



The Summit

Student Handbook

2019-2020

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Preface

The purpose of this handbook is to provide students with general information regarding policies and procedures at Summit Christian University (hereafter may be referred to as The Summit or the university). While this catalog does not purport to supply definitive answers to every possible question, it does give general guidance regarding key policies and procedures for admissions, financial planning, academic programs, degrees, courses, and University faculty.

This handbook is provided for students as a means of understanding what is available and what is expected to successfully complete a program of study at Summit Christian University. This catalog is an essential tool for planning the student's academic experience and can be most useful when supplemented with faculty advising and guidance. It should be used with the student handbooks provided by The Summit.

A candidate for graduation may choose to graduate under the catalog current at the time of initial enrollment or any catalog in effect while enrolled, provided that the catalog is not more than 7 years old. A student who enrolls after an absence of 2 or more years can choose to graduate under either the current catalog or the catalog in effect at the time of initial enrollment, provided that the catalog is not more than 7 years old. Any student who has not graduated within 7 calendar years from the date of initial enrollment at Summit Christian University will be required to meet the conditions of the most current catalog.

As circumstances dictate, changes in the curriculum will be necessary; however, every reasonable effort will be made to work out a satisfactory program for all students for whom the changes cause conflict. It is the responsibility of the student to be aware of the requirements set forth in the current catalog. Also, the student should regularly review his/her progress toward a degree.

It is the hope of SCU that students will find this catalog to be helpful and informative in accordance with their needs and objectives. Summit Christian University always welcomes suggestions for improving this publication.

Summit Christian University is an equal opportunity educational institution. The University does not discriminate based on race, color, national origin, gender, age, individual handicap, or veteran status in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations.

Offices and Contact Information

PRIMARY OFFICES

Summit Christian

University

118 W. South ST. Mayfield,

KY 42066

Office Hours: 8:30 AM – 5:00 PM (CST)

NOTE: Voicemail is available if calls are made outside of regular office hours.

A list of staff, faculty, and adjunct professors will be distributed at orientation. This information can also be found online at <http://www.summitchristianu.org>.

SUMMIT CHRISTIAN UNIVERSITY WEBSITE

www.summitchristianu.org

DOCUMENT VERSION DISCLAIMER

This document was last edited on: 9/13/2019

Please note: Information within this version of the handbook could be out of date or misleading compared to current policies and procedures. As such, Summit Christian University recommends that students regularly check for updates to this document, which can be found online at www.summitchristianu.org.

About SCU

The university is comprised of 2 academic colleges. The colleges are the College of the Bible and the College of Arts and Sciences. **The Summit** program is uniquely designed for adult learners and offers degree programs from both of our colleges.

Our campus located in western Kentucky's 4 rivers area and the Land-Between-the-Lakes region. We are ideally located to service the 4 state areas of Illinois, Missouri, Tennessee, and Kentucky. Visitors are enthusiastically welcomed at SCU and encouraged to visit our offices and various departments to talk with faculty and staff.

Summit Christian University is home of the SCU Rangers. It is the plan in the future for the University to provide intercollegiate athletic opportunities in soccer, basketball, volleyball, baseball and softball.

MISSION STATEMENT

Summit Christian University is a Great Commission, trans-denominational, undergraduate teaching institution whose primary mission is to provide a Christian learning community that equips students for lifelong leadership and service through a Christian higher education that is grounded in truth and academic excellence.

Instruction in the Bible and liberal arts is provided to students through on-campus and off-campus programs that equip them for Christian Leadership and service in a diverse society. Furthermore, the university seeks to develop a premier 21st century university that prepares people to think critically, respond creatively, act with professional and ethical standards, and embody compassion and caring to have an impact on the world.

HISTORICAL SKETCH

Summit Christian University began operations on March 28, 2016, in Mayfield, Kentucky. Four former SCU University professors and a local businessman saw the need for a Christian alternative for higher education in the Western Kentucky region. The Board of Directors was formed and began reaching out to the community and local churches and businesses. The desire of these men and women of the Board was to start, and continue, the mission of the Christian men and women that had previously seen the need for Christian higher education in this region. This paragraph is short for now, but there is a long history to be made in the future of Summit Christian University.

Licensing

Summit Christian University is licensed by the Kentucky Council on Post-Secondary Education (KCPE) to offer Bachelor's Degrees in Business Administration, Psychology, and Christian Ministries and an Associate of Science in General Studies.

SCU Student Information

STUDENT BILL OF RIGHTS

Discrimination

The University affirms the right of each student to be free from discrimination based on sex, race, color, national origin, ancestry, marital status, or disability.

Classroom

The University affirms the right of every student to receive a quality Christian education. Every student has the freedom to develop to the fullest of his or her capabilities.

Association

The University recognizes the right of students to form a voluntary organization for any purpose, which enhances the SCU mission and goals. Such an organization must comply with the guidelines of the Student Services Office. The facilities and services of the university may be available for the use by registered organizations, upon timely request, for their meetings and programs based upon policies governing such use related to staffing, maintenance, financial resources and hours of operation.

Records

The University shall comply with the provision of the Family Educational Rights and Privacy Act of 1974, as well as its regulations as amended. A student's name, and other identifying information, including address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees awarded and honors received may be considered public information, unless the student informs the university that he or she does not want the information released.

SERVICE AND LEADERSHIP OUTCOMES

As revealed in the mission statement of Summit Christian University, all graduates will be educated for Christian leadership and service throughout the world. As defined by SCU, Christian leadership is demonstrated when a follower of Christ is in a position to influence others. Service is defined as beneficial acts performed for God, His Church, and humanity in general, or specific members of the human race. To that end, SCU proposes two student outcomes to give substance to the mission statement that will be verified by the Senior Exit Survey:

- Each graduate of SCU should have been involved in at least one Christian leadership role during his/her tenure at the university.
- Each graduate of SCU should have been involved in at least one act of service during his/her tenure at the university.

ACADEMIC OUTCOMES

To achieve its mission, Summit Christian University has established the following Academic Student Outcomes. The *Adult Learner Guide* that accompanies each course addresses one or more of the following expected outcomes.

- Students will demonstrate college-level knowledge of the correct use of the mechanics of language and the sequence and process of writing.
- Students will show college-level competency in reading comprehension by being able to understand and communicate key points of assigned reading material.
- Students will reveal college-level ability in analyzing and synthesizing information leading to appropriate analytical reasoning and problem solving.
- Students will possess college-level oral communication skills by researching, organizing, and delivering formal oral communication presentations and exercises.
- Students will demonstrate college-level competencies in mathematics by possessing the ability to use mathematical reasoning and skills to solve problems and describe data.
- Students will show college-level competency in computer applications by developing the mastery of the various computer information skills associated with a connected and wired global society.
- Students will possess college-level research capabilities by interacting with the library/learning centers, and when appropriate, online information sources, to craft the projects, formal papers, and capstone experiences typical of the higher education experience.
- Students will reveal college-level competency in the natural sciences by being familiar with the scientific method, comprehending the major concepts of biological and physical science, and participating in and understanding scientific experiments.
- Students will demonstrate college-level competencies in the social sciences by demonstrating knowledge of the subject matter, major concepts, models, and issues of at least one or more disciplines in the social sciences.
- Students will reveal college-level competencies in the arts and humanities by mastery of the subject matter, major concepts, and be familiar with the main achievements of at least one or more disciplines in the arts and humanities.

Writing across the Curriculum

Writing across the curriculum is an important initiative at SCU. Since writing facilitates learning, every course includes some form of writing assignment and feedback from the instructor.

RESIDENCY REQUIREMENTS

Residency credit is academic credit from coursework completed through Summit Christian University. Non- residency credit is academic credit which SCU accepts in transfer from another college or university, Advanced Placement (AP), Prior/Experiential Learning Credit, and CLEP/DSST credits earned. To earn a Summit Christian University degree, the following semester hours must be earned through SCU:

- **Certificate**
 - No transfer courses may be applied to certificate programs.

- ***Associates of Science Degree***
 - A minimum of 15 semester credits
- ***Bachelor Degrees***
 - A minimum of 30 semester credits
- ***Within a major***
 - At least 33% of the course requirements in the major field
 - At least 33% of the major coursework must be upper division (300-400 level)
- ***Within a minor***
 - At least 33% of the course requirements in the minor field

The Summit ACADEMIC CALENDAR

The Summit operates on a semester hour basis, with groups of students beginning when a cohort group is formed for a particular location. Each cohort group participates in approximately 18-24 months of year-round instruction, depending on the degree program. Each cohort group is given a schedule that indicates the dates the group will meet to complete the curriculum.

COMPUTER ACCESSIBILITY

SCU believes that every student who graduates should be computer literate. With access to the internet across our Mayfield campus, all students are encouraged to purchase or lease computers prior to starting their first class at SCU. ***The Summit's*** off-campus students must have similar access to a computer. As such, SCU recommends that those students without computers look into potential computer access options, such as those found through a local library, family/friends, or an internet café.

CHRISTIAN WORLDVIEW

The faculty members of Summit Christian University are committed to integrating a Christian Worldview into every class. Therefore, students are taught certain Biblical truths in each class and are required to participate in activities and to complete assignments that will help them develop a Christian worldview relative to the content of each course they take. It is a requirement that each student attain a minor in Christian Studies.

