programs, curricula, and learning outcomes	45
Course descriptions	54

CHAPTER 4 - ACADEMIC CALENDAR, CREDIT, AND GRADUATION STANDARDS

Academic calendar, credit system, and program duration	85
Graduation standards and protection of enrolled students	91

CHAPTER 5 - ACADEMIC ORGANIZATION AND FIELDS OF STUDY

Academic organization and current programs	98
Interdisciplinary theological study and professional boundaries	102

CHAPTER 6 - FACULTY AND INSTRUCTIONAL STANDARDS

Faculty qualifications and academic personnel	109
Instructional standards and quality assurance	114

CHAPTER 7 - STUDENT SERVICES AND FACILITIES

Student support, records, rights, and responsibilities	124
Physical facilities and campus-safety limitations	136

CHAPTER 8 - FINANCIAL POLICIES, TUITION, FEES, AND REFUNDS

Tuition, fee schedule, and financial assistance	139
Cancellation, withdrawal, and refund policies	147

CHAPTER 9 - GRADUATION AND ACADEMIC CREDENTIALS

Graduation, credentials, and conferral procedures	155
Commencement participation and charges	166

CHAPTER 10 - STUDENT CONDUCT AND DISCIPLINARY PROCEDURES

Student conduct, academic integrity, discipline, and appeal rights	172
--	-----

CHAPTER 11 - STUDENT COMPLAINTS, GRIEVANCES, AND APPEALS

Complaint, grievance, appeal, and CIE-contact procedures	189
--	-----

CHAPTER 12 - OFFICIAL FORMS AND RECORDS

Academic forms, administrative procedures, and records	202
--	-----

CHAPTER 13 - FUTURE DEVELOPMENT AND CATALOG AUTHORITY

Future programs, expansion, and accreditation development	219
Catalog approval, amendments, and effective edition	227

CHAPTER 14 - COMMUNITY HONOR CODE COVENANT

Honor Code, academic integrity, and community responsibility	230
Responsible use of artificial intelligence	233

CHAPTER 15 - INSTITUTIONAL DISTINCTIVES

Institutional distinctives and commitments	239
Catalog and Honor Code Commitment Page	251
Final Declaration and publication information	252

Welcome from the President

Dear Students, Faculty, Ministry Leaders, and Friends,
Welcome to *Concorde Christian University*.

It is with gratitude to God and great anticipation for the future that we present this revised Academic Student Catalog of Concorde Christian University. This publication represents an important milestone in the development of an institution dedicated to Christian higher education, academic excellence, spiritual formation, and responsible leadership.

Concorde Christian University was established to prepare men and women for the service of God through solid academic preparation grounded in the intellectual and moral values of the Holy Scriptures. We believe that education is not merely the acquisition of knowledge, but also the formation of character, wisdom, faith, and leadership.

Through the Diploma in Systematic Theology and the Bachelor of Systematic Theology, CCU seeks to equip students with biblical knowledge, theological understanding, intellectual discipline, Christian character, and spiritual maturity for ministry, leadership, and faithful service.

May God richly bless your studies and your future endeavors.

Concorde Christian University
Dr. J. Moncoeur,
President

History of Concorde Christian University

Concorde Christian University exists to provide Christ-centered higher education that equips students for Christian leadership, ministry, counseling, family life, education, community service, and lifelong learning.

Through excellence in biblical, theological, and Christian-based academic programs, the University seeks to cultivate spiritually mature, intellectually competent, and socially responsible leaders who are prepared to serve God, strengthen families, transform communities, and contribute to the advancement of God's Kingdom throughout the world.

Our goal is to serve students seeking academic preparation and spiritual orientation within a Christian worldview. The University is committed to integrating faith, learning, character, and service, to develop graduates who demonstrate moral biblical values, professional competence, compassionate leadership, and a commitment to the well-being of humanity.

Statement of Faith and Institutional Identity

Concorde Christian University is founded upon the authority of the Holy Scriptures and the historic Christian faith as

revealed in the Bible. The University affirms the following beliefs:

The Holy Scriptures. - We believe that the Bible, consisting of the Old and New Testaments, is the inspired, infallible, and authoritative Word of God and is the supreme standard for faith, doctrine, and Christian living. (2 Timothy 3:16–17; 2 Peter 1:20–21)

The Triune God. - We believe in one God, eternally existing in three Persons: Father, Son, and Holy Spirit, equal in power, glory, and divine nature. (Matthew 28:19; 2 Corinthians 13:14)

Jesus Christ. - We believe that Jesus Christ is the eternal Son of God, conceived by the Holy Spirit, born of the Virgin Mary, fully God and fully man. We believe in His sinless life, atoning death, bodily resurrection, ascension into heaven, and future return in glory. (John 1:1–14; Philippians 2:5–11; 1 Corinthians 15:3–4)

The Holy Spirit. We believe that the Holy Spirit convicts the world of sin, regenerates believers, indwells and empowers Christians for holy living, ministry, and witness. (John 16:8–13; Acts 1:8; Galatians 5:22–23)

Humanity. - We believe that all human beings are created in the image of God and possess inherent dignity and worth. Through sin, humanity became separated from God and

needs redemption through Jesus Christ. (Gen.1:26–27; Rom.3:23).

Salvation. - We believe that salvation is a gift of God's grace, received through faith in Jesus Christ alone. Redemption is accomplished through His death and resurrection. (Ephesians 2:8–9; Romans 10:9–10).

The Church. - We believe that the Church is the Body of Christ, composed of all true believers, called to worship God, proclaim the Gospel, make disciples, and serve humanity in love. (Matt.28:18–20; Eph.4:11–16)

Christian Life and Discipleship. - We believe that Christians are called to live lives of holiness, integrity, compassion, justice, stewardship, and service under the lordship of Jesus Christ. (Micah 6:8; Rom.12:1–2).

Family and Human Relationships. - We affirm the importance of biblical principles in marriage, family life, counseling, education, and community development. (Deut. 6:6–7; Ephesians 5:21–33)

The Return of Christ and Eternal Hope. - We believe in the personal return of Jesus Christ, the resurrection of the dead, the final judgment, and the establishment of God's eternal Kingdom. (John 14:1–3; Revelation 21:1–5)

These convictions provide the spiritual and theological foundation for the educational mission, academic programs, and community life of Concore Christian University.

CHAPTER 1

INSTITUTIONAL IDENTITY, STATUS, AND GOVERNANCE

1.1 Institutional Identity and Religious Mission Concorde Christian University is a separately incorporated Christian institution of higher education established to prepare students for religious vocations, ministry, theological education, biblical teaching, Christian leadership, pastoral service, religious administration, and related service within churches, ministries, and faith-based organizations.

The University integrates biblical truth, theological scholarship, spiritual formation, Christian character, and practical ministry preparation. Its educational programs are established and administered within an explicitly Christian worldview and are intended exclusively for religious educational purposes.

1.2. Explanation of the Religious Modifier

The word “Christian” in the name *Concorde Christian University* is an essential religious modifier that identifies

the institution's faith, mission, educational philosophy, and academic purpose.

“Christian” signifies :

- the Holy Scriptures constitute the foundational authority for the University's religious instruction; Jesus Christ is central to its institutional identity;
- its academic programs are taught from a Christian theological worldview; its educational purpose is preparation for religious vocations and service;
- and its governance, curriculum, conduct standards, and community life are informed by its Statement of Faith.

The term is not used merely as a cultural or historical designation. It expresses the University's substantive religious character.

1.3. Florida Religious-Exemption Status

Concorde Christian University has submitted a sworn affidavit requesting a Letter of Exemption from Licensure from the Florida Commission for Independent Education pursuant to Section 1005.06(1)(f), Florida Statutes, and Rule 6E-5.001, Florida Administrative Code.

At the time of publication of this revised catalog, CCU's

request remains pending final review and approval by the Commission.

Submission or receipt of the affidavit does not itself constitute approval, licensure, accreditation, governmental endorsement, or authorization to represent that the exemption has been granted.

If the Commission approves the affidavit, CCU will update this statement to identify:

- the issuance date of the Letter of Exemption;
- the effective period stated in the letter; and
- the annual renewal requirement.

Florida's current rule provides that the Commission issues an annual Letter of Exemption only after receiving a properly completed CIE Form 113 and granting approval. The letter is ordinarily valid for one year. Florida CIE religious-institution requirements.

1.4. Scope of Religious Education

CCU offers only educational programs designed to prepare students for religious vocations and service. The programs currently open for enrollment are:

- Diploma in Systematic Theology - 30 semester credits
- Bachelor of Systematic Theology - 120 semester credits

Programs described elsewhere as proposed, planned, or under development are not presently open for enrollment and will not be advertised or offered as current programs until they have received all required institutional and regulatory approvals.

Florida law permits a qualifying nonpublic religious postsecondary institution to operate without licensure when, among other requirements, it offers only programs preparing students for religious vocations and uses degree titles that cannot be confused with secular degree titles. Section 1005.06(1)(f), Florida Statutes

1.5. Accreditation Status

Concorde Christian University is not institutionally accredited by an accrediting agency recognized by the United States Department of Education or the Council for Higher Education Accreditation.

Religious exemption from CIE licensure:

- is not accreditation;
- does not constitute governmental endorsement;

- does not guarantee recognition by another institution or organization; and
- does not establish eligibility for federal or state student financial-aid programs.

CCU will describe any future accreditation-related status only after receiving formal authorization from the applicable accrediting agency to make such a representation.

1.6. Professional-Licensure Limitation

CCU's programs and credentials are religious in nature. They are not designed to satisfy the educational requirements for secular professional or occupational licensure.

Completion of a CCU program does not qualify a graduate for state licensure as a: *mental health counselor; psychologist; clinical social worker; marriage and family therapist; educator; healthcare professional; or practitioner in another regulated profession.*

Courses examining *psychology, counseling, family life, human development, biology, heredity, social responsibility,* or related disciplines are taught from a theological and religious-education perspective. They do not constitute clinical training, medical preparation, or secular professional-licensure education.

1.7. Transferability and External Acceptance

Transfer of credits into or from *Concorde Christian University* is determined by the institution receiving and evaluating those credits.

CCU does not guarantee that another educational institution, employer, licensing agency, church, ministry, ordaining body, or organization will accept its: credits; courses; certificates; diplomas; or degrees.

Prospective students who intend to transfer credits, pursue another academic program, seek professional licensure, obtain ordination, or satisfy an employer's requirements should consult the receiving organization before enrolling.

1.8. Legal and Organizational Governance

Concorde Christian University is a separately incorporated religious educational institution.

Family Empowerment Alliance, Inc., a nonprofit religious and charitable organization recognized by the Internal Revenue Service under Section 501(c)(3) since 2009, serves as CCU's affiliated and sponsoring organization.

The two organizations maintain distinct legal identities.

CCU does not represent that it possesses its own independent IRS recognition under Section 501(c)(3) unless and until such recognition is formally obtained. The University is governed by its duly appointed Board of Directors, which exercises oversight of its:

- religious mission and doctrinal integrity;
- academic policies and educational programs;
- finances and institutional sustainability;
- administrative leadership;
- student welfare and fair-consumer practices;
- and compliance with applicable laws and institutional policies.

1.9. Nondiscrimination and Religious Character

Concorde Christian University admits qualified students without unlawful discrimination based on race, color, national origin, or ethnic origin and provides admitted students access to the rights, privileges, programs, and activities generally available through the University.

As an expressly Christian religious institution, CCU

retains the right to organize and conduct its governance, curriculum, employment practices, religious instruction, community standards, and institutional activities consistently with its Statement of Faith and religious mission, to the extent permitted by applicable law.

1.10. Governing Board

Dr. Jerry Moncoeur - Chairman
Miramar, Florida

Dr. Manette Cherenfant 1st. Vice-Chairman
and Student Advisory Chair
Miami, Florida

Ernaud St. Aude /Treasurer 2nd Vice-Chairman
Miami, Florida

Lamarre Baptiste, 3rd Vice-Chairman
and Online Assistant Chair
Stamford, Connecticut

Pastor Jorel Jacob, B.Th. - Student Advisory
and Online Assistant Co-Chair

1.11. Executive and Academic Administration

Chief Administrative Officer and President:
Dr. Jerry Moncoeur, Ph.D.

Online Student Advisory, Assistant
Pastor Jorel Jacob, B.Th.

Student Advisory Chair
Director of Student Admissions and Records
Dr. Manette Cherenfant, M.D.

Webmaster Technician (Online General Advisory)
Lamarre Baptiste and Student Advisory Chair

Pastor Jorel Jacob, B.Th. - Board Member
Online Student Advisory, Assistant

Student Advisory Vice-Chair
Abigail J. Moncoeur, M.A.

1.12. Institutional Goal

Concorde Christian University seeks: “To educate minds, strengthen faith, develop leaders, empower families, and transform communities through Christ-centered higher education.”

CHAPTER 2

(Part I)

Admissions Policies and Academic

2.1. Admission Philosophy

Concorde Christian University provides Christ-centered educational opportunities to individuals who demonstrate the desire and reasonable ability to pursue theological education, spiritual development, Christian leadership, biblical teaching, ministry, and related religious service.

Admission decisions are based on the applicant's educational preparation, stated goals, readiness for the proposed program, ability to participate in online instruction, and willingness to respect CCU's Christian mission and published institutional policies.

Admission to CCU does not guarantee successful completion of a program, graduation, ordination, ministry

appointment, employment, transfer of credits, admission to another institution, or eligibility for professional licensure.

2.2. Equal Educational Opportunity

CCU considers qualified applicants without unlawful discrimination based on race, color, national origin, or ethnic origin.

Because CCU is an expressly Christian religious institution, students are expected to respect its Statement of Faith, religious identity, educational mission, Community Honor Code, and Christian conduct standards.

Admission does not require every student to belong to a particular Christian denomination unless a specific religious program or institutional requirement expressly provides otherwise.

2.3. General Admission Requirements

- An applicant seeking admission must submit:
- a completed application for admission;
- proof of identity;
- proof of secondary-school completion or its recognized equivalent when required for the program;
- official or verifiable academic records;

- a personal statement describing the applicant's educational, spiritual, or ministry goals;
- translated or evaluated records when appropriate;
- any required application fee;
- evidence of readiness for online learning;
- and any additional information reasonably required to evaluate eligibility.

Submission of an application does not constitute admission. An applicant becomes a student only after receiving a formal written admission decision and completing the required enrollment process.

2.4. Program-Specific Admission Requirements

"Diploma in Systematic Theology"

An applicant to the Diploma in Systematic Theology must demonstrate sufficient educational preparation to undertake postsecondary theological study.

The University may consider:

- secondary-school completion;
- prior Bible-school or ministry education;

- ministry experience;
- reading and writing ability;
- theological interest;
- personal goals; and readiness for online instruction.

"Bachelor of Systematic Theology"

An applicant to the Bachelor of Systematic Theology must ordinarily possess:

- a high-school diploma;
- a recognized secondary-school equivalency credential; or an equivalent international credential.

Applicants with previous postsecondary education must provide official or otherwise verifiable records if they seek transfer-credit evaluation.

2.5. Admissions-Readiness Assessment

Before admission, CCU will evaluate whether the applicant possesses the preparation and resources reasonably necessary to benefit from the selected program.

The assessment may consider:

- prior educational achievement;
- reading comprehension; written communication;

- ability to understand academic instruction;
- spiritual or ministry objectives;
- previous theological study; time available for coursework;
- access to a suitable computer or mobile device;
- reliable internet access; basic digital-literacy skills;
- ability to participate in live or recorded online instruction;

The assessment may be completed through:

- review of academic records and admissions interview;
- a written statement; a short diagnostic activity;
- verification of technological readiness; or another reasonable method selected by the Admissions Office.

The purpose of this assessment is to determine academic readiness and identify needed support. It is not a guarantee of student success.

2.6. Applicants Requiring Additional Preparation

When an applicant does not demonstrate sufficient readiness for the proposed program, CCU may: request additional documentation;

- conduct a further interview or assessment;
- recommend preparatory coursework;
- admit the applicant conditionally;
- limit the initial course load;
- require academic or technological support;
- recommend admission to a more appropriate program; or deny admission.
- Any condition of admission must be communicated to the applicant in writing.

2.7. Mature and Nontraditional Applicants

A mature or non-traditional applicant whose educational history does not follow a conventional pathway may receive individualized consideration.

Life experience, ministry service, professional accomplishments, independent study, or church leadership may help demonstrate readiness. Such experience does not automatically replace required secondary-school completion or generate academic credit.

CCU will not award academic credit solely for undocumented life or ministry experience. Any credit granted for prior learning must be supported by an approved evaluation process and recorded in the student's academic file.

2.8. International Applicants

CCU welcomes applicants from different countries and cultural backgrounds.

International applicants may be required to submit:

- translated academic records;
- evidence that previous credentials are equivalent to the applicable United States educational level;
- proof of identity;
- evidence of sufficient English- or French-language proficiency for the chosen course of study;
- and additional documentation necessary for an informed admission decision.

CCU's programs are delivered online. Admission does not provide immigration status, sponsorship, eligibility for a

student visa, or authorization to enter or remain in the United States.

2.9. Transfer Applicants

Applicants seeking transfer credit must provide official transcripts or other authenticated academic records from the originating institution.

CCU may consider transfer credit when:

the coursework is relevant to the student's current religious program;

- the academic level is appropriate;
- satisfactory performance was achieved;
- the course content and credit value can be evaluated;
- the originating institution and records can be reasonably verified;
- and acceptance is consistent with CCU's academic and religious mission.

CCU retains sole discretion over the number and applicability of credits accepted toward its programs.

Acceptance of credits by CCU does not guarantee that another institution will accept credits earned at CCU. The

maximum number of transfer credits permitted for each current program will be stated in its official curriculum and graduation requirements.

2.10. Online-Learning Requirements

Because CCU delivers its regular academic programs exclusively online, students must have continuing access to:

- a functional computer, tablet, or other approved device; reliable internet service;
- an active email account;
- word-processing and document-viewing capabilities; the University's designated learning and communication platforms;
- and a suitable environment for completing academic work.

Students are responsible for maintaining their personal equipment and internet access unless CCU expressly agrees otherwise in writing.

Temporary technological difficulties do not automatically excuse missed academic responsibilities. Students should notify the instructor or appropriate administrator promptly

when a substantial technological problem affects participation.

2.11. Formal Admission Decisions

After reviewing the application and supporting information, the Admissions Office will issue one of the following written decisions:

Full Admission. - The applicant satisfies the applicable admission requirements.

Conditional Admission. - The applicant may enroll subject to stated academic, documentary, technological, or administrative conditions.

Deferred Decision. - Additional information, evaluation, or documentation is required before a final decision can be made.

Denial of Admission. - The applicant does not presently satisfy the requirements, or the University determines that

the program is not appropriate for the applicant's stated objectives.

The written decision will identify the approved program and any applicable admission conditions. Only an authorized University official may issue or change an admission decision.

2.12. Pre-Enrollment Disclosure Requirement

At least one week before enrollment or collection of tuition, each admitted applicant will receive access to the current:

- Academic Student Catalog;
- Pre-Enrollment Consumer Disclosure;
- program curriculum and completion requirements; tuition and fee schedule;
- cancellation, withdrawal, and refund policy;
- accreditation and CIE-status disclosures;
- professional-licensure limitation;
- credit-transfer disclosure; and enrollment-related terms.

applicant must provide a signed or verifiable electronic acknowledgment of receipt and review. This

acknowledgment does not waive any right provided by law or University policy.

2.13. Enrollment Status

Students may be classified as full-time or part-time according to their registered academic load and applicable program requirements.

Enrollment becomes effective only after:

- admission has been granted;
- required disclosures have been delivered;
- the enrollment agreement and acknowledgments have been completed;
- registration has been approved;
- and applicable financial arrangements have been established.

Chapter 2

(Part 2)

Academic year, attendance, grading, GPA, satisfactory progress, academic integrity, graduation requirements, honors, and student records.

2.14. Academic Year and Calendar

CCU publishes an official academic calendar identifying: instructional periods; registration deadlines; course start and end dates; withdrawal deadlines; institutional holidays; examination or assessment periods; and anticipated graduation dates.

The University may organize instruction through semesters, accelerated terms, four-week modules, or other approved instructional periods.

