

*Central Christian University
of
South Carolina*

*Human Resources
Policies and Procedures Manual
(Revised 11 2023)*



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Mission: CCU of SC's mission "is to equip and empower the body of Christ to do the work of the ministry and to advance the kingdom of God. To provide biblical education and training that promotes spiritual growth and maturity and empower believers to live successful and victorious lives in Jesus Christ."

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Welcome to Central Christian University of South Carolina, Inc.

We are excited to have you as part of our team. You were hired because we believe you can contribute to the success of our organization and share our commitment to achieving our goals as described in our mission statement.

Central Christian University of South Carolina, Inc. will hereafter be identified as CCU of SC, Inc.

Mission Statement

The mission of CCU is to equip and empower the body of Christ to do the work of the ministry and to advance the Kingdom of God; to provide biblical education and training that promotes spiritual growth and maturity and empowers believers to live victorious lives in Jesus Christ.

At CCU of SC, we believe that.....

- Educating students of all races and ethnic backgrounds for God's Kingdom and service to the humanity.*
- Helping parents fulfill their obligation of raising their children in the fear and admonition of the Lord.*
- Assisting each student in reaching his or her God-given potential in the best possible time.*
- Creating a Christ-centered environment for each student's growth and development according to God's plan.*
- Preparing students to make the choices of life according to the truth as revealed by the Word of God.*

The primary goal of the Central Christian University of SC “is to live our mission statement and continue to be a leader in Christian School Education”. We achieve this through dedicated hard work and commitment from every employee. Our hope is for all employees to succeed in their jobs and to be part of achieving our goals.

This employee handbook contains our key policies, goals, benefits, and expectations as well as other information you will need. You should use this handbook as a ready reference as you pursue your career with Central Christian of South Carolina, Inc.

We extend our warmest welcome to you. We pledge our prayer, support, and help as you minister to the spiritual, mental, and emotional needs of our students.

Sincerely,

Charles E. Graham, Ph. D

Rev. Dr. Charles E. Graham
President/Founder



INTRODUCTION

Central Christian University of South Carolina, Inc. is an evangelical and mission multi-denominational, international and multi-ethnic community dedicated to the preparation of men and women for manifold ministries to Christ and His Church.

Under the authority of the Holy Spirit and a call to the education ministry, in Mims, Florida, July 15, 1978, Reverend Dr. Charles E. Graham, Pastor of Greater St. James Baptist Church with much prayer and consultation, founded the C.E. Graham Baptist Bible Institute and family and Pastoral Counseling Center. It operated for almost six years as an extension of Faith Evangelistic Christian Bible College in Morgantown, Kentucky and the National Christian Counselors Association (NNCA) in Sarasota, Florida.

On May 1, 1984, Dr. Graham amended the Scope of the Institute and Counseling Center so that it became the C.E. Graham Bible Institute/College and Seminary. It continued as an extension of Faith a National Christian Counselors Association (NCCA) in Seraco, Florida.

In August 1988 the school became independent of Faith and NCCA. On May 19, 1993, the school was chartered in the State of South Carolina as non-profit corporation.

On October 11, 1994, the South Carolina Commission on Higher Education acknowledged that the institution because its sole purpose is religious or theological training, is exempt from oversight of the commission.

January 3, 2007, the School was chartered as Central Christian University of South Carolina, Incorporated.

CCU of SC Beliefs

<u>Our Philosophy</u>	<u>Our Mission</u>
<p><i>From its inception, the Central Christian University of South Carolina, Inc. has promoted the local church as the mechanism through which people of like faith develop a sound foundation in the gospel of Jesus Christ. Central Christian University of South Carolina, Inc. is an extension of the church and a partner in the mission of preparing individuals to be responsive leaders and servants of God. Central Christian University of SC, Inc. embraces a mission of "being an ever-expanding and vital educational vehicle for use by God to work in the lives of people as they serve and contribute to others."</i></p> <p><i>In brief:</i></p> <ul style="list-style-type: none"> <i>... to honor God in all we do. . .</i> <i>... to help people develop and grow</i> <i>... to pursue excellence in every phase of our ministry.</i> 	<p><i>The mission of CCU is to equip and empower the body of Christ to do the work of the ministry and to advance the Kingdom of God. To provide biblical education and training that promotes spiritual growth and maturity and empowers believers to live a successful and victorious lives in Jesus Christ.</i></p> <p><i>Motto: "Study to show thyself approved unto God, workman that needth not be ashamed, rightly dividing the word of truth." II Timothy 2:15</i></p>

Policies and Procedures Manual

There are several things that are important to keep in mind about this handbook.