PRIVACY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA), as amended, affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the Registrar or other appropriate official written requests that

identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. The student should write to the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
- If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Summit Christian University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

The university may release information without the student's consent where the information is classified as Directory Information. The following categories of information have been designated by the university as directory information: name, address, telephone listing, e-mail address, photographs, date and place of birth, field of study including major, minor and certification area, classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, enrollment status, and the most recent previous education institution attended by the student. Students who do not wish such information released without their consent should notify the Office of the Registrar in writing. A student may request that certain public

information be withheld by signing a form indicating the items to be withheld. This form must be completed during the first two weeks of the semester during which an enrolled student wishes that information to be withheld.

Summit Christian University will disclose information to parents as accorded by the law. Questions concerning this law and the university's policy concerning the release of academic information should be directed to the registrar's office.

CHANGE IN STUDENT INFORMATION

A student who has a name and/or address change is expected to notify his/her advisor. The student will be held responsible for any communication from SCU offices sent to the address last given and may not claim indulgence on the plea of having changed lodgings or name and, therefore, of not having received the communication. The [Name/Address Change Form](#) can be found at www.summitchristianU.org.

TRANSCRIPTS

A graduate of SCU University may receive 2 transcripts without charge. Students may purchase an official copy of transcripts in the registrar's office. Requests must be in writing and must bear the legal signature of the student. The cost for an official copy of a transcript is \$5.00 each. The cost for a transcript faxed to another institution or an on-demand official transcript cost is \$8.00. Transcripts are not released until the transcript fee is paid and any outstanding obligations are met. Official copies of transcripts are not issued to students. Unofficial copies of transcripts may be purchased at a cost of \$1.00 each. Requests should be sent to the Office of the Registrar, Summit Christian University, PO Box 1026, Mayfield, KY 42066. The [Transcript Request Form](#) can be found at www.summitchristianU.org.

SCU transcripts will be released at the signed written request of the student and in conformity with existing state and federal statutes pertaining to the release of student academic records. There is a fee for this service. Copies of records from any other institution will not be issued.

The official academic record is the property of the university. Consequently, the university reserves the right to withhold the release of an official transcript of that record if the student has an obligation to the university. The university reserves the right to maintain the information contained in the permanent record according to established practice and in compliance with state and federal laws.

CLASSIFICATION

Students having fewer than 45 semester hours of earned credit are classified as freshmen; students having 46 to 89 semester hours of earned credit are classified as sophomores; students having 90 to 135 semester hours of earned credit are classified as juniors; and students who have a minimum of 136 semester hours of earned credit are classified as seniors.

Other classifications used are 'post baccalaureate' for students who are doing work after receiving a baccalaureate or higher level degree; 'High school', for students taking classes while enrolled in high school; 'visiting', for students seeking a degree at another institution who enroll at SCU for the transfer of credit; and 'non-degree', for students who are not seeking a degree. All students must comply with SCU's policies, regardless of classification.

COURSE AND POLICY CHANGES

SCU reserves the right to cancel any course for which there is insufficient enrollment and to make any other policy change or adjustment in the catalog that is deemed necessary.

PHILOSOPHY OF DISCIPLINE

The university attempts to provide an atmosphere conducive to reverent study and the development of a strong Christian character. Since the welfare of both the group and the individual is best promoted by self-regulation, there must be an earnest desire upon the part of the student to comply with university policies. Our community attempts to possess the highest standards of ethical, educational and social integrity, combined with recognition and mutual respect for differences, which will enrich and form our intellectual, social, and spiritual lives.

For any Christian community to demonstrate success, the rules under which it operates must be promulgated and understood by the members of the community. The Student Disciplinary Code is intended to codify and explain the guidelines for standards of behavior and responsibility, as well as the rights and remedies accorded to all members of Summit Christian University.

Students are expected to obey federal, state, and local laws, and in addition, must abide by the rules and regulations of the university. The Summit Christian University Student Disciplinary Code sets forth those acts, which constitute unacceptable conduct for students while participating in official university classes and functions. The expectations set forth extend to student behavior off campus as well, due to the fact that Summit Christian University views all its students as ambassadors of the institution. All alleged violations of the Student Disciplinary Code or Residential Student Guidelines may result in referral to the Vice President Academic Affairs.

In addition, for purposes pertaining to educational value, SCU reserves the right to review any action taken by civil authorities regarding students and student organizations. Although ordinarily the university will not impose further sanctions after law enforcement agencies have disposed of the case, it does reserve the right to introduce counseling and/or disciplinary action for the students to exercise educational objectives or responsibilities. Disciplinary action taken shall conform to the terms of the Summit Christian University expectations including appeal.

Summit Christian University practices *educational* discipline. When a student is not a danger to the university community, or when a repetition of misconduct is unlikely, the College will make an effort to educate the student through a sanction, or through the process of informal discipline. Should the student demonstrate unwillingness to obey the rules governing conduct, he or she will be treated the same as one who has failed academically and may be separated from the university.

ACTS OF MISCONDUCT IN OUR EDUCATIONAL ENVIRONMENT

An action that disrupts or impairs the purposes of the university is subject to sanction under the Student Disciplinary Code. This is the general principle for determining whether a violation has occurred even if the action does not violate criminal law. Behaviors that violate the Student Disciplinary Code may also violate criminal or civil law and as such be subject to proceedings under the civil system.

All students are subject to the provisions of the Student Disciplinary Code while enrolled as a Summit Christian University. A student who is found guilty of misconduct or is found guilty of being an accessory to misconduct shall be subject to the penalties authorized by this Code.

Students alleged to have committed the following acts are eligible to disciplinary procedures of this Code. The following acts are defined by Summit Christian University as unacceptable. A student or student organization that commits several offenses at one time will have one hearing.

- Academic Misconduct
- Disruption of Classes, Seminars, Research Projects, or Activities of the College

Please note: Students/parents are to refrain from bringing children to class and other study areas, as doing so may disrupt the learning environment. Students/parents are encouraged to provide alternate childcare arrangements that will not interfere with university classes or study times.
- Actual or Threatened Physical Assault or Injury to Persons
- Actual or Threatened Sexual Harassment or Assault

This includes, but is not limited to, unwanted sexual touching even between acquaintances. Sexual Harassment incidents are covered under Title IX rules and regulations ([Statement of Intent Policy](#)).
- Harassment, Hazing, and/or Intimidation

This includes engaging in conduct that threatens to cause physical harm to persons or damage to their property, making unwelcome sexual advances or requests for sexual favors. This also covers harassment or intimidation of persons involved in a university disciplinary hearing and of persons in authority who are in the process of discharging their responsibilities. Further information can be seen in the Anti-Harassment Policy section of this chapter.
- Disorderly Conduct

This includes conduct causing inconvenience and/or annoyance or any action that can reasonably be expected to disturb the academic pursuit or to interfere with or infringe upon the privacy, rights, privileges, health or safety of members of the university community.
- Manufacture, Distribution, Sale, Use, Offer for Sale, or Possession of Alcohol, Drugs, Narcotics, or Drug Paraphernalia

The manufacture, distribution, sale, use, offer for sale, or possession of drug paraphernalia or of any illegal possession of alcohol, drug or narcotic is not permitted, except as authorized by medical prescription. Possession is defined as being in the same vicinity, room, car, house, immediate area, or in or on the body.
- Behaviors or Activity that Endangers the Safety of Oneself or Others
- Possessions and/or Use of Firearms, Fireworks, Dangerous Weapons, Explosives, and Hazardous Chemicals

*In the interest of safety and security, it is the University's policy that **no student or employee** may possess, use, sell, or store any dangerous weapon, firearm, explosive, or other potentially harmful material and/or device on Summit Christian University grounds or off campus sites without the expressed written permission of the President of the University. This policy also applies to students who possess a permit to carry a concealed weapon. Violation of the policy may result in serious disciplinary action - up to and including dismissal from the university. If it appears a student is "at risk" of being a danger to themselves or others it must be reported immediately to the instructor or a member of the SCU administration. The issue will then be investigated and addressed as quickly as possible.*
- Damage of Property

This includes damage, destruction, or defacement of university property, including library materials, or property of any person as a result of a deliberate action or as a result of reckless or imprudent behavior.

- **Theft of Property**
This involves theft of university property, including library materials, or possession of stolen university property of any person. This also includes possession of stolen property known to be stolen that may be identified as property of the university or any other person or organization.
- **Misuse of University Documents**
This includes forging, transferring, altering or otherwise misusing any student identification card, course registration material, schedule card or other university document or record.
- **Unauthorized Use of the Name or Insignia of the University by Individuals or Groups**
- **Unauthorized Presence in or Forcible Entry into a University Facility or related Premises**
- **Violation of any of the Restrictions, Conditions or Terms of any Penalties Resulting from a previously held Disciplinary Hearing**
- **Misappropriations or Misuse of Student Organization Funds or Property**
- **Providing False Information**
Accurate information must be supplied in the application for admission, petitions, requests, disciplinary hearing or other matter of record, and transaction with officials of the university.
- **Unauthorized Use of, or Possession of Keys, and/or Entry Without Permission**

Any student(s) committing one or any combination of the above offenses will be subject to a disciplinary hearing before the Vice-President Academic Affairs.