Changes to the published calendar will be communicated to affected students within a reasonable period. Calendar modifications do not reduce the academic work, instructional time, or learning requirements associated with awarded credits.

2.15. Credit-Hour Policy

CCU awards semester credits based on documented student learning and the amount of academic engagement reasonably expected for the course.

A semester credit represents approximately:

15 hours of direct faculty instruction or its online equivalent; and approximately 30 additional hours of independent preparation, study, assignments, research, ministry application, or assessment.

A three-credit course therefore ordinarily requires approximately 135 total hours of student academic engagement.

An accelerated four-week module may carry three semester credits only when it contains academic work and documented student engagement equivalent to a conventional three-credit semester course. Accelerated delivery does not reduce the course's learning objectives or workload.

2.16. Registration and Course Load

Students must register for courses through procedures established by the Registrar or authorized academic administrator.

The University may establish minimum and maximum course loads according to:

program requirements; course availability; instructional calendar; student academic standing; previous performance; financial status; and demonstrated ability to manage the proposed workload.

A student wishing to exceed the normal course load must receive prior academic approval.

2.17. Attendance and Academic Participation

Regular attendance and substantive academic participation are required. In online courses, attendance may be documented through:

- participation in live instructional sessions;
- access to required recorded instruction; submission of assignments;
- completion of examinations or assessments;
- participation in academic discussions;

- communication with the instructor concerning course content;
- completion of supervised ministry or practicum activities;
- and another academic related activity required by the course.

Merely logging into an online platform, opening an email, or accessing a course page without academic engagement does not necessarily constitute attendance.

Students must notify the instructor promptly when illness, emergency, technological difficulty, or another serious circumstance affects participation.

2.18. Absence and Failure to Participate

Excessive absence or failure to participate may result in:

- an attendance warning;
- required consultation with the instructor;
- loss of participation points;
- an incomplete grade when justified;
- administrative withdrawal;

- course failure; or an effect on satisfactory academic progress.

The University will consider documented emergencies and other reasonable circumstances before imposing an academic consequence.

Students remain responsible for completing required coursework unless accommodation, extension, incomplete grade, or withdrawal has been formally approved.

2.19. Grading Scale

CCU uses the following undergraduate grading scale:

Percentage	Letter grade	Grade points	Description
90–100	A	4.0	Excellent
80–89	B	3.0	Good
70–79	C	2.0	Satisfactory
60–69	D	1.0	Minimum performance
Below 60	F	0.0	Failure

passing

Additional academic designations may include:

Designation	Meaning	GPA effect
I	Incomplete	Not calculated until resolved
W	Withdrawal	Not calculated
P	Pass	Credit earned; not calculated
NP	No Pass	No credit earned; not calculated
AU	Audit	No academic credit; not calculated

Faculty members must communicate the grading components and assessment requirements for each course through the syllabus or another official course document.

2.20. Grade-Point Average

The cumulative grade-point average is calculated by dividing the total grade points earned by the total graded semester credits attempted.

Courses carrying the designations W, P, NP, or AU are not included in the numerical GPA unless University policy expressly provides otherwise.

A repeated course and its effect on the GPA will be recorded according to the University's course-repeat policy. The academic transcript will preserve an appropriate record of all attempts.

2.21. Minimum Graduation GPA

A student must earn a minimum cumulative GPA of **2.0 on a 4.0 scale** to complete either:

the Diploma in Systematic Theology; or
the Bachelor of Systematic Theology.

A course may require a grade higher than D when it serves as a prerequisite, capstone, practicum, or other essential program requirement.

2.22. Academic Good Standing

An undergraduate student with a cumulative GPA of at least 2.0 who is meeting applicable academic requirements is considered in good standing.

Good standing may also require:

- satisfactory completion of attempted credits;
- adequate academic participation;
- compliance with program requirements;
- reasonable progress toward completion;
- and fulfillment of applicable academic conditions.

Financial obligations are administered separately and do not alter the student's earned grades or academic record.

2.23. Academic Warning and Probation

A student whose cumulative GPA falls below 2.0 or whose academic progress becomes unsatisfactory may be placed on academic warning or probation.

The written notice should identify:

- the reason for the action;
- the academic standard that must be restored;
- any required improvement plan;
- the period allowed for improvement;
- available academic support;

- the consequences of insufficient improvement;
- And the applicable appeal procedure.

Probation is intended to provide a structured opportunity for improvement. It is not a guarantee of continued enrollment.

2.24. Academic Suspension or Dismissal

A student may be suspended or academically dismissed when the student:

- fails to restore satisfactory academic standing within the required period;
- repeatedly fails required coursework;
- does not comply with an approved academic-improvement plan;
- ceases meaningful academic participation;
- or demonstrates that continued enrollment is unlikely to result in successful completion.

The student will receive written notice and an opportunity to appeal in accordance with the Student Appeal Procedure.

2.25. Incomplete Grades

An incomplete grade may be granted when:

- the student has completed a substantial portion of the course;
- satisfactory progress was demonstrated before the interruption;
- completion was prevented by illness, emergency, or another documented circumstance;

The remaining work can be completed within an approved period; and the instructor or academic administrator authorizes the incomplete.

The written incomplete agreement must identify the outstanding work and completion deadline. If the student does not complete the work by the deadline, the incomplete may be converted to the grade earned based on work submitted or to another grade authorized by policy.

2.26. Course Withdrawal

A student seeking to withdraw from a course or program must provide written notice through the procedure established by CCU.

The effective withdrawal date will be determined under the University's cancellation, withdrawal, and refund policy. Failure to attend or participate does not necessarily constitute formal withdrawal.

Academic and financial consequences of withdrawal are addressed separately. A withdrawal designation does not erase financial obligations properly incurred before the effective withdrawal date.

2.27. Academic Integrity

CCU considers academic integrity an essential expression of intellectual honesty and Christian character. Academic misconduct includes:

plagiarism; cheating; fabrication or falsification; unauthorized collaboration; submitting work prepared by another person; improper reuse of previously submitted work; falsification of academic or ministry records;

unauthorized assistance during an examination; misuse of generative artificial intelligence; and another material misrepresentation of academic work.

Students may use generative artificial-intelligence tools only as authorized by the instructor or course policy. When permitted, such use must comply with applicable requirements for disclosure, attribution, independent analysis, confidentiality, and academic responsibility.

Suspected misconduct will be addressed through the Student Disciplinary Procedures. Academic penalties may accompany disciplinary sanctions when appropriate.

2.28. Grade Review and Academic Appeal

A student who believes that a grade resulted from a calculation error, departure from the published grading method, material procedural error, or unfair academic treatment should first request review by the instructor.

If the matter is not resolved, the student may submit a written academic appeal through the Student Appeal Procedure.

A disagreement with an instructor's academic judgment, without evidence of error or policy violation, is not by itself sufficient grounds to change a grade.

2.29. Graduation Requirements

To qualify for graduation, a student must:

- complete every required course and credit in the applicable curriculum;
- earn the minimum cumulative GPA of 2.0;
- satisfy residency and transfer-credit limitations;
- complete any required capstone, practicum, ministry project, or other culminating requirement;
- fulfill applicable administrative requirements;
- submit the graduation application;
- fulfill legitimate financial obligations;
- satisfy the Community Honor Code and academic-integrity requirements;
- and receive final verification from the Registrar or authorized academic body.

No diploma or degree will be issued until completion requirements have been formally verified. Participation in a commencement ceremony does not itself constitute graduation or confer an academic credential.

2.30. Exit Examination

CCU does not presently require a separate institutional exit examination for the Diploma in Systematic Theology or the Bachelor of Systematic Theology.

Students must nevertheless complete all courses, assignments, examinations, assessments, ministry applications, practicum activities, and capstone requirements established for their program.

Any future exit-examination requirement must be approved, published in advance, and communicated to affected students before it becomes a condition of graduation.

2.31. Academic Honors

Academic honors may be awarded to students who demonstrate exceptional cumulative achievement and satisfy all applicable program and conduct requirements. The specific GPA ranges and eligibility conditions must be approved and published before honors are conferred.

The University will apply the published requirements consistently to all eligible students in the same graduating class.

2.32. Student Academic Records

CCU maintains an official academic file for each student. The file may include:

application and admission documents; pre-enrollment disclosures and acknowledgments; enrollment agreements; transfer-credit evaluations; registrations; attendance and participation records; grades and academic-standing notices; complaints, disciplinary decisions, and appeals when applicable; graduation audits; and credentials awarded.

Permanent academic records will be preserved in a form that permits verification of enrollment, courses, credits, grades, completion, and credentials awarded.

Access to student records is limited to authorized persons and legitimate institutional purposes, subject to applicable law and University policy.

2.33. Changes to Academic Policies

CCU may revise academic policies when reasonably necessary for educational quality, institutional effectiveness, legal compliance, or student welfare.

Substantive changes must receive appropriate institutional approval and be communicated to affected students.

A policy change will not be applied retroactively when doing so would unfairly increase the graduation requirements of a continuously enrolled student, unless the change is required by law, necessary for safety or academic integrity, or accepted by the student.

CHAPTER 3

Academic Programs and Degree Requirements

3.1. Academic Philosophy

Concorde Christian University integrates faith, learning, Christian character, leadership, and service. Its academic programs are designed to develop:

knowledge of Scripture and Christian doctrine; responsible biblical interpretation; theological reflection; spiritual maturity; ethical Christian leadership; effective

communication; ministry competence; intellectual engagement with contemporary questions; and service to churches, families, ministries, and communities.

CCU's interdisciplinary courses may place theology in dialogue with history, philosophy, psychology, family studies, biology, heredity, ethics, and other areas of knowledge. Such courses remain religious and theological in purpose and do not constitute secular professional or clinical preparation.

3.2. Programs Currently Offered

During the effective period of this catalog, CCU offers only:

- Diploma in Systematic Theology - 30 semester credits
- Bachelor of Systematic Theology - 120 semester credits

No other certificate, diploma, undergraduate degree, graduate degree, or doctoral degree is presently open for enrollment.

Programs described as planned or under development do not become current programs merely because they appear in this catalog, on a planning document, or in an institutional announcement.

3.3. Instructional Delivery

CCU's current academic programs are delivered exclusively online through combinations of:

live virtual instruction; recorded instructional content; guided reading; faculty-directed discussion; written assignments; examinations and other assessments; research projects; supervised ministry application; independent study under faculty direction; and approved practicum or capstone activities.

CCU does not presently offer its regular programs through a permanent physical instructional campus. Independent study, directed research, ministry experience, or recorded content may supplement, but may not replace the documented instruction, faculty interaction, academic engagement, and assessment required for the awarded credits.

3.4. Diploma in Systematic Theology

The Diploma in Systematic Theology provides concentrated undergraduate-level religious education in the principal doctrines of the Christian faith.

It is designed for: pastors and ministry leaders; Bible teachers; church workers; lay leaders; individuals preparing for religious service; and students seeking a foundation for further theological study.

Program Length:

Total requirement: 30 semester credits

Number of courses: 10

Credit value of each course: 3 semester credits

Normal completion period: approximately 9-12 months

The inaugural cohort began on January 23, 2026, with anticipated completion at the end of January 2027.

Diploma Curriculum

Code	Course title	Credits
STH 101	Introduction to Systematic Theology	3
STH 102	Revelation, Bibliology, and the Holy Scriptures	3
STH 103	Theology Proper and the Doctrine of the Trinity	3
STH 104	Christology: The Person and Work of Jesus Christ	3
STH 105	Pneumatology: The Person and Work of the Holy Spirit	3
STH 106	Christian Anthropology: Humanity, Freedom, and Responsibility	3
STH 107	Hamartiology: The Doctrine of Sin	3
STH 108	Soteriology: The Doctrine of Salvation	3

Code	Course title	Credits
STH 109	Ecclesiology: The Doctrine and Mission of the Church	3
STH 110	Eschatology: The Return of Christ and Final Consummation	3
	Total	30

Diploma Learning Outcomes

Upon successful completion, students should be able to:

- identify and explain the major doctrines of systematic theology;
- support theological conclusions through responsible use of Scripture;
- distinguish major Christian doctrinal positions;
- relate Christian doctrine to spiritual formation and ministry;
- communicate theological ideas clearly;
- evaluate selected contemporary questions from a Christian worldview;
- and demonstrate readiness for more advanced theological study.

Diploma Completion Requirements

The student must:

- complete all 30 required semester credits;
- earn a minimum cumulative GPA of 2.0;
- satisfy applicable attendance and academic-participation requirements;
- complete required assignments and assessments;
- fulfill legitimate financial and administrative obligations;
- and receive final academic verification.

No separate institutional exit examination is presently required.

3.5. Bachelor of Systematic Theology

Program Purpose:

The Bachelor of Systematic Theology provides comprehensive undergraduate religious education in Scripture, Christian doctrine, church history, apologetics, ethics, ministry, leadership, research, and theological application.

The program is designed to prepare graduates for:

Christian ministry and leadership; biblical teaching and discipleship; pastoral and church service; theological writing and research; missions and evangelism; faith-based community service; and advanced religious or theological study.

The degree does not prepare graduates for secular professional licensure.

Program Length:

Total requirement: 120 semester credits

Normal full-time completion period:
approximately four academic years

Minimum cumulative GPA: 2.0

Students who complete CCU's 30-credit Diploma in Systematic Theology may apply those credits toward the Bachelor, leaving 90 additional credits, provided all applicable Bachelor requirements are satisfied.

Bachelor Curriculum Structure :

Curriculum area	Credits
Systematic Theology Core - STH 101-110	30
Biblical Studies - BIB 201-208	24
Church History - CHH 301-304	12
Ministry and Christian Leadership - MIN 301-306	18
Apologetics and Christian Ethics - APE 301-304	12
Research and Communication - RES 401; COM 401-402	9
Approved Theological Electives	6
Ministry Practicum and Capstone - MIN 490; STH 491-492	9
Total	120

3.6. Program Learning Outcomes

Upon successful completion of the Bachelor of Systematic Theology, graduates should be able to:

- explain the principal doctrines of the Christian faith systematically;
- interpret biblical texts using responsible hermeneutical methods;
- describe significant periods and developments in church history;
- evaluate theological positions in light of Scripture and historic Christian thought;

- articulate and defend the Christian faith respectfully;
- apply Christian ethical principles to personal, ministerial, and contemporary questions;
- communicate biblical and theological ideas effectively;
- demonstrate Christian leadership and ministry competence;
- conduct undergraduate-level theological research;
- integrate spiritual formation, Christian character, and academic study;
- engage selected scientific, psychological, cultural, and social questions from an informed Christian worldview;
- and complete a supervised ministry practicum and theological capstone.

3.7. Practicum and Capstone Requirements

The Bachelor program includes nine semester credits of culminating academic and ministry work:

- MIN 490 - Supervised Ministry Practicum
- STH 491 - Theological Capstone Seminar

- **STH 492 - Theological Capstone Project**

The practicum must involve documented and supervised religious or ministry-related activity consistent with the program's objectives.

The capstone requires the student to integrate biblical studies, systematic theology, research, and ministry application through an approved project or substantial written work.

These requirements do not constitute clinical practice, professional internship, or preparation for secular licensure.

3.8. Course Descriptions

- **Systematic Theology Core :**

The following courses constitute the 30-credit Systematic Theology Core required for both the Diploma in Systematic Theology and the Bachelor of Systematic Theology.

STH 101 - Introduction to Systematic Theology - 3 credits

Introduces the nature, purpose, sources, methods, and principal divisions of systematic theology. Students examine the relationship among Scripture, Christian tradition, reason, spiritual formation, and theological reflection while learning to organize biblical teachings into coherent doctrinal categories.

STH 102 - Revelation, Bibliology, and the Holy Scriptures - 3 credits

Examines general and special revelation, the inspiration, authority, authenticity, canonicity, inerrancy, transmission, preservation, and interpretation of Scripture. Attention is given to the formation of the biblical canon, major approaches to biblical authority, alleged contradictions, and the responsible use of Scripture in theology and ministry.

STH 103 - Theology Proper and the Doctrine of the Trinity - 3 credits

Studies the existence, nature, attributes, names, works, and providence of God. The course examines the biblical and historical development of the doctrine of the Trinity, major Trinitarian controversies, and the significance of the triune

nature of God for Christian faith, worship, community, and ministry.

STH 104 - Christology: The Person and Work of Jesus Christ - 3 credits

Examines the biblical doctrine of Jesus Christ, including His preexistence, incarnation, divine and human natures, earthly ministry, death, resurrection, ascension, present ministry, and promised return. Students evaluate major historical Christological controversies and consider the significance of Christ's person and work for salvation and Christian discipleship.

STH 105 - Pneumatology: The Person and Work of the Holy Spirit - 3 credits

Studies the person, deity, attributes, and work of the Holy Spirit throughout Scripture. Topics include regeneration, indwelling, sanctification, spiritual gifts, empowerment for ministry, guidance, spiritual fruit, and the role of the Spirit in the Church and the life of the believer.

STH 106 - Christian Anthropology: Humanity, Freedom, and Responsibility - 3 credits

Examines the biblical understanding of humanity as created in the image of God. The course considers the constitution of the human person, human dignity, freedom, conscience, moral responsibility, sexuality, relationships, vocation, mortality, and the effects of the Fall upon human nature and society.

STH 107 - Hamartiology: The Doctrine of Sin - 3 credits

Studies the origin, nature, universality, consequences, and theological meaning of sin. Students examine original sin, personal responsibility, temptation, moral corruption, individual and social expressions of sin, and selected questions involving heredity, learned behavior, trauma, and intergenerational influence. The course distinguishes theological claims from scientific and clinical conclusions.

STH 108 - Soteriology: The Doctrine of Salvation - 3 credits

Examines the biblical doctrine of salvation, including election, calling, conversion, repentance, faith, justification, regeneration, adoption, sanctification, perseverance, glorification, and union with Christ. Attention is given to the work of Christ, the application of redemption, major theological perspectives, and the relationship between grace, faith, obedience, and Christian transformation.

STH 109 - Ecclesiology: The Doctrine and Mission of the Church - 3 credits

Studies the biblical nature, identity, organization, leadership, ordinances, ministries, and mission of the Church. Topics include the Church as the body and people of God, worship, discipleship, spiritual gifts, pastoral leadership, baptism, the Lord's Supper, Christian unity, discipline, evangelism, community service, and participation in the Kingdom of God.

STH 110 - Eschatology: The Return of Christ and Final Consummation - 3 credits

Examines biblical teaching concerning death, the intermediate state, the return of Jesus Christ, resurrection, judgment, the Kingdom of God, eternal life, final punishment, and the new heavens and new earth. Students compare major Christian eschatological perspectives while maintaining the central hope of Christ's return and God's final restoration of creation.

- **Biblical Studies :**

The following eight courses constitute the 24-credit Biblical Studies component of the Bachelor of Systematic Theology. They develop knowledge of the Old and New Testaments, responsible interpretation, biblical theology, elementary language tools, and exegetical research.

BIB 201 - Biblical Hermeneutics and Interpretation - 3 credits

Introduces the principles and methods used to interpret Scripture responsibly. Students examine literary, historical, cultural, grammatical, canonical, and theological contexts; identify major biblical genres; evaluate interpretive assumptions; and learn to move

carefully from the meaning of a biblical text to its theological and ministerial application.

BIB 202 - Old Testament Survey I : Pentateuch and Historical Books - 3 credits

Surveys the books of Genesis through Esther, with attention to creation, covenant, law, worship, leadership, conquest, monarchy, exile, and restoration. Students examine the historical development of Israel and the theological significance of God's relationship with His covenant people.

BIB 203 - Old Testament Survey II: Wisdom Literature and the Prophets -3 credits

Surveys Job, Psalms, Proverbs, Ecclesiastes, the Song of Songs, and the major and minor prophets. The course examines biblical wisdom, worship, suffering, justice, covenant faithfulness, judgment, messianic expectation, and hope for restoration.

BIB 204 - New Testament Survey I: The Gospels and Acts - 3 credits

Examines the historical, literary, and theological content of Matthew, Mark, Luke, John, and Acts. Emphasis is placed on the life, teachings, death, and resurrection of Jesus Christ; the proclamation of the Kingdom of God; the work of the Holy Spirit; and the origin and expansion of the early Church.

