



CATALOG

2018-2020

(Revision Completed March 2019)

This catalog is effective at the beginning of the fall term 2018 and expires the spring term of August 2025

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PREFACE

The catalog provides students with the best information available concerning the University and its programs at the time of publication. While every effort is made to provide accurate and up to date information, the University reserves the right to change without notice statements in the catalog regarding policies, academic offerings, standards of conduct, and charges for tuition, fees, and room and board. Since the University continually modifies and improves the curriculum to meet the needs of students, the catalog serves not only as a guide, but as an agreement between the student and Summit Christian University. Students who are admitted to Summit Christian University agree to abide by the University policies and codes of conduct.

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 seven years old. A student who enrolls after an absence of two 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 seven years old. Any student who has not graduated within seven 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. Summit Christian University always welcomes suggestions for improving this publication.

Summit Christian University is an equal opportunity educational institution. The University does not discriminate on the basis of 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.

ABOUT SUMMIT CHRISTIAN UNIVERSITY

The University is comprised of two 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 is located in western Kentucky's four rivers area and the Land-Between-the-Lakes region. We are ideally located to service the four state areas of Illinois, Missouri, Tennessee, and Kentucky. Visitors are enthusiastically welcomed at SCU and encouraged to tour the campus, visit the various departments, and talk with faculty, staff, and students. Special tours or specific appointments with faculty or administrators may be arranged by calling the Office of Admissions or contacting us through our website at www.summitchristianU.org.

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

MISSION STATEMENT

Our 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.

HISTORICAL SKETCH

Summit Christian University began operations on March 27, 2016 in Mayfield, Kentucky. The former Christian college in Mayfield, Mid-Continent University, ceased to offer educational services to the region on June 30, 2014. In November of 2014, a group of former professors and a local businessman met to determine that the need for a Christian university in the region was real and necessary for students to have a choice. Thus, work began through research and meetings with pastors, local government, and business leaders to make the idea into a reality. Offices opened on SR 1241 in October of 2016 and classes began meeting at Community Fellowship Baptist Church on February 27, 2017. Soon after classes began, the offices moved to 118 W. South St. The leaders at SCU understood the importance of working with the other two colleges in the region to help make all of them successful. They also understood the importance of increasing the visibility in the region for a sustainable and successful operation for years to come.

ACCREDITATION AND AFFILIATIONS

- Summit Christian University is currently not accredited.
- Licensed by the Kentucky Council of Postsecondary Education to grant associate and baccalaureate degrees.

Degrees Conferred: Bachelor of Science and Associate of Science

Published by Summit Christian University, 118 W. South St. Mayfield, Kentucky 42066.

The contents of this publication are subject to change. Anyone desiring current information and data should contact the appropriate representative of Summit Christian University for accurate and up-to-date information.

Summit Christian University reserves the right to modify or change any rule, regulation, fee, or policy stated herein. This reservation includes, but is not limited to, the right to modify or change any academic program, subject to any limitations imposed by state law.

NOTE: For additional policies, procedures, and information, faculty, staff, and students are advised to consult all official college publications, such as the *Employee Handbook* and *Summit Student Handbook*. It is the responsibility of each faculty member, each staff member, and each student to be aware of and comply with these policies and procedures.

SUMMIT CHRISTIAN UNIVERSITY GENERAL STUDENT INFORMATION

GENERAL EDUCATION COMPETENCIES

To achieve its mission, Summit Christian University has established the following General Education Competencies. Graduates of Summit Christian University will be able to:

- Use critical thinking skills as a guide for belief and action in their lives.
- Articulate a Christian worldview as it relates to their faith, learning and living.
- Demonstrate competency in information literacy.
- Demonstrate competency in written communication.

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 learning resource 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

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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 Summit Christian University. Since writing facilitates learning, every course includes some form of writing assignment and feedback from the instructor.

RESIDENCY REQUIREMENT

Residency credit is academic credit from coursework completed through Summit Christian University (SCU). Credit accepted in transfer from another accredited college or university, Advanced Placement (AP), American Council on Education (ACE), non-credit to credit articulations, military and CLEP/DSST credits earned do not apply toward SCU's residency requirements. To receive a Summit Christian University degree, the following must be earned through coursework completed at SCU:

- **Associate of Science Degree***
 - A minimum of 15 semester credits*
- **Bachelor Degrees***
 - A minimum of 30 semester credits*
 - **Within a major**

*In compliance with the Kentucky Council on Postsecondary Education "25% guideline" for undergraduate and associate degree requirements.

COMPUTER ACCESSIBILITY

Summit Christian University believes that every student who graduates should be computer literate. Since each learning site provides access to the Internet, students are encouraged to purchase computers prior to starting their first class at Summit Christian University. Off-campus students must have access to a computer.

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.

PRIVACY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA), as amended, afford 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 University 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

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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, classification, participation in officially recognized activities, 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 session 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 University Registrar's Office.

NOTE: The University discloses student data information, as mandated by law, to outside federal and state agencies for required reports and/or audit information.

CHANGE IN STUDENT INFORMATION

A student who has a name, social security number and/or address change is expected to notify the Registrar's Office and provide requested documentation. The student will be held responsible for any communication from Summit Christian University 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

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communication. The [Name/Address Change Form](#) is located on the Summit Christian University website.

TRANSCRIPTS

A graduate of Summit Christian University may receive two 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 each official copy of a transcript is \$5.00. The cost for each transcript faxed to another institution or an on-demand official transcript 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](#) is located on the Summit Christian University website. Transcripts will not be emailed to recipient.

Summit Christian University 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 released.

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 less than 30 semester hours of earned credit are classified as freshmen; students having 31 to 59 semester hours of earned credit are classified as sophomores; students having 60 to 89 semester hours of earned credit are classified as juniors; and students who have a minimum of 90 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 Summit Christian University for the transfer of credit; and
- non-degree, for students who are not seeking a degree.

All students must comply with Summit Christian University's policies, regardless of classification.

NONTRADITIONAL TRANSFER CREDIT

Advanced Placement Examinations (AP)

A high school graduate who has taken Advanced Placement Examinations conducted by the College Entrance Examination Board and passed with a score of 3, 4, or 5 may receive University credit. Student must submit an official AP exam score. Credit awarded will be treated as transfer credit and will count toward graduation if it is applicable to a degree program.

American Council on Education Credit (ACE)

The American Council on Education (ACE)'s College Credit Recommendation Service connects workplace and non-traditional learning with colleges and universities by helping adults gain access to academic credit for formal courses and examinations taken outside traditional degree programs. Examples include corporations, labor unions, professional and volunteer associations, schools, training suppliers, and government agencies. Students who wish to apply ACE credit to their degree program must submit an official ACE transcript for evaluation. ACE credit will be treated as transfer credit and may count toward graduation if it is applicable to a degree program.

College-Level Examinations Program (CLEP) and Subject Standardized Tests (DSST)

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Testing Policy

Summit Christian University will accept applicable credits for students who score at or above SCU established levels on specified CLEP and DSST tests. Scores for granting credit are determined by the SCU Faculty, with consideration given to the recommended scores by the American Council on Education (ACE). Credit received will be treated as transfer credit and will count toward graduation as applicable. Information about specific CLEP and DSST equivalents and scores as well as testing policies and procedures may be obtained from the Registrar's office, or student advisor.

The following conditions apply for CLEP/DSST tests:

1. A student may not receive credit by examination for a course in which he or she has been registered at SCU and received a D, F, W, WF or Incomplete.
2. Exam credits will not apply to the residency requirements for graduation.
3. A student may not receive credit by examination for a subject in which the student is currently attending or has already successfully completed a higher-level course or test. For example, a student may not receive credit for Beginning Spanish Level II, and then receive credit for a subsequently taken test in Beginning Spanish Level I. In other words, there must be an upward educational progression in courses that are considered sequential in nature.
4. A student may not receive credit for an examination after already receiving credit for completion of an equivalent course or test. For example, a student may not receive credit for a standard, classroom-type English Composition course and then receive credit for a CLEP test for English Composition. This policy is intended to prevent duplicate credit for specific courses, not general areas of study.
5. A student must pay any special exam fees prior to taking the exam.

Credit for Military Service

Active duty personnel and veterans may receive undergraduate credit for basic training and other formal educational experience gained while serving in the U.S. Armed Forces. Credit awarded will be treated as transfer credit and will count toward graduation if it is applicable to a degree program. Veterans must submit a certified original JST transcript, or other documentation of their experience, to receive credit. To evaluate credit, the University utilizes the Guide to the Evaluation of Educational Experiences in the Armed Services.

Noncredit to Credit

SCU recognizes that skills gained professionally, on the job and through other non-credit professional or academic training, may be equivalent to academic credit. Where appropriate, SCU will evaluate the training of an organization, corporation or unaccredited academic institution for the purpose of awarding academic credit.

SCU faculty members that are qualified in the noncredit discipline evaluate the noncredit curriculum, training materials, and learning are to determine academic credit award, if appropriate. Only the college level content of noncredit learning is articulated for credit. Non-academic content is defined as that which lacks college level theory and/or principles. Students who wish to receive credit for noncredit learning will be expected to provide official documentation of completion of the noncredit learning or training, and to complete a Learning Outcomes Form (Faculty Handbook) articulating the learning gained.

SCU evaluates noncredit learning in compliance with the Southern Association of Colleges and Schools – Council on Colleges (SACS-COC) accreditation standards, the Council on Adult Experiential Learning (CAEL), and the American Council on Education (ACE). The University awards credit for noncredit learning based on the learning, not the experience.

SCU awards credit for noncredit training that closely matches the learning outcomes of SCU courses and is evaluated by qualified faculty and recorded in an Articulation Agreement. A student who has completed noncredit training from the organization, corporation or institution may petition for academic credit using the articulation agreement between SCU and the organization. The evaluation of noncredit learning is available to enrolled, degree seeking students only and credit is applicable only if it applies directly to

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student's degree.

Articulated noncredit learning may be accepted by SCU toward elective credit requirements only. Only the credit hours awarded will be recorded on the student's transcript.

DEPARTMENTAL CHALLENGE EXAMINATION

A student must be currently enrolled at Summit Christian University to take a departmental challenge examination. The student's advisor, the chairman of the department offering the course, and the dean of the college in which the student is enrolled, must approve all applications for departmental challenge examinations. A department may adopt a standardized examination available from outside the University or develop a departmental proficiency examination that may be oral, written, or both. Students can check with each department chair or the dean of the college. Students desiring to receive credit by departmental challenge must initiate the procedure through the Registrar's Office. Prior to the testing date the student must meet all costs connected with a particular examination. Applications for such credit in a particular course may be initiated only once. Departmental challenge credit may not be used as a repeat of a course taken earlier. A grade received in a regular course may not be changed by departmental challenge examination.

COURSE NUMBERS

Undergraduate courses are numbered 100-400. Those numbered 100 are freshman level, 200 are sophomore level, 300 are junior level, and those numbered 400 are advanced courses and are open only to juniors and seniors. Students may take upper level courses with a waiver from the appropriate academic authority (Department Chair or Academic VP). Courses are added, revised, or withdrawn from time to time to keep the educational program current. Emphasis and activity are denoted in the course descriptions and are subject to change.

A system of numbering courses in a college or department is essential for an orderly progression of students from a lower to an advanced course so that the levels of difficulty can be met with minimum complications.

COURSE AND POLICY CHANGES

Summit Christian University 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.

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 information:

- **Health Risks** – The use of certain products is known to be detrimental to 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 fines 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. Penalties can include loss of financial aid eligibility.

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- Available Resources – Any student or employee who believes they have a substance abuse or alcohol abuse problem may seek counseling and assistance by contacting the Dean of Students or other University official. They also may contact local assistance agencies that are available in telephone directories and through the local county health department.

ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

Statement of Intent

Summit Christian University is committed to providing a working and learning environment that is free from sexual misconduct, which includes sexual harassment, sexual assault and non-consensual sexual contact, and according to recent additions this also includes domestic violence, dating violence, and stalking. Sexual assault is a criminal offense. Summit Christian University realizes colleges cannot and should not hold themselves as an alternative to the criminal justice system. Summit Christian University is committed to the highest standards of Biblical conduct, intentional covenant and Christian Community.

With that commitment in mind, it is the policy of the University that sexual misconduct in any form will not be tolerated. Summit Christian University prohibits harassment and intimidation on the basis of one's gender, race, color, religion, or national origin. Any employee or student of Summit Christian University found in violation of this policy will be subject to disciplinary action by the university. This policy applies to all college-related activities both on and off campus.

The purpose of this policy is to reaffirm the University's commitment to respect the individual and to enhance the University community's level of consciousness regarding what constitutes harassment, sexual or otherwise. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the University's educational mission. In particular, the policy does not limit classroom teaching concerning sexual topics legitimately related to the content or purposes of a course, even though such topics may elicit discomfort in a class member. Nor is this policy intended to limit scholarly research, publication, or public speaking on gender-related topics. Furthermore, it is the intent of this policy to affirmatively raise the subject of sexual and other harassment, to prohibit 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.

This policy applies to visitors, management and non-management employees, vendors, and others with whom the university has a relationship.

In compliance to the procedural requirements pertaining to Sexual Harassment and Sexual Violence as required by the Office of Civil Rights, there must be 1) a dissemination of a notice of nondiscrimination, 2) a designated employee as Coordinator of Title IX, and 3) adoption of a grievance procedure providing for prompt and equitable resolution of student and employee sex discrimination complaints. In accordance, this information will be available to students through the Student Handbook, The **SUMMIT** Student Handbook, and the Employee Handbook in both hard copy and digital form. Any inquiries about the application of Title IX should be directed to the Title IX Coordinator, Dr. D. Keith Roach whose email address is kroach@summitchristianU.org. The grievance procedures for sexual harassment, discrimination and violence are described in the following pages. This policy meets and exceeds the requirements as designated by the Office of Civil Rights.