DRUG FREE SCHOOLS AND CAMPUSES

In order to comply with the Drug-Free Schools and Communities Act Amendment of 1989, Public Law 101-226, Summit Christian University has developed the following guidelines:

Health Risks

The use of certain products is known to be detrimental to one's physical and psychological well-being. Their use is associated with a wide variety of health risks. Among the known risks are severe weight loss, malnutrition, physical and mental dependence, changes in the reproductive system, damage to the lungs, heart problems, and even death.

Summit Christian University Standards of Conduct

Students are to refrain from the use of alcoholic beverages and illegal drugs including marijuana and other hallucinogenic drugs and substances, and narcotics not authorized by a physician. Under no circumstances are the above to be used, possessed, sold, or distributed on or away from campus. Students are also expected not to abuse legal substances. Students violating this policy will be subject to disciplinary procedures up to and including the possibility of dismissal and referral for prosecution.

State and Federal Legal Sanctions

In addition to the SCU sanctions, Kentucky and Federal law provides for fines and/or imprisonment for the unlawful possession, sale, manufacture, or distribution of drugs or alcohol. The amount of the fine(s) and the length of imprisonment vary; according to the type and amount of the substance involved, the offender's past record for such offenses, and a variety of other factors.

ANTI-HARASSMENT POLICY

Summit Christian University is committed to the highest standards of biblical conduct and intentional covenant, Christian community. With that commitment in mind the university intends to maintain an academic environment and a workplace free of sexual and other harassment and intimidation, including harassment based on race, color, sex (with or without sexual conduct), religion, national origin, protected activity (i.e. opposition to prohibited discrimination or participation in the statutory complaint process), age, or disability. It is the intent of this policy to affirmatively raise the subject of sexual and other harassment, to express strong disapproval against such actions, to identify a complaint procedure whereby students and employees have the right to raise harassment issues, to establish an investigative procedure for such alleged misconduct, and to provide for an effective and appropriate response to this type of conduct, including sanctions against anyone violating this policy.

The University is also committed to ensuring that others who may have a connection to our community do not subject its students and employees to harassment. Accordingly, this policy applies to visitors, management and non-management employees, vendors, and others with whom we have a relationship.

Sexual and other harassment is a form of misconduct, which undermines the integrity of the educational and/or employment relationship. Harassment is not only offensive, but it may also harm morale and interfere with the effectiveness and ability to fulfill responsibilities to students and others the university serves. All students and employees must be allowed to learn and/or work in an environment free from unsolicited and unwelcome sexual overtones and harassment in any form. Sexual harassment for purposes of this policy is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) submission to such conduct is made either explicitly or implicitly to a term or condition of the individual's academic progress or employment; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic progress, learning ability, work performance or creating an intimidating, hostile, or offensive academic or working environment.

Sexual harassment does not mean occasional compliments of a socially acceptable nature. However, sexual harassment does include, but is not limited to, actions such as:

- Sex-oriented verbal kidding or abuse
- Possession, display, or distribution of photographs, drawings, objects, or graffiti of a sexual nature
- Subtle pressure for sexual activity
- Physical conduct such as patting, pinching, hugging, or constant brushing against another's body
- Explicit demands for sexual favors, whether or not accompanied by implied or overt promises of preferential treatment or threats concerning an individual's academic or employment status
- Offensive sexual flirtations, advances or propositions
- Any other offensive, hostile, intimidating, or abusive conduct of a sexual nature

In light of this, the best admonition for students, faculty and staff; is to follow the Biblical principles of avoiding the very appearance of evil; and to limit their own freedoms if their exercise could, or does, cause others to stumble or to be seriously discomforted.

Harassment Complaint Procedures

The university encourages students and employees to report harassment and other inappropriate conduct before it becomes severe or pervasive. While not all incidents of harassment violate the law, the University does intend to prevent and correct harassment and other inappropriate conduct before it rises to the level of a violation of law.

Students who believe this policy has been violated in any way should contact the Vice President Academic Affairs immediately. Students who believe that they are victims of some form of harassment prohibited by this policy must report this immediately to the Vice President Academic Affairs.

Students will not be subject to adverse treatment or retaliation because they report a violation or potential violation of this policy or provide information concerning such reports.

Hazing

Hazing at Summit Christian University is defined as any on-campus or off-campus activity that results in mental or physical harassment, humiliation, degradation, ridicule, shock, endangerment, physical disfigurement, excessive fatigue, danger to health, or the involuntary consumption of alcohol or drugs (e.g., initiations, responses to engagements, kidnappings, etc.). Hazing is not permitted at Summit Christian University. Any student participating in either a “just for fun” prank or in a deliberate hazing activity will be held responsible for his/her behavior. Regardless of motive or intent, any student participating in a prank-type activity which potentially endangers or adversely affects the physical and emotional well-being of another student can expect immediate and serious disciplinary action. This includes the probability of dismissal from the university.

Furthermore, as of July 1986, hazing is a violation of Section 164 of Kentucky Revised Statutes. In pertinent part, the statute reads as follows:

“(This Statute) prohibits any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation or affiliation with any organization. In the case of a student or faculty violator, (violation of this statute shall result in) his suspension, expulsion, or other appropriate disciplinary action and, in case of an organization which authorizes such conduct, (violation shall result in) rescission of permission for that organization to operate on campus property. Such penalties shall be in addition to any penalty pursuant to the penal law or any other Section (of Kentucky Revised Statutes) to which a violator or organization may be subject.”

Careless or irresponsible behavior of any type which endangers or adversely affects others or which is blatant disregard for property will be confronted in a similarly serious manner.

AMERICANS WITH DISABILITIES ACT AMENDMENTS (ADAAA)

It is the policy of SCU to comply with the Americans with Disabilities Act as Amended (2009) Section 504 of the Rehabilitation Act, and state and local regulations regarding students with disabilities. Pursuant to these laws, no qualified individual with a disability shall unlawfully be denied access to or participation in services, programs, or activities at the university.

In carrying out this policy, SCU recognizes that disabilities include mobility, sensory, health, psychological, and learning disabilities, and the university will attempt to provide reasonable accommodations to qualified individuals to the extent that it is readily achievable to do so. SCU is unable, however, to make accommodations that are unduly burdensome or that fundamentally alter the nature of the program, service, or activity.

Students with disabilities who are seeking accommodations should consult with the Director of the Americans with Disabilities Act Amendments Act (ADAAA) prior to beginning their academic journey at SCU. It is the responsibility of the student to make his or her needs known in a timely manner and to provide the Director of ADAAA with required documentation.

ADAAA Office
Office of Student Disabilities
Yvonne Yates, Director
270-727-9929

CAMPUS SAFETY STATEMENT

Emergency response information will be discussed in class, and students will be provided with an Emergency Procedure Guide. Students should familiarize themselves with the nearest exit routes in the event evacuation becomes necessary. Students should also notify instructors at the beginning of the semester if they have special needs that will require assistance during an emergency evacuation. Students should familiarize themselves with emergency response procedures posted on campus and should willingly participate in all safety and emergency practice drills.

All accidents/incidents/crimes should be reported to the Director of Campus Safety and Security. Students are free to report a concern of any kind. Summit Christian University strives to maintain a safe learning environment. Summit Christian University complies with Kentucky State law in regard to reporting crimes.

In accordance with the requirements of Title II of Public Law 101-542, Crime Awareness and Campus Security Act of 1990 and in compliance with the Clery Act, the Michael Minger Act, the SCU Annual Safety Report is available for review on the University's website (www.summitchristianU.org).

Disclosure of Personal Information: If Summit Christian University determines there is a significant health or safety threat, we may disclose personal information to any person whose knowledge of the information is necessary to protect the health and safety of the student or other individuals.

LIBRARY

The Summit Christian University Library supports the academic study and scholarship of the University's students, faculty, and staff through its collection and services. The Summit Christian University Learning Resource Center also maintains a large electronic resources collection for academic research and scholarship, and utilizes the Kentucky Virtual Library ecollection of reference, nonfiction, fiction and biographical materials, along with current subscriptions to various periodicals and scholarly journals of a consortium of colleges and universities across the United States through the Follett Destiny online public access catalog (OPAC). This system provides faculty, staff, students, and the general public access to information regarding library holdings and resources. Interlibrary loan service is available to faculty and students for the borrowing of research materials from other libraries.

The Learning Resource Center subscribes to the Kentucky Virtual Library (KYVL), which offers numerous electronic databases that contain full text articles from scholarly journals, newspapers, and magazines. The LRC also subscribes to the

ProQuest aggregate, which provides further access to full- text articles through its databases including ABI/INFORMS Global, Alt-PressWatch, and ProQuest Religion.

To help students during research, the faculty and LRC staff provides informational literacy instruction for classes along with individual reference services and consultations. These can be provided in-person, over the telephone, and via email.

SCU RANGER ALUMNI ASSOCIATION

The purpose of the Summit Christian University Alumni Association is to advance the interest in and the welfare of Summit Christian University in providing a quality education in a Christian environment and to maintain and strengthen the ties developed during student years. The membership of the Alumni Association consists of all alumni and former students; however, only graduates have voting privileges. There is a special designation for alumni from Mid-Continent University to participate through personal input, surveyed information and donations to the Alumni Association.