BIB 205 - New Testament Survey II: The Epistles and Revelation -3 credits

Surveys the Pauline Epistles, General Epistles, Hebrews, and Revelation. Students examine their historical settings, principal theological themes, ethical teachings, pastoral concerns, and contributions to Christian doctrine, discipleship, church life, and eschatological hope.

BIB 206 - Introduction to Biblical Hebrew and Greek Tools - 3 credits

Introduces the alphabets, basic vocabulary, grammatical concepts, and reference tools associated with biblical Hebrew and New Testament Greek. The course does not claim full proficiency in either language; instead, it equips students to use lexicons, concordances, interlinear texts,

language software, and other exegetical resources responsibly.

BIB 207 - Biblical Theology: Covenant, Kingdom, and Redemption - 3 credits

Traces the progressive development of major biblical themes throughout Scripture. Particular attention is given to creation, covenant, the Kingdom of God, promise and fulfillment, sacrifice, priesthood, the people of God, Messiah, redemption, mission, and new creation.

BIB 208 - Advanced Biblical Exegesis and Theological Application - 3 credits

Provides guided practice in the detailed interpretation of selected biblical passages. Students apply historical, literary, grammatical, canonical, and theological methods; evaluate scholarly resources; distinguish exegesis from unsupported personal interpretation; and produce an undergraduate-level exegetical study with appropriate ministry application.

Total Biblical Studies credits: 24

• **Church History :**

The following four courses constitute the 12-credit Church History component of the Bachelor of Systematic Theology. They examine the historical development of Christianity, doctrine, institutions, movements, and global mission from the apostolic period to the contemporary Church.

CHH 301 - Early Christianity and the Patristic Era - 3 credits

Examines the development of Christianity from the apostolic period through the early ecumenical councils. Topics include persecution, the Apostolic Fathers, early Christian worship, the defense of the faith, major doctrinal controversies, influential theologians, and the historical formulation of teachings concerning the Trinity and the person of Jesus Christ.

CHH 302 - Medieval Christianity and the Reformation - 3 credits

Surveys Christianity from the early medieval period through the Protestant and Catholic Reformations.

Students examine the development of church institutions, monasticism, scholastic theology, relations between church and state, major reform movements, and the theological contributions of leading Reformers.

CHH 303 - Modern Christianity and Global Missions - 3 credits

Examines the development of Christianity from the seventeenth through the twentieth century. Topics include revival and renewal movements, denominational expansion, missionary activity, Pentecostal and evangelical movements, theological modernism, ecumenism, and the growth of Christianity in Africa, Asia, Latin America, and the Caribbean.

CHH 304 - Christianity in the Caribbean, Haiti, and the Americas - 3 credits

Studies the historical development of Christianity in the Caribbean, Haiti, North America, and Latin America. The course considers colonization, slavery, missions, religious freedom, indigenous and African influences, church participation in social transformation, Haitian religious history, migration, and the contemporary role of churches within multicultural communities.

Total Church History credits: 12

- **Ministry and Christian Leadership :**

The following six courses constitute the 18-credit Ministry and Christian Leadership component of the Bachelor of Systematic Theology. They prepare students for responsible religious service, biblical teaching, pastoral care, church leadership, discipleship, evangelism, and community ministry.

MIN 301 - Foundations of Christian Ministry - 3 credits

Introduces the biblical, theological, spiritual, and ethical foundations of Christian ministry. Students examine the nature of calling, servant leadership, ministerial identity, spiritual discipline, accountability, teamwork, integrity, and the responsibilities of those who serve churches, ministries, families, and communities.

MIN 302 - Homiletics and Biblical Preaching - 3 credits

Examines the principles and practice of preparing and delivering biblically faithful sermons. Students learn to select and interpret a biblical text, formulate a central message, organize sermon content, develop appropriate illustrations and applications, and communicate effectively to diverse congregations and audiences.

MIN 303 -Pastoral Theology and Spiritual Care - 3 credits

Studies the theological foundations and practical responsibilities of pastoral care. Topics include spiritual guidance, visitation, grief, illness, crisis response, prayer, referral, confidentiality, ethical boundaries, and care for individuals and families. The course prepares students for religious and pastoral service and does not constitute clinical counseling or professional-licensure preparation.

MIN 304 - Christian Discipleship and Spiritual Formation - 3 credits

Examines biblical and historical approaches to Christian discipleship and spiritual growth. Students explore prayer, worship, Scripture, Christian character, community, mentoring, spiritual disciplines, moral transformation, and

the role of the Church in forming mature followers of Jesus Christ.

MIN 305 - Christian Leadership and Church Administration - 3 credits

Examines Christian leadership principles and the responsible administration of churches and religious organizations. Topics include vision, strategic planning, governance, delegation, communication, conflict management, team development, financial stewardship, recordkeeping, legal awareness, safeguarding, and organizational accountability.

MIN 306 - Evangelism, Missions, and Community Ministry - 3 credits

Studies the biblical and theological foundations of evangelism, missions, and Christian service. Students examine cross-cultural communication, local and global mission strategies, church outreach, compassion ministry, community needs, religious diversity, ethical witness, and the development of ministry initiatives responsive to contemporary social conditions.

Total Ministry and Christian Leadership

credits: 18

This sequence maintains important academic and professional boundaries:

MIN 303 permits serious study of pastoral and spiritual care without presenting CCU as a clinical-counseling institution.

MIN 305 combines leadership with responsible institutional administration.

MIN 306 connects evangelism with global missions and practical community service.

Clinical diagnosis, psychotherapy, medical treatment, and preparation for secular professional licensure remain outside the scope of these courses.

• Apologetics and Christian Ethics :

The following four courses constitute the 12-credit Apologetics and Christian Ethics component of the Bachelor of Systematic Theology. They prepare students to explain the Christian faith thoughtfully, evaluate competing worldviews, address contemporary ethical

questions, and engage scientific and technological developments responsibly.

APE 301 - Foundations of Christian Apologetics - 3 credits

Introduces the biblical, theological, philosophical, and historical foundations of Christian apologetics. Students examine arguments concerning the existence of God, the credibility of Scripture, the resurrection of Jesus Christ, religious pluralism, evil and suffering, and the relationship between faith and reason. Emphasis is placed on presenting and defending Christian convictions with intellectual integrity, humility, and respect.

APE 302 - Christian Worldview, Philosophy, and Contemporary Thought - 3 credits

Examines major philosophical questions and worldviews that influence contemporary understandings of reality, knowledge, humanity, morality, and meaning. Students compare Christian theism with naturalism, secular humanism, relativism, materialism, atheism, agnosticism, and selected religious perspectives while developing a coherent Christian worldview.

APE 303 - Christian Ethics and Contemporary Moral Issues - 3 credits

Studies the biblical and theological foundations of Christian moral reasoning. Topics may include human dignity, conscience, freedom, responsibility, truthfulness, justice, sexuality, marriage and family, poverty, violence, racism, religious liberty, healthcare, reproductive ethics, care for creation, and the ethical use of authority. Students learn to distinguish biblical teaching, theological interpretation, cultural assumptions, and personal opinion.

APE 304 - Faith, Science, Technology, and the Human Future - 3 credits

Places Christian theology in responsible dialogue with scientific knowledge and emerging technologies. Topics may include creation and evolution, human biology, genetics, heredity, epigenetics, neuroscience, environmental responsibility, artificial intelligence, biotechnology, and questions concerning human identity and the future of society.

Students must distinguish established evidence, developing research, philosophical assumptions, theological

interpretation, reasonable hypotheses, and personal speculation.

The course does not provide laboratory-science instruction, medical education, genetic counseling, psychological diagnosis, or preparation for professional licensure.

Total Apologetics and Christian Ethics credits: 12

• Research and Communication :

The following three courses constitute the nine-credit Research and Communication component of the Bachelor of Systematic Theology. They prepare students to conduct responsible theological inquiry and communicate biblical and theological ideas through academic writing, oral presentation, teaching, and digital media.

RES 401 - Theological Research Methods - 3 credits

Introduces the principles and methods of undergraduate biblical and theological research. Students learn to

formulate research questions, locate and evaluate scholarly sources, distinguish primary from secondary materials, develop a thesis, construct a reasoned argument, document evidence, and use recognized citation practices.

The course addresses plagiarism, source verification, research ethics, library databases, responsible Internet research, and the ethical use of artificial intelligence. AI-generated material may not replace the student's reading, reasoning, authorship, source evaluation, or independent academic work.

COM 401 - Academic Writing and Theological Communication - 3 credits

Develops the written communication skills required for theological study and Christian ministry. Students practice critical reading, outlining, paragraph development, argumentation, revision, theological vocabulary, source integration, and the preparation of essays, reports, exegetical studies, and research papers.

Emphasis is placed on clarity, coherence, grammatical accuracy, intellectual honesty, appropriate citation, and communicating complex theological ideas to both academic and general audiences.

COM 402 - Oral, Intercultural, and Digital Communication - 3 credits

Examines communication principles relevant to biblical teaching, Christian leadership, ministry, and public engagement. Students develop skills in oral presentation, classroom teaching, group communication, cross-cultural communication, conflict-sensitive dialogue, and the responsible use of digital and social-media platforms.

The course emphasizes respect for cultural and linguistic diversity, accuracy in public religious communication, protection of confidential information, copyright awareness, and ethical representation of CCU and its programs.

Total Research and Communication credits: 9

- **Approved Theological Electives :**

Bachelor students must complete **six semester credits**, ordinarily two three-credit courses, from the approved theological electives listed below. Elective availability may vary according to faculty resources, student interest,

and institutional scheduling. The appearance of an elective in the catalog does not guarantee that it will be offered during every academic year.

THE 410 - Theology and the Natural Sciences - 3 credits

Examines the relationship between Christian theology and selected areas of the natural sciences. Topics may include creation, cosmology, biological development, evolution, ecology, human embodiment, and the methods and limitations of scientific and theological inquiry. Students learn to distinguish scientific evidence, philosophical interpretation, and theological claims.

THE 411 - Psychology of Christian Life - 3 credits

Examines human thought, emotion, behavior, identity, relationships, spiritual formation, and moral transformation from a Christian theological perspective. The course places biblical anthropology in dialogue with selected psychological theories and research while distinguishing pastoral and theological education from professional psychology, diagnosis, psychotherapy, and clinical treatment.

THE 412 - Theology of Marriage, Family, and Pastoral Care - 3 credits

Studies biblical and theological understandings of marriage, family relationships, parenting, conflict, covenant, forgiveness, caregiving, and intergenerational responsibility. Students examine how churches and ministry leaders may support individuals and families through religious education, pastoral guidance, prayer, referral, and community resources. The course does not constitute marriage and family therapy or professional counseling preparation.

THE 413 - Hamartiology, Heredity, and Intergenerational Influence - 3 credits

Examines the doctrine of sin in dialogue with heredity, epigenetics, family patterns, trauma, learned behavior, social environment, and intergenerational influence.

Students distinguish inherited vulnerability from personal guilt and moral responsibility while evaluating the theological significance of human brokenness, transformation, and redemption.

The course does not claim that sin is a genetic substance or provide medical or genetic-counseling preparation.

THE 414 - Sociology of Religion and Christian Communities - 3 credits

Introduces the study of religion as a social and communal phenomenon. Topics may include religious institutions, authority, ritual, identity, conversion, secularization, migration, race, ethnicity, social change, and the role of churches within Haitian, Caribbean, American, and global communities. Sociological perspectives are examined in dialogue with Christian theology and the religious mission of CCU.

THE 415 - Christian Bioethics and Human Dignity - 3 credits

Examines contemporary questions involving life, health, suffering, death, reproduction, genetics, disability, medical technology, public health, and human dignity. Students apply biblical and theological principles to ethical questions while recognizing the distinction between theological reflection, scientific evidence, medical judgment, and legal requirements.

THE 416 - Theology, Culture, and Social Responsibility - 3 credits

Studies the relationship between Christian theology and contemporary cultural and social questions. Topics may include poverty, injustice, racism, migration, violence, human rights, political responsibility, religious liberty, care for vulnerable populations, and the Church's role in reconciliation and community development.

THE 417 - Special Topics in Theology - 3 credits

Provides focused study of an approved biblical, theological, historical, ethical, scientific, cultural, or ministerial subject not otherwise treated in depth within the curriculum. The subject, learning outcomes, faculty qualifications, assignments, and academic requirements must receive formal approval before the course is offered.

Elective requirement: 6 credits

- **Ministry Practicum and Capstone :**

The following three courses constitute the nine-credit culminating component of the Bachelor of Systematic Theology. They require students to demonstrate ministry competence, theological integration, responsible research, and the practical application of their undergraduate studies.

MIN 490 - Supervised Ministry Practicum - 3 credits

Provides structured and documented ministry experience in a church, ministry, religious organization, or other approved faith-based setting.

Under the supervision of an approved ministry leader and CCU faculty member, the student participates in activities related to biblical teaching, discipleship, worship, evangelism, pastoral support, Christian leadership, administration, or community ministry.

The student must complete an approved practicum plan, maintain an activity log, communicate regularly with the assigned supervisor, submit reflective assignments, and receive a final evaluation. The practicum is religious and ministerial in nature and does not constitute clinical practice, psychotherapy, professional counseling, social-work placement, or preparation for secular licensure.

STH 491 - Theological Capstone Seminar - 3 credits

Guides students through the integration of biblical studies, systematic theology, church history, apologetics, Christian ethics, ministry, and interdisciplinary learning. Students identify an approved research or ministry question, conduct a literature review, develop a proposal, establish an appropriate methodology, and prepare the foundation for the final capstone project.

The seminar emphasizes theological coherence, responsible biblical interpretation, scholarly research, academic integrity, proper citation, and the distinction among biblical teaching, theological interpretation, scientific evidence, philosophical assumptions, and personal speculation.

STH 492 - Theological Capstone Project -3 credits

Requires the completion and presentation of a substantial undergraduate project demonstrating the student's ability to integrate biblical, theological, historical, ethical, and ministerial knowledge.

The capstone may take the form of:

- a theological research paper;
- an exegetical study;
- a ministry-development project;
- a biblical curriculum or teaching resource;
- a supervised research-based ministry initiative; or
- another academically equivalent project approved by CCU.

Every project must include a substantial written component, appropriate documentation of sources, faculty supervision, and a final presentation or evaluation. A project involving scientific, psychological, medical, or social questions must remain within the student's and supervisor's demonstrated competence and must not involve unauthorized diagnosis, treatment, experimentation, or professional practice.

Total Ministry Practicum and Capstone credits: 9

• Culminating-Course Sequence :

Students should ordinarily complete these courses near the end of the Bachelor program:

MIN 490 demonstrates supervised ministry application.
STH 491 develops and approves the capstone proposal.
STH 492 completes and presents the final project.

Successful completion of all three courses is required for conferral of the **Bachelor of Systematic Theology**. Transfer credit or prior ministry experience may not replace these requirements unless CCU determines, through a formally documented academic review, that an equivalent course fully satisfies the published learning outcomes and residency requirements.

Curriculum area	Credits
Systematic Theology Core	30
Biblical Studies	24
Church History	12
Ministry and Christian Leadership	18
Apologetics and Christian Ethics	12
Research and Communication	9
Approved Theological Electives	6

Curriculum area	Credits
Ministry Practicum and Capstone	9
Total	120

3.9. Transfer Credit and Residency Requirements

Transfer credit is accepted only after formal evaluation. For the Diploma in Systematic Theology, a student must complete at least **15 of the required 30 credits through CCU**.

For the Bachelor of Systematic Theology, a student must complete at least **30 of the required 120 credits through CCU**, including the practicum and capstone requirements. Transferred courses must be applicable to the student's curriculum and must not replace essential CCU requirements unless approved through formal academic review.

3.10. Credit for Prior Learning and Ministry Experience

Documented prior learning or ministry experience may be evaluated when CCU has established an academically reliable assessment procedure.

Life experience or years of ministry service alone do not automatically produce academic credit.

Credit may be considered only when:

- college-level learning can be demonstrated;
- the learning relates directly to the program;
- qualified academic personnel evaluate the evidence;
- the credit is documented in the student's file; and the award complies with applicable residency and program requirements.

CCU will not award a complete credential based primarily or exclusively on life experience.

3.11. Program Completion and Credential Conferral

Completion of courses does not by itself authorize issuance of a diploma or degree. Before conferral, CCU must verify:

- completion of the required credits;
- completion of all prescribed courses;
- the minimum cumulative GPA;
- applicable residency requirements;
- practicum and capstone completion when required;
- resolution of incomplete grades;
- academic-integrity compliance;
- legitimate financial obligations;
- and final approval by the authorized academic office.

The official transcript and credential must use the exact program title published in this catalog.

3.12. Planned Programs

CCU may study the future development of additional religious programs in theology, ministry, Christian leadership, pastoral family care, Christian education, and other qualifying religious disciplines.

Such programs are:

- proposals for institutional planning only;
- not currently offered;

- not open for application or enrollment;
- not included in the present tuition schedule; and
- not authorized for advertising as available programs.

Before implementation, a planned program must undergo curriculum development, governance approval, financial and faculty review, regulatory review when applicable, and formal publication in an effective catalog or catalog supplement.

CHAPTER 4

Academic Calendar, Credit System, and Graduation Standard

4.1. Academic Calendar

Concorde Christian University operates according to an academic calendar approved and published by the University.

The official calendar identifies, as applicable:

application and admission periods; registration deadlines; course and module start and end dates; assignment and assessment periods; withdrawal deadlines; academic breaks and institutional holidays; graduation-application deadlines; and commencement dates.

The calendar may be adjusted when circumstances beyond the University's reasonable control affect instruction or institutional operations. Students will receive notice of material changes.

4.2. Academic Terms and Modules

CCU may organize instruction through:

semesters; academic terms; four-week instructional modules; approved intensive courses; or another academically equivalent format.

The present instructional model includes four-week modules in which a student ordinarily concentrates on a defined course or area of theological study.

The duration of a module does not by itself determine its credit value. Every credit-bearing module must contain sufficient instruction, academic engagement, assignments,

assessment, and independent study to support the credits awarded.

4.3. Components of Online Instruction

A credit-bearing online course or module may include:

live virtual lectures; recorded faculty instruction; assigned reading; guided theological reflection; discussion activities; written assignments; research projects; quizzes

and examinations; presentations; ministry applications; supervised practicum activities; and faculty evaluation and feedback.

The combination of activities must provide regular and substantive academic engagement appropriate to the course level and credit value.

4.4. Semester-Credit Standard

CCU measures academic work in semester credits. One semester credit represents approximately:

15 hours of direct faculty instruction or its online equivalent; and approximately 30 additional hours of independent preparation, reading, assignments, research, application, and assessment.

A standard three-credit course therefore requires approximately **135 total hours of student academic engagement**.

When a three-credit course is delivered through a four-week module, its shorter calendar period does not reduce the total expected learning time or academic workload.

4.5. Assignment of Credit

Credit values are established through formal academic approval and must be based on:

course objectives; expected learning outcomes; instructional content; estimated student workload; faculty interaction; assignments and assessments; academic level; and comparability with accepted semester-credit practices.

Credits are awarded only after the student successfully completes the academic requirements. Attendance, ministry experience, or payment of tuition alone does not entitle a student to academic credit.

4.6. Credit-Bearing and Noncredit Activities

CCU may offer seminars, conferences, workshops, chapel services, community programs, pastoral training events, or continuing-education activities.

Such an activity is noncredit unless:

- it has been formally approved as a credit-bearing course;
- an assigned course code and credit value have been published;
- qualified faculty provide appropriate instruction;
- student learning is evaluated;
- And the activity forms part of an approved academic program.

Participation in a noncredit activity does not automatically generate semester credits or apply toward a diploma or degree.

4.7. Program Duration

The normal anticipated completion periods are:

Program	Credits	Normal completion period
Diploma in Systematic Theology	30	Approximately 9-12 months
Bachelor of Systematic Theology	120	Approximately four academic years of full-time study

Actual completion time may vary according to:

- enrollment status; number of credits attempted during each period;
- transfer credits accepted; course availability; satisfactory academic progress; approved leaves or withdrawals;
- repeated or incomplete courses; and completion of practicum and capstone requirements.

The University does not guarantee completion within a particular period when the student does not follow the prescribed academic sequence or meet applicable requirements.