General Information

Summit Christian University employees, at all levels, are responsible for taking reasonable and necessary action to prevent, address and report sexual misconduct as permissible by their professional guidelines (which are based on the capacity in which they were hired by the University). For example, counselors in the Summit Christian University Counseling Center are exempt from reporting, but an employee who has a degree in counseling, and is hired by the University in a different capacity, is still required to report. Incidences of sexual harassment and sexual assault involving students must be reported to the Title IX Coordinator.

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All members of the University community are required to comply with the policy and procedures outlined to address complaints. In addition to the procedures outlined herein, discrimination and harassment complaints may be filed with the U.S. Equal Employment Opportunity Commission or U.S. Department of Education, Office for Civil Rights. Any complaint of sexual harassment filed under the University's policy shall be processed even if the complainant also files a complaint or suit with an outside agency, U.S. Equal Employment Opportunity Commission or U.S. Department of Education, Office for Civil Rights. Retaliation against anyone who makes a complaint or participates in the complaint process will not be tolerated.

The University will:

1. respond to every complaint of harassment reported within a timely manner,
2. take immediate action to provide remedies when harassment is discovered,
3. impose appropriate sanctions on offenders in a case-by-case manner, and
4. protect the privacy of all those involved in harassment complaints to the extent it is possible.

The above actions will apply to the extent permitted by law or where personal safety is not an issue.

Definition of Terms and Examples

Sexual Misconduct

Sexual misconduct includes any non-consensual behavior of a sexual nature. Such behaviors could be committed by force, intimidation or use of victim's incapacity (physical, mental or through use of drugs or alcohol). Sexual misconduct includes behaviors such as:

1. Sexual Harassment
2. Sexual Assault
 - a. Non-Consensual Sexual Activity or Contact
 - b. Forced Sexual Activity or Contact
3. Sexual Exploitation

Sexual Harassment

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Types of sexual harassment include:

1. Quid Pro Quo: Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience.
2. Retaliatory: Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual. This can also include retaliating against the victim by the accused or by the accused's friends or others who are sympathetic to the accused. In addition, retaliation directed toward a 3rd party due to their participation in a grievance process or for supporting a grievant may be retaliatory harassment.
3. Hostile Environment: Such conduct is sufficiently severe, pervasive and persistent so as to alter the conditions of, or have the effect of substantially interfering with, an individual's educational opportunity by creating an intimidating, hostile, or offensive environment.

Sexual Assault

Sexual assault is defined as sexual intercourse or sexual contact with another person by forcible compulsion (such as coercion) and/or without consent. Absence of protest is not consent. Acts of sexual assault include rape, oral or anal intercourse, and other sexual acts not involving intercourse to which participants are not both consenting.

Domestic Violence

Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

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Dating Violence

Violence committed by a person:

1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. the length of the relationship.
 - b. the type of the relationship.
 - c. the frequency of interaction between the persons involved in the relationship.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

1. Fear for his or her safety or the safety of others; or
2. Suffer substantial emotional distress.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

Coercion is unreasonable pressure for sexual activity.

Sexual Exploitation

Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include:

1. Invasion of sexual privacy.
2. Non-consensual video or audiotaping of sexual activity.
3. Going beyond the boundaries of consent (such as letting friends view you having consensual sex without the other party knowing).
4. Sexually based stalking and/or bullying.
5. Engaging in voyeurism.
6. Knowingly transmitting an STI or HIV to another student.

Consent

Consent is an active giving of permission to engage in activity. Consent is clear, knowing and voluntary. Consent may be given through words or actions. Silence should not be interpreted as consent. Absence of protest is not consent. Previous history does not imply consent for future activity. Likewise, consent to one activity does not imply consent to another. Consent cannot be given under pressure, force, threats, intimidation, coercion or while incapacitated due to influence of alcohol and/or drugs. In order to give consent, one must be of legal age and not incapacitated mentally or physically.

Lack of consent occurs when:

1. A person is forced to submit.

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2. The person does not expressly or implicitly agree with the accused person's conduct under circumstances other than forcible compulsion or incapacity to consent.
3. A person is deemed to be incapable of consenting if he/she is less than 16 years old, is mentally challenged, suffers from mental illness, or is physically helpless or is totally incapacitated.
4. A person is rendered temporarily incapable of appraising or controlling his/her conduct as a result of a controlled or intoxicating substance administered to him/her with or without consent.
5. A person is unable to consent when he/she is unconscious, or for any other reason is physically unable to communicate unwillingness to act.

Incapacitation

Incapacitation is a state where an individual cannot make a rational or reasonable decision because he/she lacks the ability or information to understand the sexual interaction to the fullest extent. Incapacitation can result from mental or physical disabilities, drug or alcohol use, physical restraints, date-rape drugs, or anything that affects the individual's ability to make a clear and informed decision. Incapacitation occurs anytime sexual activity takes place where the alleged victim does not understand the who, what, when, where, why and how.

Examples of Sexual Misconduct

Examples of conduct prohibited by this policy include, but are not limited to:

1. direct or implied threats that submission to sexual advances or rejection of sexual advances will be a condition of employment, work status or assignments, promotion, grades, letters of recommendation, salary, academic standing, or receipt of financial aid;
2. persistent unwelcome flirtation, advances and/or propositions of a sexual nature, intimidating conduct which exerts pressure for sexual favors, including inappropriate behavior or offensive advances (e.g., sexual propositions when the other person has made it clear that they are not interested) without threat of punishment for noncompliance and without promise of reward for compliance;
3. repeated insults, humor, jokes, and/or stories that belittle or demean an individual's or group's gender, race, color, religion, or national origin, and physical conduct or verbal innuendo which, because of one's gender, race, color, religion, or national origin creates an intimidating, hostile, or offensive environment;
4. repeated unwelcome comments of a sexual nature about an individual's body or clothing;
5. a pattern of conduct in class, in the workplace, or in the general campus environment that a reasonable person would identify as creating a sexist atmosphere; that is, an atmosphere that demeans or oppresses people simply by virtue of their gender. Examples of such patterns of conduct might include persistent denigration of women or men through sexist humor or remarks, assignment according to gender of tasks that are not gender-specific, or other activities that, by alienating or discouraging members of one sex, tend to impair their academic or professional performance or their ability to function within the community (e.g., hanging of signs which depict women/men in a derogatory manner, yelling sexist remarks from windows as women/men walk by);
6. behavior that would cause discomfort or humiliate a reasonable person through one or more of the following:
 - a. inappropriate touching, patting, pinching, unwanted hugging, or brushing against a person's body,
 - b. remarks of a sexual nature about a person's clothing or body,
 - c. remarks about sexual activity or speculation about previous sexual experience or sexual orientation, or other sexually suggestive remarks or insults.

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Confidentiality and Reporting

If you are the victim of sexual misconduct or aware of such an instance, we highly encourage you to report that instance so that we may help and offer resources. There are several policies surrounding confidentiality of which you should be aware when choosing a reporting avenue.

Certain staff members are not required to share your personally identifiable details with anyone unless there is a concern for your safety or the safety of others. Other staff members may be required to share your information with a limited group of campus officials. In these cases, your information will be shared with as few people as possible and every effort will be made to maintain your privacy. If you are unsure of a staff or faculty member's reporting requirement, please ask.

Confidential Reporting

If you would like the details of the report to be kept confidential, you may report the incident to any counselors or health care providers at the Summit Christian University Counseling Center. These staff members will not and cannot report any information about the assault without your consent unless the information relates to clear and imminent danger to an individual.

You may also contact the local **Rape Crisis Center** 1-800-656-4673.

Private Reporting

Other resources are available to offer support for sexual misconduct issues as well. Faculty and staff can help direct you to these resources and offer helpful information. If you report to a faculty member, staff member, Campus Safety Officer, student staff member (RA or RD), they are required to share that information with those individuals who are trained in sexual misconduct issues. Your information will be shared with as few people as possible and every effort will be made to keep the details private to the fullest extent possible.

Local Law Enforcement

You may also report to the Kentucky State Police Department. They can be reached via 911 or by calling 270-856-3721. They can assist in filing civil charges. Sexual assault is a criminal offense. Summit Christian University realizes colleges cannot and should not hold themselves as an alternative to the criminal justice system.

Federal Statistical Reporting Obligations

Campus officials have a duty to report sexual misconduct for federal statistical reporting purposes. All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location for publication in the annual Campus Security Report.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that college administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

Parental Notification

Summit Christian University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under

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age 21 of alcohol and/or drug policy violations. Where a student is non-dependent, the University will contact parents/guardians to inform them of situations in which there is a health and/or safety risk. The University also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

The Investigation and Resolution Process

Summit Christian University has adopted procedures to promptly and fairly address concerns and complaints about sexual harassment. Summit Christian University encourages the reporting of sexual assaults as it may be necessary to give the University opportunity to take action. Complaints may be submitted informally or formally. If a complaint implicates or involves both this policy and any other University complaint or grievance policy or procedure, the University may, in its discretion, suspend the procedures to other complaints or grievance policies pending completion of the sexual harassment complaint process. The complaint process is not to exceed 60 days from the time of the complaint.

The standard of proof as recommended by the Office of Civil Rights used in sexual misconduct hearings will be Preponderance of Evidence or, more likely than not, that the violation did/did not occur.

Summit Christian University encourages the reporting of sexual assaults to the appropriate University officials, as reporting is the only way the University can take action against the accused assailant.

Investigation of Complaints

Responsibility for the investigation and adjudication of alleged student harassment by another student may be handled using an Investigator Model. In this model an investigator(s) serves as a neutral fact-finder who will interview the complainant, the accused, and witnesses, and gather any other evidence as necessary. The interviews will then be compiled into a report which will be passed on to the President who will make a determination of charges and schedule a hearing. The President will then pass the report on to the Disciplinary Committee (designated by the President of the University) who will decide responsibility. The investigator, complainant and accused will be present at the hearing to present evidence and give testimony. A due process approach, outlined in the federal government's Title IX regulations implemented in August 2020, will be maintained during the hearing.

Sanctions

Any student found responsible for violating any element of the Sexual Misconduct Policy will likely receive a sanction ranging from warning to expulsion. Sanctions will be determined based on the severity of the incident and taking into account any previous campus conduct code violations.

Appeals Process

1. All decisions of an accountability hearing, except administrative settlements, may be appealed.
2. Requests for appeal must be initiated in writing within 48 hours of the decision and must state the reason for the appeal. The student may or may not be granted a hearing during the appeal process.
3. All appeals will be heard by the Dean of Students or his/her designee.

Student Rights

Complainant and Accused Rights:

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators;
- The right to have complaints of sexual misconduct responded to quickly and with sensitivity;
- The right to be treated with respect by college officials;
- The right to preservation of confidentiality, to the extent possible and allowed by law;
- The right to a hearing closed to the public;
- The right to petition that any member of the Disciplinary Committee be removed on the basis of demonstrated bias;

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- The right to an accountability board comprised of representatives of both genders;
- The right to have complaints heard by accountability officers who have received annual sexual misconduct adjudication training;
- The right to be fully informed of Student Code of Conduct and Disciplinary Committee policies and procedures as well as the nature and extent of all alleged violations contained within the complaint;
- The right to bring an advocate or advisor to all phases of the investigation and campus accountability proceeding. The advisor may not take part directly in the hearing itself, though they may communicate with the student as necessary;
- The right to present relevant witnesses to the campus Disciplinary Committee;
- The right to have the college compel the presence of student, faculty and staff witnesses, and the right to ask questions, directly or indirectly, of witnesses (including the accused), and the right to challenge documentary evidence;
- The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused student for compelling safety reasons;
- The right to review all documentary evidence available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law, at least 48 hours prior to the hearing;
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to make an impact statement at the Disciplinary Committee proceeding and to have that statement considered by the board in determining its sanction;
- The right to a campus accountability outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to appeal the finding and sanction of the Disciplinary Committee, in accordance with the standards for appeal;
- The right to a fundamentally fair hearing, as defined in these procedures;
- The right to have college policies and procedures followed without material deviation.

Complainant Rights

- The right not to be discouraged by college officials from reporting an assault to both on-campus and off-campus authorities;
- The right to be informed by college officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim's desire;
- The right to be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community;
- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
 - Change of an on-campus student's housing to a different on-campus location;
 - Assistance from college support staff in completing the relocation;
 - Arranging to dissolve a housing contract and pro-rating a refund;
 - Exam (paper, assignment) rescheduling;
 - Taking an incomplete in a class;
 - Transferring class sections;
 - Temporary withdrawal;
 - Alternative course completion options;

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- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing.
- The right not to have any complaint of sexual assault mediated (as opposed to adjudicated);
- The right to a campus restraining order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others;
- The right to give testimony in a campus hearing by means other than being in the same room with the accused student (closed circuit live audio/video);
- The right to be present for all testimony given and evidence presented before the Disciplinary Committee;
- The right to be informed of the outcome and sanction (if the accused is found responsible).

Accused Rights

- The right to be informed of and have access to campus resources for medical, counseling, and advisory services;
- The right to be fully informed of the nature, rules and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;
- The right to an accountability hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation;
- The right to written notice of the outcome and sanction of the hearing.

Jurisdiction

These policies apply to any student, staff and employee of Summit Christian University and are not affected by the location in which the sexual misconduct incident occurs.

Statute of Limitations

There is no statute of limitations on reporting sexual misconduct. However, please be aware that services may be the most effective when incidents are reported immediately.

Criteria for Policy Assessment

Amendments to Policy and/or Procedures

The University reserves the right to modify and/or amend any or all of this policy outlined herein at any time, in its sole discretion. In the event the University determines that circumstances warrant modification/amendment of any part of this policy, timely notice of same shall be delivered, in writing, to all relevant and affected parties.