The Alumni Association offers varied programs and events to help the alumni stay connected with their alma mater and with one another. The Alumni Association hosts a Homecoming event and an Evangelism Conference during each school year. The Homecoming event is planned to coincide with one or more athletic events and is co-sponsored with Mid-Continent's Office of Student Life. Alumni have the opportunity to meet for a cookout, cheer on Ranger athletes and meet current students during this weekend event. The Evangelism Conference is a one-day event held during the week and features noted speakers during the day session followed by an evening alumni banquet, business meeting, and election of officers for the coming year.

The Alumni Association provides periodic mailings to all members and provides an avenue through which its members may make contributions to support various university programs by annual giving, capital contributions, and/or planned giving.

The Summit ASSOCIATE PROGRAM

Summit offers the Associate of Science degree. The curricula is similar but students pursuing an Associate of Arts degree are required to take 6 hours of language in place of 6 credits in electives. SCU **Summit** does not offer foreign language courses; however, students may transfer in 6 hours of foreign or ancient language or CLEP.

The Associate of Science degree is a non-traditional program that serves students with little or no college education. Students typically are employed full-time during the day; thus, the program is offered face-to- face in the evening and online. The face-to-face format is designed for adults age 20 and older. Five-week classes meet one night per week with 23 months of year-round instruction (time is added for holidays, inclement weather breaks, etc.), providing the student the opportunity to earn 60 semester hours of credit. The courses are taught in a seminar format that is conducive to learning for adults. This format brings groups of students together who are making similar sacrifices to achieve a common goal. **Summit** cohort groups quickly develop a spirit of camaraderie and support. Successful completion of the associate program allows the student to transition into the Bachelor of Science degree completion program.

The Summit associate degree programs enable students to develop:

- Interpersonal skills
- Written and oral communication skills
- Problem-solving and decision-making skills
- Self-reliance and leadership skills
- Self-knowledge and self-image growth
- The importance of a Christian worldview

The Summit consists of cohort groups of students beginning when a given cohort group typically has a minimum of 15 applicants. Each group is given a schedule with the dates the group will meet to complete the program curriculum.

Associate of Science Degree Requirements

60 Credit Hours

- **General Education** (36 Hours)
- **Electives** (24 Hours)

NOTE: Each course listed below counts for 3 credit hours, unless otherwise specified.

Table 1: Summit Associate of Science General Education Courses

IDC 111	Adult Development		
COM 110	Principles of Speech	SCI 100	Environmental Science
CSC 120	Computer Applications I		
ENG 211	The Bible as Literature		
ENG 110	English Composition I		
ENG 120	English Composition II		
HIS 210	U.S. History to 1877		
MAT 140	College Math		
MUS 210	Music Appreciation		

Graduation Requirements for an Associate of Science

- Complete the 60-credit hour General Education/Foundation course requirements. Any substitute course fulfillments agreed upon with transfer students will be identified through the advising department and subject to approval by the registrar’s office.
 - Complete 15 credit hours at Summit Christian University to meet residency requirement.
 - Earn a cumulative grade point average of 2.0 (4.0 scale) or above in the 60 credits.
-

- Submit a graduation application to your advisor for May graduation by March 1, or for December graduation by October 1.
- Receive recommendation of the administration and faculty and approval of the Board of Trustees.
- Payment of all tuition and fees.
- Ensure that all graduation requirements are met.

Graduating students are encouraged to participate in commencement exercises. Students indicate participation in graduation on their Graduation Application Form; if plans change, the advisor should be notified.

SUMMIT BACHELOR PROGRAM

Summit operates on a semester hour basis with groups of students beginning when a cohort is enrolled for a particular location. Each cohort group participates in approximately 22 months of instruction to complete the Bachelor of Science programs, generally covering a 24-month time period due to vacations and holidays. Each group is given a schedule with the dates the group will meet to complete the program curriculum. The 21st century offers the nontraditional student a new way of attaining and completing a college degree. This program is designed to help the working parent, with previous college credit, to complete their degree in an affordable way both timewise and financially.

The Bachelor degree programs benefits include:

- Specially designed for adult students who are busy with work and family commitments
- Students have 2 options for Courses:
 - Face-to-face, taking one course at a time, with each concentrated course meeting one night a week for 5 weeks. Four courses are normally completed in 20 weeks.
 - Directed Study Courses – students are encouraged to complete their courses face to face. Directed Study courses are granted because of need.
- The 48 credit hour majors are taught in modular format and can be completed in as little as 22 months (including holidays). Students have direct access to professors who are often also professionals in the field.

In addition to courses required for the majors, all students must complete a selection of General Education courses. For a list of General Education requirements please see the course list for the Associate degrees.

Bachelor of Science Degree Requirements

120 Credit Hours

- **General Education** (36 Hours)
- **Electives** (18 hours)
- **Christian Ministries Minor** (18 Hours)
- **Major** (48 hours)

In the case of transfer students who have completed courses similar to those in the major core, the advisor will identify such courses and submit to the appropriate Dean for any decisions regarding course substitutions. The student must still meet the residency requirements.

Adding a Minor

Students can add a minor to any **Summit** bachelor degree. Completing a minor requires the fulfillment of 18 credits and can contribute to meeting SCU's residency requirement. When there is a question of dual usage of a course, an approved substitution course must be completed as outlined by the advisor under the direction of the Dean or Department Chair of the major.

Bachelor of Science in Business Administration

In the highly competitive business world a business management degree can make a difference. Through an integrated curriculum that incorporates business fundamentals with an emphasis on ethical leadership and strong values, SCU's Business Administration degree has made a difference for hundreds of adult students who wanted to advance their careers. The Bachelor of Science in Business Administration is an accelerated degree completion program for working adults offered online or in a classroom environment in the evenings.

NOTE: Each course listed below counts for 3 credit hours, unless otherwise specified.

Table 2: Summit Business Administration Major Req. | 48 Credit Hours

IDC 311	Adult Development and Life Assessment	BUS 331	Business Finance
CHM 312	Christian Worldview	BUS 432	International Business Management
COM 311	Organizational Communication	BUS 323	Principles of Statistics
COM 321	Group Processes*	BUS 413	Business Law
BUS 352	Organization Behavior and Change	BUS 321	Principles of Marketing
BUS 221	Principles of Economics	BUS 372	Human Resource Management
BUS 3111	Principles of Management	BUS 454	Policy and Strategy
BUS 312	Managerial Accounting	CHM 420	Strategies for a Values Aligned Climate

Table 3: Summit Business Administration Minor Req. | 18 Credit Hours

ACC 312	Managerial Accounting
COM 311	Organizational Communication
ECO 312	Macroeconomics Analysis
MGT 311	Systems Approach to Organization Change
MGT 322	Management Issues
PSY 341	Group Dynamics

Table 4: Summit Human Resource Management Minor Req. | 18 Credit Hours

BUS 251	Personnel Supervision
BUS 252	Management of Cultural Diversity
HRM 211	Employee High Performance
HRM 311	Employee and Labor Relations
HRM 321	Introduction to Compensation and Benefits
PSY 380	Organizational Psychology

** Cross Listed: PSY 341 – Group Dynamics*

Bachelor of Science in Psychology

The Psychology major integrates a broad knowledge and perspective from the field of psychology with the Christian faith. Major theories in psychology are evaluated from a biblical worldview and application of psychological principles is encouraged to help students grow personally and professionally. This will prepare students well for other related fields and/or employment in a wide range of settings such as social work, management/personnel, Christian education, and ministry. Students will develop the skills needed to aid clients in accomplishing goals allowing them to manage problem situations and their lives more effectively. The degree program is offered in a face-to-face environment.

NOTE: Each course listed below counts for 3 credit hours, unless otherwise specified.

Table 5: Psychology Major Req. | 48 Credit Hours

CHM 312	Christian Worldview	PSY 341	Group Dynamics
PSY 210	Introduction to Counseling	PSY 330	Theories of Personality*
PSY 270	Principles of Statistics	PSY 331	Social Psychology*
PSY 300	Marriage and Family	PSY 351	Tests and Measurements*
PSY 301	Human Sexuality*	PSY 400	Psychology of Addiction*
PSY 311	Abnormal Psychology*	PSY 410	Physiological Psychology*
PSY 320	Psychology of Religion*	PSY 420	Quantitative Methods of Research**
PSY 321	Developmental Psychology	IDC 111	Adult Development

Table 6: Summit Psychology Minor Req. | 18 Credit Hours

PSY 101	General Psychology
PSY 331	Social Psychology
PSY 322	Child Psychology OR
PSY 321	Developmental Psychology
PSY 330	Theories of Personality
Plus any two courses listed below:	
PSY 300	Marriage and Family
PSY 311	Abnormal Psychology
PSY 321	Developmental Psychology
PSY 322	Child Psychology
PSY 380	Organizational Psychology
PSY 400	Psychology of Addiction

* Pre-requisite PSY 101 General Psychology required.

** Pre-requisite PSY 270 Statistics for Behavioral Studies

Bachelor of Science in Christian Ministries

The Bachelor of Science in Christian Ministries challenges students to develop skills relating to the health and growth of church or parachurch organizations. This major prepares students to assume leadership roles in ministry through a deeper understanding of biblical teachings and theology. Students will gain a better understanding of themselves, as biblical counselors, to develop an effective ministry-based counseling approach in the local church setting. Successful candidates for the Bachelor of Science in Christian Ministries will be armed with biblical truth and sound leadership tools to fulfill the Great Commission. This degree program is offered in a face-to-face classroom environment.