4.8. Maximum Time for Completion

Students are expected to complete their programs within a reasonable period.

Unless an exception is approved:

- the Diploma in Systematic Theology should be completed within three years of initial enrollment;
- and the Bachelor of Systematic Theology should be completed within eight years of initial enrollment.

A student exceeding the applicable period may be required to undergo a new graduation audit, follow updated academic requirements, repeat outdated coursework, or submit a formal request for an extension.

Documented military service, serious illness, family emergency, ministry assignment, or another substantial circumstance may be considered when evaluating an extension request.

4.9. Graduation Application

A student intending to graduate must submit a graduation application by the published deadline. The application authorizes the University to conduct a formal graduation

audit. Submission of the application does not guarantee approval.

The audit will verify:

the student's official program; completed courses and credits; accepted transfer credits; cumulative GPA; residency requirements; outstanding incomplete grades; practicum and capstone completion when applicable; academic-integrity and conduct matters; administrative documentation; and legitimate financial obligations.

4.10. Graduation Approval

A student is approved for graduation only after the authorized academic office confirms that every published requirement has been satisfied.

The official conferral date is the date entered on the student's permanent academic record and credential following final approval.

Completion of coursework, receipt of a congratulatory message, appearance on a preliminary graduation list, or participation in a ceremony does not independently confer a diploma or degree.

4.11. Minimum Graduation GPA

Students must earn a minimum cumulative GPA of **2.0 on a 4.0 scale** to complete either current program.

A student whose cumulative GPA is below 2.0 may not graduate even if the required number of credits has been attempted or completed.

4.12. Exit Examination

CCU does not presently require a separate institutional exit examination for:

- **the Diploma in Systematic Theology; or**
- **the Bachelor of Systematic Theology.**

Students remain responsible for all course examinations, assessments, assignments, practicum activities, and capstone requirements included in their curriculum.

4.13. Graduation Honors

CCU may recognize exceptional academic achievement through graduation honors.

Any honors designation must be governed by GPA thresholds and eligibility requirements approved and published before the applicable graduation period.

Possible distinctions may include:

Cum Laude;
Magna Cum Laude; and
Summa Cum Laude.

No honors designation will be awarded arbitrarily or solely at the discretion of an individual administrator. The same published standards will apply consistently to all eligible students in the graduating class.

4.14. Commencement Ceremony

Commencement is an optional ceremonial recognition of academic achievement.

Participation: is not required for academic completion; does not itself confer a credential; is subject to published deadlines and requirements; may require payment of the optional commencement-participation fee; and does not replace the formal graduation audit.

Students who do not attend commencement may still receive their earned credentials after satisfying all academic, administrative, and financial requirements.

4.15. Academic Transcripts

The official transcript is the permanent institutional record of the student's academic achievement.

It may include:

legal name and student identification information; courses attempted and completed; semester credits; grades; transfer credits; academic standing when appropriate; credential title; conferral date; and graduation honors.

Transcripts may be issued only through authorized University procedures. The exact title of every credential must correspond with the title published in the catalog, curriculum, diploma, and other official documents.

4.16. Institutional Awards and Recognition

CCU may recognize achievements in : academic scholarship; Christian leadership; ministry service;

community engagement; humanitarian service; and institutional contribution.

A service award, honorary recognition, certificate of appreciation, or ceremonial distinction must be clearly distinguished from an earned academic credential. No honorary recognition may be presented as evidence that the recipient completed an academic degree program.

4.17. Program Review and Continuous Improvement

CCU periodically evaluates its academic programs to determine:

- consistency with the University's Christian mission; student achievement of learning outcomes; curriculum
- effectiveness; faculty effectiveness; adequacy of learning resources; student retention and completion;
- student and graduate feedback; accuracy of program information;
- and continued compliance with institutional and regulatory requirements.

The University may revise a curriculum following appropriate academic and governance review. Substantive

revisions will be published and communicated to affected students.

4.18. Protection of Enrolled Students

When program requirements change, CCU will make reasonable efforts to allow continuously enrolled students to complete the curriculum under which they entered.

A student may be moved to a revised curriculum when:

- the student agrees in writing;
- the original curriculum is no longer academically or operationally available;
- the student has exceeded the maximum completion period;
- the change is necessary for legal or regulatory compliance;
- or the revised curriculum does not unfairly increase the student's remaining requirements.

Chapter 5

ACADEMIC ORGANIZATION AND FIELDS OF STUDY

5.1. Academic Organization

Concorde Christian University fulfills its present educational mission through the **Faculty of Theology and Biblical Studies**, which is responsible for the development, delivery, supervision, assessment, and periodic review of the University's current academic programs.

During the effective period of this catalog, the Faculty administers:

- **the Diploma in Systematic Theology; and**
- **the Bachelor of Systematic Theology.**

The existence of an academic department, proposed school, curriculum plan, or area of institutional interest does not mean that CCU currently offers a separate program or credential in that field.

5.2. Faculty of Theology and Biblical Studies

The Faculty of Theology and Biblical Studies equips students with an academically responsible understanding of:

the Holy Scriptures; systematic theology; biblical interpretation; Christian doctrine; church history; apologetics; Christian ethics; ministry; spiritual formation; Christian leadership; and theological engagement with contemporary life.

The Faculty seeks to prepare students who are biblically informed, theologically mature, intellectually responsible, spiritually grounded, and equipped for Christian service.

5.3. Current Academic Programs

The Faculty currently offers only:

Program	Credential	Credits
Systematic Theology	Diploma in Systematic Theology	30
Systematic Theology	Bachelor of Systematic Theology	120

The exact curricula, learning outcomes, completion requirements, practicum provisions, and capstone requirements are published in Chapter 3.

5.4. Principal Fields of Theological Study

Instruction within the current programs may include:

Old Testament studies; New Testament studies; hermeneutics; bibliology; theology proper; Trinitarian theology; Christology; pneumatology; Christian anthropology; hamartiology; soteriology; ecclesiology; eschatology; church history; apologetics; Christian ethics; pastoral ministry; evangelism and missions; Christian leadership; research and academic communication; and supervised ministry application.

A field of study included within a theology curriculum is not necessarily a separate program, major, certificate, diploma, or degree.

5.5. Integration of Faith and Learning

CCU affirms that theological education should engage the full range of questions affecting human life, knowledge, morality, society, and the created world. Theology is therefore placed in responsible dialogue with disciplines such as:

philosophy; history; psychology; family studies; human development; biology; heredity and intergenerational influence; sociology; education; ethics; technology; artificial intelligence; environmental studies; and cultural analysis.

This interdisciplinary approach does not reduce theology to another academic discipline, nor does it allow theological instruction to substitute for scientific, medical, psychological, or licensed professional education.

5.6. Standards for Interdisciplinary Courses

An interdisciplinary course offered within a CCU theological program must:

1. maintain a clearly religious and theological purpose;
2. contribute to the published outcomes of the student's religious program;

3. distinguish biblical and theological claims from scientific or clinical conclusions;
4. use reliable academic sources appropriate to the subject;
5. be taught or supervised by faculty with suitable qualifications;
6. identify the limits of the course and instructor's professional competence;
7. avoid claims that the course provides secular licensure preparation; and
8. assess student learning at an appropriate undergraduate academic level.

5.7. Examples of Interdisciplinary Theological Study

Subject areas that may be incorporated into current theology courses or developed as future religious electives include:

- Theology and the Natural Sciences;
- Christian Anthropology and Human Development;
- Psychology of Christian Life;
- Theology of Marriage and Family;

- Pastoral Care and Emotional Well-Being;
- Hamartiology, Heredity, and Intergenerational Influence;
- Bioethics from a Christian Worldview;
- Christianity and Contemporary Culture;
- Theology of Social Responsibility;
- Sociology of Religion
- Faith, Reason, and Scientific Inquiry;
- Christian Perspectives on Technology and Artificial Intelligence.

The inclusion of these subjects does not constitute the operation of a secular psychology, counseling, biology, social-work, medical, or professional-licensure program.

5.8. Pastoral Care and Christian Counseling Subjects

CCU may examine pastoral care, Christian caregiving, family relationships, emotional well-being, and counseling concepts, as components of religious and theological education.

Such instruction is intended to help students:

- understand biblical approaches to care and spiritual support;
- recognize the limits of pastoral competence;
- distinguish spiritual guidance from clinical diagnosis and make appropriate referrals to qualified professionals;
- support individuals and families ethically; and serve responsibly within churches and ministries.

CCU's theological courses do not authorize students or graduates to represent themselves as licensed mental-health professionals.

5.9. Scientific and Theological Responsibility

CCU encourages thoughtful engagement between theology and scientific knowledge. Faculty and students must distinguish among:

what Scripture explicitly teaches; theological interpretation; established scientific evidence; developing scientific research; philosophical assumptions; reasonable hypotheses and personal speculation.

For example, theological study may examine heredity, epigenetics, trauma, family patterns, and intergenerational

influence. It must not present personal guilt or original sin as a scientifically demonstrated component of human DNA.

This distinction supports both theological integrity and responsible scholarship.

5.10. Academic Units Under Development

CCU may plan future faculties, schools, departments, institutes, or centers in qualifying religious fields. Possible areas of future development may include:

- pastoral care and Christian family studies;
- Christian leadership and ministry;
- Christian education;
- religious administration;
- Christian community care;
- theology and interdisciplinary studies;
- and advanced biblical and theological education.

These proposed academic units:

- are not presently operating as independent schools;

- do not currently offer separate credentials;
- are not open for enrollment;
- may not advertise programs as available;
- and do not establish a right or expectation that a proposed program will begin on a particular date.

5.11. Approval of Future Programs

Before a future program becomes available, CCU must complete:

- a documented needs assessment; curriculum design and learning outcomes;
- faculty-qualification review;
- financial and administrative evaluation;
- learning-resource assessment;
- technological-capacity review;
- academic governance approval;
- Board approval when required;
- regulatory review consistent with CCU's status;
- and publication of accurate admissions, tuition, completion, and consumer information.

Only after these requirements are satisfied may CCU announce that applications or enrollment are open.

5.12. No Guarantee of Future Offerings

References to future academic development express institutional objectives only.

CCU does not guarantee:

- a proposed program will be launched;
- it will begin on an anticipated date;
- a particular credential will be approved;
- current students will receive automatic admission;
- existing credits will apply to the future program;
- or the program will qualify graduates for professional licensure.

5.13. Academic Collaboration

When appropriate, CCU may invite qualified theologians, scholars, scientists, healthcare professionals, counselors,

ministry leaders, or other specialists to contribute to interdisciplinary instruction.

Their participation must remain consistent with:

CCU's Christian mission; the religious purpose of the program; their documented area of competence; academic-quality standards; student-protection requirements; and applicable institutional and regulatory limitations.

Chapter 6

Faculty Qualifications, Academic Personnel, And Instructional Standards

6.1. Philosophy of Faculty Service

CCU recognizes that faculty members play an essential role in the intellectual, theological, spiritual, ethical, and ministerial development of students.

Faculty members are expected to demonstrate :

- academic competence;
- biblical and theological knowledge;
- Christian character; intellectual honesty;
- respect for scientific and scholarly inquiry;
- effective teaching ability; ethical conduct;
- appropriate ministry or professional experience; and
- commitment to CCU's Christian mission.

Faculty service is understood as both an academic responsibility and a vocation of Christian leadership.

6.2. Categories of Academic Personnel

Academic personnel may include : professors; associate professors; assistant professors; instructors; adjunct faculty; visiting lecturers; practicum supervisors; research supervisors; academic advisors; program coordinators; department chairs; academic deans; and qualified interdisciplinary specialists.

An academic title does not automatically establish qualification to teach every subject or academic level. Teaching assignments must correspond to the individual's

documented education, expertise, experience, and area of competence.

6.3. General Faculty Qualifications

Faculty members must possess academic preparation appropriate to:

- the level of instruction;
- the subject taught;
- the course learning outcomes;
- the nature of assigned assessments; and
- their instructional or supervisory responsibilities.

CCU will ordinarily apply the following expectations:

Instructional level Normal minimum faculty preparation

Diploma courses	Bachelor's degree or higher in theology, biblical studies, ministry, or a closely related field
Bachelor's courses	Master's degree or higher in the teaching discipline or a closely related field
Advanced Bachelor research, practicum, or capstone supervision	Master's or doctoral preparation, demonstrated research or ministry competence, and relevant supervisory experience

Faculty teaching graduate-level courses in the future will ordinarily be required to possess an earned doctorate or other terminal credential appropriate to the discipline.

6.4. Exceptional Faculty Qualifications

In limited circumstances, CCU may appoint an instructor whose formal academic credentials do not satisfy the normal standard when the individual possesses exceptional and directly relevant:

ministry experience; theological scholarship; publications; professional expertise; specialized training; teaching experience; leadership accomplishments; or demonstrated subject-matter competence.

The exception must be: evaluated individually; supported by documented evidence; approved by the appropriate academic authority; recorded in the faculty file; and limited to subjects within the individual's demonstrated competence.

Experience alone will not routinely replace the academic preparation expected for undergraduate instruction.

6.5. Interdisciplinary Faculty Qualifications

A faculty member teaching an interdisciplinary course must be qualified for the particular module assigned. For example:

- a theologian may teach biblical and doctrinal foundations;
- a biologist or healthcare professional may explain relevant biological evidence;
- a qualified psychologist may address psychological theories and research;
- a family specialist may examine relational or family-system dynamics;
- an ethicist may address moral reasoning;
- and an experienced pastor may supervise ministry application.

A faculty member must not present personal familiarity with another discipline as equivalent to professional or academic qualification in that field. When appropriate,

CCU may use team teaching, guest specialists, or collaborative course design.

6.6. Verification of Faculty Credentials

Before appointment, CCU will make reasonable efforts to verify academic degrees; official transcripts; professional credentials; institutional attendance; employment or ministry history; relevant licenses or certifications; publications and scholarly work; and references.

Foreign credentials may require translation or equivalency evaluation.

A faculty member who falsifies or materially misrepresents credentials may be removed from teaching responsibilities and subjected to appropriate institutional action.

6.7. Statement of Faith and Religious Commitment

Faculty members whose responsibilities involve theological instruction, curriculum development, spiritual formation, ministry supervision, or academic leadership

may be required to affirm or formally acknowledge CCU's Statement of Faith.

Faculty members are expected to teach honestly and to distinguish among:

- CCU's official doctrinal position;
- historic Christian alternatives;
- the instructor's personal interpretation;
- scholarly debate; and
- established or developing scientific evidence.

6.8. Academic Freedom Within CCU's Mission

CCU encourages careful study, responsible questioning, theological reflection, scholarly inquiry, and respectful academic discussion.

Faculty members may examine differing interpretations and controversial questions when academically relevant. They must do so:

- within CCU's Christian mission;
- with intellectual honesty;
- without misrepresenting Scripture or scholarly sources;
- without presenting speculation as established fact;

- without suppressing relevant evidence; and
- with respect for students and differing viewpoints.

Academic freedom does not authorize professional misconduct, discriminatory treatment, academic dishonesty, or disregard for an approved curriculum.

6.9. Christian Character and Professional Conduct

Faculty members must demonstrate:

- honesty and integrity;
- respect for students and colleagues;
- appropriate professional boundaries;
- confidentiality and responsible communication;
- fair and consistent grading;
- freedom from harassment or exploitation;
- proper attribution of sources;
- responsible use of institutional resources; and
- conduct consistent with the University's Christian mission.

A faculty member must not use spiritual authority, academic power, or pastoral influence to manipulate, intimidate, exploit, or improperly pressure a student.

6.10. Instructional Standards

Instruction must be designed to promote:

- achievement of published learning outcomes;
- biblical and theological understanding;
- critical thinking and responsible interpretation;
- ethical reasoning; research and communication skills;
- spiritual formation and intellectual engagement;
- ministry application;
- appropriate interaction between faculty and students.

Every credit-bearing course must include sufficient instruction, academic engagement, assignments, feedback, and assessment to justify its assigned semester credits.

6.11. Online-Teaching Competence

Faculty assigned to online courses must demonstrate reasonable competence in:

- use of CCU's instructional platforms;
- virtual classroom management;
- electronic communication;
- presentation of accessible course materials;

- online student engagement;
- protection of student information;
- timely academic feedback;
- verification of participation; and
- appropriate use of digital and artificial-intelligence tools.

CCU should provide orientation or training when an instructor requires additional technological preparation.

6.12. Course Syllabi

Every credit-bearing course must have an approved syllabus containing:

- institutional and course identification;
- course code, title, and credit value;
- instructor information; course description;
- prerequisites when applicable and grading method;
- learning outcomes; required textbooks and resources;
- instructional schedule; assignments and assessments;
- attendance and participation expectations;
- academic-integrity requirements;
- artificial-intelligence policy;
- accessibility or accommodation procedures;
- communication expectations; and
- relevant institutional disclosures.

The approved syllabus must remain consistent with the catalog and official curriculum.

6.13. Student Assessment

Assessment methods must correspond to the course's learning outcomes and academic level. Methods may include:

examinations and quizzes; written assignments; research papers; theological reflection; biblical interpretation exercises; oral presentations; discussion participation; ministry projects; case analyses; practicum evaluations; and capstone work.

Faculty must apply published grading criteria consistently and maintain sufficient documentation to support the grades awarded.

6.14. Faculty Interaction and Feedback

Faculty members must provide regular and substantive academic interaction appropriate to the course.

They are expected to:

- communicate course expectations clearly;
- respond to reasonable student questions;
- provide meaningful feedback;
- monitor academic participation;
- identify students experiencing difficulty;
- refer students to appropriate support;
- maintain announced availability; and
- submit grades and academic records by established deadlines.

Recorded instruction alone does not satisfy the faculty's complete instructional responsibility.

6.15. Faculty Workload

Teaching assignments must permit sufficient time for:

Course preparation; instruction; student communication; assessment and grading; academic advising; maintenance of records; faculty development; and assigned institutional responsibilities.

CCU will avoid assigning workloads that materially interfere with instructional quality or timely student support.

6.16. Faculty Evaluation

CCU will periodically evaluate faculty performance. Evaluation may consider:

- academic and subject-matter preparation;
- teaching effectiveness;
- syllabus compliance;
- student engagement;
- quality and timeliness of feedback;
- grading consistency;
- professional conduct;
- technological competence;
- student learning outcomes;
- contribution to curriculum development;
- support for the University's mission; and
- participation in professional development.

Student feedback may inform the evaluation but will not be the sole measure of faculty effectiveness.

6.17. Faculty Development

Faculty members are encouraged to maintain and improve their competence through:

- theological and biblical study;
- continuing education;
- scholarly reading and research;
- conferences and seminars;
- teaching method development;
- online-instruction training;
- ministry engagement;
- interdisciplinary collaboration; and
- responsible study of developments in science, technology, culture, and society.

6.18. Faculty Records

CCU will maintain an official file for each faculty member containing, as applicable:

- curriculum vitae or résumé;
- employment application;
- official academic transcripts;
- credential verifications;
- ministry or professional experience;
- licenses and certifications;
- appointment agreement;
- assigned courses;
- Statement of Faith acknowledgment;
- performance evaluations;

- professional-development records;
- disciplinary documentation; and
- records supporting any qualification exception.

Faculty files will be protected against unauthorized access and maintained according to the University's record-retention requirements.

6.19. Conflicts of Interest and Outside Activities

Faculty members must disclose circumstances that may materially affect their impartiality or responsibilities. Outside ministry, employment, consulting, counseling, or business activity must not:

- interfere with assigned duties;
- exploit students;
- misuse confidential information;
- create unauthorized financial relationships;
- imply institutional endorsement; or
- compromise academic judgment.

6.20. Educational Quality Assurance

The Academic Dean and appropriate academic bodies will review instructional quality through:

- syllabus review; faculty evaluation;
- student-learning evidence;
- course-completion information;
- student feedback; curriculum mapping;
- practicum and capstone evaluation;
- academic-record review;
- and periodic program assessment.

Results will be used to improve curricula, faculty development, student support, instructional technology, and institutional effectiveness.

CHAPTER 7

Student Services, Online Learning, And Academic Support

7.1. Philosophy of Student Support

CCU provides student services designed to support academic achievement, spiritual formation, personal

responsibility, ethical Christian leadership, and successful participation in online theological education.