Dissemination of Policy

This policy will be available to all employees and students.

Copies of the complete Harassment/Sexual Harassment Policies are available in the following publications:

- The Student Handbook
- The Employee Handbook
- The *SUMMIT* Student Handbook

What to do if you are Victim of Sexual Misconduct

If you or someone you know sexual assault, the following procedures are encouraged:

1. Go to a safe place.
2. Call someone whom you trust.

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3. Please consider seeing a medical professional. There are many benefits from doing so. Seek medical care at an emergency room or hospital of your choice. It is important to have a medical exam to check for physical injuries and disease, to dispense pregnancy information and prophylaxis if necessary, and to collect evidence should you decide to prosecute. If you are planning on filing a criminal complaint, the medical exam must be done within 72 hours of the assault. You may have the exam and then decide not to prosecute. Jackson Purchase Medical Center is an area hospital that you may contact.
4. If you want to prosecute, there are steps you can take to help preserve evidence. You should avoid changing clothes, bathing, douching, urinating or defecating before arriving at the ER. Urine samples will be necessary to test for any date rape drugs. Do bring extra clothes with you, as clothing may be held as evidence. Get in contact with:
 - a. a good friend or family member;
 - b. Title IX Coordinator.
 - c. Campus Safety 270-727-9929;
 - d. Rape Crisis Center 800-656-4673.

It may be helpful to ask for someone you trust or a staff member from Summit Christian University to go with you. We encourage you to report assault to campus authorities, so we may provide you with support, assistance and resources.

What to Expect

1. If you contact a member of campus life:
 - a. An investigation conducted by the Title IX Coordinator may begin if the individual so chooses or if the incident suggests there is an ongoing threat to the campus community.
 - b. An investigation does not mean that your personal identity will be revealed to the campus community nor does it mean that you would ever have to come face to face with the accused.
 - c. If the accused is a member of the campus community, the President can order the accused to cease and desist from any intentional contact, direct or indirect, with you.
 - d. You will also be given the opportunity to contact the Summit Christian University Counseling Center or another agency in the community such as the Mayfield Rape Crisis Center.
2. If you contact campus safety:
 - a. If you are on campus and feel unsafe, the officer can escort you to a secure, on-campus location.
 - b. The officer will notify the Title IX Coordinator and President that the incident has occurred.
 - c. You may be contacted by the Title IX Coordinator regarding the incident.
 - d. An investigation conducted by the Title IX Coordinator may begin if the survivor so chooses or if the incident suggests there is an ongoing threat to the campus community.
 - e. An investigation does not mean that your personal identity will be revealed to the campus community nor does it mean that you would ever have to come face-to-face with the accused.
 - f. You will also be given the opportunity to contact a Counseling Center or another agency in the community such as the Lotus Crisis Center.
3. If you contact the Summit Christian University for a Counseling Center:
 - A counselor will meet with you and provide mental and emotional support.
 - The counselor will not share any information of the incident with law enforcement or a member of the Summit Christian University community without the consent of the individual unless there is a clear threat to other members of the Summit Christian University community, or the individual makes statements of a suicidal/homicidal nature.
 - The counselor will explain reporting options and support you in whatever decision you make regarding reporting or not reporting.

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- If you choose to file a report with the Title IX Coordinator, Dean of Students or law enforcement, the counselor may accompany you and support you through the process if you so desire.
4. If you contact a member of the Summit Christian University faculty:
 - The faculty member will contact the Title IX Coordinator and President.
 - You may be contacted by the Title IX Coordinator regarding the incident.
 - An investigation conducted by the Title IX Coordinator may begin if the individual so chooses or if the incident suggests there is an ongoing threat to the campus community. An investigation does not mean that your personal identity will be revealed to the campus community nor does it mean that you would ever have to come face to face with the accused.
 - If the accused is a member of the campus community, the Dean of Students can order the accused to cease and desist from any intentional contact, direct or indirect, with you.
 - You will also be given the opportunity to contact the Summit Christian University Counseling Center or another agency in the community such as the Mayfield Rape Crisis Center.
 5. If you contact Kentucky State Police:
 - An officer from KSP will meet you on campus to discuss the incident and create a report.
 - The police will contact the Dean of Students to let him/her know that they are on campus.
 - You may be contacted by the Title IX Coordinator regarding the incident.
 - An investigation conducted by the Title IX Coordinator may begin if the individual so chooses or if the incident suggests there is an ongoing threat to the campus community. An investigation does not mean that your personal identity will be revealed to the campus community nor does it mean that you would ever have to come face to face with the accused.
 - You will also be given the opportunity to contact a Counseling Center or another agency in the community such as the Lotus Crisis Center.
 6. If you go to the hospital for an exam:
 - You may make a request for a sexual assault exam to be completed.
 - A police officer may be contacted, and you may be asked to make a report. The officer is there to collect any evidence obtained during the exam.
 - If you consent to make a police report, the Commonwealth of Kentucky will pay for the exam and the exam will not be billed to your insurance.
 - If you are 18, your parents will not be notified without your consent.
 - Making a report and completing an exam preserves the option to prosecute but does NOT commit an individual to pressing charges.
 - You may request for a member of Summit Christian University or an advocate from the Lotus Crisis Center to accompany you to the exam.

CAMPUS SAFETY

Emergency response information will be discussed in class. Students should familiarize themselves with the nearest exit routes in the event evacuation becomes necessary. Students will notify instructors and Campus Life personnel at the beginning of the term 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.

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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.

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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.

OFFICE OF STUDENT DISABILITIES

It is the policy of SCU to comply with the Americans with Disabilities Act as Amended in (2008) 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 Coordinator of Student Disabilities after enrollment and prior to beginning classes at SCU. The Office of Student Disabilities is located in the Registrar's Office in the Administration Building. It is the responsibility of the student to make his or her needs known in a timely manner and to provide the Coordinator of Student Disabilities with required documentation.

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

THE SUMMIT CHRISTIAN UNIVERSITY LIBRARY RESOURCES

The Summit Christian University Learning Resource Center supports the academic study and scholarship of the University's students, faculty, and staff through its services. The Summit Christian University Learning Resource Center utilizes a large electronic resource collection for academic research and scholarship through 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. If the interlibrary loan service is needed, a student must contact the Learning Resources Center Director and indicate the text needed. The Director arranges for the text to be delivered on Thursday of each week. The student has a three week period to possess and utilize the text borrowed. The LRC Director arranges for the return.

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 Director provide informational literacy instruction for classes along with individual reference services and consultations. These can be provided in-person, over the telephone, and via email.

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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.

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 events and conferences for community residents, former Mid-Continent University graduates, regional ministers, and civic organizations during each school year. Alumni have the opportunity to meet for a cookout and meet current students during a weekend event. The conferences are usually one-day events held during the week and feature noted speakers during the day session followed by an evening banquet. The Alumni Association meets once a year for a day of activities followed by an evening banquet, a 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.

ACADEMIC CALENDAR

FALL 2018-SUMMER 2019

FALL 2018

September 25	Summer Intersession Ends
October 2	Fall Quarter Session I Registration and Classes Begin
October 8-12	Fall Break-No Classes; Offices Closed
November 6	Fall Quarter Session I Ends
November 13	Fall Quarter Session II Registration and Classes Begin
November 19-23	Thanksgiving Break- No Classes
November 22-23	Offices Closed
December 18	Fall Quarter Session II Ends
Dec. 24, 2018- Jan. 4, 2019	Winter Break for Students
Dec. 24, 2018- Jan. 1, 2019	Winter Break-Offices Closed

SPRING 2019

<u>January 2 2019</u>	Offices Reopen
January 8	Spring Session I Registration and Classes begin
January 21	Martin Luther King Day - Offices Closed; No Classes
February 7	Spring Session I Ends
February 12	Spring Session II Registration Begins
March 1	Students Degree Application Deadline for May 2019 Graduates
March 14	Spring Session II Classes Ends and Registration
March 19	Spring Session III Classes Begin
April 2-6	Spring Break for Students - No Classes; Offices Closed
April 19	Good Friday; Offices Closed
April 23	Spring Session III Ends and Registration
April 30	Spring Session IV Begins

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May 27	Memorial Day - Offices Closed
May 28	Spring Session IV Classes End and Registration
May 31	Commencement Ceremony-6:00 p.m. Northside Baptist Church, Mayfield
June 4	Summer Session Begins
July 1-5	Summer Break-No Classes; Offices Closed
July 11	Summer Session Ends and Registration

FALL 2019

July 16	Fall Session I Begins
September 2, 2019	Labor Day - No classes; Offices Closed*
August 13&15	Fall Session I Ends and Registration
August 20	Fall Session II Begins
September 17&19	Fall Session II Ends and Registration
September 24&26	Fall Session III Begins
October 7-11	Fall Break-No Classes; Offices Closed
October 29&31	Fall Session III Ends and Registration
November 5&7	Fall Session IV Begins
Nov 28-29	Thanksgiving Break - No Classes; Offices Closed
December 10&12	Fall Session IV Ends and Registration
December 16 January 3	Holiday Break for Students
December 23-January 1	Holiday Break - Offices Closed

SPRING 2020

<u>January 2, 2020</u>	Offices Reopen from Holiday Break – Student Orientation
January 7	Spring Session I Classes Begin
January 20	Martin Luther King Day - Offices Closed
February 4&6	Spring Session I Ends and Registration
February 11	Spring Session II Begins
March 1	Students Degree Application Deadline for May 2020 Graduates
March 10&12	Spring Session II Ends and Registration
March 17	Spring Session III Begins
April 2-6	Spring Break for Students - No Classes; Offices Closed
April 10	Good Friday; Offices Closed
April 21&23	Spring Session III Ends and Registration
April 28	Spring Session IV Begins
May 25	Memorial Day - Offices Closed
May 26&28	Spring -Session IV Ends and Registration
May 29	Spring Commencement Ceremony TBA
June 2	Summer Session Begins
July 2-6	Summer Break for Students; Offices Closed
July 9	Summer Session Ends and Registration

*Bold Dates indicate holidays and academic events for Undergraduate offices and students.

SUMMIT

SUMMIT operates on a semester hour basis. The **SUMMIT** degree programs consist of cohort groups of students enrolling when a given cohort typically has a minimum number of applicants to begin. Each group is given a schedule with the dates the group will meet to complete the program curriculum. Undergraduate and Associate degrees are offered in an accelerated completion format for working adults in an evening face-to-face format.

SUMMIT ADMISSIONS

Summit Christian University **SUMMIT** is designed for adults. Classes are conveniently offered in local communities or online with small student-teacher ratios. Each cohort group is required to have a minimum number of applicants to begin. Students follow a given schedule with dates and courses leading to completion of the degree. Students may choose between online or evening face-to-face formats. Each group is given a schedule with the dates the group will meet to complete the program curriculum.

ADMISSIONS REQUIREMENTS

Associate Admissions Requirements

1. Graduation from an accredited high school or GED is required for admission. Students graduating from a non-accredited high school (i.e. online or home school) may be required to provide either an official transcript or GED.
2. Age 20 or older for the Associate degree.
3. Full-time work experience.
4. Interview with an admissions representative for counseling on the requirements for completion of the Associate of Science or Associate of Arts degree, completion of an admissions application, and payment of a non-refundable application fee.
5. A transcript request form for official high school or GED transcript must be completed prior to enrollment. Students should have all of their previous transcripts evaluated for transferability to SCU. The applicant should complete a transcript request form for any school previously attended where he/she would like to have official transcripts sent to SCU. Deadline for receipt of transcripts for consideration for graduation is by the end of the first term of attendance.

Bachelor Admissions Requirements

1. The bachelor program is designed primarily for students who have already attended some college. Your admissions representative and/or advisor can assist you in assessing the program that is best for you.
2. Age 22 or older.
3. Full-time work experience (this is not required for online students).
4. Appointment with an admissions representative for counseling on the requirements for completion of a bachelor degree, completion of an admissions application, and payment of the non-refundable application fee.
5. A transcript request form for official high school or GED transcript must be completed prior to enrollment. Completion of a transcript request form(s) for transcript(s) from institution(s) where classes were taken to complete an associate degree is acceptable as well. An applicant should complete a transcript request form for all transcripts to be evaluated for credit at Summit Christian University. Deadline for receipt of transcripts for graduation is by the end of the first term of attendance.

Admissions Appeal Process

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 the President, or the Vice President of Academic Affairs.

Felony Applicants

Applicants with a felony conviction will be required to petition the University to be considered for admission. Factors considered for acceptance include the number of felonies, violent or sexual nature of felonies, the time frame since the felonies occurred, and the student's articulation of a desire to make a change. For more specific information related to the above criteria for admission consideration, please contact the President. A petition for admission will be reviewed by the Director for Enrollment Management or the Vice President of Academic Affairs.

ADDITIONAL *SUMMIT* ADMISSION INFORMATION

Orientation & Registration

Orientation is normally held prior to a term beginning. Curriculum materials, books, and assignments for the first session are provided. Fees for books (if purchased through SCU) and materials, as well as the first session tuition, must be paid at this time (see also Financial Planning). Registration is held prior to the start of the next term.

Transfer of Credit

All official transcripts from postsecondary institutions must be sent to the Admissions Office. Collegiate level courses taken at an accredited institution are considered for credit at Summit Christian University. Credit with a passing grade are accepted for credit except in English Composition I and II which require a grade of C" or better. Credit from non-regionally accredited institution are evaluated on an individual basis.

If transferring with less than 12 semester hours, a complete and final high school transcript is required. Transfer credits accepted are calculated in the cumulative grade point average. Students may transfer up to 45 semester hours towards an associate degree and 90 semester hours toward a bachelor's degree at SCU. Transfer students must complete all of university requirements with a minimum of 30 semester hours earned in residence at SCU for a Bachelor Degree and 15 semester hours for an Associate Degree.