Table 7: Summit Christian Ministry Major Req. | 48 Credit Hours

BIB 211	Old Testament	EVG 310	Church Evangelism
BIB 212	New Testament	HIS 310	History of Christianity
CHM 301	Ministry Based Counseling	HOM 420	Creative Biblical Preaching
CHM 332	Educational Principles	IDC 111	Adult Development
CHM 341	Introduction to Christian Ministries	MIS 330	Biblical Basis of Missions
CHM 430	Church Administration	THE 220	Theology & Apologetics
CHM 450	Church Planting and Growth	THE 310	Christian Doctrine
CHM 461	Christian Leadership	THE 340	Biblical Interpretation

Graduation Requirements for a Bachelor of Science Degree

- Complete the 48-hour major course requirements.
- Complete 36 credit hours of required upper division courses.
- Earn 120 credit hours that are officially accepted by Summit Christian University.
- Complete 30 credit hours at Summit Christian University to meet residency requirement.
- Earn a cumulative grade point average of 2.0 (4.0 scale) or above in the 120 credits comprising the degree program.
- Submit a graduation application to the registrar's office for May graduation by March 1; or for December graduation, by October 1.
- Receive recommendation of the administration and faculty and approval of the Board of Trustees.
- Payment of all tuition and fees.
- Ensure that all graduation requirements are met.

Graduating students are encouraged to participate in commencement exercises. Students indicate participation in graduation on their Graduation Application Form; if plans change, the advisor must be notified.

Summit Admissions

UNDERGRADUATE REQUIREMENTS

Associate Programs

1. Cumulative grade point average of 2.0 (on a 4.0 scale) or better on all prior academic college transcripts. If the applicant has less than 12 college level credits from a regionally accredited university, high school transcripts are required. The same 2.0 cumulative GPA is required. A GED is acceptable; official documentation is required.
2. Age 20 or older.
3. Full-time or part-time work experience.
4. Interview with an admissions representative for counseling on the requirements for completion of the Associate of Science degree and completion of an admissions application and payment of a non-refundable application fee. Both of these tasks can be completed online by navigating to the appropriate URL as listed below:
 - **Face-to-face classes:** <http://www.summitchristianu.org/Student Affairs/Application Non-Traditional.docx>
5. Official transcripts from each regionally accredited college attended should be sent directly from the school attended to the **Summit** Registrar's office. For students having less than 12 credit hours from an accredited institution, an official high school transcript is required from the school where the student graduated. Transcripts from non-regionally accredited schools are optional; any transcripts from non-regionally accredited schools cannot be considered for credit after the end of the first term of attendance. In the case of student who passed the GED, official transcript request must be completed by the student and must be received prior to enrollment. The appropriate [Transcript Request](#) form can be obtained from an Admissions Representative.
6. Participate in orientation and registration.

Bachelor Programs

1. The Bachelor program is designed for students at the junior level (60 or more credits). If the student has less than 45 credits, he/she must petition to enroll in a major through the appeal process. Students with less than 45 credits are not eligible for enrollment in a major and must take General Education/Foundation courses prior to enrolling in their major courses.
2. Cumulative grade point average of 2.0 (on a 4.0 scale) or better on prior academic work.
3. Age 22 or older (20 with an Associate's Degree).
4. Full-time or part-time work experience.
5. Appointment with an admissions representative for counseling on the requirements for completion of the Bachelor degree, and completion of an admissions application with payment of a non-refundable application fee. Both of these tasks can be completed online by navigating to the appropriate URL as listed below:
 - **Face-to-face classes:** <http://www.summitchristianu.org/Student Affairs/Application Non-Traditional.docx>
6. Official transcripts from any regionally accredited institution that may have previously awarded credits to the applicant. Such transcripts must be sent directly to the **Summit** office from the issuing school. SCU will request and pay for student transcripts, but not until an application fee has been paid and the appropriate transcript request form has been filled out and returned to the admissions representative.
7. Participate in orientation and registration.

Upon meeting the above criteria, the Vice President for Academic Affairs will accept the admissions application.

NOTE: *Students not meeting the admissions criteria for the Associate or Bachelor Degree Programs may request consideration of acceptance via the appeal process, which consists of an interview with either the Vice President of Academic Affairs.*

ADDITIONAL SUMMIT ADMISSION INFORMATION

Orientation and Re-Registration

Orientation is normally held one week before a new cohort begins. Curriculum materials, books, (for those who choose to purchase through SCU), and assignments for the first semester are provided. Fees for books (if purchased through SCU) and materials, as well as the first semester's tuition, must be paid at this time (see also Financial Planning). Re-registration is held during the last course prior to the start of the next term.

Acceptance of Transfer Credits

Students may transfer up to 45 semester hours toward an Associate degree; 90 semester hours toward a bachelor degree. Transfer credits will be accepted with a minimum grade of D-, except for English Composition I & II which require a grade of C or better.

Academic Advising

Although the student advising program at Summit Christian University is specifically designed to assist students as they progress through a degree program, it is the responsibility of all students to be thoroughly familiar with the Summit Christian University Catalog, appropriate student handbook, and all rules, regulations, and requirements that apply to their program of study. Students are responsible for their academic progress.

Readmission to the University

Students who have dropped out of their group but wish to return to a new group must notify the **Summit** admissions office or the advising office of their desire to return (refer to **Summit** Admissions). The student must provide evidence that:

- All work is up-to-date, and incompletes are removed (if applicable).
- The applicant does not have a balance or financial arrangements have been made to cover balance.
- A new registration form has been submitted.

Request to Change Degree Programs

A student may apply for a change of major or degree, by submitting a Change of Major or Degree form to his/her assigned advisor. The Change of Degree form can be found online at: www.summitchristianu.org

Conditional Admissions

Any student seeking admission to **Summit** whose transcript(s) has not been received at the time of enrollment may be considered through conditional acceptance. Conditional status will be removed when the student satisfactorily meets the above criteria or achieves a minimum of 2.0 in each class taken until he/she has completed 9 credits. If the student has not satisfactorily met the admissions criteria after completing 9 credits, the student must follow the appeal process described above, at which time a decision is made as to whether the student will be allowed to continue in **Summit**. Any student who is withdrawn as a result of the appeal process may reapply to Summit Christian University after a 6-month waiting period.

Felony Applicants

Applicants with a felony conviction will be required to petition the university for admission under any of the following circumstances:

- Convicted of a violent offense
- Multiple incarcerations
- Less than two years since most recent incarceration
- Currently on parole
- Currently on probation

A petition for admission will be reviewed by the Vice President Academic Affairs.

Summit Academic Policies

CREDIT HOUR POLICY

All undergraduate courses are described in terms of academic credit hours. Summit Christian University adheres to a commonly-accepted definition of the academic credit hour in accordance with federal definitions (Federal Register Vol 75 No 117 pg 34811 and U.S. Office of Postsecondary Education Addendum) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Credit Hours Policy Statement. Students, institutions, employers, the federal government, and others rely on academic credits as a measure of student academic engagement. Thus, within and across academic institutions, some level of consistency is important, while allowing for reasonable flexibility to address differences that naturally occur among different academic fields and various course delivery formats.

SCU defines a credit hour as the amount of work represented in intended learning outcomes and verified by evidence of student achievement. SCU determines, with regard to the federal guidelines of clock to credit hours, the amount of work required for a three hour course to be 112.5 hours of combined classroom instruction and out of class activities. The amount of time spent for each class is measured by the Summit Christian University Credit Hour Audit Form. This form is a comprehensive audit form to determine the amount of time a student would need to appropriately represent successful academic engagement and achievement.

ATTENDANCE: Five-Week FACE-TO-FACE CLASSES

Students may withdraw from a face to face class during Week 1 and Week 2. Attendance after the second week commits the student to the course and he/she will be awarded whatever grade they earn for the work completed.

Class attendance is required to complete the course. Due to the brevity of the course, only one absence is permitted. Absence due to illness or other emergency situations must be made up through the assignment or activities required by the facilitator of that course. It is the responsibility of the student to request make-up assignment. The facilitator will assign make-up work addressing the material covered during the student's absence.

General guidelines for make-up work are listed below. In the event a student misses a **Summit** class session or a substantial portion of a class period, a student may offset loss of participation points by completing:

- ***A 3-5-page paper, or***
- ***Equivalent problem sets, or***
- ***Selected learning activities relating to the course.***

This type of make-up assignment offsets one absence and is done in addition to the assignments for the class missed. The facilitator shall grade the assigned make-up work. A facilitator may elect an alternative make-up opportunity in consultation with the Chair of the Department. Any make-up work must be completed and received by the facilitator no later than the date the course is completed, unless other arrangements are made.

Please note: Arriving late or leaving early may result in a half absence. In addition, texting, making/accepting cell phone calls (unless an emergency), and inappropriate usage of laptops are not acceptable during class time as they interrupt the learning process and distract others. Attendance and/or participation may be negatively impacted.