Student services are educational and pastoral in nature. They do not constitute medical treatment, mental-health treatment, legal representation, professional rehabilitation, or licensed clinical services.

7.2. New-Student Orientation

New students must receive or complete an orientation addressing:

- CCU's Christian mission and Statement of Faith;
- online-learning expectations;
- use of instructional and communication platforms;
- attendance and academic participation;
- course registration;
- academic-integrity requirements;
- responsible use of artificial intelligence;
- tuition and financial obligations;
- withdrawal and refund procedures;
- student complaints and appeals;
- available learning resources;
- technological requirements; and
- student rights and responsibilities.

Completion of orientation may be documented in the student's institutional record.

7.3. Academic Advising

Academic advising assists students in understanding and completing their programs. Advisors may provide guidance concerning:

curriculum requirements; course sequencing; enrollment status; transfer-credit evaluation; academic standing; practicum and capstone planning; graduation requirements; theological study; ministry objectives; and available academic support.

Students remain responsible for reviewing the catalog, monitoring their progress, meeting deadlines, and completing all graduation requirements.

Advice given informally does not modify a published requirement unless the change is approved and documented by an authorized academic official.

7.4. Online-Learning Support

CCU provides reasonable assistance concerning:

- access to online classrooms;
- participation in live virtual sessions;
- access to recorded instruction;
- assignment submission;
- communication with instructors;
- basic troubleshooting; and
- retrieval of course materials.
- use of the learning-management or communication system.

Students are responsible for maintaining suitable equipment, software, internet access, and current contact information.

CCU does not guarantee uninterrupted operation of third-party internet, telecommunications, or technology services. When a significant institutional system failure occurs, CCU will make reasonable efforts to provide alternative access or adjust affected deadlines.

7.5. Faculty and Administrative Availability

CCU will provide students with appropriate methods for contacting: instructors; academic advisors; admissions personnel; student-records personnel; financial administrators; and designated student-services officials.

Expected response times and methods of communication should be stated in course syllabi, orientation materials, or official University communications.

7.6. Library and Learning Resources

CCU will provide, license, develop, or identify learning resources sufficient to support its current programs. Resources may include:

required textbooks; electronic books; open-access theological resources; digital libraries; academic journals; biblical-language and study tools; research databases; reference works; faculty-developed course materials; recorded lectures; research guides; and citation and writing resources.

The University will periodically evaluate whether available resources adequately support the courses, research assignments, faculty instruction, and capstone requirements.

Students must respect copyright, licensing restrictions, database-use conditions, and intellectual-property rights.

7.7. Writing and Research Support

Students may receive academic guidance concerning:

research methods; development of a research question; use and evaluation of sources; academic writing; theological argumentation; citation standards; avoidance of plagiarism; responsible use of artificial intelligence; practicum documentation; and capstone preparation.

Academic support may help students improve their work but may not produce assignments on their behalf or guarantee a particular grade.

7.8. Academic Support and Early Intervention

When a student demonstrates academic difficulty, insufficient participation, or inadequate progress, CCU may provide:

- an academic warning; consultation with the instructor;
- advising; supplemental learning materials;
- a reduced course-load recommendation;
- a written academic-improvement plan;
- referral to technological or writing support;

- or another appropriate educational intervention.

The student remains responsible for completing required academic work and responding to institutional communications.

7.9. Reasonable Accessibility Support

A student who requires a reasonable academic adjustment, because of a documented disability or health-related limitation should submit a written request to the designated University official.

CCU may request appropriate documentation necessary to understand the limitation and evaluate the requested adjustment.

An approved adjustment:

should provide meaningful access to the educational program; will be considered individually; must not fundamentally alter essential academic or religious requirements; does not guarantee academic success; and does not excuse misconduct or eliminate legitimate completion standards.

Information concerning a student's condition will be handled with appropriate confidentiality.

7.10. Spiritual Formation

As a Christian institution, CCU encourages spiritual development through activities such as prayer; Bible study; devotional reflection; Christian mentoring; chapel or worship opportunities; ministry participation; discipleship; leadership development; and service to churches and communities.

Participation requirements, if any, must be identified in the applicable course, program, or activity information.

7.11. Pastoral Guidance and Professional Boundaries

CCU may provide spiritual encouragement, pastoral guidance, prayer, or referral support. Such assistance is not a substitute for services from a qualified:

physician; psychologist; licensed mental-health counselor; clinical social worker; marriage and family therapist; emergency responder; attorney; or other regulated professional.

Faculty members, administrators, pastors, and student advisors must operate within their competence and make

an appropriate referral when a student's needs exceed CCU's educational or pastoral capacity.

7.12. Emergencies and Crisis Situations

CCU is not an emergency-response or crisis-treatment provider. A student experiencing an immediate threat to life or safety should contact emergency services in the student's location.

In the United States, a student may call **911** for an emergency or **988** for the Suicide & Crisis Lifeline.

Students outside the United States should contact the appropriate emergency or crisis service in their country or locality.

When CCU becomes aware of a credible and immediate safety concern, it may take reasonable action consistent with law, institutional policy, and the limitations of an online institution.

7.13. student Fellowship and Community Engagement

CCU may sponsor or encourage:

online student fellowship; prayer gatherings; ministry projects; leadership initiatives; community outreach; educational seminars; service-learning activities; and regional institutional gatherings.

Participation in an optional activity does not produce academic credit unless the activity has been formally approved as part of a credit-bearing course.

7.14. Student Rights

Students have the right to:

- accurate information about CCU and its programs;
- access to published academic and financial policies;
- clear program and graduation requirements;
- respectful and equitable treatment;
- appropriate academic instruction and feedback;
- reasonable access to their educational records;
- confidentiality consistent with applicable requirements;
- fair complaint, disciplinary, and appeal procedures;
- protection from retaliation for a good-faith complaint;
- timely notice of material institutional decisions; and

- a learning environment reasonably consistent with CCU's Christian mission.

7.15. Student Responsibilities

Students are responsible for:

- reading and following the catalog and course syllabi;
- maintaining academic integrity;
- completing required academic work;
- participating regularly;
- communicating respectfully;
- monitoring official University communications;
- maintaining accurate contact information;
- meeting registration and payment deadlines;
- protecting account credentials;
- using technology responsibly;
- respecting intellectual-property rights;
- seeking assistance when needed; and
- complying with CCU's Christian community standards.

7.16. Student Records and Confidentiality

CCU maintains student records in physical or electronic form according to institutional record-retention and confidentiality policies.

Records may include:

admission documents; enrollment agreements; disclosure acknowledgments; registrations; attendance and participation; grades and transcripts; financial information; transfer-credit evaluations; complaints and appeals; disciplinary matters; and graduation records.

Access is limited to authorized individuals with a legitimate institutional purpose, except when disclosure is authorized by the student or otherwise permitted or required by law.

7.17. Official Student Communications

CCU may communicate through:

institutional email; learning platforms; student portals; the official website; written notices; postal delivery; or another designated communication system.

Students are responsible for reviewing official communications regularly.

A notice sent to the student's last recorded email or postal address may be treated as delivered according to the applicable policy, even when the student has failed to update the contact information.

7.18. Ministry and Vocational Guidance

CCU may provide general guidance concerning:

- ministry opportunities; Christian leadership;
- service in churches or faith-based organizations;
- continuing theological education;
- résumé preparation; interview preparation;
- personal development; and vocational discernment.

CCU does not guarantee: employment; ministry appointment; ordination; pastoral placement; internship placement; salary; professional advancement; acceptance by an employer or ministry; or eligibility for professional licensure.

Any ministry opportunity communicated to students should be described accurately and must not be represented as guaranteed placement.

7.19. Physical Facilities and Event Venues

CCU is an exclusively online institution and does not maintain a residential campus or permanent physical facility for regular classroom instruction.

The University may reserve or lease temporary venues for: graduation ceremonies; optional seminars; Board meetings; faculty gatherings; student fellowship; worship events; or other approved institutional activities.

Use of a temporary venue does not convert that location into a permanent CCU campus.

CCU will make reasonable efforts to select event venues that satisfy applicable occupancy, accessibility, health, and safety requirements.

7.20. Campus-Safety and Crime-Reporting Limitation

Because CCU does not maintain a residential or permanent instructional campus, it does not provide campus police, residential security, dormitory supervision, or on-campus emergency services.

Students attending a temporary in-person event must follow: venue safety requirements; instructions from authorized event personnel; applicable laws; emergency procedures; and incident-reporting directions.

Any crime, threat, medical emergency, or immediate safety concern should be reported promptly to the appropriate local authority and, when relevant, to the designated CCU official.

7.21. Student-Services Assessment

CCU will periodically evaluate student services through:

student feedback; advising records; support requests; course-completion information; complaint patterns; technology reviews; graduation information; and institutional assessment.

The University will use the results to strengthen academic support, online learning, communication, accessibility, spiritual formation, and student protection.

CHAPTER 8

Financial Policies, Tuition, Fees, Refunds, And Financial Assistance

8.1. Financial Philosophy

CCU seeks to provide accessible Christian higher education while maintaining the financial resources necessary for academic quality, student services, technology, administration, and long-term institutional stability.

Financial policies will be administered transparently, consistently, and according to published terms.

8.2. Effective Date of Tuition and Fees

The following schedule applies to students entering CCU on or after **January 1, 2027**.

Students admitted under a separately approved transitional, scholarship, sponsorship, or tuition-waiver arrangement are governed by the written terms applicable to their enrollment.

8.3. Official Tuition and Fee Schedule

Charge	Amount
Application fee—nonrefundable after the cancellation period	\$25
Registration fee—nonrefundable after the cancellation period	\$100
Tuition per semester credit	\$100
Tuition per standard three-credit course	\$300
Technology and CCU digital course materials	Included
Late-payment fee	\$25
Official electronic transcript	\$15
Printed or mailed transcript	\$25 plus applicable delivery
Replacement diploma	\$75 plus applicable delivery
Degree-completion and diploma-processing fee	\$150
Optional commencement-participation fee	\$250
Total graduation cost with ceremony participation	\$400

Required external textbooks, optional materials, international delivery, special shipping, and similar third-party expenses are additional when applicable and must be disclosed before enrollment or course registration.

CCU will not assess an undisclosed mandatory institutional fee.

8.4. Estimated Program Tuition

Based on the tuition rate of \$100 per semester credit:

Program	Required credits	Standard tuition
Diploma in Systematic Theology	30	\$3,000
Bachelor of Systematic Theology	120	\$12,000

These figures represent tuition only. They do not include applicable application, registration, transcript, external textbook, delivery, degree-processing, or optional commencement charges.

Transfer credits, scholarships, tuition waivers, sponsorships, repeated courses, and future tuition changes may affect the student's actual cost.

8.5. Tuition Changes

The Board may revise tuition and fees for future enrollment periods.

A change must:

- receive appropriate institutional approval;
- be published before it becomes effective;
- be disclosed before affected registration or enrollment;
- identify its effective date; and
- be applied consistently.

CCU will not retroactively increase tuition for coursework already completed or for a payment obligation already established by a binding written agreement.

8.6. Payment Methods and Deadlines

Students may satisfy approved financial obligations through:

- payment in full;
- an approved installment plan;
- scholarship or tuition waiver;

- church, ministry, employer, or donor sponsorship; or
- another authorized payment method.

Payment schedules and deadlines must be stated in the enrollment agreement, payment-plan agreement, invoice, or other official notice.

8.7. Installment-Payment Plans

CCU may permit tuition to be paid through approved installments, including a three-month or quarterly arrangement when appropriate.

The written payment-plan agreement must identify:

- the total amount owed;
- credits or courses covered;
- payment amounts; due dates;
- acceptable payment methods;
- consequences of missed payments;
- applicable late fees;
- withdrawal and refund treatment; and
- signatures or verifiable electronic acknowledgments.

A payment plan does not increase the amount of tuition earned by CCU under the refund policy.

8.8. Late or Missed Payments

A student who fails to satisfy an approved payment obligation may be subject to:

a \$25 late-payment fee; written financial notice; revision or cancellation of a payment arrangement; restriction from future registration; suspension of access to a future instructional period; or another reasonable administrative measure.

CCU will not alter an earned grade or falsify an academic record because of a financial obligation.

Requests for transcripts and credentials will be handled according to applicable law and published University policy.

8.9. Financial Assistance

CCU's financial assistance is presently limited to:

institutional scholarships; tuition waivers; ministry or donor sponsorships; and approved payment plans.

CCU does not presently:

- participate in federal or state student financial-aid programs;
- administer Pell Grants;
- offer federal student loans;
- offer institutional student loans; or
- guarantee third-party educational funding.

A payment plan is a method of paying tuition and is not described by CCU as a scholarship or grant.

8.10. Scholarships and Tuition Waivers

Scholarships and tuition waivers may be based on:

academic achievement; ministry involvement; Christian leadership; financial need; community service; donor restrictions; or an approved institutional initiative.

Every award must be documented and should identify:

- the amount or percentage awarded;
- the enrollment period covered;
- eligibility conditions; renewal requirements;
- charges not covered; effect of withdrawal;

- effect of unsatisfactory academic progress; and
- any lawful condition permitting cancellation or adjustment.

Scholarships and waivers do not require repayment unless a written agreement expressly provides otherwise because of fraud, material misrepresentation, or another substantial violation.

8.11. Sponsored Students

When a church, ministry, employer, nonprofit organization, donor, or other sponsor agrees to pay a student's charges, the arrangement must be documented.

The sponsorship acknowledgment should identify:

the sponsor; the covered amount or charges; the payment schedule; the period covered; the recipient of any applicable refund; and the student's responsibility for uncovered amounts.

The student remains responsible for academic and conduct requirements regardless of who pays the charges.

8.12. Three-Business-Day Cancellation Right

A student may cancel the enrollment agreement without penalty within three business days after signing it, regardless of whether instruction has begun.

When timely written cancellation is received, CCU will refund all tuition and institutional fees paid under the agreement.

The student should submit cancellation by email, electronic form, postal delivery, or another method that provides reasonable documentation of the date sent.

8.13. Cancellation Before Instruction Begins

After expiration of the three-business-day cancellation period but before instruction begins:

All tuition paid will be refunded; the application fee may be retained; the registration fee may be retained; and charges incurred for specially ordered, delivered, or non-returnable external materials may be deducted when previously disclosed and documented.

8.14. Withdrawal After Instruction Begins

When a student withdraws after instruction begins, CCU will calculate an equitable prorated tuition refund based on the portion of the applicable enrollment period that remained uncompleted on the official withdrawal date.

The basic calculation is:

Refundable tuition = Tuition paid or credited – Tuition earned by CCU.

Tuition earned by CCU is calculated by multiplying the tuition assessed for the applicable enrollment period by the percentage of that period completed through the withdrawal date.

For example, if 40% of the applicable instructional period has been completed, CCU may earn 40% of the applicable tuition, and 60% remains refundable, subject to payments actually received and other properly disclosed adjustments.

The calculation will be documented in the student's financial record.

8.15. Applicable Enrollment Period

The refund calculation will be based on the instructional period for which tuition was assessed. Depending on the student's enrollment agreement, that period may be:

an individual course; a four-week module; an academic term; or a semester.

CCU will not calculate earned tuition using a longer period than the period covered by the student's applicable tuition charge and enrollment commitment.

8.16. Determination of the Withdrawal Date

The withdrawal date is ordinarily:

- the date CCU receives the student's written withdrawal notice;
- the date of the student's last documented academic participation when CCU administratively withdraws the student;
- the date specified in an approved leave or withdrawal agreement;

- or another date supported by the student's academic and communication records.

Simply failing to log in, attend, submit assignments, or communicate does not necessarily constitute formal withdrawal.

When a student ceases participation without written notice, CCU will make a reasonable determination based on the available records.

8.17. Refundable and Nonrefundable Charges

Subject to the three-business-day cancellation right:

Generally refundable: unearned tuition; refundable portions of degree-processing charges; refundable portions of commencement charges; and institutional charges for services not provided.

Generally nonrefundable after the applicable **cancellation period:**

application fee; registration fee; properly assessed late-payment fee; transcript services already provided; replacement credentials already produced; delivered and

non-returnable external materials; and documented delivery or shipping expenses already incurred.

A fee identified as non-refundable will not be retained when CCU did not provide the related service and retention would be inequitable or inconsistent with applicable requirements.

8.18. Graduation-Fee Refunds

The \$150 degree-completion and diploma-processing fee is refundable when the student is not approved for graduation and CCU has not begun credential processing or incurred related costs.

The \$250 commencement-participation fee is refundable when:

- the student cancels by the published deadline;
- CCU cancels the ceremony;
- or participation becomes impossible because CCU does not approve the student for graduation.

After the published cancellation deadline, CCU may deduct documented, nonrecoverable ceremony costs already incurred on the student's behalf.

8.19. Scholarships, Waivers, and Sponsored Payments in Refund Calculations

When tuition was paid or reduced through a scholarship, waiver, or sponsorship, CCU will determine:

- the amount of tuition earned;
- the amount paid by each source;
- the amount of institutional aid applied;
- whether written award or sponsorship terms govern the refund;
- and the person or organization legally entitled to receive the refund.

A student will not receive a cash refund for tuition the student did not pay unless the applicable written agreement expressly authorizes it.

Institutional scholarships or waivers may be proportionally adjusted when a student withdraws.

8.20. Refund Processing Period

An approved refund will ordinarily be issued within **30**

days after CCU determines the withdrawal date and completes the refund calculation.

The student will receive a written explanation showing:

the applicable charges; tuition earned; payments and credits received; permitted deductions; refund amount; recipient of the refund; and date and method of issuance.

8.21. Institutional Cancellation or Course Discontinuation

If CCU cancels a course or program before instruction begins, the student will receive a full refund of tuition and institutional fees paid for the cancelled offering.

If CCU discontinues instruction after a course or program begins, it will provide an equitable remedy, which may include:

- completion through an approved alternative format;
- transfer to another available CCU course;
- an approved teach-out arrangement; or
- a refund of unearned tuition and applicable fees.

The remedy will not require the student to accept a materially different program without informed agreement.

8.22. Financial Appeals

A student who believes that a charge, refund, payment determination, or financial action is inconsistent with published policy may submit a written appeal.

The appeal should identify: the disputed determination; the amount involved; the reason for the appeal; supporting documentation; and the requested resolution.

Financial appeals will be reviewed through the Student Appeal Procedure. Financial hardship alone does not automatically cancel a valid obligation, but CCU may approve a reasonable accommodation.

8.23. Financial Records and Institutional Integrity

CCU will maintain appropriate records of: charges; payments; scholarships; waivers; sponsorships; payment plans; refunds; outstanding balances; and financial appeals.

Financial information provided to prospective and enrolled students must be accurate and consistent across the catalog, enrollment agreement, fee schedule, invoices, website, advertisements, and official communications.

Florida law requires qualifying institutions to publish and follow an equitable prorated refund policy and provide prospective students with written disclosure of all fees and costs before enrollment. Section 1005.04, Florida Statutes

CHAPTER 9

Graduation, Academic, Credentials, Honors, and Conferral Procedures

9.1. Meaning of Graduation

Graduation signifies that a student has successfully completed an approved academic program and satisfied all applicable academic, ethical, administrative, and financial requirements.

Graduation is both: formal recognition of academic achievement; and acknowledgment of preparation for Christian leadership, ministry, theological study, and religious service.

A student does not graduate merely by completing the final scheduled class. Graduation occurs only after formal institutional verification and credential conferral.

9.2. Current Academic Credentials

During the effective period of this catalog, CCU awards only the following earned academic credentials:

Program completed	Academic credential
30-credit Systematic Theology program	Diploma in Systematic Theology
120-credit Systematic Theology program	Bachelor of Systematic Theology

No other certificate, diploma, degree, master's degree, or doctoral degree is currently awarded as an earned academic credential.

9.3. Eligibility for Graduation

To qualify for graduation, a student must:

- complete all required courses and semester credits;
- earn a minimum cumulative GPA of 2.0;
- satisfy applicable transfer-credit and residency requirements;
- complete all required assignments and assessments;
- complete practicum, ministry, research, and capstone requirements when applicable;
- resolve incomplete grades;
- satisfy academic-integrity and conduct requirements;
- submit a graduation application;
- fulfill legitimate financial obligations;
- receive a satisfactory graduation audit;
- and receive final approval from the authorized academic office.