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. A student should choose a program at the time of admission, including any emphasis he/she would like to add to a degree plan.

Students can take a maximum of eighteen (18) semester credit hours in one term and can only take a eighteen (18) semester credit hour load two times in a twelve-month period. This is available for the bachelor level students only. To be able to take the extra load of hours the student must have approval from the student's Adviser, the Chair of their department, and the Academic Vice President.

Readmission

Students who wish to return to Summit Christian University must notify the Admissions Office of their desire to return to SCU. The student must provide the following:

- A completed Admission Application
- Have all financial obligations satisfied
- Official transcripts from any institution attended since leaving SCU

Second Degree

A student who wishes to earn a second degree must complete an application for admission and pay the application fee. A student may earn a second bachelor degree. To do so the student must complete all the university requirements with a minimum of 30 semester hours earned. IDC 111 Adult Development is not required for the second degree in the adult program.

Requests to Change Degree Program

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. Link to: [Change of Major or Degree Form](#)

SUMMIT FINANCIAL PLANNING

Face-to-Face Financial Information

Undergraduate Tuition and Fee Schedule¹

Non-Refundable Application Fee	\$50 ²
Course Fee (Per Class)	\$35 ²
Books and Materials Fee	\$25 ²
Graduation Fee	\$80
Bachelor/Associate Program Tuition	\$300 per Credit Hour
First Payment Period (20 weeks)	\$3600
Second Payment Period (20 weeks)	\$3600
Third Payment Period (20 weeks)	\$3600
Fourth Payment Period (20 weeks)	\$3600
Fifth Payment Period (20 weeks)	\$3600
Portfolio Assessment Fee.....	\$50 per Credit Hour

¹ All tuition rates are subject to change.

² Nonrefundable

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 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 payment period. Tuition reimbursement cannot be applied to a course for which you received financial aid.

Employer Payment Plan

Some employers will cover the costs of tuition and fees at the beginning of the payment period (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.

Payment can be made by VISA, MASTERCARD, Money Orders, Cashier Checks, Cash, or Personal Checks.

STUDENT ACCOUNTS POLICIES & PROCEDURES

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)

***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.

FACE-TO-FACE ATTENDANCE POLICY

Students may withdraw from a face-to-face class during week one and week two. Attendance on the third week (or 60% point) commits the student to the course and he/she will be awarded whatever grade he/she earned for the work completed.

Class attendance is required to complete the course. Due to the brevity of the course, only one absence (20% of the course) is permitted. Absence due to illness or other emergency situations must be made up through the assignment or activities required by the instructor of that course. It is the responsibility of the student to request the make-up assignment. The instructor will assign make-up work addressing the material covered during the student's absence. In the event a student misses a ***SUMMIT*** class session or a substantial portion of a class period, a student may offset an absence by completing:

- A three to five-page paper, or;
- Equivalent problem sets; or
- Selected learning activities relating to the course.

This type of make-up assignment is done in addition to the assignments for the class missed. The instructor shall grade the assigned make-up work and it will be added into the student's course grade. An instructor 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 instructor no later than the date the course is completed, unless the student requests an extension.

Please note: Arriving late or leaving early may result in a partial absence. In addition, texting, making/accepting cell phone calls (unless an emergency), and inappropriate use 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 not pass the course. To request an exception to this policy, the student must submit to the instructor, in writing, the unusual and extenuating circumstances* of both the absences. If there is no prior history of repetitive absences, the instructor 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

***Summit* ACADEMIC POLICIES**

in the course, regardless of the circumstances. A student (who attends after the second night of the course) with three absences will not receive a passing grade 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 government regulations for various federally funded programs. 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. Students make take two courses (6 semester hours) per session on the approval of the Academic Adviser, Department Chair, and Vice President of Academic Affairs.

GRADE POLICY

Grades and Quality Points

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:

Letter Grade Range (%)			Quality Points
A	90-100	Superior	4.0
B	80-89	Above Average	3.0
C	70-79	Average	2.0
D	60-69	Lowest Passing	1.0
F	Below 60	Failure	0
W	Withdrawal		0

The following is a brief definition of all grades assigned by a professor or instructor:

- A Exceptionally high quality; valued at four points for each credit
- B Good; valued at three points for each credit
- C Satisfactory; valued at two points for each credit
- CR Credit awarded for DSST, CLEP tests, Prior Learning Assessment and ACE credit—credit values at no points and no hours attempted
- D Poor; valued at one point for each credit
- F Awarded to students who complete the course but fail to achieve the course objectives. No credit; valued at no points but counted as hours attempted
- P Pass; credit earned valued at no points and no hours attempted. (Used only for departmental challenge and officially approved pass/fail courses as stipulated in the course description section of this catalog.)
- I Incomplete; computed as hours attempted and no credit or quality points
- W Withdrawal; counted as hours attempted and no quality points (May be assigned to eligible students who have officially dropped courses or withdrawn from Summit Christian University by published deadlines.)
- WP Withdrawal Passing; counted as hours attempted and no quality points (Only assigned to applicable students who completed withdrawal from Summit Christian University after the last day to receive a W.)
- WF Withdrawal Failing; counted as hours attempted and no quality points (Only assigned to applicable students who completed withdrawal from Summit Christian University or any course after the last day to receive a W.)
- WA Withdrawal administratively (counted as hours attempted and no quality points)
Grades of “F”, “I”, or “WF” negatively affect a student's grade point average.

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. 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 and the grade automatically becomes an “F”. This policy

***Summit* ACADEMIC POLICIES**

applies even when a student does not enroll the next session. In cases of extenuating circumstances, the instructor and/or Chair of the Department may grant an additional extension of time to satisfy the incomplete grade.

Degree-seeking students 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 session in which they are to graduate. If such grade is received for courses taken during the final session and the work is not completed, the graduation will be delayed until the next date for degree conferral. A \$25-degree reapplication fee will be assessed.

Grade Change

Grades are submitted by faculty and recorded in the Registrar’s Office. No grade submitted to the Registrar may be changed except upon signed approval by the assigned faculty and/or the Vice President of Academic Affairs certifying an error has been made through a Grade Change Form. When an error is made in reporting a grade, the faculty 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 Appeal Process

Summit Christian University recognizes that differences of opinion or interpretation may arise between students and faculty regarding the assignment of course grades. Summit Christian University 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 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 instructor who facilitated the course within one week of receiving his/her grade to reach a mutual agreement.
- If the disputed grade is not resolved with the instructor, the student must submit a written statement about the dispute to the Chair of the Department or Dean within one week. Within two weeks of receipt of the written statement, the Chair will investigate the disagreement and render a decision.
- If a solution is still not reached the written statements should be submitted to the Vice President of Academic Affairs who will request a written response from the faculty member, the Chair of the Department or Dean, and in some cases the student, in order to make a decision.
- The Vice President of Academic Affairs will then communicate his/her decision to the instructor and student. The student may choose to appeal the decision to the Student Academic Appeals and Grievance Committee; 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 student 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. Repeating a course may affect financial aid eligibility.

If a student does not receive a passing grade for a course, he/she must repeat the course and shall be assessed the 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 enroll in at that time. Satisfactory academic progress is negatively impacted by not passing a course which 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 AND SUSPENSION

Undergraduate Program

Academic Warning

A student who has less than a 2.00 cumulative GPA and who is not on probation is under academic warning. A student on academic warning may enroll in no more than 12 hours a semester. This includes freshmen.

Academic Probation

Students must meet the following scholastic standards as listed below:

- a CGPA of 1.80 upon 0-30 credit hours attempted (Freshman)
- a CGPA of 1.90 upon 31-60 credit hours attempted (Sophomore)
- a CGPA of 2.00 upon 61-90 credit hours attempted (Junior)
- a CGPA of 2.00 upon 91+ credit hours attempted (Senior)

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

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

Probationary Load

A student who has been placed on academic probation will be limited to an academic load of 12 semester hours. Any student who needs to carry more than 12 semester hours must have the approval of his/her adviser and the Chair of the Department or Vice President of Academic Affairs. Students should include in their course load the courses they need to repeat in order to improve their CGPA and their academic standing.

SUMMIT UNDERGRADUATE PROGRAMS

Removal from Probation

A student on probation who achieves a CGPA at or above the appropriate CGPA will be removed from probation.

Academic Suspension

A student placed on academic suspension must be separated from Summit Christian University for one full 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 academic 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 academic official(s). Students who fail to meet this standard may be asked to withdraw permanently from the University.

WITHDRAWAL POLICY

To withdraw from SCU program, a student must notify his/her advisor or Registrar. A student will receive credit for courses completed.

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 term, but does not complete the term, 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.

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 SUMMIT CHRISTIAN UNIVERSITY 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 two 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 the special restrictions, including strict standards for future academic performance. A student may apply for academic forgiveness for any previous sessions 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.

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- 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. 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 Summit Christian University course work declared forgiven will remain on the student's academic record with the notation of academic forgiveness clearly indicated. This work will not be considered subsequently 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.
- The student who has been allowed to declare academic forgiveness for one session must fulfill all requirements of the degree program, including retaking course work passed during the forgiven session(s). When forgiveness is granted, all the courses (including courses passed) in the forgiven session 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 of 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 and cheating policies. They are to make every effort to provide the physical conditions that would deter cheating.

If students engage in academic dishonesty such as plagiarism or other forms of cheating, instructors should assign a penalty or sanction and notify the Vice President of Academic Affairs by reporting the incident. The VPAA 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 appeal first to the instructor with a written complaint. If the student remains dissatisfied with the decision of the instructor, they can appeal to the Department Chair of their program, and then to the Vice President of Academic Affairs. A student may appeal to the President. The ruling of the President is final.

GRADUATION POLICIES

Graduation ceremonies are held in the spring (May) 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 June conferral date will have a conferral date of May, June, August, or December. 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 University Registrar. Graduates are charged a non-refundable fee regardless of participation in commencement ceremonies. The deadline for submitting an application is March 1 for May graduation or October 1 for December graduation. Any applications received after April 1 or November 1 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 terms

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in December and June. Students are permitted to participate in commencement exercises if they are within three (3) semester credit hours undergraduate of completing their degree requirements and provided they meet the following criteria:

- They must be enrolled in the remaining 3 undergraduate 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 or December conferral.

Academic Achievements and Honors

President's List

Students achieving a 4.0 GPA while taking 12 or more semester credit hours are honored at the end of the term by being placed on the President's List for that term. Students who have an incomplete grade are not eligible for the President's List.

Dean's List

Students achieving a 3.50-3.99 GPA while taking at least 12 credit hours a term are honored at the end of the term by being placed on the Dean's List for that term. Students who have an incomplete grade are not eligible for the Dean's List.

Graduation Honors

Baccalaureate degree candidates are considered for graduation honors if they have earned a minimum of 30 hours in residence for a baccalaureate and a minimum of 15 hours in residence for an associate degree at Summit Christian University. They also must have earned the required cumulative grade point average (CGPA) on all coursework both at Summit Christian University and transfers overall.

Students earning a Cumulative Grade Point Average of 3.90 or above 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.

The GPA 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.

Honor students will be recognized at Commencement. Students who march at Commencement with three (3) semester hours or less 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.

These honors designations are printed in the Commencement program and displayed on the student's academic transcript.

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 two 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. (IDC 111 Adult Development is not required for the second degree

completion.)

Audit Policy

SUMMIT does not allow course audits.

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, the Southern Association of Colleges and Schools - Commission on Colleges (SACS-COC), and the American Council on Education (ACE) 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

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will receive information on completion and submission of the portfolio. Portfolios are submitted to the Vice President for 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 15 for a June graduation; and September 15 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. A Portfolio is assessed on a pass or fail basis and does not affect GPA. The 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.

SUMMIT UNDERGRADUATE PROGRAMS

SUMMIT offers multiple undergraduate program offerings in a face-to-face or online format. These programs are specially designed for adults who are busy with work and family. The face-to-face format allows students to take one course at a time, with each concentrated course meeting one night a week for five weeks. Four courses are normally completed in 20 weeks. The online format allows students an internet-based option, taking two courses at a time. Four courses are normally completed in 20 weeks. Internet-based courses require weekly interaction with assignments due each week. Students can log in to the Online Learning Base at any time to complete their coursework.

SUMMIT ASSOCIATE of SCIENCE DEGREE GENERAL STUDIES CIP 24.0102

The **SUMMIT** offers an Associate of Science in General Studies.

The **SUMMIT** 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 or online. The face-to-face format is designed for adults age 20 and older. Five-week classes meet one night per week with 24 months of year-round instruction (there are added breaks throughout the program), providing the student the opportunity to earn 60 semester credit hours. 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.

SUMMIT associate degree programs enable students to develop:

- Interpersonal skills
- Communication skills
- Problem-solving and decision-making skills
- Information literacy
- Self-reliance and leadership skills
- Self-knowledge and self-image growth

Associate of Science Degree requirements: 60 Credit Hours

General Education	36 credit hours
Electives	24 credit hours

SUMMIT UNDERGRADUATE PROGRAMS

Associate of Science Degree Requirements (60 Credit Hours)

All courses are three semester credit hours unless otherwise noted. To earn an associate degree at Summit Christian University, students must satisfy the following core and elective requirements, or their equivalent.