If a student (who attends after the second night) misses more than one class session, he/she will fail the course. To request an exception to this policy, the student must submit to the facilitator, in writing, the unusual and extenuating circumstances of the absences*. If there is no prior history of repetitive absences, the facilitator has the option of assigning independent work to cover one additional absence. Any student granted the exception for a second absence will automatically receive a letter grade reduction in the course. A student (who attends after the second night of the course) with three absences will receive an F for the course. Three consecutive absences will result in an automatic administrative withdrawal from the course.

* *Unusual and Extenuating Circumstances: This includes a death in the immediate family, serious illness of student or immediate family member, or military/work assignments beyond the student's control (i.e. must be infrequent, unusual assignments or out of town travel). All extenuating circumstances require some type of documentation from the student's work supervisor, medical professional or other form of documentation validating the student's absence.*

Summit will monitor attendance records. Attendance records are essential to comply with regulations established by the Veterans' Administration and Health and Human Relations for recipients of VA benefits or federally insured student loans and grants.

If long term medical, family, or employment concerns develop, the student is responsible to contact his/her academic advisor. The academic advisor will assist the student in addressing matters related to future degree completion options.

GRADE POLICY

Letter grades are given for all course work in **Summit**.

Each hour of academic work taken for credit is evaluated in terms of its relative quality, shown by the grade received in a course. The following system of grades is used for the evaluation of course work. A 4.0 grading scale is used to determine the grade point average:

Table 9: Grade References

Letter	Range	GPA	Notes
A	90-100	4	Exceptional: Superior performance for an assignment or course.
B	80-89	3	Good: Above average performance for an assignment or course.
C	70-79	2	Satisfactory: Average performance for an assignment or course.
D	60-69	1	Poor: The lowest passing score for an assignment or course.
F	< 60	0	Failure: No credit / quality points awarded, and counted as hours attempted.
W	N/A	0	Withdrawal: No hours attempted and no quality points awarded; assigned based on eligibility and circumstance.
WA	N/A	0	Withdrawal by Administration: No hours attempted and no quality points awarded.
CR	N/A	0	Credit for DSST, CLEP, Prior Learning Assessment, and ACE.
P	N/A	0	Pass: Used only for departmental challenge and officially approved pass/fail courses as stipulated in the course description section of this catalog.
I	N/A	0	Incomplete: Hours attempted and no quality points.

NOTE: Grades of F or I affect a student's grade point average negatively. A student who receives an "I" grade has 30 days to satisfy the requirements for a grade. After 30 days, the student forfeits the privilege of making up the incomplete course work or examinations for those courses. This policy applies even when a student does not enroll the next semester.

Incomplete Grades

A grade of "I" is an incomplete. An "I" is computed as hours attempted with no quality points, and is a temporary grade recorded for any course not completed. (If during a given session a student experiences an emergency whereby work for the term cannot be completed before the end of the term, the instructor may give the student an incomplete.) If the student does not agree with the faculty member's decision, the student may appeal (see – Grade Appeal Process). An – "I" grade may affect satisfactory progress and result in the delay of financial aid disbursement. The work required to remove an incomplete must be completed so that a new grade can be assigned before 30 days expires from the end of the course, or the grade automatically becomes an F. In cases of extenuating circumstances, the facilitator and/or Chair of the Department may grant an additional extension of time to satisfy the incomplete grade.

Candidates for degrees who have an “I” grade in any course required for graduation must complete all work and have the grade changed by the instructor prior to the end of the semester in which they are to graduate. If such grade is received for courses taken during the final semester and the work is not completed, the graduation will be delayed until the next date for degree conferral. A \$25 reapplication fee will be assessed.

Grade Changes

Grades are recorded in the Office of the Registrar as submitted by faculty. No grade filed in the Registrar’s office may be changed; except upon a written statement signed by the instructor and/or the Vice President of Academic Affairs certifying an error has been made. When an error is made in reporting a grade, the facilitator and/or the Vice President of Academic Affairs may make the necessary change in the Registrar's office. A grade cannot be changed after a degree is conferred.

Grade Reports

The Registrar reports the grades of all students at the end of the term. Once adult learners have received a grade report, an official transcript (including those grades and all previous courses and grades) will be available and sent upon request. Transcript requests must be made in writing. Summit Christian University students may receive two transcripts without charge. For additional transcripts, a fee of \$5.00 each will be required. Official transcripts can be sent from the university to students, or mailed directly to schools, employers, agencies, etc. Transcript requests should contain: learner’s name (including maiden name), social security number, specific dates of attendance, and names and addresses where the transcripts are to be sent. If specific terms or specific course grades are to be included, that information should be noted, so that the transcript is not sent before the data is posted to the record. The Registrar will not issue a transcript unless the student’s record is clear with all offices of the college. The business office must show the student has a “0” balance.

Grade Appeal Process

Summit Christian University recognizes that differences of opinion and/or interpretation may arise between students and faculty regarding the assignment of course grades. SCU urges a student to first seek resolution through informal discussion with the appropriate faculty member. The following policy has been adopted as a formal avenue for the resolution of a student grievance or appeal, in the event that such differences cannot be resolved informally:

A student may raise questions concerning the validity of a final grade received in a course by following the procedures outlined below:

- A student should contact the facilitator who administered the course within one week of receiving his/her grade to reach a mutual agreement.
- If the grade dispute is not resolved with the facilitator, the student may submit a written statement about the dispute to the Chair of the Department within one week. Within two weeks of receipt of the written statement, the Chair will investigate the disagreement and render a decision.
- If a resolution is still not reached, the written statements should be submitted to the Vice President Academic Affairs who will request a written response from the faculty member and the Chair of the Department, in order to make a decision.

- The Vice President Academic Affairs will then communicate their decision to the facilitator as well as the student. The decision reached at this level is final; however, the student may choose to appeal the decision to the Student Academic Appeals and Grievance Committee; where the decision reached at this level is final.

Repeating a Course

When repeating a course, all attempts remain on the record; the best grade is computed in the GPA. Only one of the repeated attempts will be allowed to count toward the minimum number of hours required for graduation. It is the responsibility of the participant to notify the advising office prior to repeating any courses. This should be done through scheduling. A student may not replace a failed course with a CLEP, DSST, or challenge test.

If a student does not receive a passing grade for a course, he/she must repeat the course and shall be responsible for tuition again. Students dropping back to a later group will be assessed tuition at the time of re-entry, only for those courses they need and/or enroll in at that time. Satisfactory academic progress can be affected by not receiving a passing grade for a course and may also affect financial aid eligibility.

The GPA at graduation is permanent and will not be recalculated if additional courses are taken after graduation. Regular tuition applies to repeated courses.

ACADEMIC WARNING, PROBATION, SUSPENSION

Academic Warning

A student with less than a 2.00 cumulative GPA, who is also not on probation, is under academic warning. A student on academic warning may enroll in no more than 12 hours a term. This policy includes students classified as freshmen.

Academic Probation

Students must meet the following scholastic standards as listed below:

Table 10: GPA Standards

Freshman	CGPA of 1.80 upon 0-30 credit hours attempted
Sophomore	CGPA of 1.90 upon 31-60 credit hours attempted
Junior	CGPA of 2.00 upon 61-90 credit hours attempted
Senior	CGPA of 2.00 upon 90+ credit hours attempted

A student is placed on academic probation when his/her cumulative GPA is less than the value listed for attempted number of hours. A student who fails to raise his/her cumulative grade point average in the next 2 semesters after placement on probation is subject to academic suspension.

Veterans Administration regulations specify that veterans, as well as other persons eligible to receive V.A. benefits, may not remain on probation beyond 2 terms without improving academic standing. For more information, students should contact the Director of Financial Aid Services.

Probationary Load

A student who has been placed on academic probation will be limited to an academic load of 18 semester hours. Any student who needs to carry more than 18 semester hours must have the approval of his/her advisor and the Chair of the Department or Vice-President for Academic Affairs. Students should include in their course load the courses they need to repeat in order to increase their academic standing.

Removal from Probation

A student on probation who achieves a cumulative grade point average at or above the appropriate GPA will be removed from probation.

Academic Suspension

A student placed on academic suspension must be separated from Summit Christian University for one term. After serving the period of suspension, the student may be reinstated or readmitted to the university. To be reinstated or readmitted, the student must meet with the appropriate school official(s).

A student readmitted after academic suspension must meet a 2.0 GPA by the end of the next term. After serving the period of suspension, the student may be reinstated or readmitted to the university. To be reinstated or readmitted, the student must meet with the appropriate school official(s). Students who fail to meet this standard may be asked to withdraw permanently from the university.

WITHDRAWAL POLICY

To withdraw from the program, the student must notify their advisor. A student will receive credit for courses completed. Withdrawal from the university may jeopardize any financial aid for the remainder of that academic year (these regulations have been set forth by the federal and state governments).

Refund Information

A student will be assessed tuition charges by the term. When a student withdraws during a term for any reason (or in the event the student does not notify Summit Christian University of his/her intentions to withdraw), the tuition for the affected course(s) will be prorated for the first and/or second nights of the course attended. Attendance at or beyond 60% of the course will result in full tuition charges. Any prorated balance will be returned to the lending source or to the student. The date of withdrawal shall be the last date the student attended class. If the student has received a residual check for a semester, but does not complete the semester, a portion of that residual distribution must be returned. The government requires the return of funds for classes not attended.