No separate institutional exit examination is presently required for either current program.

9.4. Graduation Application

A student intending to graduate must submit an official graduation application by the published deadline.

The application should include or confirm:

- the student's legal name;
- student identification number;
- program title;
- anticipated completion date;
- preferred credential-delivery method;
- commencement-participation decision;
- current contact information; and required acknowledgment or signature.

The student is responsible for ensuring that the legal name appearing on the application is accurate.

9.5. Graduation Audit

The Registrar or designated academic official will review:

- the student's admission status; official curriculum;
- course and credit completion;
- transfer-credit decisions; cumulative GPA;
- academic residency;
- practicum and capstone completion;
- unresolved academic matters;

- financial clearance;
- identity and name information; and
- eligibility for academic honors.

The audit result will be documented in the student's permanent academic file.

9.6. Graduation Decision

Following the audit, CCU may determine that the student is:

Approved for Graduation - All requirements have been satisfied.

Conditionally Approved - Approval depends on completion of clearly identified outstanding requirements before the conferral deadline.

Deferred - Additional coursework, documentation, assessment, payment, or institutional review is required.

Not Approved - The student has not satisfied the applicable requirements.

A student whose graduation is deferred or denied must receive written notice identifying the unresolved requirement and the applicable appeal procedure.

9.7. Credential-Conferral Authority

Authority to confer an academic credential rest with Concorde Christian University through its established academic and governance procedures.

No instructor, advisor, donor, pastor, Board member, or individual administrator may independently promise or confer a CCU academic credential.

The University will confer credentials only when:

- the program was officially offered;
 - the student was properly enrolled;
 - completion is supported by the academic record;
 - the credential title is authorized and accurately stated;
 - institutional approval has been documented; and
- conferral is consistent with CCU's applicable legal and regulatory status.

While CCU's religious-exemption request remains pending, the University will not represent that a credential has been issued under an approved CIE religious exemption.

9.8. Diploma in Systematic Theology

The Diploma in Systematic Theology is an earned undergraduate-level religious credential requiring 30 semester credits.

The diploma will identify:

Concorde Christian University; the graduate's legal name; the exact credential title; the conferral date; authorized institutional signatures; and appropriate institutional authentication.

The Diploma in Systematic Theology must not be described as a bachelor's, graduate, or doctoral degree.

9.9. Bachelor of Systematic Theology

The Bachelor of Systematic Theology is an earned undergraduate religious degree requiring 120 semester credits.

The degree confirms completion of CCU's approved curriculum in systematic theology, biblical studies, church history, ministry, apologetics, Christian ethics, research, communication, practicum, and capstone study.

It is a religious degree and is not designed to satisfy requirements for secular professional licensure.

9.10. Academic Honors

Eligible graduates may receive published academic honors based on their final cumulative GPA and other approved requirements.

Academic-honors standards must: receive formal approval; be published before conferral; apply consistently to the graduating class; be based on verified academic records; and distinguish academic achievement from service recognition.

Possible academic distinctions include:

Cum Laude;
Magna Cum Laude; and
Summa Cum Laude.

Until exact GPA thresholds are formally adopted and published, CCU will not place these designations on official transcripts or credentials.

9.11. Nonacademic Awards and Recognition

CCU may recognize exceptional contributions involving:

Christian leadership; ministry service; humanitarian service; community impact; faithful character; institutional service; and other meritorious contributions.

A non-academic award must be clearly labeled as an award, commendation, recognition, or certificate of appreciation.

It must not:

- be entered on the transcript as an earned academic credential;
- imply completion of an academic program;
- be assigned semester credits;
- be advertised as a degree; or
- be used to circumvent academic requirements.

9.12. Certificates of Participation or Completion

CCU may issue a noncredit certificate of participation or completion for an approved seminar, workshop, conference, or continuing-education activity.

Such a document must clearly identify: the activity; the date; whether it was noncredit; the participant's name; and

the nature of the recognition.

Because CCU does not presently offer a separate academic certificate program, a certificate issued for a seminar or workshop must not be represented as an academic certificate credential.

9.13. Honorary Recognition and Honorary Degrees

Honorary recognition must be completely distinguished from an earned academic credential.

During the present exemption-review period, CCU will not advertise, market, sell, or confer honorary doctorates. Any future proposal to confer an honorary degree must first receive:

- confirmation of CCU's applicable legal and regulatory authority;
- review of the limitations governing honorary degrees;
- a formally adopted Board policy;
- documented selection criteria;
- approval through a recorded Board action; accurate public disclosures;

- and safeguards preventing the award from being represented as earned.

No payment, donation, purchase, sponsorship, or fundraising contribution may entitle a person to receive an honorary degree.

An honorary recipient must never be informed or encouraged to represent the award as evidence of completing an earned doctoral program.

9.14. Posthumous Academic Credentials

CCU may consider conferring an earned credential posthumously when a deceased student had substantially completed the applicable academic requirements.

A posthumous credential requires: review of the academic record; recommendation by the Academic Dean; confirmation that the award is academically supportable; approval by the appropriate governing authority; and permanent documentation in the student's record.

Compassion alone cannot substitute for substantial academic completion.

9.15. Commencement Participation

Commencement is an optional ceremonial event. Participation does not:

confer an academic credential; replace the graduation audit; excuse an incomplete requirement; guarantee an honors designation; or establish the official conferral date.

A student may graduate without participating in commencement.

9.16. Degree-Completion and Commencement Charges

Every graduating student is assessed a required degree-completion and diploma-processing fee of \$150, whether the student attends commencement.

A student who elects to participate in commencement is additionally assessed the optional \$250 commencement-participation fee.

Accordingly:

1. graduation without ceremony participation: \$150;
2. graduation with ceremony participation: \$400.
3. Payment of either charge does not guarantee graduation.
4. Refunds are administered according to Chapter 8.

9.17. Credential Delivery

After conferral, CCU may provide: an electronic completion notice; an official transcript; the original printed credential; and appropriate credential-verification services.

International delivery, expedited shipping, or special handling may require an additional disclosed charge. CCU will maintain documentation showing the date and method of credential delivery.

9.18. Replacement Credentials

A graduate may request a replacement diploma by submitting:

- a completed request;

- satisfactory identity verification;
- the name under which the credential was originally issued;
- an explanation of any requested name change;
- the applicable \$75 replacement fee;
- and applicable delivery charges.

A replacement credential must reproduce the original credential title and conferral date. It may be marked as a replacement or reissued copy.

A replacement document cannot be used to change the academic credential originally earned.

9.19. Official Credential Verification

CCU may verify: enrollment; attendance dates; courses and credits; graduation status; credential title; conferral date; and academic honors.

Verification will be based exclusively on the official institutional record and released according to applicable authorization and confidentiality requirements.

9.20. Correction of Credential Errors

CCU may correct a clerical, printing, spelling, date, or record-entry error when the official academic evidence supports the correction.

A correction must be documented and must not:

- increase the level of the credential;
- substitute a different program;
- add unearned academic honors;
- change the conferral date without justification; or
- create a credential unsupported by the academic record.

9.21. Revocation of an Academic Credential

CCU may revoke an earned credential when clear and convincing evidence establishes that it was obtained through:

fraud; falsified admission documents; falsified academic records; substantial plagiarism or cheating; impersonation; material misrepresentation; unauthorized transfer credit;

or another serious violation directly affecting the validity of the credential.

Before revocation, the graduate must receive:

- written notice of the allegations;
- access to the material information supporting the proposed action;
- a reasonable opportunity to respond;
- an impartial institutional review;
- a written decision; and an opportunity to appeal.

Revocation records will be maintained permanently.

9.22. Graduate Responsibilities

Graduates are expected to represent their CCU credentials accurately.

They should not:

- describe a religious credential as a secular professional qualification;
- claim accreditation that CCU does not possess;
- imply eligibility for professional licensure;

- alter the title or level of the credential;
- present an honorary or service recognition as earned; or
- use the credential deceptively.

Graduates are encouraged to demonstrate Christian integrity, intellectual responsibility, servant leadership, and faithful service

CHAPTER 10

Student Conduct and Disciplinary Procedures

10.1. Purpose

CCU seeks to maintain an online academic community characterized by: Christian integrity; academic honesty; respect; personal responsibility; intellectual engagement; appropriate communication; protection of others; and responsible use of institutional resources.

Disciplinary procedures are intended to protect the educational community, correct misconduct, provide fair review, and encourage restoration when appropriate.

10.2. Scope of Authority

These standards apply to conduct occurring:

- in online classes;
- through University platforms;
- in communications involving CCU students or personnel;
- during institutional events;
- at temporary event venues;
- during practicum or ministry activities;
- in academic submissions;
- through use of CCU's name or resources; and outside institutional activities when conducting materially affects safety, academic integrity, or legitimate University operations.

10.3. Student Conduct Standards

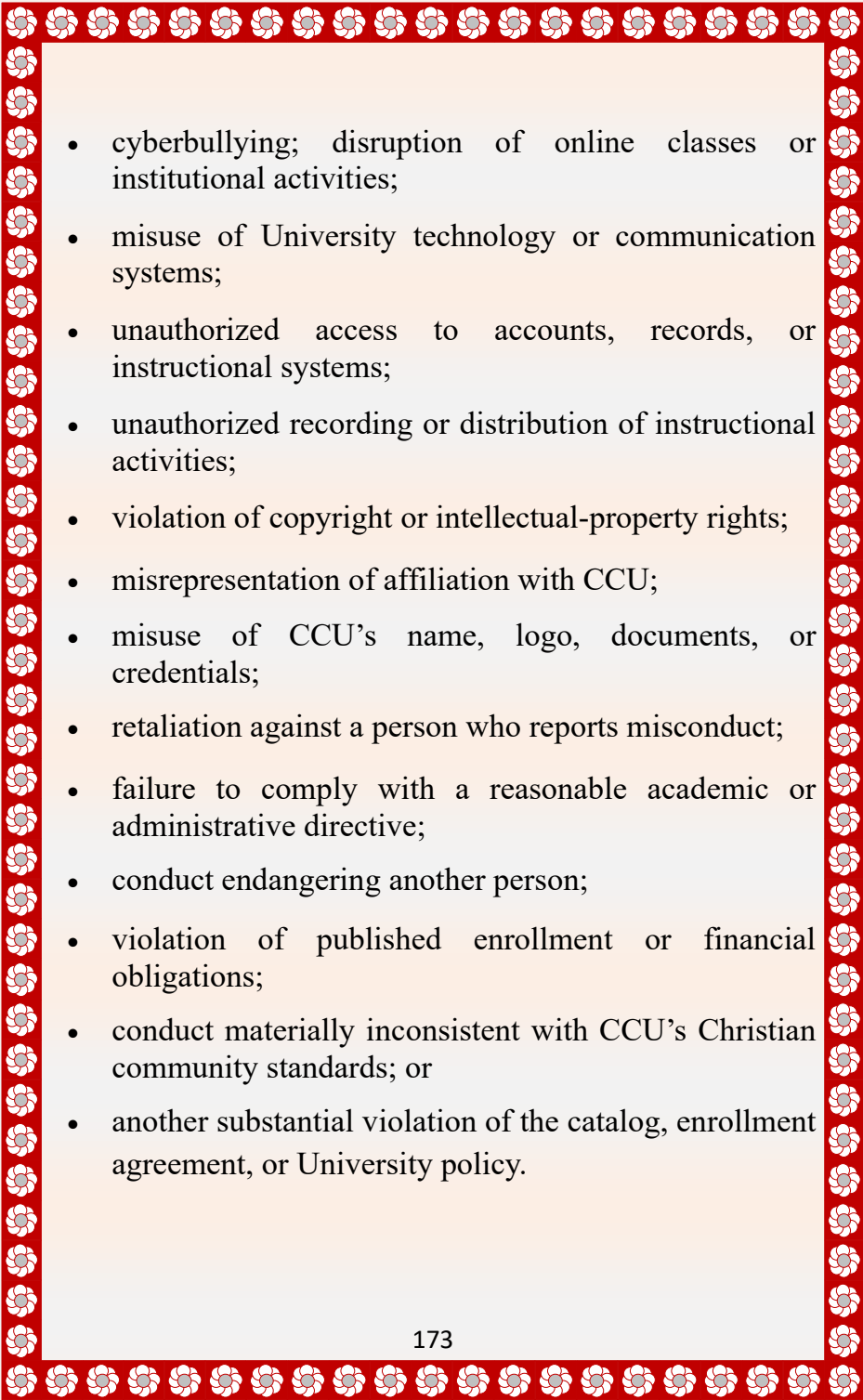
Students are expected to:

- act honestly; treat others respectfully;
- communicate responsibly;
- protect confidential information;
- comply with academic requirements;
- respect intellectual-property rights;
- use technology ethically;
- follow reasonable faculty and administrative directions;
- represent their relationship with CCU accurately;
- maintain appropriate boundaries; and conduct
- conduct themselves consistently with CCU's Christian mission.

10.4. Prohibited Conduct

A student may be subject to disciplinary review for:

- cheating, plagiarism, or other academic dishonesty;
- falsification of applications, records, assignments, or credentials;
- impersonation or unauthorized academic assistance;
- harassment, threats, intimidation, or discriminatory misconduct;
- sexual harassment or exploitation;

- 
- cyberbullying; disruption of online classes or institutional activities;
 - misuse of University technology or communication systems;
 - unauthorized access to accounts, records, or instructional systems;
 - unauthorized recording or distribution of instructional activities;
 - violation of copyright or intellectual-property rights;
 - misrepresentation of affiliation with CCU;
 - misuse of CCU's name, logo, documents, or credentials;
 - retaliation against a person who reports misconduct;
 - failure to comply with a reasonable academic or administrative directive;
 - conduct endangering another person;
 - violation of published enrollment or financial obligations;
 - conduct materially inconsistent with CCU's Christian community standards; or
 - another substantial violation of the catalog, enrollment agreement, or University policy.

10.5. Academic Misconduct

Academic misconduct includes: plagiarism; cheating; fabrication; unauthorized collaboration; submitting another person's work;

- obtaining or providing unauthorized examination materials;
- falsifying research, citations, ministry hours, or practicum records;
- reusing previously submitted work without authorization;
- impersonating another student;
- arranging for another person to complete academic work;
- purchasing assignments; and
- unauthorized or undisclosed use of generative artificial intelligence.

Academic misconduct may result in both an academic consequence and a disciplinary sanction.

10.6. Responsible Use of Artificial Intelligence

Students may use generative artificial-intelligence tools only as permitted by the instructor, syllabus, assignment, or University policy.

When permitted, students remain responsible for:

- verifying accuracy;
- protecting confidential information;
- identifying or acknowledging use when required;
- avoiding fabricated sources;
- providing independent analysis;
- respecting copyright;
- maintaining authorship responsibility; and complying with the assignment's learning objectives.

Artificial-intelligence output may not be submitted as the student's original work when such use has not been authorized.

10.7. Respectful Communication and Harassment

CCU prohibits harassment, threats, intimidation, exploitation, and materially disruptive conduct.

Disagreement, theological debate, academic criticism, or respectful discussion of controversial ideas does not by itself constitute harassment.

Students must express disagreement without:

personal threats; degrading attacks; discriminatory abuse; persistent unwanted contact; exposure of confidential information; sexual misconduct; retaliation; or intentional disruption of instruction.

10.8. Technology and Online Conduct

Students must not:

- share passwords or access credentials;
- attempt unauthorized system access;
- interfere with another person's participation;
- distribute malicious software;
- record a class without authorization;
- copy or distribute protected course materials improperly;
- impersonate another person;
- misuse student or faculty information;
- use CCU platforms for fraud or unlawful activity; or
- falsely imply that personal statements represent official CCU positions.

10.9. Recording and Instructional Materials

Students may not record, reproduce, publish, sell, transmit, or distribute lectures, discussions, student presentations, course materials, examinations, or institutional communications without authorization.

Approved recordings may be used only for the purpose authorized. An accommodation permitting a student to record instruction does not automatically permit distribution to another person.

10.10. Christian Community Standards

CCU encourages conduct characterized by:

truthfulness; compassion; humility; sexual integrity; responsible stewardship; respect for human dignity; service; reconciliation; self-discipline; and obedience to applicable law.

Christian standards will be administered through fair institutional procedures. A spiritual concern does not

eliminate the requirement for notice, evidence, proportionality, and an opportunity to respond.

10.11. Dress and Appearance

Because CCU operates primarily online, students are expected to maintain appropriate appearance when participating by video in:

- live classes; presentations; oral examinations;
- interviews; worship activities; commencement; and
- other formal University events.

Clothing and visible material should be clean, modest, non-disruptive, and appropriate to an academic Christian environment.

Minor appearance concerns should ordinarily be addressed respectfully and informally. A student should not be removed from instruction unless the situation materially disrupts the activity or the student refuses a reasonable directive.

10.12. Reporting Misconduct

Suspected misconduct may be reported to an instructor, Academic Dean, student-services official, or other designated administrator.

A report should contain, when available:

the persons involved; a description of the conduct; relevant dates and communications; supporting documents; witness information; and any immediate safety concern.

A person who knowingly submits a materially false complaint may be subject to review. An allegation that is not substantiated is not automatically considered a false complaint.

10.13. Preliminary Review

An authorized administrator will conduct a preliminary review to determine whether:

1. the allegation falls within CCU's authority;
2. sufficient information exists to begin formal review;
3. immediate protective measures are necessary; and
4. the matter should be handled as an academic, conduct, financial, safety, or grievance issue.

A preliminary review is not a finding of responsibility.

10.14. Written Notice

When formal disciplinary review is warranted, the student will receive written notice containing:

- a description of the alleged conduct;
- the policy or standard allegedly violated;
- available supporting information;
- possible disciplinary consequences;
- instructions for responding; and
- the response deadline.

The student will ordinarily have at least five business days to respond unless an urgent safety or operational concern requires a shorter period.

10.15. Opportunity to Respond

The student may:

- submit a written explanation;
- provide relevant documents;
- identify witnesses or other information;
- request an administrative meeting; and
- explain mitigating or extenuating circumstances.

A student will not be disciplined solely because an allegation was submitted.

The decision will be based on the information reasonably available after the student has received notice and an opportunity to respond.

10.16. Interim Protective Measures

CCU may impose temporary measures before a final decision when reasonably necessary to protect students, faculty, staff, records, online systems, or the integrity of the review.

Measures may include temporary restriction from:

an online class; a communication platform; contact with a specified person; institutional systems; a practicum setting; or a University event.

An interim measure is not a final disciplinary finding and should be no broader or longer than reasonably necessary.

10.17. Disciplinary Decision

After reviewing the available information, the designated administrator or disciplinary committee will issue a written decision stating:

1. the allegation reviewed;
2. the relevant findings;
3. whether a policy violation occurred;
4. the sanction imposed, if any;
5. any corrective conditions;
6. the effective date; and
7. the procedure and deadline for appeal.

10.18. Possible Sanctions

Depending on the seriousness, frequency, and circumstances of the violation, sanctions may include:

- written warning; required educational intervention;
- pastoral guidance or mentoring;
- academic-integrity training;
- assignment or course penalty;
- academic or disciplinary probation;
- restitution for institutional loss or damage;
- restriction from specified activities or systems;
- removal from a practicum; suspension;

- dismissal; or revocation of a credential obtained through fraud.

Pastoral counseling or spiritual guidance may accompany a disciplinary response, but it does not replace fair notice, documentation, and an opportunity to respond.

10.19. Proportionality and Consistency

Sanctions must be reasonably related to the seriousness of the violation and applied consistently to similarly situated students.

CCU may consider:

- the nature and severity of the conduct;
- its effect on others or the University;
- whether the conduct was intentional;
- previous violations;
- acknowledgment of responsibility;
- corrective efforts;
- risk of recurrence; and
- relevant mitigating circumstances.

10.20. Emergency Action

When conduct presents an immediate and substantial threat to safety, institutional operations, records, or the rights of others, CCU may impose an immediate temporary suspension or restriction.

The student will receive written notice and an opportunity for review as soon as reasonably possible. CCU's emergency action does not replace reporting criminal conduct, medical emergencies, or immediate safety threats to appropriate public authorities.