General Education Core (36 credit hours)

College Life (3 semester credit hours sch)

IDC 111 Adult Development

Communication (9 credit hours)

CO 110 Principles of Speech or COM 100 Intro to Human Communication

EN 110 English Composition I

EN 120 English Composition II

Mathematics (3 credit hours)

MAT 140 College Mathematics

Science (6 credit hours)

SCI 100 Environmental Science

SCI 110 General Biology

History and Behavioral Sciences (6 credit hours)

HIS 210 United States History to 1877

PSY 101 General Psychology

Humanities (6 credit hours)

MUS 210 Music Appreciation

ENG 211 The Bible as Literature

Computer Science (3 credit hours)

CS 120 Computer Applications I

Elective Courses (24 semester credit hours) Elective can be taken from one of the following:

Christian Ministries

RIR 211 Old Testament

RIR 212 New Testament

CHM 122 Foundation Issues of Life

Business

BIT 101 Introduction to Business

BIT 211 Financial Accounting

BIT 221 Principles of Economics

BIT 251 Personnel Supervision

BIT 252 Managing Cultural

Psychology

PSY 322 Child Psychology

PSY 300 Marriage &

PSY 210 Intro to

PSY 321 Development Psy

Graduation Requirements for the Associate Degree

- Complete the 60 credit hours of Associate degree 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 a minimum of 15 credit hours at Summit Christian University to meet residency requirement or minimum of 15 credit hours if active duty military (SOC Agreement).
- Earn a cumulative grade point average of 2.0 (4.0 scale) or above in the 60 credit hours.
- Submit a graduation application to your advisor for Spring 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 and registrar must be notified.

***SUMMIT* BACHELOR DEGREE PROGRAMS**

SUMMIT offers three bachelor degree programs: Bachelor of Science in Business Management, Bachelor of Science in Psychology and Counseling, and Bachelor of Science in Christian Ministries. Each cohort group participates in approximately 22 months of instruction to complete the Bachelor of Science degree programs, generally covering a 24-month time period (there are added breaks throughout the program). The 48 credit hour majors are taught in modular format and can be completed in as little as 22 months. Students have direct access to professors who are often also professionals in the field. The face-to-face format is designed for adults age 22 and older.

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 credit hours
Major (student choice)	48 credit hours
Electives	36 credit 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 SCU's residency requirements.

Adding a Minor

A student may choose to minor in Christian Ministries. On the Associates Level, a student may take 18 credit hours to complete the requirements for that level. Those hours can transfer to the Bachelor's Level Minor for completion of the 18 credit hours needed to fulfill the minor requirements. Students can add a minor to any ***SUMMIT*** bachelor degree. Completing a minor requires the fulfillment of 18 credit hours and can contribute to meeting SCU's residency requirement. When there is a question of dual usage of a course, an approved substitution course form must be completed as outlined by the advisor under the direction of the Dean or Department Chair of the major.

SUMMIT UNDERGRADUATE PROGRAMS
CIP 52.1201

In the highly competitive business world, a business administration 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 Management Degree has made a difference for hundreds of adult students who wanted to advance their careers. The Bachelor of Science in Business Management is an accelerated degree completion program for working adults offered online or in a classroom environment in the evenings.

Required Courses: (48 Credit Hours)

All courses are 3 credit hours unless otherwise noted.

IDC	111	Adult Development
CH	312	Christian Worldview
CO	311	Organizational Communication
CO	321	Group Processes (Cross Listed: PSY 341 Group Dynamics)
BU	352	Organization Behavior and Change
RII	221	Principles of Economics
RII	322	Principles of Management
BU	312	Managerial Accounting
BU	331	Principles of Finance
RII	432	International Business Management
RII	323	Business Statistics (Cross Listed: PSY 270 Statistics for Behavioral Studies)
BU	413	Business Law
BU	321	Principles of Marketing
RII	372	Human Resource Management
RII	442	Policy and Strategy
CH	420	Strategies for Ethical Issues

Business Minor

Required Courses: (18 Credit Hours)

BUS	221	Principles of Economics
BUS	352	Organization Behavior and Change
BUS	312	Managerial Accounting
BUS	311	Principles of Management

And any two courses listed below:

BUS	321	Principles of Marketing
BUS	372	Human Resource Management
COM	321	Group Processes (Cross Listed PSY 341 Group Dynamics)
COM	311	Organizational Communication

SUMMIT UNDERGRADUATE PROGRAMS
Bachelor of Science in Psychology
CIP 42.0101

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. Students will develop the skills needed to aid clients in accomplishing goals allowing them to manage problem situations and their lives more effectively.

Required Courses: (48 Credit Hours)

All courses are 3 credit hours unless otherwise noted.

IDC	111	Adult Development
PS	300	Marriage and Family
PS	341	Group Dynamics (cross listed: COM 321 Group Processes)
CH	312	Christian Worldview
PS	331	Social Psychology*
PS	321	Developmental Psychology
PS	301	Human Sexuality*
PS	210	Introduction to Counseling
PS	370	Principles of Statistics (crossed listed: BUIS 323 Business Statistics)
PS	420	Quantitative Methods of Research**
PS	351	Tests and Measurements*
PS	311	Abnormal Psychology*
PS	330	Theories of Personality*
PS	400	Psychology of Addiction*
PS	410	Physiological Psychology*
PS	320	Psychology of Religion*

*Prerequisite PSY 101 General Psychology required

**Prerequisite PSY 370 Principles of Statistics

Psychology Minor

Required Courses: (18 Credit Hours)

PS	101	General Psychology
PS	331	Social Psychology
PS	321	Developmental Psychology
PS	330	Theories of Personality

And any two courses listed below:

PS	300	Marriage and Family
PS	322	Child Psychology or PSY 321 Developmental Psychology (If not taken)
PS	311	Abnormal Psychology
PS	320	Psychology of Religion
PS	400	Psychology of Addiction

Bachelor of Science in Christian Ministries
CIP 38.0299

The Bachelor of Science in Christian Studies challenges students to develop skills relating to the health and growth of church or para-church organizations. This major prepares students to assume leadership roles in ministry through a deeper understanding of Biblical teachings and theology. Students will better understand how to develop an effective ministry-based approach to doing ministry 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.

Required Courses: (48 Credit Hours)

All courses are 3 credit hours unless otherwise noted.

IDC	111	Adult Development
CH	332	Educational Principles
TH	340	Biblical Interpretation
CH	301	Ministry Based Counseling
TH	220	Theology and Apologetics
HO	320	Preaching Ministry
RIR	211	Old Testament
EV	310	Church Evangelism
MIS	330	Biblical Basis of Missions
CH	461	Christian Leadership
CH	430	Church Administration
CH	450	Missional Church
HIS	310	History of Christianity
TH	310	Christian Doctrine
RIR	212	New Testament
CH	341	Christian Ministries

Christian Ministries Minor

CH	321	Contemporary Issues in
RI	322	Life of Christ
CH	312	Christian Worldview
RI	211	Old Testament
BI	212	New Testament

Required Courses: (18 Credit Hours)

And any **one** course listed below:

CHM	203	Grief: A Ministry Approach
CHM	122	Foundational Issues of Life
CHM	212	Christianity in a Pluralistic World
CHM	461	Christian Leadership

THE 310 Christian Doctrine
THE 340 Biblical Interpretation

SUMMIT UNDERGRADUATE PROGRAMS

Graduation Requirements for the Bachelor of Science Degree

- Complete the 48 credit hours of 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 credit hours comprising the degree program.
- Submit a graduation application to the Registrar's Office for June 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.

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:

- ***Associates of Science Degree***
 - A minimum of 15 credit hours
- ***Bachelor's Degrees***
 - A minimum of 30 credit hours
- ***Within a major***
 - At least 33% (18 hours) of the course requirements in the major field
 - At least 33% (18 hours) of the major coursework must be upper division (300-400 level)
- ***Within a minor***
 - At least 33% (6 hours) of the course requirements in the minor field

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. Summit Christian University 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 Summit Christian University's student affairs effort are those of human growth and development, personal discipline, an open and supportive environment, and the provision of programs, activities, and services for personal and spiritual growth.

Student services for **SUMMIT** are administered by the Office of Enrollment Management. This office works collaboratively with academic personnel to provide the best possible environment for learning as well as opportunities for personal growth and development. Summit Christian University publishes a student handbook for students in **SUMMIT** that contains detailed information regarding policies and procedures applicable to the students. Students should read the handbook for more specific information. For further information on student services, refer to the **SUMMIT** Student Handbook.

MISSION

Student Services informs and empowers students and graduates using transformative career services, innovative technologies and collaborative synergies to connect with professional opportunities within Kentucky, the United States and the world.

VISION

Every SCU Ranger Empowered for Servant Leadership.

Student Complaint Policies and Procedures

1. *Summit Christian University's Mission*

The University's mission is to provide a Christian learning community that equips students for lifelong leadership and service through a Christian education that is grounded in truth and academic excellence. The University also acknowledges the maturity, autonomy and dignity of its students. Consistent with its mission, the University has instituted various mechanisms to address student complaints. When registering concerns or complaints, college students must follow the appropriate procedures. If a student has any question about the applicable procedure to follow for a particular complaint, the student should contact the Office of the President at 270-727-9929 or kroach@summitchristianu.org.

2. *Complaint Policies and Procedures*

If a student has a complaint concerning any of the following matters, the student should refer to the proper resource:

- A. Student Complaint. See Student Forms area of www.summitchristianu.org.
- B. [Academic Code of Conduct Policy](#).
- C. [Non-Academic Code of Conduct Policy](#).
- D. [Policy Against Discrimination and Harassment](#).
- E. [Disability Accommodations](#).

3. ***Other Student-Related Complaints***

A student who has a complaint that a policy or procedure has been incorrectly or unfairly applied in his/her particular case, or a complaint about the behavior of a mentor or a University staff member that does not fall within any of the categories listed here, the complaint will be handled as follows:

A. ***Informal Resolution***

Students are encouraged to speak directly with the mentor or staff member most concerned with or responsible for the situation that is the cause of the complaint. If this communication does not lead to a resolution, or such a discussion is not deemed appropriate, the student may register an informal complaint or file a formal written complaint.

B. ***Informal Complaint***

A student may register an informal complaint within thirty (30) days of the event that triggered the complaint (See Student Complaint Form for procedures). The earlier the communication is made, however, the more likely it is to resolve the matter satisfactorily. Complaints involving academic matters should be made to the dean of the relevant College. Other types of complaints should be made to the Office of the President. Informal complaints may be made by telephone or email. Appropriate College staff will review the matter presented by the student and determine whether any action is required. The student will be notified of the University's response within 30 days of the informal complaint. If the student is not satisfied with the decision and/or attempts at resolution, he/she may go on to make a formal complaint.

C. ***Formal Complaint***

A formal complaint must be submitted in writing to the dean of the relevant School or the head of the appropriate office from which the complaint arises. Formal complaints must be filed within sixty (60) days of the event that triggered the complaint and state the nature of the grievance and the remedy being sought. Any previous attempts to resolve the issue should also be described (See Student Complaint Forms).

Receipt of the complaint will be acknowledged within fifteen (15) days. The appropriate College administrator will then review the matter. A final written determination, including any proposed resolution, will be sent to the student within thirty (30) days of the receipt of the complaint. A complete record of formal complaints will be kept by the relevant College office. Records of the final outcome of all formal complaints will also be stored in a centralized database and the student's electronic file.

Academic Code of Conduct

Academic Integrity

A detailed statement of what constitutes academic dishonesty and plagiarism is included in every course. Students agree to abide by this statement. Academic dishonesty will result in disciplinary action and possible dismissal from the University.

The University is committed to helping students understand the seriousness of plagiarism, which is defined as the use of the work and ideas of others without proper citation. Students who submit course materials or examination responses that are found to be plagiarized are subject to discipline under the academic code of conduct policy.

Academic Code of Conduct Policy

Summit Christian University is committed to maintaining academic quality, excellence and honesty. The University expects all members of its community to share the commitment to academic integrity, an essential component of a quality academic experience.

Summit Christian University students are expected to exhibit the highest level of academic citizenship. In particular, students are expected to read and follow all policies, procedures and program information guidelines contained in publications; pursue their learning goals with honesty and integrity; demonstrate that they are progressing satisfactorily and in a timely fashion by meeting course deadlines and following

SUMMIT STUDENT SERVICES

outlined procedures; observe a code of mutual respect in dealing with staff and other students; behave in a manner consistent with the standards and codes of their professions; keep official records updated regarding changes in name, address, telephone number or email address; and meet financial obligations in a timely manner. Students not practicing good academic citizenship may be subject to disciplinary action including suspension, dismissal or financial holds on records. All members of the community are responsible for reviewing the academic code of conduct policy and behaving in keeping with the stated principles.

Purpose

The purpose of this policy is to define and advise students of the academic code of conduct, and to identify violations and their consequences. It also provides a hearing and appeal process for students who believe they have been incorrectly accused of violating the standards of academic integrity.

Violations

The University considers any violation of this Academic Code of Conduct to be a serious breach of trust that threatens the academic environment of the entire community. Community members are in violation of the Academic Code of Conduct when acts of academic dishonesty occur.

These include, but are not limited to:

- cheating;
- fabricating information or citations;
- falsifying documents;
- falsifying information about test proctors;
- forgery;
- gaining unauthorized access to examinations;
- making up or changing data for a research project;
- plagiarizing;
- submitting credentials that are false or altered in any way;
- tampering with the academic work of other students;
- using words or ideas from others without appropriate attribution;
- facilitating another student's academic misconduct; and/or submitting course work or taking an exam for another student
- buying or selling of course materials, including exams, test answers and course papers

Disciplinary Process

Allegations of violations of the Academic Code of Conduct may be initiated by staff or students enrolled at Summit Christian University. Specific allegations of a violation of the Academic Code of Conduct must be submitted in writing to the appropriate dean's office. In cases of violations that result from inappropriate behavior in courses, the appropriate dean is the dean of the College that offers the course. In all other cases, the appropriate dean is the dean of the College in which the student is enrolled.

Plagiarism

Acts of both intentional and unintentional plagiarism violate the Academic Code of Conduct. If an incident of plagiarism was an isolated minor oversight or an obvious result of ignorance of proper citation requirements, the facilitator may handle the matter as a learning exercise. Appropriate consequences may include the completion of tutorials, assignment rewrites or any other reasonable learning tool, in addition to a lower grade for the assignment or course. The facilitator will notify the student and appropriate dean of the consequence by email.