Students withdrawing from **Summit** who have attended one or more class sessions of a module are charged the full book fees for the module. For courses not attended, if the books are returned unused, the student's account will be credited. By policy, book fees are not refundable:

- Once the student has attended one class meeting of a module
- If the books have been marked in any way prior to that time

- If the student returns books after the edition has changed

ACADEMIC DISMISSAL

Two full calendar years of separation from SCU are required of a student who was previously suspended, re-enrolled and failed to be removed from probation or to be continued on probation. After the lapse of 2 years, a written request to be considered for readmission must be made to the Office of Admissions. A student on academic dismissal may not receive credit for any courses taken at another college/university during the period of dismissal. See the section on appeals.

ACADEMIC FORGIVENESS

Academic forgiveness is designed to give a student with a poor academic record an opportunity to start over. In applying for academic forgiveness the student agrees to the conditions that it entails; such as loss of credits earned. The student also accepts special restrictions, including strict standards for future academic performance. A student may apply for academic forgiveness for any previous semesters of academic work and begin his/her academic career anew at Summit Christian University with the following provisions:

- Academic forgiveness may be declared only once in a student's academic career.
- The student cannot use this policy to be removed from academic suspension.
- The student desiring to declare academic forgiveness will petition the Enrollment and Retention Committee at the time of his/her application for admission or readmission; where the letter of petition should include a brief narrative explaining any extenuating circumstances that may have caused the academic deficiency.
- If the application is approved, the SCU coursework declared forgiven will remain on the student's academic record, with the notation of academic forgiveness indicated; subsequently, the work will not be considered in counting hours earned, or for calculating cumulative grade point averages
- Failure to maintain a subsequent cumulative GPA of 2.0 will result in permanent dismissal from the university.
- A student who has been allowed to declare academic forgiveness for one semester must fulfill all requirements of the degree program; including retaking course work passed during the forgiven semester(s). When forgiveness is granted, all courses (including courses passed) in the forgiven semester are disregarded.
- Once declared, academic forgiveness cannot be revoked.
- The student who has declared academic forgiveness will not be eligible to graduate as an honor student except when approved by the Vice-President for Academic Affairs.
- Should the student transfer from Summit Christian University after taking academic forgiveness, SCU will not guarantee that other institutions will honor the forgiveness agreement.

ACADEMIC INTEGRITY

Summit Christian University upholds the highest standards of honesty. Students are to avoid cheating and plagiarism of materials, to refrain from the use of unauthorized aids on tests and examinations, to refuse to give or receive information on tests and examinations, and to turn in only those assignments that are the results of their own efforts and research. On the other hand, faculty members are to be proactive and educate students regarding plagiarism policies. They are to make every effort to provide the physical conditions that would deter students from cheating.

If students engage in academic dishonesty and/or plagiarism, instructors should assign a penalty or sanction and notify the Vice-President for Academic Affairs by reporting the incident. These officials will assess the penalty or sanction and notify the instructor if the penalty or sanction is unsatisfactory.

If a student disagrees with the penalty or sanction, they can first appeal to the instructor with a written complaint. If the student remains dissatisfied with the decision of the instructor, they can appeal to the Vice-President for Academic Affairs. The ruling of this officer is the final decision of an academic officer. A student can appeal to the President as a final appeal.

GRADUATION POLICIES

Graduation ceremonies are held in the spring (May) and the fall (December) of each year. Students are eligible for graduation upon satisfactory completion of all degree requirements. Students who will have courses that end after the official May or December conferral date will have a conferral date of June, August, or January. Diplomas for students can be expected 12-14 weeks after the conferral dates. Student accounts must be paid in full prior to the release of the diploma.

Graduation Fees

Students must submit a Graduation Application to their assigned advisor. Graduates are charged a non-refundable fee regardless of participation in commencement ceremonies. The deadline for submitting an application is March 1st or October 1st. Any applications received after March 1st or October 1st will be charged a late fee. Refer to Financial Planning for all fees related to graduation.

Participation in Commencement

Although participation is not required, it is the desire of the administration, faculty, and staff that all students take part in the ceremony. Graduation ceremonies are held at the end of the fall and spring semesters or December and May.

Students are permitted to participate in commencement exercises if they are within 9 credit hours of completing their degree requirements:

- They should be enrolled in the remaining 9 credit hours
- Have financial planning in place to pay for the courses
- If completing remaining course work at another institution, student must submit completion of the course work and official transcript to their assigned advisor
- All courses must be completed by the May, June, August, December, or January conferral

ACADEMIC HONORS

Applies to Associate and Bachelor Degrees Only

President's List

Students achieving a 4.0 grade point average during the term are honored by being placed on the President's List for that semester. Students who received an incomplete grade at any point during the semester are not eligible for the President's List.

Dean's List

Students achieving a 3.50-3.99 grade point average during the semester are honored by being placed on the Dean's List for that term. Students who received an incomplete grade at any point during the term are not eligible for the Dean's List.

Graduation Honors

Students earning a 3.90 or above cumulative grade point average (CGPA) are graduated summa cum laude; those earning a CGPA of 3.75-3.89 are graduated magna cum laude; and those earning a CGPA of 3.50-3.74 are graduated cum laude. Honor students will be recognized at commencement. Students who march at commencement with 6 or less credit hours remaining for completion of the degree will have their current CGPA calculated in determining recognition at commencement; however, the diploma and transcripts will reflect the final CGPA.

- The grade point average of a transfer student must meet the above criteria in two ways:
- The average of the student's combined academic work at all institutions, including Summit Christian University, must meet the criteria.
- The average of the student's academic work at Summit Christian University alone must meet the criteria, with no incomplete grades.

PRIOR LEARNING CREDIT

Through a portfolio process, SCU awards credit for learning gained from personal or professional experience, not for experience alone. The award of credit is based on the expert evaluation of SCU faculty with credentials in the academic

discipline the student is petitioning for credit. Prior learning credits are assessed on a pass/fail basis and do not affect the student's GPA. Students who petition for prior learning credit are not guaranteed a credit award. Fees are paid on a per credit hour basis, are assessed when the portfolio is submitted, and are not refundable. The per-credit hour fee assessed covers the cost of administration and evaluation of prior learning credit. Prior learning credit can be earned solely in the academic areas offered at Summit Christian University and listed in the university catalog.

Summit Christian University joins hundreds of postsecondary education institutions who have developed strategies and processes to award college credit for learning gained outside of a typical college classroom through personal and professional training and experience. Through a process called Prior Learning Assessment, SCU faculty evaluate and award credit for this extra-institutional learning when it is considered to be similar in content, depth, and breadth to what the university considers college-level learning. SCU uses the academic standards of The Council for Adult and Experiential Learning (CAEL) which was founded in 1974, and the Southern Association of Colleges and Schools - Commission on Colleges (SACS-COC) in awarding credit to students who document prior experiential learning as a means of receiving college credit. Prior Learning Assessment credit is considered as transfer credit.

Assessment of Credit

The award of credit is based on the expert evaluation of SCU faculty. Typical learning environments that would support the portfolio process would include unaccredited trade, business or professional schools, computer training courses; employer sponsored or facilitated courses/training. Government regulated certifications/licenses (i.e. FEMA) and foreign language proficiencies may also be considered for credit by portfolio.

Prior learning credits are assessed on a pass/fail basis and do not affect the student's GPA. Students who petition for prior learning credit are not guaranteed credit award. Fees are paid on a per credit hour basis, are payable when the portfolio is submitted, and are not refundable. The per-credit hour fee assessed covers the cost of administration and evaluation of prior learning credit. Prior learning credit can be earned solely in the academic areas offered at Summit Christian University and listed in the university catalog.

Students who wish to receive college credit for learning gained through documented learning experiences must first consult with their student adviser to ensure that they have the requisite learning appropriate for the assessment process and that they still need to satisfy elective credits in completing their degree. If they are a candidate for prior learning assessment, they will receive information on completion and submission of the portfolio. Portfolios are submitted to the Vice President Academic Affairs office and take about 4 to 6 weeks to be evaluated and processed.

It is recommended that portfolios be submitted within one year after entering the undergraduate program in order to avoid unnecessary delays in meeting graduation requirements. Such delays may occur when the number of portfolio credits received is less than expected and additional coursework is required.

It is recommended that the student submit their portfolio within one year after entering the undergraduate program in order to avoid unnecessary delays in meeting graduation requirements. Such delays may occur when the number of portfolio credits received is less than expected and additional coursework is required. Students who submit an incomplete portfolio package may experience a delay in their graduation date. Based on the student's expected graduation date, the portfolio submission deadlines are: March 15th for a May graduation; and September 15th for a December graduation.

Assessment Fee

A fee is assessed for each semester hour petitioned. It is important to note that petitioning for prior learning credit does not guarantee that the full number of hours petitioned for will be granted. Awards of credit are based upon evaluation of the applicant's work by a faculty in the particular academic field involved. Portfolio is assessed on a pass or fail basis and does not affect GPA. Portfolio is only available in the same content areas as courses offered at Summit Christian University as outlined in the catalog. Refer to Financial Planning for current fees.

DOUBLE MAJORS

To earn a second major, the student must complete all non-duplicated course requirements of the major including any prerequisites, general education, foundational courses or departmental requirements for each major where applicable. Students interested in a double major should contact their academic advisor. After completion of both majors, a student receives one bachelor degree with 2 separate disciplines.