First, it contains general information and guidelines. It is intended to be comprehensive and address all the possible applications or exceptions to the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to your immediate supervisor.

Neither this handbook nor any other CCU's document confers any contractual rights, either expressed or implied, to remain employed by the University. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by CCU of SC, Inc. Similarly, you may resign for any reason at any time. No supervisor or other representative of CCU (except the President) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

Second, the procedures, practices, policies, and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Third, this handbook and the information in it should be treated as secret and confidential. No portion of this handbook should be disclosed to others except CCU of SC, Inc. employees and others affiliated with CCU whose knowledge of the information is required in the normal course of business.

Finally, some of the subjects described here are covered in detail in official policy documents. You should refer to these documents for specific information since this handbook only briefly summarizes those benefits. Please note that the terms of the written insurance policies are controlling.

Central Christian University of South Carolina, Inc.

History

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

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

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

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

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

The School also made a request to the South Carolina Commission on Higher Education to be exempt from the State Licensure requirements, offering studies leading to degrees in the areas of Bible, Theology, Counseling, Church Leadership, and Christian Education. On October 11, 1994, exempt status was granted clearance using degree titles such as Associate of ..., Bachelor of ..., Master..., and Doctor of Theology, etc., which clearly label such degrees as professional. 4

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

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

In February 2018, the ABHE Commission on Accreditation awarded the Central Christian University of South Carolina, Inc. "Applicant Status." The University endeavors to complete this journey towards full accreditation with the Association for Biblical Higher Education with committed diligence.

Currently, Central Christian University of South Carolina holds Candidate Status with the Association for Biblical Higher Education Commission on Accreditation (5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407-207-0808.) Candidate Status is a pre-accreditation status granted to those institutions that meet the ABHE Conditions of Eligibility and the process such qualities as may provide a basis for achieving accreditation statute within five years.



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



The C.E. Graham Library

The New Geographical Location of Central Christian University of South Carolina

On August 22, 2023, Central Christian University of South Carolina applied for a Substantive Geographical Change to Belmont Baptist Church, 901 Mason Road, Columbia, SC 29203 with the Association of Biblical Higher Education.



Central Christian University of South Carolina, Inc. endeavors to provide procedures and policies with the University to ensure codification of the rules and expectations according to its mission and the sanctity of the institution.

A Policy Manual, handbooks, and publications have been created for the promotion and implementation of effective standard operating procedures. Each administrative unit is accountable for ensuring the conduct of business according to the procedures outlined for its departments. Departments are also responsible for developing, reviewing, evaluating, adding, and updating manuals on an ongoing basis to the Executive Cabinet and the Board of Directors.

Section I: INSTITUTIONAL GOVERNANCE

Because Central Christian University of South Carolina, Inc. endeavors to educate in a spiritual nurturing environment, to provide effective procedures and policies with the leadership of the University, to ensure that the University will continue to be a successful accredited institution of higher learning, to delineate how revenues will be raised to support the financial needs of the institution, to disperse funds purposely with safe, practical and equitable guidelines that will promote financially sound and viable education, a Marketing Plan has been developed.

CCU of SC has a diverse and professional governing Board of Directors. The Board of Directors has the power to manage and control the affairs and property of CCU of SC. The Board of Directors has authority over the administrative functions, responsibilities, faculty teaching, and learning techniques in the disciplines to which instructors are assigned.

The codification of the Board of Directors has ratified bylaws. The President, Board of Directors, governance committees, and bylaws are all instrumental in the governing and decision-making processes at the Central Christian University of South Carolina.

The bylaws outline the procedures, descriptions, membership requirements, and rules of not only the Board of Directors but also of other committees as appointed or assigned by the Board of Directors. Please see the list of members of the Board of Directors with their principal occupations.

In keeping with the Conflict-of-Interest Policy of the Central Christian University of South Carolina, Board Members exclude all employees except the C.E.O. Employee, staff, or faculty members are not members of the CCU Board of Directors with the exception of our CEO, who is also the Founding President.

The President of the CCU of SC Alumni is an ex-officio member of the Board of Directors.