If the plagiarism appears intentional and/or there is more than an isolated incident, the mentor will refer the matter to the appropriate dean. The dean's office will gather information about the violation(s) from the

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mentor and student, as necessary. The dean will review the matter and the student will be notified in writing of the specifics of the charge and the sanction to be imposed. If the student disputes the charge or disagrees with the sanction, the student must submit a written request to the dean for a hearing within ten (10) days of receipt of the notice or be deemed to have accepted the sanction.

Possible sanctions include:

- Lower or failing grade for an assignment
- Lower or failing grade for the course
- Rescinding credits
- Rescinding certificates or degrees
- Recording academic sanctions on the transcript
- Suspension from the University
- Dismissal from the University

The University reserves the right to review all credits, degrees and certificates. If any academic misconduct is revealed, those credits, degrees and certificates also may be rescinded. Records of all Academic Code of Conduct violations will be maintained in the student's file.

In extreme or emergency circumstances, any officer of the University at the vice president or higher level may immediately suspend a student from access to University premises, activities or electronic sites pending disciplinary action. Such action will be reported to the president and vice president.

Hearing

If a hearing is requested, such hearing will be convened at Summit Christian University within 21 business days after the request is received by the University. Students unable to travel to Mayfield, KY may attend the hearing telephonically via conference call. In these circumstances, every effort will be made to adhere as closely as possible to the procedures further outlined in this section.

- The student shall have the opportunity to testify and present evidence and witnesses. A list of witnesses and a copy of documents to be presented at the hearing must be submitted to the University at least seven days prior to the hearing.
- The student may have a nonparticipating advisor present for the proceedings.
- The committee shall hear and question witnesses.
- The student may suggest questions for witnesses to the committee.
- The hearing will be audio recorded. All records and/or audio recordings of the hearing will be kept in the custody of the University. Records or recordings may not be reproduced without the specific authorization of the president of Summit Christian University.
- All expenses incurred by the student and any witness will be borne by the student.
- If a student (with notice) does not appear at the hearing, the committee shall decide whether to proceed in the student's absence.
- An audio recording of the hearing (not deliberations) shall be made and maintained by the University.

An appointed Academic Integrity Committee will review all reports and evidence regarding the misconduct charge. A written decision will be issued by the chairperson, Academic Integrity Committee, within 10 business days of the hearing and will be sent to the student concerned via certified and regular mail. In its decision, the Academic Integrity Committee will determine the appropriate sanction.

Appeal Process

The student shall have the opportunity to appeal any decision involving disciplinary action. An appeal must be submitted in writing to the provost and vice president within 10 business days after receipt of the hearing

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decision of the Academic Integrity Committee. The appeal must specify the grounds on which it is made. Allowable grounds for appeals are limited to the following:

- Evidence of procedural irregularity
- Evidence of mitigating circumstances or facts that could not have been presented at the hearing
- Evidence of undue severity of sanction
- Evidence of bias on the part of the members of the Academic Integrity Committee
- Evidence that the decision of the Academic Integrity Committee is arbitrary, capricious or unreasonable and that the evidence does not support the charges
- The president and vice president will issue a decision within 10 business days and may require that the previously imposed sanction be:
 - 1) Affirmed and executed
 - 2) Suspended, set-aside or rejected
 - 3) Modified or adjusted as warranted by circumstance

The decision of the president and vice president is final.

Nonacademic Code of Conduct

Preamble

Summit Christian University provides flexible, high quality, collegiate learning opportunities for self-directed adults. The University is dedicated to maintaining a scholarly community in which the freedom of expression both written and oral is greatly valued. Members of the University community are expected to interact with each other with respect, consideration and in a civil manner. Civility requires cooperation, tolerance, acceptance, inclusiveness, courtesy, and patience. It is expressed not only in the words that are chosen, but in tone, demeanor, and actions.

Purpose

The purpose of this policy is to advise the students of Summit Christian University of their responsibilities and expected conduct when interacting with other students, facilitators or staff of the University in nonacademic situations or activities. Furthermore, it provides procedures for filing complaints, investigations, hearings, the range of possible sanctions and appeals under this policy.

Statement of Responsibilities and Conduct

Students at Summit Christian University are expected to be mature, self-directed and responsible for their progress and the achievement of their personal academic goals. They are expected to know and comply with the policies, rules and procedures of the University; satisfy their financial obligations; respect University resources; and comply with requests of academic and administrative personnel in the conduct of their professional duties.

Interaction between students and the University is expected to be thoughtful, professional, respectful and civil. Accordingly, any behavior that threatens or endangers the safety or welfare of members of the University community, or substantially disrupts or threatens to substantially disrupt the operation of the University, is prohibited and shall be grounds for disciplinary action, including dismissal from the University. Such prohibited behaviors include, but are not limited to, harassment, abusive actions, physical threats and disruptive conduct.

Violations

Behavior by students that violates the Nonacademic Code of Conduct and that takes place on Summit Christian University premises, during University-related activities, or which adversely affects the University

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community, shall be grounds for disciplinary action by the University. The University reserves the right, notwithstanding anything contained herein, to refer any nonacademic offense to the appropriate civil or criminal authority, as it may deem appropriate. Violations of the Nonacademic Code of Conduct may include, but are not limited to, the following:

- Disruption of University activities - exam administration, assessment activities, studying, research, administration and meetings. These activities may also be considered a violation of the Academic Code of Conduct. When there are academic elements involved the case will also be referred to the appropriate dean for review.
- Unauthorized Entry and Use - unauthorized entry and/or use of any University network, building, facility, room or office. Facilities include, but are not limited to, the Mayfield offices, off-site centers and special event venues.
- Misappropriation/Misuse of or Damage to University property, including misappropriation of or possession of misappropriated University property; intentional or negligent damage of University property; intentionally misplacing resources or in any way intentionally depriving other members of the University of the property or having access to the resources; infecting networks, programs, or other electronic media or systems with viruses or otherwise causing systems to malfunction or disruptions to University technology.
- Physical Abuse and Dangerous Activity, including actual physical abuse or threat of physical abuse to another person; damage to another person's property; causes another person to fear physical abuse or fear damage to his/her property; creating a condition which endangers or threatens the health, safety or well-being of other persons, or which could cause damage to property; possession, use or distribution of firearms, ammunition, explosives or other weapons on University property.
- Written or Oral Harassment - written or oral harassment includes the use of threatening or obscene language, or language which is otherwise abusive or discriminatory in the circumstances, by a student, directed to another student, a mentor, trustee or employee of the University.
- Sexual Harassment - sexual harassment represents a form of abuse and/or intimidation and involves actions such as unwelcome sexual conduct; requests for sexual favors and other physical and expressive behavior of a sexual nature; written or oral abuse or threats of a sexual nature; displaying or distributing pornographic or derogatory pictures or materials; unwelcome physical contact such as touching, patting, pinching or punching; continuing to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior; conduct that has the purpose or effect of unreasonably interfering with an individual's education or work performance or creating an intimidating or hostile environment. [Sexual harassment is a violation of Title IX of the Education Amendments of 1972 and other laws. See Policy Against Discrimination and Harassment for additional information.]
- Submission of Fraudulent Documents - such as transcripts, diplomas, test scores, references or applications that are forged, fraudulent, altered from the original, materially incomplete, obtained under false pretenses or otherwise deceptive (collectively referred to as fraudulent documents).
- Refusal to Provide Identification - refusal to provide identification upon request by an officer, employee or agent of the University acting on behalf of the University in the course of his/her duties.
- Disorderly, lewd or obscene conduct on University property, or at a University activity;
- Disorderly, lewd or obscene conduct in the use of an avatar, or in the use of digital media (audio, video uploads, streaming video, or photo content) in the online platforms;
- Deception of or attempt to deceive facilitators, staff, or other students regarding one's personal identity within the classroom, in testing, or in relation to any University activity or function;
- Cyber-bullying or any electronic communication that contains threatening or abusive language, to another student, mentor or staff member.
- Invading another person's privacy by intruding upon private communications or property.
- Unauthorized appropriation and/or use of another person's personal data or identity.

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- Misrepresentation - materially misrepresenting information to an official University body or officer.
- Provide false or misleading information in the course of a nonacademic disciplinary investigation or hearing.
- Failing to appear as a witness during a nonacademic disciplinary hearing, when directed to appear by the University.
- Other acts or activities that violate nonacademic University policies.

Disciplinary Process

The Office of the Vice President Academic Affairs is responsible for:

- Investigating allegations of misconduct.
- Administering the disciplinary process.
- Maintaining a written record of all actions regarding student conduct violations.

A complaint involving a violation of the Nonacademic Code of Conduct must be submitted in writing to the Office of Academic Affairs. The University Registrar and Vice President, and the President, will review the matter to determine whether the allegations merit proceeding with formal charges, or should be addressed informally.

If, in the opinion of the University Registrar and Vice President, the complaint should be pursued formally, the student will receive written notice of the charges and specifications, as well as information about a scheduled hearing. The Vice President Academic Affairs may withdraw the charges any time prior to the hearing, if good cause exists to do so.

Student Rights and Responsibilities

The student:

- Must notify the University Registrar and Vice President of the names of the student's advisor and any witnesses who will attend the hearing, at least three days before the hearing.
- Must submit a copy of any document that the student wishes to present into evidence, to the University Registrar and Vice President, at least three days before the hearing.
- Will be notified of the charges against him/her, in writing, prior to the hearing.
- Will be informed of the evidence upon which a charge is based.
- Will have a reasonable length of time to prepare a response to any charges.
- Will receive a copy of an investigation report prior to any hearing.
- Will receive a written determination of the charges and notifications of any sanctions imposed, in a timely manner.
- Will be afforded confidentiality throughout the process.
- Will have the right to waive any of these rights.

Student Conduct Committee Hearing

All committee hearings will convene in Mayfield, KY. Students unable to travel to Mayfield may attend the hearing telephonically, via conference call or video interface. A single audio recording of the hearing will be made by the University. Deliberations will not be recorded.

- The student may have an advisor present at the hearing, however, the student is responsible for presenting his/her information and, therefore, the advisor is not permitted to speak or participate directly in the hearing.

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- The student will be allowed to review the investigation report (a copy to be provided prior to the hearing), listen to the investigating staff deliver the report and suggest questions for the Committee Chair to ask.
- The student shall have the opportunity to present his/her version of what happened, submit supporting documentation and present witnesses.
- All records of the hearing will be kept in the custody of the University. Records or recordings are the property of the University and may not be reproduced without the specific authorization of the President of Summit Christian University.
- Hearings are closed to the public, and limited to the complainant, accused and advisor. Presentation of witnesses shall be subject to the Committee's approval.
- The Committee's determination shall be made on the preponderance of evidence standard, i.e. whether it is more likely than not that the accused student violated the code of conduct.
- All expenses incurred by the student will be borne by the student.

The specially appointed Student Conduct Committee will review the report, listen to evidence and decide if a violation did or did not occur. If a violation is determined to have taken place, the committee will determine what disciplinary action, if any, to impose on the student. A written decision will be issued by the chair of the Student Conduct Committee to the Vice President Academic Affairs. A copy of the decision will be sent to the student by certified and regular mail and serves as notice of the Committee's decision and any sanctions to be imposed. With the exception of dismissal, the Student Conduct Committee may impose, on its own authority, all sanctions listed in this policy.

One or more of the following sanctions may be imposed:

- Written Warning - A written reprimand for violation of a specific nature, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
- Exclusion/Removal from University Activity/Event - A student given this sanction may be barred from attending University sponsored activity and events for a specified period of time, not to exceed 180 days. These restrictions may be extended to participation in online events sponsored by the University.
- Suspension - A student may be suspended from the University for a specified period of time, not to exceed one year. The student while suspended shall not participate in any University sponsored activity and will be barred from University premises. At the discretion of the President, a permanent transcript notation of the suspension may be made. Students suspended from the University are not entitled to refunds for tuition or fees associated with their interrupted enrollment.
- Dismissal from the University - Permanent separation of the student from the University. A permanent transcript notation is mandatory. Students dismissed from the University are not entitled to refunds for tuition or fees associated with their interrupted enrollment. As the most severe action of the institution, the Committee may recommend dismissal to the President. Dismissal may only be imposed by the President either pursuant to the Committee's recommendation or upon the authority of the President. The President will notify the student by certified and regular mail, if dismissal is imposed.
- Postponing or Withholding of a Degree - The University may withhold the award of a degree, otherwise earned, until completion of a disciplinary process set forth in any of its Codes of Conduct.
- Revocation of a Degree - An awarded degree may be revoked for fraud, misrepresentation or other violation of University standards.
- Interim Suspension - In extreme or emergency circumstances, any vice president of the University may immediately suspend a student from access to University premises, activities or electronic sites, pending a conduct hearing or disciplinary action. Such interim suspensions will be reported as soon as possible to all the members of the President's Council.

Appeal Process

The student shall have the opportunity to appeal any decision involving disciplinary action. Appeals of

SUMMIT STUDENT SERVICES

dismissals must be submitted directly to the Office of the President. All other appeals must be submitted in writing to the Vice President Academic Affairs. All appeals must be filed within fifteen (15) business days after receipt of the disciplinary action. The appeal must specify the grounds on which it is being made. Allowable grounds for appeals are limited to the following:

- Evidence of procedural irregularity that affected the fairness of the hearing
- Evidence of significant mitigating circumstances or facts that could not have been presented to the investigating staff member or at the hearing
- Evidence of undue severity of sanction
- Evidence of bias on the part of the investigating staff member
- Evidence that the decision of the Student Conduct Committee is arbitrary, capricious or unreasonable, and that the charges are not supported by the evidence

A written decision will be issued, and the student will receive a copy of the appeal decision by certified and regular mail. The appeal decision may require that the previously imposed sanctions be:

- Affirmed
- Suspended, set-aside or rejected
- Modified or adjusted as warranted by circumstance
- Remand for a new hearing.