10.21. Restoration and Pastoral Support

When appropriate, CCU may incorporate restoration through:

- acknowledgment of responsibility;
- correction of harm; pastoral mentoring;
- spiritual guidance; educational intervention;
- reconciliation processes;
- supervised return to participation; or
- a written restoration plan.

Restoration does not require CCU to disregard serious misconduct, eliminate necessary safeguards, or **reinstate a** student whose continued participation presents a material risk.

10.22. No Retaliation

Retaliation against a person who reports misconduct, participates in a review, provides information in good faith, or exercises an appeal right is prohibited.

Protection from retaliation does not prevent review of independently established misconduct by the reporting person.

10.23. Confidentiality

Disciplinary information will be shared only with persons who have a legitimate need to know or when disclosure is authorized or required.

CCU cannot promise absolute confidentiality when information must be reviewed to investigate a complaint,

protect individuals, provide due process, or comply with law.

10.24. Disciplinary Records

CCU will maintain appropriate records, including: reports; notices; responses; evidence; meeting records; findings; decisions; sanctions; restoration plans; interim measures; and appeals.

Records will be maintained according to the University's confidentiality and record-retention policies.

10.25. Right of Appeal

A student may appeal a disciplinary decision through the Student Appeal Procedure in Chapter 11.

Filing an appeal does not automatically postpone a sanction. CCU may delay implementation when appropriate and when doing so does not create a material safety, academic-integrity, or operational risk.

CHAPTER 11

Student Complaints, Grievances, and Appeals,

11.1. Commitment to Fair Resolution

CCU seeks to address student concerns fairly, respectfully, promptly, and without retaliation. The University encourages reconciliation consistent with Christian principles while recognizing that biblical reconciliation does not replace:

written procedures; impartial review; appropriate documentation; an opportunity to present information; protection from retaliation; or access to external regulatory authorities.

11.2. Matters Covered

A student may submit a complaint concerning:

- instruction or academic administration; faculty or staff conduct;

- student services; discrimination or harassment;
- online systems; access to learning resources;
- misleading information; financial charges or refunds;
- admissions or enrollment; institutional policies;
- practicum supervision; safety concerns; privacy or records;
- conduct of another student; or another matter affecting the student's relationship with CCU.

Grade appeals, disciplinary appeals, and challenges to formal administrative decisions are governed by the appeal provisions in this chapter.

11.3. Informal Resolution

When appropriate, a student is encouraged to communicate first with the person or office most directly connected to the concern.

Informal resolution may include:

clarification; correction of an error; consultation with an instructor; administrative assistance; mediation; pastoral conversation; or another mutually acceptable resolution.

Informal resolution is not required when:

- the allegation involves harassment, threats, discrimination, retaliation, or serious misconduct;
- the student reasonably fears direct contact;
- the matter involves the person who would ordinarily receive the concern;
- urgent action is necessary; or informal review would be inappropriate.

11.4. Formal Written Complaint

A student may submit a formal written complaint to the Academic Dean, Office of Student Affairs, President, or another designated official.

The complaint should include:

- the student's name and program; contact information;
- a description of the concern; relevant dates;
- persons or offices involved; steps already taken;
- supporting documentation; witnesses or other relevant sources;
- the resolution requested; and the student's signature or verifiable electronic acknowledgment.

CCU will provide reasonable assistance to a student who has difficulty preparing the written complaint.

11.5. Filing Period

A formal complaint should ordinarily be submitted within **30 calendar days** after the student knew or reasonably should have known of the matter.

A late complaint may be reviewed when:

- the matter involves continuing conduct;
- relevant information became available later;
- illness, emergency, or another substantial circumstance prevented timely filing;
- the allegation concerns serious misconduct;
- or review remains reasonably possible and fair.

11.6. Acknowledgment of Receipt

CCU will ordinarily acknowledge receipt of a formal complaint within **five business days**. The acknowledgment should identify:

- the date received;
- the person or office responsible for review;
- whether additional information is required;
- the anticipated review process; and
- available contact information.

11.7. Impartial Review

The complaint will be reviewed by an official or committee with appropriate authority and, whenever reasonably possible, no material conflict of interest.

A person who is directly accused of misconduct will not make the final decision concerning that allegation. The reviewer may:

- examine documents and communications;
- interview relevant individuals;
- request additional information;
- review institutional policies;
- consult qualified personnel;
- recommend interim measures; and
- seek an appropriate resolution.

11.8. Opportunity for the Parties to respond

When a complaint makes a material allegation against another person, that person will ordinarily receive sufficient information concerning the allegation and a reasonable opportunity to respond.

CCU will balance:

fairness; confidentiality; student safety; privacy; institutional integrity; and the need to conduct an effective review.

11.9. Interim Measures

CCU may implement temporary measures while reviewing a complaint when reasonably necessary. Possible measures include:

- modified communication arrangements;
- temporary separation of individuals;
- adjustment of academic interaction;
- preservation of records;
- restricted system access;
- reassignment of a reviewer or supervisor; or
- another limited protective action.

An interim measure is not a final finding.

11.10. Written Complaint Decision

CCU will ordinarily issue a written decision within **15 business days** after receiving a complete complaint. When

additional time is necessary, the student will receive notice explaining:

- the reason for the delay; and
- the anticipated decision date.

The written decision should identify:

1. the concern reviewed; (2). relevant findings;
3. the policy or standard applied; (4) the conclusion;
5. corrective action or resolution, when appropriate;
6. any continuing obligations; and the applicable appeal procedure.

Confidential personnel or student information may be withheld when disclosure is not appropriate or authorized.

11.11. Possible Resolutions

A complaint may result in: clarification of policy; correction of a record; academic reconsideration; financial adjustment or refund; additional student support; mediation; revised communication arrangements; faculty or staff guidance; disciplinary referral; policy revision; training; another corrective action; or a determination that no violation occurred.

A requested remedy is not automatically granted merely because a complaint was filed.

11.12. No Retaliation

CCU prohibits retaliation against any person who:

submits a good-faith complaint; participates in a review; provides relevant information; requests an appeal; or contacts an external authority.

A complaint submitted knowingly and materially falsely may itself be reviewed. A complaint that cannot be substantiated is not automatically considered false or malicious.

11.13. Complaint Records

CCU will maintain appropriate complaint records, including:

The original complaint; acknowledgment; supporting information; communications; review notes; findings; decision; corrective action; and appeal documents.

Records will be maintained according to the University's confidentiality and retention policies. **"Student Appeal Procedure"**.

11.14. Decisions Subject to Appeal

A student may appeal an academic, administrative, financial, or disciplinary decision when the student believes that:

1. a material procedural error affected the decision;
2. the decision was inconsistent with a published University policy;
3. relevant evidence was unavailable or was not reasonably considered;
4. the findings were not reasonably supported by the available information;
5. the sanction or outcome was substantially disproportionate; or
6. bias or a conflict of interest materially affected the review.

An appeal is not automatically a complete rehearing. It is a review based on the stated grounds and supporting documentation.

11.15. Appeal Deadline

The student must submit a written appeal within **10 business days** after receiving the decision being appealed.

An untimely appeal may be considered when the student demonstrates circumstances that reasonably prevented timely submission.

11.16. Required Contents of an Appeal

The appeal must include:

- the student's name and program;
- the decision being appealed;
- the date of the decision;
- the specific ground or grounds for appeal;
- a clear explanation of the alleged error;
- supporting documentation;
- the outcome requested; and the student's signature
- or verifiable electronic acknowledgment.

General dissatisfaction without an identified appeal ground is insufficient.

11.17. Appeal Review

The appeal will be reviewed by an official or committee that did not make the original decision whenever reasonably possible.

A person with a material conflict of interest must not participate in deciding the appeal. The reviewer may:

- uphold the original decision; modify the decision or sanction;
- reverse the decision; return the matter for additional review;
- request further information; or take another corrective action authorized by University policy.

11.18. Written Appeal Decision

CCU will ordinarily issue a written appeal decision within **15 business days** after receiving a complete appeal.

If additional time is required, the student will receive written notice explaining the reason and anticipated decision date.

The appeal decision will identify:

- the issue reviewed; the applicable appeal ground;
- the conclusion reached; any modification or corrective action; and the effective date.

11.19. Effect of Filing an Appeal

Filing an appeal does not automatically suspend an academic, financial, administrative, or disciplinary decision.

Upon written request, CCU may temporarily postpone implementation when:

- the appeal raises a substantial issue;
- postponement would not create a safety, academic-integrity, or operational risk;
- and maintaining the existing situation would be fair to all parties.

11.20. Final Institutional Review

The appeal decision constitutes the final decision available through CCU's internal procedure unless the University expressly authorizes an additional review.

Completion of the internal process does not prevent a student from contacting an appropriate governmental, regulatory, law-enforcement, emergency, or legal authority.

11.21. Florida Commission for Independent Education

A student may contact the Florida Commission for Independent Education regarding a consumer protection or institutional compliance matter:

Commission for Independent Education

Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
Telephone: (850) 245-3200
Toll-free: (888) 224-6684
Email: CIEInfo@fldoe.org

A student is not required to waive any legal or regulatory rights as a condition of enrollment.

CCU will not retaliate against a student for communicating in good faith with the Commission or another appropriate authority.

CHAPTER 12

Academic Forms, Administrative Procedures, And Official Records

12.1. Purpose

CCU maintains administrative procedures and official records necessary to support:

informed enrollment; academic integrity; student protection; accurate credential verification; financial accountability; regulatory compliance; institutional continuity; and responsible governance.

A policy is not considered fully implemented merely because it appears in the catalog. CCU must maintain records showing that the policy was followed.

12.2. Responsibility for Student Records

The Director of Student Admissions and Records, registrar, or another formally designated official is responsible for:

- establishing student files; receiving and verifying required documents;
- recording enrollment and grades; maintaining transcripts;
- protecting confidential information;
- processing authorized record requests;
- completing graduation audits; and preserving permanent academic records.

Access may be delegated only to authorized personnel with a legitimate institutional purpose.

12.3. Individual Student File

CCU will maintain an official file for each applicant and enrolled student.

The file may contain: application for admission; identification information; academic transcripts and credentials; translated or evaluated international records; personal statement; admissions-readiness assessment; admission decision; program and curriculum assignment;

enrollment agreement; pre-enrollment disclosures; signed acknowledgments;

registrations; transfer-credit evaluations; attendance and participation records; grades; academic-standing notices; tuition and payment records; scholarship, waiver, or sponsorship documents; withdrawal and refund records; complaints, disciplinary decisions, and appeals; practicum and capstone records; graduation application and audit; and credential-conferral information.

12.4. Admissions Records

- Admissions records should establish that CCU:
- received the required application information;
- assessed the applicant's ability to benefit from the proposed program;
- verified applicable educational preparation;
- evaluated online-learning readiness;
- issued a written admission decision;
- identified the approved program;
- and disclosed any admission conditions.

A person will not be recorded as fully admitted when the application remains incomplete or no authorized admission decision has been issued.

12.5. Pre-Enrollment Consumer Disclosure Record

At least one week before enrollment or collection of tuition, CCU will provide the prospective student with the required consumer information.

The student's record must show:

- the documents provided;
- the version or publication date;
- the date delivered;
- the method of delivery;
- the date acknowledged;
- the student's signature or verifiable electronic acknowledgment and confirmation that the student received a copy.

The required separate document will be titled:

"CCU - Pre-Enrollment Consumer Disclosure and Student Acknowledgment Form"

The acknowledgment does not waive any student right.

12.6. Enrollment Agreement

Each student must complete an enrollment agreement or equivalent binding enrollment document identifying:

- student and institutional information;
- exact program title; program credits and anticipated duration;
- instructional method; tuition and fees;
- payment arrangement; cancellation and refund rights;
- accreditation and CIE-status disclosures;
- transfer-credit limitation; professional-licensure limitation;
- graduation GPA; exit-examination disclosure;
- signatures or electronic acknowledgments; and date of acceptance.

The student must receive a completed copy.

12.7. Registration Records

For each instructional period, CCU will maintain documentation showing:

Courses registered; course codes and titles; semester credits; registration dates; instructional dates; enrollment status; tuition assessed; schedule changes; withdrawals; and final outcomes.

Registration information must correspond with the official catalog and curriculum.

12.8. Attendance and Academic-Participation Records

- Faculty members must maintain reasonable evidence of student academic participation. Records may include:
- Live-session attendance; assignment submissions;
- examination participation; discussion activity;
- faculty-student academic communication;
- practicum documentation; learning-platform activity;
- and dates of last substantive participation.

A platform login without academic activity is not necessarily sufficient evidence of attendance.

12.9. Grade Records

Faculty members must submit grades through authorized procedures. Supporting grade records should identify:

Assignments and assessments; points or percentages earned; grading criteria; final course grade; incomplete agreements; authorized grade changes; and date of submission.

A grade change must be supported by a documented academic reason and approved according to institutional policy.

12.10. Official Transcript

The official transcript must contain sufficient information to verify the student's academic history, including:

Student's legal name; institutional name; student identification information; dates of attendance; course codes and titles; semester credits attempted and earned; grades; transfer credits; cumulative GPA; exact credential title; conferral date; academic honors when applicable; and authorized institutional authentication.

The transcript must not list a planned or honorary award as an earned credential.

12.11. Transfer-Credit Evaluation Record

Every transfer-credit decision must be documented and should identify: originating institution; original course; original credit value and grade; CCU equivalent or elective designation; number of credits accepted; curriculum requirement satisfied; evaluator; decision date; and supporting records.

Transfer credit will not be awarded solely through an undocumented verbal decision.

12.12. Practicum and Capstone Records

For Bachelor students, the official file must include appropriate evidence of:

Practicum placement or ministry setting; supervisor information; required activities or hours; student evaluations; faculty oversight; completion decision;

capstone proposal; research approvals; final project; assessment results; and final academic approval.

The records must demonstrate that the practicum and capstone were academic requirements rather than honorary or experiential substitutions for coursework.

12.13. Financial Records

The student's financial record should identify:

Tuition and fees assessed; payment dates; payment method; installment agreement; scholarship or waiver; sponsorship; late fees; account adjustments; withdrawal calculation; refund calculation; refund recipient; refund date; and remaining balance.

Financial records must correspond with the enrollment agreement and official fee schedule.

12.14. Withdrawal and Refund Documentation

When a student cancels or withdraws, CCU will maintain:

The written notice or other supporting evidence; date received; official withdrawal date; last documented

academic participation; applicable enrollment period; percentage completed; tuition earned; refundable tuition; fee treatment; scholarship or sponsor adjustments; written calculation; approval; payment information; and date the refund was issued.

12.15. Complaint, Discipline, and Appeal Records

CCU will maintain appropriate records of:

Student complaints; misconduct reports; notices; responses; supporting information; interviews or meetings; interim measures; findings; decisions; sanctions; corrective actions; appeals; and final institutional decisions.

Such records must be handled according to confidentiality and access requirements.

12.16. Graduation and Credential Records

Before conferral, the student file must contain:

Graduation application; completed graduation audit; final GPA verification; curriculum-completion confirmation; practicum and capstone confirmation when applicable; financial clearance; honors determination; approval to graduate; exact credential title; conferral date; diploma or degree identification information; and delivery record.

CCU must retain permanent evidence of every academic credential awarded.

12.17. Official University Forms

CCU will develop and maintain controlled versions of forms including:

Application for Admission; Admissions-Readiness Assessment; Admission Decision Notice; Pre-Enrollment Consumer Disclosure and Student Acknowledgment; Enrollment Agreement; Course Registration Form; Payment-Plan Agreement; Scholarship or Tuition-Waiver Notice; Sponsorship Acknowledgment; Transfer-Credit Evaluation;

Course Withdrawal Form; Program Withdrawal Form; Refund-Calculation Form; Student Complaint Form; Misconduct Report; Disciplinary Decision Notice; Student

Appeal Form; Graduation Application; Graduation Audit; Graduation-Fee Notice; Transcript Request; Replacement Diploma Request; and Credential-Verification Authorization.

The University may combine compatible forms when all required information remains clear.

12.18. Document Control

Official forms and policies should identify:

Document title; version or revision date; approving authority when applicable; effective date; page numbering when necessary; and institutional contact information.

Obsolete forms should be removed from active use but retained when necessary to understand historical student records.

12.19. Electronic Signatures and Acknowledgments

CCU may use electronic signatures and acknowledgments when the method is reasonably established:

the identity of the person; the document accepted; the date and time; the person's intent to sign or acknowledge; the completed document; and the institution's ability to retain and reproduce the record.

Typing a name into an unsecured document without supporting verification may be insufficient for a high-importance record.

The student must be able to download or receive a copy of every signed enrollment document.

12.20. Confidentiality and Authorized Access

CCU will limit access to student information to persons with a legitimate educational, administrative, financial, legal, or regulatory purpose. Personnel with record access must:

- Protect passwords and account credentials;
- avoid unauthorized disclosure;
- use secure storage and transmission methods;
- report suspected data loss or unauthorized access;
- access only information necessary for assigned duties; and preserve the integrity of official records.

12.21. Student Access and Correction Requests

A student may request reasonable access to the student's academic and administrative records, subject to applicable limitations. A student who identifies a factual error may submit a written correction request.

The University may correct : spelling; contact information; identity information; clerical errors; calculation errors; or another fact supported by reliable documentation.

A correction procedure cannot be used to remove an accurately recorded grade, disciplinary decision, financial transaction, or academic outcome merely because the student disagrees with it.

12.22. Record Retention

CCU will preserve permanent academic records sufficient to verify: enrollment; courses; credits; grades; transfer credits; credentials awarded; and conferral dates.

Supporting administrative records will be retained according to a formally adopted retention schedule and any applicable legal or regulatory requirements.

No material student record may be destroyed while it is relevant to a pending complaint, appeal, investigation, audit, litigation, refund dispute, or regulatory request.

12.23. Electronic Records and Backup

Electronic records will receive the same institutional protection as paper records. CCU will maintain reasonable safeguards such as:

controlled user access; secure passwords; periodic backups; protected storage; recovery procedures; malware protection; version control; secure document transmission; and separation of working documents from permanent records.

Backup copies should not depend entirely on a single device, individual, or physical location.

12.24. Institutional Closure or Interruption

CCU will maintain a plan for preserving and providing access to permanent student records if the University:

suspends instruction; discontinues a program; experiences a technological or operational emergency; changes administrative leadership; relocates; opens or closes an instructional location; or ceases operations.

The plan should identify : the custodian of records; backup locations; authorized successor arrangements; student-notification procedures; transcript-request procedures; and applicable regulatory notifications.

12.25. Administrative and Governance Records

In addition to student and faculty records, CCU will maintain appropriate institutional documentation, including:

Articles of Incorporation; bylaws; Board minutes and resolutions; corporate filings; IRS and tax-related documentation; CIE submissions and correspondence; annual exemption letters when issued; catalogs and catalog supplements; curriculum approvals; faculty appointments; financial statements; official advertisements; contracts; policies; and institutional assessment records.

12.26. Accuracy and Certification

Administrators are responsible for ensuring that information entered into official records is complete and accurate.

No person may knowingly: fabricate a record; alter an earned grade without authorization; create unsupported credits; change a credential title; backdate an approval improperly; destroy relevant evidence; or issue a transcript, diploma, or verification inconsistent with the permanent record.

CHAPTER 13

Future Academic Development Institutional Expansion, And Catalog Authority

13.1. Commitment to Responsible Growth

CCU is committed to responsible and sustainable institutional development consistent with:

Its Christian mission; academic integrity; student protection; financial capacity; qualified faculty availability; technological resources; applicable law; regulatory requirements; and sound governance.

Institutional growth will not be pursued at the expense of educational quality, accurate public information, or the University's obligations to currently enrolled students.

13.2. Meaning of "Planned" or "Under Development"

A program, degree, academic unit, campus, partnership, or initiative described as **planned, proposed, anticipated, or under development**:

Is not currently offered; is not open for enrollment; has not necessarily received regulatory approval; may be revised or discontinued; does not guarantee a starting date; and does not create a contractual obligation to a prospective or enrolled student.

Only an offering expressly identified as current in an effective catalog or formally approved catalog supplement may be advertised as available.

13.3. Future Religious Programs

CCU may study the development of additional religious programs in qualifying areas such as:

Biblical studies; theology; ministry; Christian leadership; Christian education; pastoral care; Christian family studies; religious administration; apologetics; ethics; missions; worship and religious music; Christian media communication; Christian community care; and interdisciplinary theological studies.