Article 6, section 2 outlines the members of the Board of Directors and the election in terms of office. The officers of Central Christian University (except the founding President, who will serve until his death, encapsulation, or resignation) shall be elected by the majority vote of the members of the Board of Directors present at the organizational meeting and at every annual meeting.

The Board of Directors is active in generating resources to support the University on an ongoing basis.

CCU of SC is a nonprofit corporation formed under the South Carolina statutes, which is organized and shall be operated in accordance with the meaning and provisions of Section (c) (3) of the Internal Revenue Code and Regulations issued thereunder.

A. The Role of the Board of Directors

CCU of SC Board of Directors has a well-diverse constituency of members. Section 4 states the Board of Directors may designate from among its members a Chairperson, Vice-Chairperson, Secretary, and Treasurer. The 15 members of the Board of Directors are comprised of educators, pastors, religious clergy, military personnel, business entrepreneurs, and one student representative.

Article 3, sections 1 through 15 of the bylaws outline and describe the Governance Committee's rules and the procedures for ongoing assessments and evaluations. Section 14 states the procedures for evaluating the Chairperson. One active member from various committees with a good attendance record shall perform an annual evaluation on the Chairperson of the Board of Directors; the evaluation must be reviewed and signed by the Chairperson, and the evaluation must be completed. Section 14 states that the Chairperson shall perform an annual evaluation on the Vice-Chairperson and follow the procedures thereunto. The remaining sections outlined the persons conducting the evaluations and who is being evaluated. All evaluations must be reviewed, signed, and maintained on file at the administrative office.

The Executive Committee of CCU of SC aggressively seeks and interviews board members who are committed to the mission of the university. The Board of Directors is charged with seeking out and selecting potential high-quality board members. Per the Bylaws, perspective members are to be highly recommended, submit a Veta, and write a declaration of the desire to become a member of the CCU of SC Board of Directors. Training packets and materials are provided and discussed in detail with each member of the board.

BYLAWS
OF
CENTRAL CHRISTIAN UNIVERSITY OF SOUTH CAROLINA
132 Monteith Street
Columbia, SC 29203

ARTICLE I
OFFICES

Section 1. Registered Office: The Central Christian University of South Carolina shall at all times maintain in the State of South Carolina a registered agent whose business office shall be the registered office of Central Christian University.

Section 2. Other Offices: Central Christian University may also have such other offices within or out of the State of South Carolina as the Board of Directors may, from time to time, designate and as the business and affairs of Central Christian University may require.

ARTICLE II
PURPOSES

Section 1. Nature of Corporation: Central Christian University of South Carolina is a nonprofit corporation formed under the South Carolina statutes, which is organized and shall be operated in accordance with the meaning and provisions of Section 501(c)(3) of the Internal Revenue Code and the regulations issued thereunder.

Section 2. Primary Purposes: Central Christian University is organized for the purposes set forth in its Articles of Incorporation, which are filed with the State of South Carolina.

ARTICLE III BOARD OF DIRECTORS

Section 1. General Powers: The Board of Directors shall have the general power to manage and control the affairs and property of Central Christian University, and shall have full power, by majority vote, to adopt rules and regulations governing the action of the Board of Directors.

Section 2. General Powers: The Board of Directors shall have the general power to manage and control the Administrative, Administrator (s) functions/responsibilities and faculty teaching and learning techniques in the discipline he or she is assigned.

Section 3. Number, Election, and Term of Office: The Board of Directors shall consist of no less than five (5), and no more than twelve (20), members. Directors need not be residents of the State of South Carolina. Election to the Board of Directors shall be by majority vote of the members of the Board of Directors, which shall occur, except in the case of filling vacancies, at each annual meeting thereof. Each Director shall hold office for a term of four (4) years and may thereafter be re-elected or serve until his/her successor is elected and qualified.

Section 4. Officers: The Board of Directors may designate from among its members a Chairperson, Vice-Chairperson, Secretary, Treasurer of the Board and such other officers as it may consider appropriate with such duties as it may prescribe.

Section 5. Vacancies: Any vacancy occurring on the Board of Directors prior to the expiration of a term shall be filled by a board member elected by the remaining members of the Board of Directors.

Section 6. Annual and Regular Meetings: The Board of Directors shall hold annual and regular meetings at such time and place as the Board of Directors shall by resolution prescribe. The Board of Directors may by resolution, prescribe the time and place of such other regular meetings.