EARNING A SECOND DEGREE

Students may be permitted to return to study for a second bachelor's degree. Students should contact their academic advisor for specific requirements for completing a second degree. SCU residency hours must be satisfied for each degree earned.

AUDIT POLICY

Summit Christian University does not allow course audits.

Summit Financial Planning

TUITION AND FEE SCHEDULES

Table 11: Undergraduate Costs (Face to Face)

Advantage Tuition	\$300 Credit-Hour
Application Fee (Non-Refundable)	\$50
Course Fee (Per Class)	\$35
Books and Materials	\$25
Graduation Fee	\$80
Assessment of Prior Learning (Per semester hour applied for)	\$65

Associate

First Term	\$3,600.00
Second Term	\$3,600.00
Third Term	\$3,600.00
Fourth Term	\$3,600.00
Fifth Term	\$3,600.00
Total	\$18,000.00

Bachelor

First Term	\$3,600.00
Second Term	\$3,600.00
Third Term	\$3,600.00
Fourth Term	\$3,600.00
Fourth Term	
<u>Fifth Term</u>	<u>\$3,600.00</u>
Total	\$18,000.00

OTHER DIRECT COSTS

Potential costs for education include computer and software (i.e. students need access to the internet and Microsoft Office software such as Word and Excel). Students are required to obtain these items on their own. Discounts for certain software are available as a student of the university.

PAYMENT OPTIONS / PLANS

Employer Reimbursement Plan

If your employer will reimburse tuition costs upon successful completion of the course or semester, you are still responsible for the payment at registration. It may be possible to use reimbursement from completed courses to pay a subsequent term.

Employer Payment Plan

Some employers will cover the costs of tuition and fees at the beginning of the semester (within the first month). A request for a statement must be submitted from the employer (a letter on a company letterhead or the appropriate form with required signatures). The university will provide a listing of all charges to the employer for the employer to pay directly to Summit Christian University.

Other Sources

There are other sources of funding available such as military, vocational rehabilitation, or WIA. If funding for the semester is not available at time of registration students must make alternative financial arrangements with the financial aid office for an educational loan or be prepared with another source of payment.

VISA, MASTERCARD, Money Orders, Cashier Checks, or Personal Checks

Summit Financial Account Policies

TUITION REFUND POLICY

Tuition Refund Policy

Summit Christian University abides by the refund policy established by federal regulations and must complete a form on each student who withdraws. Dropping courses or withdrawing after funds have been received can reduce a student's eligibility for future financial aid. Limitations are placed on the number of semesters grant assistance can be received. The student is personally responsible for any charges incurred that are not covered by scholarships, loans, grants or other approved third-party providers.

The Business Office will calculate refunds from the day the withdrawal form indicating the last day of attendance is submitted to the Office of the Registrar. Unofficial withdrawal will result in 'F' grades in all courses, and any financial aid disbursed may be subject to repayment by the student. According to federal regulations, any student who owes a repayment on grants previously received or is in default on a loan is ineligible to receive additional financial aid. A student, however, is due a full refund for any course that is cancelled by Summit Christian University.

Tuition refund schedule:

- 1st Week – Full tuition reimbursement (Fees are not reimbursed)
- 2nd Week – 50% tuition reimbursement (Fees are not reimbursed)
- 3rd Week – No tuition reimbursement (Fees are not reimbursed)
- 4th Week – No tuition reimbursement (Fees are not reimbursed)
- 5th Week - No tuition reimbursement (Fees are not reimbursed)

Financial Aid

TYPES OF FINANCIAL ASSISTANCE

Employee Reimbursement

If available, benefits may vary by employer. Students and applicants are both encouraged to visit their company personnel office to explore this potential source of financial assistance.

Summit Student Services

Summit Christian University is student-centered and offers a variety of programs to demonstrate its interest in student success. This interest encompasses retention, welfare, growth, and development in all dimensions of student life. Mid-Continent is committed to excellence in the integration of classroom and non-classroom activities to ensure a supportive living/learning environment for the whole student. The guiding concepts of the Summit Christian University student services effort are:

The University is based on Points of Growth and Excellence that guide students to healthy individual and educational growth and development. The Cardinal Points give students clear direction and a pathway to that growth and awareness. People mature and grow differently, but the areas of growth remain the same.

Spiritual Growth – Tapping into a person’s spiritual strength to develop character and caring in a world torn and mangled.

Emotional Health – Developing one’s creativity enhances the emotional well-being. Students are encouraged to use their creative skills constructively to become stronger and healthier emotionally.

Physically Fit – Taking care of the vessel that we call the body is instructed in scriptures. We provide an environment of healthy choices for students to make better decisions about how they treat the vessel.

Psychological Wellness – The stress of academic practices and deadlines plays havoc on students of all ages. We want students to develop healthy coping skills to appropriately deal with the rigors of college.

Socially Sound – The college experience is a time of developing new and lifelong relationships. We want an environment that has the traditions and memories for these relationships to be strong and long lasting.

Core Values

Biblical Training	Respect
Educational Excellence	Diversity
Student-Centered	Entrepreneurship
Lifelong Learning	Access
Service	Partnership

Sustainability

Student services for the **Summit** are administered by the Office of Student Services. This office works collaboratively with academic personnel to provide the best possible environment for learning, as well as opportunities for personal growth and development.

PUBLICATIONS

Including this document, Summit Christian University may readily publish/update handbooks, materials, and supplements; each to provide important information intended specifically for students participating in **The Summit**. SCU Students should read these materials as provided and/or updated, to remain as up-to-date as possible regarding policy and procedure while they attend Summit Christian University.

INCLEMENT WEATHER NOTICES

The decision to cancel classes due to inclement weather will be made the day of the potential cancellation, by 3:00 PM CST. Please note that SCU's ability to communicate a cancellation announcement may also be subject to conditions of weather. As such, in an event where there is significantly severe weather without an accompanying cancellation announcement; Summit Christian University requests that students utilize their best judgment while giving consideration to one's safety and well-being first.

Class cancellations may be announced online at www.summitchristianU.org. A public announcement will also be made on local radio and TV stations, if possible.

ORIENTATION AND RE-REGISTRATION

Orientation is normally held one week before a new cohort begins. Curriculum materials, books, and assignments for the first semester are provided. Fees for books and materials, as well as the first semester's tuition, must be paid at this time (see also Adult Learner Financial Planning). Re-registrations are held within the last module prior to the start of the next term. Again, curriculum materials, books, and assignments are provided. The Registration Team consisting of the assigned Academic Advisor, Financial Aid Counselor, and Registration Officer will bring all items needed to register the students. The Team will arrive at approximately 4:30 p.m. to begin re-registering students prior to class.

END OF MODULE AND END OF TERM SURVEYS

At the end of each module, students are asked to fill out an end-of-course survey, provided by the **Summit Academic Affairs** office. Students are asked to evaluate the curriculum, the facilitator, and the services provided by Summit Christian University.

The surveys are read and compiled by the *Director of Academic Services*. Each survey identifies the program and class group, the module and the facilitator. Individual students can choose to remain anonymous. The purpose of the survey is to give the opportunity for the student to participate in the process of curriculum and faculty improvement. At the end of each term, students complete an evaluation of the program. The intent of this survey is not to evaluate individual modules or facilitators, but rather to give an opportunity to respond to overall administrative issues. These surveys are tabulated to give the **Summit** administrative team an opportunity to maximize the quality of services provided.

STUDENT COMPLAINT POLICY

A student who feels a decision by a university representative is unfair may communicate to the *Vice President*

Academic Affairs, who will assist the student with the appropriate protocol.

CLASS LEADERSHIP SERVICE OPPORTUNITIES

During the first course, a class representative and chaplain are selected for each cohort. These positions provide student representation that enhances the quality of the educational experience.

CLASS REPRESENTATIVE

The class representative carries out liaison responsibilities between the class and **Summit** support personnel. These duties include welcoming and introducing new or drop-in cohort members, supervising and collecting facilitator evaluations at the end of the course, communicating cohort group needs and concerns, serving as an emergency contact when unusual circumstances arise, such as inclement weather, distributing information and materials from the school to the cohort group, and any group concerns to **Academic Affairs Office**.

CHAPLAIN

The chaplain will provide spiritual support and leadership to the cohort group. The chaplain will lead a brief devotion followed by prayer requests and prayer. These activities should take place prior to the class and allows an opportunity to lift one another spiritually through support and prayer. Candidates eligible for chaplaincy will be born-again Christians, active in their church, and be persons of prayer. Responsibilities include: being available; establishing trust; being a good listener; maintaining confidences; expressing God's grace, mercy and love; and sharing appropriate scripture. The class chaplain may also be called on to assist Summit Christian University and/or the class representative in notifying students of class changes, cancellations, etc.

CAMPUS CRIME STATISTICS

This report is made in accordance with the requirements of Title II of Public Law 101-542, Crime Awareness and Campus Security Act of 1990 and in compliance with the Michael Minger Act. There have been 0 incidences of crime at off campus locations during the 2010-2011 school year. There was one burglary on campus. For more information visit the following link to the security information on our website: www.summitchristianu.org.

VOTER REGISTRATION

All students can obtain the voter registration forms from the Registrar's Office. Further, students may also go to <http://www.state.ky.us/agencies/sbe/sbehome.htm>, where one can directly register online.