Upon notification, administrative offices throughout the University will take all requisite actions to record and implement the final decision of the University.

Policy Against Discrimination and Harassment

Summit Christian University is committed to maintaining an academic environment free from discrimination and harassment. The University prohibits sexual harassment and discrimination based on race, creed, color, national origin, ancestry, marital status, civil union status, domestic partnership status, sex, pregnancy, gender identity or expression, or affectional or sexual orientation, disability or nationality.

Hostile environment harassment based on any of these protected categories is also prohibited. Sexual harassment refers to unwelcome conduct based on a person's sex, including 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 a condition of an individual's academic success.
2. Submission to or rejection of such conduct is used as the basis for academic decisions affecting an individual.
3. Such conduct interferes with an individual's academic performance or creates a hostile academic environment.

Any student who believes that he or she has been sexually harassed or discriminated against by a mentor or College staff member should file a complaint with the University's Title IX Coordinator and Equity/Diversity Office Dr. D. Keith Roach kroach@summitchristianu.org. If a student believes that another student has harassed or discriminated against him or her, the student should file a complaint with the Office of the Registrar. Students are encouraged to make timely reports so that a satisfactory resolution is more likely.

Policy Against Harassment, Intimidation and Bullying

SUMMIT STUDENT SERVICES

Any of the following acts are prohibited and could lead to suspension or dismissal from the University:

If a student acts with the purpose to bully, intimidate, and harass another person by:

- Making, or causing to be made, a communication or communications (including the use of electronic and/or social media) anonymously or at extremely inconvenient hours, or in offensively coarse language, or any other manner likely to cause annoyance or alarm; or
- Subjecting another to striking, kicking, shoving, or other offensive touching, or threatening to do so; or
- Engaging in any other course of alarming conduct or of repeatedly committed acts with purpose to alarm or seriously annoy such other person, such that the behavior substantially disrupts or interferes with the orderly operation of the institution or the rights of other students to participate in or benefit from the education program.

This policy is in addition to the University's Policy Against Discrimination and Harassment. Issues arising from this policy will be investigated and adjudicated in accordance with the University's Non-Academic Code of Conduct.

Students with Disabilities

Summit Christian University adheres to the letter and spirit of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

It is the student's responsibility to disclose and verify their disability to the ADA Coordinator if requesting accommodations; all such disclosures will be kept confidential. **Accommodations under the ADA for a given term must be approved prior to the start date of the respective term.**

If you would like to discuss reasonable disability accommodations for course work and/or examinations, **please contact the ADA Coordinator in the Office of the Registrar prior to registering for a course or examination.**

Inclement Weather

In cases of inclement weather, the decision to cancel classes will be made by 3:00 p.m. (CST) that day. Class cancellations will be posted on the SCU website at <http://www.summitchristianu.org>. A public announcement will be made on local radio and TV stations if possible.

Class Leadership Service Opportunities

During the first course, a class representative, known as the Navigator, 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 the ***SUMMIT Program***. These duties include welcoming and introducing new or drop-in cohort members, supervising and collecting instructor 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

***SUMMIT* STUDENT SERVICES**

SUMMIT. It is a good idea for the Navigator to have the contact information of each cohort member to develop a contact tree to disseminate information quickly.

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 availability; establishing trust; 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.

SCU COURSE DESCRIPTIONS

Course Numbers

Undergraduate courses are numbered 100-499. Those numbered in the 100s are freshman level; 200s are sophomore level; 300s are junior level; and those numbered in the 400s are advanced courses and are open only to juniors and seniors. Courses are added, revised, or withdrawn from time to time to keep the educational program current. Emphasis and activity are denoted in the course descriptions and are subject to change.

Note: ENG 120 Composition II is a prerequisite for all courses 300 level and above. All courses are 3 credit hours unless otherwise noted.

BIBLICAL STUDIES

BIB 211 Old Testament

A general introduction and overview of the Old Testament noting the distinctive features of each book.

BIB 212 New Testament*

A general introduction and overview of the New Testament noting the distinctive features of each book.

BIB 213 The Bible as Literature

This course will study the use of literary tools in the Bible. The study of these literary qualities, coupled with a study of representative passages in the Biblical text, will give learners a richer understanding of God's Word. The course will explore the literary art forms of the Bible, and learners will gain the skills needed to identify more fully the literary genres that constitute so much of the Biblical canon. Learners will be asked to consider carefully the assumptions they use when studying the Bible from a literary point of view. (Cross Listed: ENG 211)

BIB 322 Life of Christ

A course that centers on the life of Christ as recorded in the four Gospels. This course traces the Savior's path from His birth to His ascension, emphasizing the harmony of the four accounts.

BUSINESS ADMINISTRATION

BUS 101 Introduction to Business

Business Careers, terminology and the interrelationships and complexities of business are introduced and examined in this survey course.

BUS 211 Financial Accounting*

The meaning and purpose of accounting principles; the accounting cycle including journal entries, posting, trial balances, adjusting and closing procedures, special journals, receivables, payables, inventories; and primary financial statements, including introductory analysis.

BUS 221 Principles of Economics

This course provides students with a foundation of economic principles pertaining to public policy, microeconomics and macroeconomics. The following topics will be discussed: the micro economy, fiscal policy, GDP, Inflation, Monetary Policy, and the International Economy

BUS 251 Personnel Supervision

The course will examine the basic roles and responsibilities of the supervisor, emphasizing human relations skills and the behavioral factors of individuals and groups in the work environment. The conceptual knowledge base and skills to support the supervisory function are identified and developed.

- Designated as a Cardinal Course

BUS 252 Management of Cultural Diversity

Geert Hofstede's five cultural dimensions—Power Distance, Masculinity/Femininity, Individualism/Collectivism,

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Uncertainty Avoidance and Short Term/Long Term Orientation and their impact on Diversity Management will be explored.

BUS 312 Managerial Accounting

Corporation accounting including capital formation, retained earnings, and dividends; long-term liabilities, accounting for income taxes, and elementary cost accounting systems; financial statement analysis.

BUS 321 Principles of Marketing

Introductory course in marketing fundamentals. Examines the role of marketing in our society and within both for profit and nonprofit organizations. Topics include pricing, promotion, distribution, and product strategies.

BUS 322 Principles of Management*

This course is an introduction to fundamentals of business management. It examines the major theories of management thought and the managerial functions of planning, organizing, leading, and controlling. Contemporary concepts are covered through readings, experiential exercises and classroom discussions.

BUS 323 Principles of Statistics

This course introduces students to statistics for business research. Specific statistical applications addressed include descriptive statistics, the normal distribution, elementary sampling theory, tests of hypotheses, confidence intervals, correlation, and analysis of variance and application of the t-test, Chi-square Goodness of Fit and the Test of Independence. (Prerequisite MAT 140 College Math) (Cross listed: PSY 370 Principles of Statistics)

BUS 331 Principles of Finance*

A study of financial concepts, emphasizing an understanding of how the principles of financial management can be used to enhance the value of a firm. Topics include financial statement analysis, financial markets, the time value of money, valuation of stocks and bonds, the risk and return relationship, cost of capital, and capital budgeting.

BUS 352 Organizational Behavior and Change

An integrated view from the behavioral sciences into the study of human behavior in business organizations. Topics include group dynamics, motivation, leadership, and the management of conflict and change in the organization.

BUS 372 Human Resource Management*

A study of current policy and practices in personnel planning, job analysis and design, recruitment, selection, training, performance appraisal, and compensation. Special attention is given to the legal environment surrounding personnel issues. (Prerequisite: BUS 322 Principles of Management)

BUS 413 Business Law

The learner focuses on the legal environment of business. A number of legal concepts including contracts, torts and privacy protection, criminal law, real property, forms of business organizations, and debtor-creditor relations are examined along with issues involved in analyzing how ethics, business and law interact. The preparation of appellate case briefs and critical thinking allow the learner to conceptually apply these legal concepts to business.

BUS 432 International Business Management

A broadly-based introduction to the field of international business; consists of an inter-disciplinary survey of the fundamentals of a) international trade; b) environmental factors; c) international institutions and agencies; and d) company organization, management functions and operations around the world.

BUS 442 Policy and Strategy

This course provides students with a foundation of strategic management which is an interdisciplinary course connecting all avenues of business on how to create a competitive advantage in the market. Topics will include strategy formulation, strategy implementation, and strategy evaluation including all business subject areas.

- Designated as a Cardinal Course

CHRISTIAN MINISTRIES

CHM 122 Foundational Issues of Life

An examination of the key issues in all of life from a biblical perspective, with practical application to the life of the student and his/her ethical significance.

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CHM 203 Grief: A Ministry Approach

This course assists students and caregivers in exploring the various aspects of grief and helps them effectively relate to others who are experiencing grief as a result of a significant loss in their life.

CHM 212 Christianity in a Pluralistic World

A general survey of the major non-Christian religions of the world. Although this course provides an introduction to the basic characteristics of preliterate religions (e.g., Animism), its primary emphasis is upon the living religions of today: Judaism, Islam, Hinduism, Buddhism, Shintoism, and Confucianism. The course gives particular attention to the history of the religion and to the comparative concepts of holiness, sin, salvation, eternal life, and the corporate worship expressions of these religions. (Cross Listed: MIS 212/THE 212)

CHM 301 Ministry Based Counseling

A course designed to assist prospective ministers and other counselors in developing a mature understanding of themselves as Biblical counselors and also to develop an effective counseling approach in the local church setting.

CHM 312 Christian Worldview

An examination of the ideas, concerns, and components of the various worldviews prevalent in society, the formation process of any worldview, and the significance and uniqueness of the Christian worldview.

CHM 321 Contemporary Issues in Christianity

A study of how Biblical Christianity confronts world cultures, including modern America. The student will be challenged to resolve the question, "How do Christians live their lives in our culture in a way that honors God?"

CHM 332 Educational Principles

An examination of the principles and practices of educational ministry in the local church, its administration, and the significance of various teaching methods.

CHM 341 Christian Ministries*

This course provides a theological and practical introduction to the minister's call, character, and competence. Students will be required to identify a minister specific to the students calling as a mentor.

CHM 420 Strategies for Ethical Issues

This course analyzes the impact of values in our everyday lives. Students will examine their personal values to formulate a philosophy concerning values-driven practices, government accountability, human rights, and a responsible lifestyle in the contemporary world.

CHM 430 Church Administration

A study of the theoretical and practical aspects of administration in the local church. The class emphasizes leadership skills, staff/volunteer relationships, and program planning, implementation, and evaluation.

CHM 450 Missional Church

This course is a study of the factors that inhibit and enhance successful church planting. Particular attention will be given to methods of gathering and evaluating statistical data to identify positive factors of church planting. (cross listed: MIS 450)

CHM 461 Christian Leadership*

The Biblical role of leaders will be explored. The student will be introduced to the nature of change and conflict and its impact upon the church and the pastor.

- Designated as a Cardinal Course

COMMUNICATION ARTS

COM 100 Intro to Human Communication

A course designed to help students gain insight into and improve their interpersonal skills and relations with others. Attention is placed on studying and evaluating communication variables in work, school, family and social settings.

COM 110 Principles of Speech*

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A course designed to introduce the student to the fundamentals of oral communication and to give special attention to interpersonal communication, speech composition, and delivery.

COM 311 Organizational Communication

The student explores the role of effective communication and relationship building in creating a productive work environment. Effectiveness in personal and social relationships is also covered through readings and exercises involving nonverbal communication, constructive feedback, dealing with anger and resolving conflict.

COM 321 Group Processes

The student examines group behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision-making and resolving conflict in groups. Students develop strategies for efficient and productive group management and determine which tasks are handled by groups or individuals. (Cross Listed: PSY 341 Group Dynamics)

COMPUTER SCIENCE

CSC 120 Computer Applications

This course is designed to introduce students to concepts of computer systems and applications in Microsoft Windows including word processing, presentation, Internet concepts, and special software packages for Microsoft Windows. Students will utilize personal computers in hands-on approach. This course will allow students to explore computer methodology and terminology.

ENGLISH

ENG 101 Applied English

This course develops and applies language and vocabulary skills needed for those intending to pursue business careers. Basic principles of grammar, punctuation, vocabulary, spelling, word and number usage, and proofreading rules are reviewed. Emphasis is on writing applications, business letters, memoranda paragraphs and resumes.

ENG 110 English Composition I

A course designed stressing writing skills. Major emphases include knowledge of basic grammar skills, recognizing sentence structures, and developing thematic paragraphs. A grade of "C" or above is required in this course before enrolling in ENG 120 Composition II.

ENG 120 English Composition II*

A course designed to teach composition skills necessary for expository and technical writing. The class will focus attention to utilizing research and reference skills in composition writing. (Prerequisite: A grade of "C" or above in ENG 110 Composition I)

ENG 210 Introduction to Literature

An examination of methods and techniques for analyzing the significance of a literary work, with practices in applying the techniques to representative poems, short stories, novels, and drama. (Prerequisite: ENG 1203 English Composition II) (This is a prerequisite course for seeking a major or minor in English.)

ENG 211 The Bible as Literature

This course will study the use of literary tools in the Bible. The study of these literary qualities, coupled with a study of representative passages in the Biblical text, will give learners a richer understanding of God's Word. The course will explore the literary art forms of the Bible, and learners will gain the skills needed to identify more fully the literary genres that constitute so much of the Biblical canon. Learners will be asked to consider carefully the assumptions they use when studying the Bible from a literary point of view. (Cross Listed: BIB213)

- Designated as a Cardinal Course

EVANGELISM

EVG 310 Church Evangelism

A study of the various aspects of a perennial program of evangelism in and through the local church. Particular emphasis will be given to types of local church evangelism programs.