Section 7. Special Meetings: Special meetings of the Board of Directors may be called by or at the request of the Chairperson. The person or persons authorized to call special meetings of the Board of Directors may fix any reasonable date, hour, and place, either within or out of the state, as the date, hour, and place for holding any special meetings of the Board called by them.

Section 8. Meeting Notice: Notice of any special or regular meetings of the Board of Directors shall be given at least 10 days by written notice delivered by cyber media to each Director at his/her address as shown in records of the CCU. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage prepaid. If notice is given by telephone, such notice shall be deemed delivered. Any Director of the Board can waive notice of a meeting. The business to be transacted at, and the purpose of, any annual meeting of the Board of Directors need not be specified in the notice or waiver of notice of such meeting.

Section 9. Quorum: A majority of the total number of Directors present shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

Section 10. Manner of Acting: The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 11. Compensation: Directors as such shall not receive any salaries or honorariums or any payment other than reasonable expenses for their service but may be reimbursed for reasonable expenses.

Section 12. Informal Action: Any and all actions taken by the Executive Committee will be executed by a held meeting virtually or in person as per policy and all decisions will be codified in appropriate minutes for the meeting.

Section 13. Resignation, Removal: (a) A Director may resign from the Board of Directors at any time by giving notice of his/her resignation in writing addressed to the Chairperson or Secretary of CCU or by presenting his written resignation at an annual, regular, or special meeting of the Board of Directors; except as otherwise provided by law, at any meeting of the Board of Directors called expressly for that purpose, any Director may be removed, with or without cause, by the vote of the Directors then in office and present.

Section 14. The Chairperson shall call an annual meeting exclusively for the sole purpose of board evaluation. All board members will be evaluated based on input from all concerned and the effectiveness of the board meeting the needs of the university. This evaluation will be a peer-to-peer assessment of the past year's board performance in support of the stated goals and objectives of CCU of SC. The group will discuss, assess and analyze organizational goals, successes, failures, and lessons learned. Each member will have the assignment of providing input on methods to increase productivity against the stated goals and objectives and the effectiveness of the board. The board will evaluate efforts in support of university accreditation, fundraising, increasing student enrollment, marketing, and website design.

Section 15. In like manner, the board shall annually evaluate the President of CCU and submit their recommendations to the Chairperson and Vice Chairperson who will quantify and determine the final statement of evaluation. The final evaluation is discussed with the president and signed by both parties and filed for record.

ARTICLE IV STANDING COMMITTEES

Section 1. Purposes: The Board of Directors may establish such regular committees to assist it in the performance of its duties as it considers appropriate.

Section 2. Number, Election, and Term of Office: The number of members of each regular committee shall be determined by the Board of Directors. Members of each regular committee shall be elected by the affirmative vote of a majority of the Board of Directors and shall serve until resignation or removal by the affirmative vote of a majority of the Board of Directors.

Section 3. Officers: The Chairperson of the Board of Directors may designate from among the members of each regular committee a Chairperson and Vice Chairperson of such committee, and such other officers as the Chairperson may determine. The Chairperson, Vice Chairperson, and any other officers of each such committee shall have such duties as the Chairperson of the Board prescribes.

Section 4. Vacancies: Vacancies in the membership of any committee shall be filled by the Board of Directors.

Section 5. Quorum: Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at the meeting at which a quorum is present shall be the act of the committee.

Section 6. Rules: Each committee may adopt rules for its own government not inconsistent with the Bylaws or with rules adopted by the Board of Directors.

Section 7. Powers: Each regular committee shall have such powers as the Board of Directors may grant it consistent with law, the Articles of Incorporation, and the Bylaws.

ARTICLE V ADVISORY COMMITTEES

Section 1. Purpose: The Board of Directors may establish a Campus Advisory Board and such other advisory committees as it considers appropriate. The purpose of all such committees shall be to advise the Board of Directors on such matters relating to CCU as the Board of Directors designates. The specific tasks of the advisory committee must be determined and agreed upon by the Board of Directors.

Section 2. Number, Election, and Term of Office: The number of members of each advisory committee shall be as determined by the Board of Directors. Members of each advisory committee shall be elected by the affirmative vote of a majority of the Board of Directors and shall serve until resignation or removal by the affirmative vote of a majority of the Board of Directors.