Future program titles must remain clearly religious and must not be confused with secular professional credentials.

13.4. Interdisciplinary Academic Development

CCU may develop religious courses and programs that place theology in dialogue with:

psychology; family studies; biology; genetics and heredity; history; philosophy; sociology; education; social responsibility; bioethics; environmental studies; technology; and artificial intelligence.

Each proposal must preserve the distinction between:

Religious education; scientific study; professional education; clinical preparation; and state-regulated practice.

Interdisciplinary development does not authorize CCU to offer secular professional-licensure programs outside the scope of its religious mission or regulatory status.

13.5. Review of Proposed Programs

Before approving a new program, CCU will evaluate:

consistency with its Christian mission; legal and regulatory eligibility; clarity and accuracy of the credential title; demonstrated educational need; curriculum and learning outcomes; credit requirements and expected duration; qualified faculty availability; library and learning resources; technological and administrative capacity;

financial sustainability; student services; professional-licensure implications; transferability and consumer disclosures; assessment methods; practicum or capstone requirements; and effects on existing programs and students.

13.6. Approval Before Implementation

A proposed program may not open for enrollment until:

- The curriculum has been completed;
- qualified faculty have been identified;
- financial and learning resources are available;
- institutional disclosures have been prepared;
- the appropriate academic body has approved it;
- the Board has approved it when required;
- applicable regulatory review has been completed;
- the official catalog or supplement has been issued;
- and all advertisements and enrollment documents have been aligned.

Preliminary discussion or internal approval alone does not authorize student enrollment.

13.7. Future Graduate and Doctoral Education

CCU may consider future graduate and doctoral religious programs as its academic capacity develops. Before offering graduate-level education, the University must demonstrate:

Appropriately advanced curricula; doctoral or terminally qualified faculty; graduate-level research resources; sufficient financial and administrative capacity; appropriate admissions standards; advanced assessment and capstone requirements; academic governance capable of supervising graduate work; and compliance with applicable regulatory and accrediting requirements.

CCU does not presently offer a master's or doctoral degree.

13.8. Accreditation Development

CCU considers recognized institutional accreditation an important long-term objective. Accreditation is separate from Florida religious exemption. A Letter of Exemption from CIE licensure would not constitute accreditation.

Before applying to an accrediting agency, CCU intends to strengthen:

Governance; financial stability; faculty records; student services; learning resources; institutional assessment; student-learning evidence; retention and completion records; online systems; policy implementation; and continuous improvement.

CCU will not publicly describe itself as “seeking accreditation,” an “applicant,” a “candidate,” or “pre-accredited” unless the selected accrediting agency has formally authorized the precise statement.

13.9. International Partnerships

CCU may explore relationships with churches, ministries, educational institutions, and community organizations in Haiti and other countries.

Every partnership must be governed by a written agreement identifying:

legal identities of the parties; responsibilities; academic authority; financial obligations;

use of CCU’s name and logo; admissions responsibilities; ownership and custody of student records; instructional responsibilities; credential-conferral authority; duration and termination; consumer disclosures; and applicable regulatory requirements.

A partner may not recruit students, collect tuition, promise credentials, or represent CCU without express written authorization.

13.10. New Locations and Delivery Methods

Before introducing a new instructional location or materially different delivery method, CCU will evaluate: regulatory approval; student demand; qualified staffing; facilities; technology; learning resources; student support; safety; financial feasibility; and effects on educational quality.

A temporary graduation, worship, or seminar venue is not automatically an instructional campus.

13.11. Protection of Current Students During Expansion

Institutional expansion must not materially disadvantage currently enrolled students. CCU will make reasonable efforts to protect:

Continued access to required courses; tuition and refund rights; academic records; faculty availability; graduation pathways; student support; and accurate information concerning changes.

Funds paid by current students for existing instruction should not be diverted in a manner that prevents CCU from fulfilling its educational obligations to them.

13.12. Authority of the Academic Catalog

This Academic Student Catalog constitutes CCU's principal publication of:

Academic programs; admission requirements; tuition and fees; refund policies; graduation requirements; student rights; conduct standards; complaint and appeal procedures; institutional disclosures; and official academic policies.

The catalog must be read together with properly approved enrollment agreements, program supplements, course syllabi, and official policy notices.

An advertisement, informal message, oral representation, social-media post, or unauthorized promise cannot amend the catalog.

13.13. Catalog Approval

The catalog and substantive revisions must receive appropriate institutional approval. Approval should be documented through:

Academic Council action; Board resolution or recorded Board minutes when required; revision date; effective date; and identification of the authorized edition.

13.14. Catalog Supplements

CCU may issue a catalog supplement when a timely revision is necessary.

A supplement must: identify the catalog it modifies; state its effective date; describe the precise change; receive appropriate approval; be provided to affected students; remain available with the original catalog; and be preserved as an official institutional record.

A supplement must not be used to conceal a material change or avoid producing an accurately revised catalog.

13.15. Student Notification of Changes

Material changes affecting enrolled students will be communicated through an appropriate written or electronic method. Notice should be provided before the change becomes effective whenever reasonably possible.

Changes concerning tuition, program requirements, delivery method, campus location, refund rights, graduation requirements, or institutional status require particularly clear communication.

13.16. Protection Against Unfair Retroactive Changes

CCU will not apply catalog revision retroactively when doing so would unfairly:

- increase a continuously enrolled student's required credit;
- add an undisclosed graduation requirement;
- eliminate earned credits;
- reduce an established refund right;
- impose a new mandatory fee for completed enrollment periods; or materially delay program completion.

A retroactive change may be necessary when required by law, safety, academic integrity, regulatory action, or circumstances beyond the University's reasonable control.

13.17. Institutional Right to Modify or Discontinue Offerings

CCU reserves the right to modify, suspend, combine, or discontinue:

courses; schedules; delivery methods; proposed programs; academic units; institutional activities; or future development plans.

When a current program is affected, CCU will provide reasonable notice and an appropriate completion, transfer, teach-out, or refund remedy.

13.18. Effective Date and Edition

This revised catalog becomes effective only after formal institutional approval.

The publication page will identify it as:

Revised Edition - September 2026

Academic Year 2026–2027

Earlier editions remain historical records but do not govern students whose enrollment agreements expressly adopt this revised edition, except when an earlier provision remains applicable under a documented transitional arrangement.

CHAPTER 14

Community Honor Code Covenant

14.1. Purpose and Biblical Foundation

CCU is an intentionally Christ-centered academic community. The University affirms that education involves the development of:

intellectual competence; biblical understanding; Christian character; honesty; responsibility; humility; compassion; leadership; and service.

The Community Honor Code is informed by biblical principles including truthfulness, love of neighbor, personal responsibility, reconciliation, stewardship, and doing one's work faithfully before God.

Whatever you do, work at it with all your heart, as working for the Lord. (Colossians 3:23).

14.2. Relationship to the Statement of Faith

CCU's Statement of Faith defines the religious convictions underlying its mission, curriculum, and community life. Students are expected to:

- Understand CCU's Christian identity;
- respect its Statement of Faith;
- refrain from intentionally disrupting its religious mission;
- participate respectfully in theological instruction;
- and comply with applicable academic and conduct standards.

Unless a particular program or institutional role expressly requires doctrinal affirmation, a student's acknowledgment of the Honor Code confirms understanding and respectful compliance; it does not necessarily declare personal agreement with every doctrinal statement.

14.3. Honor and Academic Integrity

CCU regards academic integrity as both an educational obligation and an expression of Christian truthfulness. Students commit to:

- submit their own work; acknowledge sources;
- avoid plagiarism and cheating;
- represent research honestly;
- follow examination requirements;
- document ministry and practicum activities accurately; avoid fabrication;
- disclose authorized assistance when required; and
- accept responsibility for the authenticity of their academic work.

Academic misconduct is administered under Chapter 10.

14.4. Responsible Use of Artificial Intelligence

Students will not use artificial intelligence to misrepresent authorship, avoid required learning, fabricate evidence, or produce unauthorized academic work.

When artificial intelligence is permitted, students will:

- Follow the instructor's directions;
- verify accuracy; examine sources independently;
- disclose use when required;
- avoid entering confidential information;

- distinguish generated content from personal analysis; and remain responsible for the final submission.

14.5. Respect for Human Dignity

Every member of the CCU community should be treated with dignity and respect.

Students commit to refrain from: harassment; intimidation; threats; discriminatory abuse; sexual exploitation; cyberbullying; humiliation; retaliation; manipulation; and misuse of spiritual or academic authority.

Respect does not prohibit responsible theological disagreement, academic criticism, or discussion of difficult moral and cultural questions.

14.6. Christian Communication

Students are expected to communicate with: honesty; courtesy; patience; clarity; self-control; and respect. This commitment applies to:

live classes; recorded presentations; email; discussion boards; messaging groups; social media involving CCU;

practicum settings; institutional events; and communication with students, faculty, and administrators.

14.7. Digital Conduct

Students commit to : protect passwords and personal information; respect the privacy of others; use CCU platforms for legitimate purposes; avoid unauthorized recordings; respect intellectual-property rights; refrain from distributing private communications improperly; avoid impersonation; communicate truthfully about CCU; and report substantial security concerns.

14.8. Moral and Personal Responsibility

CCU encourages students to pursue lives consistent with biblical principles of holiness, integrity, fidelity, responsibility, compassion, and self-discipline.

Students must not use CCU activities, systems, relationships, or authority to facilitate:

Unlawful conduct; sexual harassment or exploitation; pornography distribution; fraud; violence; abuse; illegal

drug activity; intoxication that disrupts an institutional activity; or conduct that presents a material danger to others.

Questions of alleged misconduct will be addressed through the procedures established in Chapter 10.

14.9. Ministry and Leadership Integrity

Students preparing for Christian service are expected to understand that religious leadership carries heightened ethical responsibility.

Students commit to avoid : financial exploitation; misuse of donations; false spiritual claims; manipulation through fear or prophecy; abuse of pastoral authority; confidentiality violations; deceptive credential claims; coercive counseling practices; and ministry activity beyond their competence.

Students should make appropriate referrals when an individual requires medical, psychological, legal, emergency, or other specialized professional assistance.

14.10. Respect for Theological and Scientific Inquiry

Members of the CCU community are expected to pursue truth with intellectual honesty.

Students commit to distinguish among:

the teaching of Scripture; theological interpretation; church tradition; established evidence; developing research; philosophical assumptions; reasonable hypotheses; and personal opinion.

No student should be ridiculed merely for asking a respectful academic question, examining relevant evidence, or seeking clarification concerning the relationship between faith and scientific knowledge.

14.11. Compliance With Law and Institutional Policy

Students are expected to comply with applicable law and legitimate institutional requirements. CCU does not require obedience to a direction that is unlawful, abusive, fraudulent, or materially inconsistent with published policy.

A student who questions an administrative direction should use the appropriate complaint or appeal procedure rather than intentionally disrupting institutional operations.

14.12. Accountability and Restoration

When misconduct occurs, CCU may pursue restoration through:

acknowledgment of responsibility; correction of harm; academic-integrity education; pastoral mentoring; reconciliation; restitution; an improvement plan; supervised return to participation; or another appropriate measure.

Restoration does not automatically eliminate an academic penalty, disciplinary sanction, reporting responsibility, or protective measure.

14.13. Fair Disciplinary Process

The Honor Code does not authorize immediate punishment without review. A student accused of violating the covenant retains the procedural protections stated in Chapter 10, including:

written notice; an opportunity to respond; consideration of relevant evidence; a proportionate decision; written findings; protection from retaliation; and the right of appeal.

14.14. Community Honor Code Acknowledgment

Before or during enrollment, students must acknowledge that they have received, reviewed, and understood the Community Honor Code.

The acknowledgment should confirm the student's commitment to:

Academic honesty; respectful participation; responsible communication; ethical technology use; accurate representation of credentials; compliance with student-conduct policies; and respect for CCU's Christian mission.

The acknowledgment does not waive any legal right or right established by university policy.

14.15. Continuing Responsibility

The Honor Code applies throughout the student's relationship with CCU. The University may require renewed acknowledgment when:

- a materially revised code is adopted;
- a student enters a practicum;
- enrollment resumes after an extended interruption;
- or another legitimate institutional reason exists.

CHAPTER 15

Institutional Distinctives And Final Commitment

15.1. Christ-Centered Higher Education

Jesus Christ is central to CCU's mission, educational philosophy, and understanding of service.

The University seeks to unite: biblical truth; theological scholarship; spiritual formation; Christian character; intellectual responsibility; servant leadership; and practical ministry preparation.

Faith is not treated merely as one subject among many. It provides the religious framework through which CCU understands its educational mission.

15.2. The Authority and Responsible Interpretation of Scripture

CCU affirms the Holy Scriptures as the foundational authority for its faith and theological instruction. The University also recognizes the responsibility to interpret Scripture through:

Careful reading; historical and literary context; sound hermeneutics; theological reflection; awareness of historic Christian thought; intellectual humility; and responsible application.

Biblical faithfulness does not require careless interpretation or rejection of legitimate academic inquiry.

15.3. Theology in Dialogue With Human Knowledge

One of CCU's principal academic distinctives is its commitment to place theology in thoughtful dialogue with other fields of knowledge. Students may explore relationships among theology and:

Philosophy; history; psychology; sociology of religion; family studies; human development; biology; heredity and intergenerational influence; ethics; culture; social responsibility; technology; artificial intelligence; and the natural sciences.

This dialogue seeks neither to reduce theology to science nor to use theology as a substitute for specialized scientific and professional competence.

15.4. Intellectual Honesty and Disciplinary Boundaries

CCU expects faculty and students to distinguish clearly among:

Biblical teaching; theological interpretation; scientific evidence; developing research; professional judgment; philosophical reasoning; hypotheses; and personal speculation.

A theologian may examine the spiritual, ethical, and anthropological implications of scientific discoveries without claiming to be a physician, geneticist, psychologist, or other specialist.

Similarly, scientific description alone does not resolve questions concerning sin, moral responsibility, forgiveness, salvation, human dignity, or ultimate meaning.

15.5. Theology as an Integrating Discipline

CCU recognizes theology's historic role as an integrating discipline concerned with God, humanity, creation, knowledge, morality, society, and ultimate purpose.

The University therefore seeks to educate Christian thinkers who can:

understand Scripture; engage scholarship; evaluate evidence; recognize disciplinary limits; communicate responsibly; examine contemporary questions; serve compassionately; and contribute thoughtfully to churches and society.

15.6. Systematic Theology as the Present Academic Foundation

The Diploma and Bachelor of Systematic Theology constitute CCU's current academic foundation. Through these programs, students study:

Scripture; Christian doctrine; church history; biblical interpretation; apologetics; Christian ethics; ministry; leadership; research; communication; practicum; and theological application.

Future growth will build upon this foundation only after the necessary academic, financial, governance, and regulatory requirements have been satisfied.

15.7. Christian Leadership as Service

CCU understands leadership as a responsibility to serve rather than an entitlement to status or privilege. Students are encouraged to lead with:

Humility; integrity; competence; accountability; compassion; courage; stewardship; and respect for human dignity.

Spiritual authority must never be used to manipulate, exploit, intimidate, or silence legitimate concerns.

15.8. Ministry, Family, and Community Responsibility

CCU believes that sound theological education should contribute positively to:

churches; ministries; marriages and families; humanitarian service; ethical leadership; community development; reconciliation; justice; care for vulnerable persons; and responsible social engagement.

The University's religious mission includes preparing students to apply theological knowledge with wisdom and appropriate professional boundaries.

15.9. Haitian, Caribbean, and Global Christian Education

CCU seeks to serve students from Haitian, Caribbean, American, African, and other cultural and national backgrounds.

Its online model enables participation across geographic boundaries while encouraging:

- cultural understanding;

- multilingual educational development;
- contextual theological reflection;
- global Christian fellowship; and
- responsible ministry within local communities.

CCU's anticipated physical campus in northern Haiti remains a future strategic objective and is not a currently operating instructional location.

15.10. Accessible Online Education

CCU seeks to make theological education accessible to students whose ministry, employment, family obligations, geography, or other circumstances may prevent attendance at a traditional campus.

Accessibility does not reduce academic expectations. Online students must demonstrate:

Regular participation; independent study; academic honesty; technological readiness; achievement of learning outcomes; and completion of all applicable program requirements.

15.11. Responsible Use of Technology and Artificial Intelligence

CCU recognizes that technology and artificial intelligence can support:

Research; accessibility; language development; organization; tutoring; administrative efficiency; instructional design; and responsible academic exploration.

These tools must not replace the student's obligation to think, read, interpret, write, analyze, and learn.

CCU will develop and periodically revise detailed standards governing:

Permitted and prohibited AI uses; instructor authorization; disclosure and citation; protection of confidential information; verification of generated content; fabricated sources; authorship; examinations; research; language assistance; accessibility; academic misconduct; and appropriate sanctions.

The essential principle is: Technology may assist learning, but it must not impersonate the learner.

15.12. Academic Quality and Continuous Improvement

CCU is committed to continuous improvement through:

- curriculum review; qualified faculty;
- student-learning assessment;
- evaluation of online instruction;
- adequate learning resources;
- accurate records; student feedback;
- retention and completion analysis;
- financial responsibility;
- fair-consumer practices; and
- governance oversight.

Institutional aspiration must be supported by documented implementation.

15.13. Student Protection and Institutional Integrity

CCU's Christian identity requires truthfulness in its relationships with students and the public. The University commits to:

- accurate advertising; transparent tuition and fees;
- equitable refund practices; clear program requirements;
- honest accreditation and regulatory disclosures;
- appropriate admissions decisions; fair complaints and appeals;

- accurate transcripts and credentials; protection of student records; and
- responsible treatment of institutional funds.

15.14. Religious Exemption and Accreditation

CCU's request for a Florida religious-exemption Letter remains subject to final Commission review and approval. Religious exemption from licensure:

- is not accreditation;
- does not constitute governmental endorsement;
- does not guarantee transferability;
- does not establish professional-licensure eligibility; and must be represented accurately.

CCU considers recognized accreditation a future institutional objective but will not claim an accreditation-related status it has not formally received.

15.15. Institutional Motto

CCU's institutional motto is:

Faith • Learning • Leadership • Service

Its extended expression is:

- Equipping Leaders
- Strengthening Families
- Transforming Communities

15.16. Our Commitment

CCU is committed to educating students who will:

Think biblically; study responsibly; pursue truth courageously; distinguish evidence from speculation; lead with integrity; serve compassionately; strengthen churches and families; engage society thoughtfully; respect professional boundaries; and glorify God through faithful service.

General Conclusion

CCU dedicates itself to the advancement of Christian higher education, biblical truth, theological scholarship, servant leadership, intellectual honesty, family and community well-being, and responsible engagement with human knowledge.

The University does not measure success solely by the number of credentials conferred. It seeks to form graduates whose knowledge, character, judgment, service, and integrity reflect the education they have received.

CCU therefore affirms:

Theology must remain faithful to Scripture, open to responsible inquiry, honest about the limits of every discipline, and committed to the service of God and humanity.

**Concorde Christian University
Catalog & Honor Code
Instructions:**

Please read the entire Concorde Christian University Student Catalog and the Community Honor Code Covenant prior to signing.

By signing below, I certify that I have read, understood, and agree to abide by all academic policies, financial responsibilities, and behavioral standards outlined within this Student Catalog.

Furthermore, I voluntarily commit to uphold the spiritual frameworks and lifestyle standards defined in the

Community Honor Code Covenant. I understand that failure to maintain these standards may result in disciplinary action up to and including suspension or dismissal from the University.

Student Name (Printed):

Student ID Number: _____

Student Signature: _____

Date: ____ / ____ / ____

FINAL DECLARATION

Concorde Christian University dedicates itself to the advancement of Christian higher education, biblical truth, servant leadership, family empowerment, community transformation, and a successful life according to the Holy Scriptures.

The University seeks to prepare graduates who will serve God, strengthen families, lead organizations, transform communities, in accordance with the university's motto:

"Faith, Learning, Leadership, and Service."

Published by: Concorde Christian University
September 2026. (Academic year 2026 - 2027).
Website: www.concordechristian.university
Email: info@concordechristian.university
Telephone: (561) 527-1973