HISTORY

HIS 210 United States History to 1877*

This course traces the early history of the North American Continent, including colonization, settlement, revolution,

SCU COURSE

economic, social, religious and political developments, sectional conflicts, the Civil War and reconstruction in the United States.

HIS 220 United States History from 1877

A continuation of History 210 United States History to 1877 that begins with the end of Reconstruction and traces the development of the national experience up to the present time. Immigration, westward movement, economic and industrial growth, social problems, world power, the two World Wars, the Cold War, religious life, and other national developments are studied.

HIS 310 History of Christianity

A survey of the development of Christianity from New Testament times to the present is reviewed with emphasis on the general missionary movements.

HOMILETICS

HOM 320 Preaching Ministry

A beginner's homiletics course composed of reading, lectures, and personal experiences designed to develop the preacher in the preparation and delivery of sermons. The aim is to instruct, motivate, and challenge the student to discover preaching as both academic and spiritual discipline.

HUMAN RESOURCE MANAGEMENT

HRM 311 Employee and Labor Relations

This course will use an applied and practical focus in order for the learners to gain an understanding of how employee and labor relations influences and guides their current work environment, while also providing insight for understanding the environments in other organizations.

HRM 321 Introduction to Compensation and Benefits

This course examines the concepts and practices involved in the design and development of total compensation systems in organizations. Students will gain understanding of elements and tools such as the legal framework, job analysis, evaluation, market pricing, equity issues, external competitiveness, employee motivation, and benefits administration.

INTERDISCIPLINARY

IDC 111 Adult Development *

This course introduces students to adult development theory and links these concepts to life through a process of individual reflection. Both classical and contemporary adult development theory are examined. These provide the paradigm for self-analysis and life assessment that are the basis for understanding individuals within organizations. Special emphasis is placed on upgrading writing skills needed throughout the curriculum.

- Designated as a Cardinal Course

MATHEMATICS

MAT 140 College Mathematics

Modern topics in mathematical problem solving; topics of choice include numeration systems; logic and sets with their application to critical thinking; voting and various methods of counting votes; probability and statistics with uses in making decisions under conditions of uncertainty; financial mathematics (including simple and compound interest, present and future value annuities, and amortization); applications of algebraic equations and functions; basic geometry; right triangle trigonometry; and graph theory. The major goal of this course is to promote understanding of real-life applications in mathematics.

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MISSIONS

MIS 212 Christianity in a Pluralistic World

A general survey of the major non-Christian religions of the world. Although this course provides an introduction to the basic characteristics of preliterate religions (e.g., Animism), its primary emphasis is upon the living religions of today: Judaism, Islam, Hinduism, Buddhism, Shintoism, and Confucianism. The course gives particular attention to the history of the religion and to the comparative concepts of holiness, sin, salvation, eternal life, and the corporate worship expressions of these religions. (Cross Listed: CHM 212/THE 212)

MIS 330 Biblical Basis of Missions

This is an in-depth study of God's redemptive plan of the ages. This course examines the Biblical basis of missions with a survey of the teachings relating to missions in both the Old and New Testament.

MIS 450 Missional Church

This course is a study of the factors that inhibit and enhance successful church planting. Particular attention will be given to methods of gathering and evaluating statistical data to identify positive factors of church planting. (cross listed: CHM 450 Missional Church)

MUSIC

MUS 210 Music Appreciation*

A general overview of the elements of music, musical genres, composers, and musical compositions from the Renaissance period through the twentieth century.

PSYCHOLOGY

PSY 101 General Psychology*

This course is a study of the principles and theories that introduce students to the subject and the science of human behavior from the Biblical perspective designed to enable them to understand, predict, and interpret human behavior while incorporating their Christian worldview.

PSY 210 Introduction to Counseling

This is a survey of counseling psychology, philosophy, procedures, and practices from a Biblical perspective and Christian worldview. This course considers the role of the practitioner in counseling services for church, community and educational settings. (Prerequisite: PSY 101 General Psychology)

PSY 300 Marriage and Family

A course designed to study the concepts and meanings of relationships in terms of pre-marriage, marriage, and marital conflict from a Biblical perspective and Christian worldview. Focus is on gender, love, and the phases of marriage, communication, sexual relations in marriage, parenting, money management, family relationships, conflict and stress, and spiritual growth. (Prerequisite: PSY 101 General Psychology)

- Designated as a Cardinal Course

PSY 301 Human Sexuality

This course explores the complexity of human sexual behavior from biological, psychological, sociological, cultural, historical, and religious aspects. Students will learn about the myths and misconceptions of human sexual experiences, as well as perceptions and consequences from a Christian worldview. The purpose of the course is to broaden the perspective and understanding of students about sexual behavior, as well as provide a Christian atmosphere of education. (Prerequisite: PSY 101 General Psychology)

PSY 311 Abnormal Psychology*

This course is designed to challenge students in their perception of normality. It consists of the study of normal and abnormal behavior and psychological disorders of individuals with consideration given to the causal factors, symptomology and treatment options from a Biblical perspective. Students will learn about the *Diagnostic and*

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Statistical Manual of Mental Disorders IV-TR and the mental illnesses that are included. (Prerequisite: PSY 101 General Psychology)

PSY 320 Psychology of Religion

This course is designed to study the psychological aspects of individual and corporate worship, as well as explore the dynamics of congregational behaviors. Focus is placed on theories of leadership and followership, as it relates to worship leaders and their effects on individuals and congregations. (Prerequisite: PSY 101 General Psychology)

PSY 321 Developmental Psychology

This course is an overview of the physical, social, cognitive, personality, and moral development of the individual, from birth to death. Through a Christian perspective, students will study the life span of the individual in general, with particular attention paid to their own personal development. (Prerequisite: PSY 101 General Psychology)

PSY 322 Child Psychology

Child Psychology provides a study of the physiological, psychological, social, cognitive and spiritual growth of the child from conception to the pre-adolescent level, from a Christian worldview perspective. Emphasis is placed on the major theoretical schools of thought, moral development, and current psychological research of the lifespan. (Prerequisite: PSY 101 General Psychology)

PSY 330 Theories of Personality*

The Theories of Personality course is designed to study the factors and conditions relating to personality structures, psycho-dynamics including defense mechanisms, and historical influences on the theorists. This includes a critical examination of the major theories of personality with a comparison to Biblical concepts and principles. (Prerequisite: PSY 101 General Psychology)

PSY 331 Social Psychology*

Social Psychology is the study of the behaviors of individuals influenced by cultural and social group interactions both past and present with focus on these interactions from a Christian worldview perspective. To complete the course loop, the impact of religious and nonreligious groups on individual problems will be thoroughly explored. (Prerequisite: PSY 101 General Psychology) (Cross Listed: SOC 331)

PSY 341 Group Dynamics

The student examines group behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision-making and resolving conflict in groups. Using a Biblical perspective, students will develop strategies for efficient and productive group management and determine which tasks are handled by groups or individuals. (Cross Listed: COM 321 Group Processes)

PSY 351 Tests and Measurements

This course is designed to analyze the theoretical principles and assumptions basic to the measurement of human behavior and personality characteristics. Focus is on the survey of psychometric tools that can be used in psychological study and a church setting. There is a lab fee for this course. (Prerequisite: PSY 101 General Psychology)

PSY 370 Principles of Statistics*

This course covers Elementary probability, descriptive statistics, probability distributions, random sampling, hypothesis testing, and analysis of variance while incorporating a Christian worldview of research. (Prerequisite: MAT 120 College Algebra)

- Designated as a Cardinal Course

PSY 400 Psychology of Addiction

This course concentrates on the study of the addictive personality as it relates to substance abuse and alcoholism. Focus is on techniques for counseling and treatment procedures based on a Biblical perspective. (Prerequisite: PSY 101, General Psychology, PSY 210, Introduction to Counseling, PSY 330 Theories of Personality)

PSY 410 Physiological Psychology*

This course explores the physiological, biological, and anatomical mechanisms responsible for human behavior and psychological disorders. The structures of the brain and the functions of those structures will be fully examined. (Prerequisite: PSY 101 General Psychology)

SCU COURSE

PSY 420 Quantitative Methods of Research*

This course is designed to develop, from a Biblical perspective, an understanding of elementary methods used in psychological research emphasizing experimental methodology and research design. Focus is on problems of measurement, central tendency and dispersion, linear correlation, prediction, simple tests of significance, and hypothesis formulation and testing. (Prerequisites: PSY 101 General Psychology and PSY 370 Principles of Statistics)

SCIENCE

SCI 100 Environmental Science*

This course exposes the student to various issues concerning our environment including health issues; food production; water, air, and soil quality; nuclear power; and regulatory and crisis management of resources with a view toward sustainability and stewardship.

SCI 110 General Biology

An introduction to the fundamental features of living organisms and life processes. The Laboratory experience is part of this course.

THEOLOGY

THE 212 Christianity in a Pluralistic World

There is a need to study the major non-Christian religions of the world. Although this course provides an introduction to the basic characteristics of preliterate religions (e.g., Animism), its primary emphasis is upon the living religions of today: Judaism, Islam, Hinduism, Buddhism, Shintoism, and Confucianism. The course gives particular attention to the history of the religion and to the comparative concepts of holiness, sin, salvation, eternal life, and the corporate worship expressions of these religions. (Cross Listed: CHM 212/MIS 212)

THE 220 Theology and Apologetics

This course is a rational defense for the truth claims of the Christian faith. The course details questions which both skeptics and sincere inquirers pose to Christian adherents, and consideration of the main responses from within the Christian tradition.

THE 310 Christian Doctrine

This is a study of the topical areas of systematic theology from an Evangelical perspective. Special emphasis will be placed upon the role of doctrine for everyday life and the formulation of a Christian worldview.

THE 340 Biblical Interpretation*

This course is a study of basic principles of Biblical interpretation, application through exegetical studies of selected Biblical passages, and examination of various methods of Bible study.

- Designated as a Cardinal Course

SCU COURSE

SCU FULL-TIME FACULTY

Baker, Michael R. (2016) Chair, College of the Bible; Chair of Christian Ministries Department; B.A. Pensacola Christian College 1998, M. Div. Mid-America Baptist Theological Seminary 2008, Ph.D. Mid-America Baptist Theological Seminary, 2011.

Roach, D. Keith (2016) President; Chair of Psychology Department; B.S. Cumberland College, 1980; M.A.R.E. Southwestern Baptist Theological Seminary 1983; Ph. D. Southwestern Baptist Theological Seminary, 1991.

Heinz, Art (2018) Chair, Business Administration, Ph.D. North Central University 2018; D.Min. Evangel University.

Watkins, Don (2016) Chair, General Studies; D. Min., Reformed Theological Seminary, MS, Reformed Theological Seminary; BA, Florida Atlantic University.

SCU ADJUNCT FACULTY

Davidson, Chad (2019) Instructor, Music Appreciation; B.S. Murray State University; MME Murray State University.

Gibson, Darlene (2020) Instructor, English; B.S. Psychology Mid-Continent University; MA Murray State University.

Hopwood, Kody (2019) Instructor, Christian Ministries; B.S. Mid-Continent University; MA-Christian Education Southern Baptist Theological Seminary.

Hughes, James (2017) Instructor, Business; B.S. Mid-Continent University 2007, M.S. Mid-Continent University 2012.

Inman, Sharon (2019) Instructor, Psychology: BS Murray State University; EdS Murray State University 2002

Lewis, Franklin D. (2017) Instructor, Science; B.S. Lee University 1989, M.A. University of Colorado 2000, Ph.D. Walden University 2016.

Martin, David (2020) Instructor, Psychology; MA Religious Education Southwestern Baptist Theological Seminary.

Morgan, Shay (2017) Instructor, Business Law and Economics; B.A. Murray State University 2004, M.B.A. Southern Illinois University College of Business 2015, J.D. Southern Illinois University School of Law 2015.

SCU COURSE

Payne, Judy (2018) Instructor, Business Administration; MBA – Marquette University, JD Southern Illinois School of Law.

Proctor, Teresa (2020) Instructor, Adult Development; B.S. Mid-Continent University; M.S. Organizational Communication.

Vowell, Trisha N. (2017) Instructor, Business – HR; B.S. Murray State University 1999; M.S. Mid-Continent University 2012.

Willoughby, Jason R. (2016) Instructor, Business; B.A. Lindsey Wilson College 2000, M.B.A. Kaplan University 2008, Ph.D. – ABD Walden University Expected 2017.

West, Erica (2019) Instructor, Business Administration – Accounting; M.S. University of Kentucky-Accounting.

SCU OFFICERS

Roach, D. Keith (2016) President and Provost; B.S. Cumberland College, 1980; M.A.R.E. Southwestern Baptist Theological Seminary 1983; Ph. D. Southwestern Baptist Theological Seminary 1991.

Spencer, Tom (2019) Chief Financial Officer; B.S. University of Tennessee -Martin; CPA

Yates, Yvonne (2017) University Registrar

SCU BOARD OF TRUSTEES

The administration fulfills its duties with powers to carry out the stated purpose by authority vested in a Board of Trustees. The Board of Trustees is responsible for achievement of the distinctive purposes of Summit Christian University, to determine basic institutional policies, to elect the President, and to secure financial resources to adequately support the university. Trustees are the legal custodians of the property and exercise control over major physical changes and developments.

Section 2: Number and Qualifications

- a. The Board shall have up to 15, but no fewer than 5, members. The number of Board members may be increased beyond 15 members or decreased to less than 5 members by the affirmative vote of a majority of the then serving Board of Directors. A Board member need not be a resident of the State of Kentucky.

BOARD OF TRUSTEES 2018-2020

SCU COURSE

Dr. Wes Fowler (2016)

Hon. Teresa Cantrell (2016)

David Wright (2016)

Dr. Brad Henson (2017)

Mrs. Gina Leeper (2017)