Section 3. Powers: Each advisory committee shall have the power to advise the Board of Directors and such other powers as the Board of Directors may grant it consistent with law, the Articles of Incorporation, and the Bylaws.

ARTICLE VI OFFICERS

Section 1. Officers: The Officers of the Board of Directors of Central Christian University shall be Chairperson, Vice Chairperson Secretary, Treasurer, and such other officers. as may be elected in accordance with the provisions of this Article. Not more than one office may be held simultaneously by the same person.

Section 2. Election and Term of Office: The Officers of Central Christian University (except the founding President who will serve until his death, incapacitation, or resignation) shall be elected by a majority vote of the members of the Board of Directors present at the organizational meeting and at every annual meeting of the Board thereafter, except that new offices may be created and filled at any meeting of the Board of Directors. Each Officer shall hold office for a term of one (1) year and thereafter until his successor shall have been duly elected and qualified.

Section 3. Removal: Any Officer may be removed upon an affirmative vote of two-thirds of the entire Board of Directors whenever in its judgment the best interests of CCU would be served thereby. (Note exception in Section 2)

Section 4. Vacancies: A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term only.

Section 5. President: The President shall be the Chief Executive Officer of Central Christian University and, in general, shall supervise and control all of the business and affairs of CCU. He may sign, with the Secretary or any other proper Officer of Central Christian University authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments or documents which the Board of Directors has authorized to be executed and he shall perform all such other duties as may be prescribed by the Board of Directors from time to time.

Section 6. Vice President: In the event of the death, resignation or removal of the President, the person who serves as Vice President shall assume the office of President until the Board of Directors elects a successor to the President and shall perform all such other duties as may be prescribed by the Board of Directors from time to time.

Section 7. Secretary: The Secretary shall keep the minutes of the meetings of the Board of Directors; see that all notices are duly given in accordance with the provisions of the Bylaws or as required by law; be the custodian of the corporate records and seal; and perform such other duties as from time to time may be assigned to him/her by the Chairman or Vice-Chair of the Board of Directors.

Section 8. Treasurer: The Treasurer shall be responsible for all funds and securities of Central Christian University's Board of Directors' account. The said person shall receive and give receipts for monies due and payable to CCU; deposit all such monies in the name of Central Christian University's Board of Directors account in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of the Bylaws; and perform such other duties as from time to time that may be assigned to him by the President or by the Board of Directors. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board of Directors shall determine. The Treasurer shall not be a member of the Board of Directors.

ARTICLE VII
CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 1. Contracts: The Board of Directors may authorize any Officer or Officers, agent or agents of Central Christian University, in addition to or in place of the Officers so authorized by the Bylaws, to enter into a contract or execute and deliver any instrument or document in the name and on behalf of CCU, and such authority may be general or confined to specific instances.

Section 2. Checks, Drafts, and Similar Documents: All checks, drafts or orders for the payment of money, notes or other evidence of indebtedness issued in the name of Central Christian University, shall be signed by such Officer or Officers and/or agent or agents of CCU and in such manner as shall be determined by resolution of the Board of Directors.

Section 3. Gifts and Contributions: The Board of Directors may accept on behalf of Central Christian University any contribution, gift, bequest, or device for the general purposes or for any special purpose of CCU. Such contributions, gifts, bequests, or devices shall be in conformity with the laws of the United States, the State of South Carolina, and any other relevant jurisdiction.

Section 4. Deposits: All funds of Central Christian University shall be deposited from time to time to the credit of Central Christian University in such banks, trust companies or other depositories as the Board of Directors may select.

ARTICLE VIII
BOOKS AND RECORDS

Central Christian University shall keep correct and complete books and records of account and shall keep minutes of the proceedings of all meetings of its Board of Directors and committees, a record of all actions taken by the Board of Directors without a meeting, and a record of all actions taken by committees of the board.

ARTICLE IX
FISCAL YEAR

The fiscal year of Central Christian University shall begin on the first day of September and end on the last day of August in each year.

ARTICLE X
WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the law of South Carolina or under the provisions of the Articles of Incorporation or the Bylaws of Central Christian University, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XI
PROVISION OF INDEMNIFICATION

The corporation shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer, director, or employee of the corporation against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the corporation; and further provided that any compromise or settlement payment shall be approved by a majority vote of the directors present who are not at that time parties to the proceeding.

The indemnification provided hereunder shall inure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article shall be in addition to and not exclusive of all other rights to which any person may be entitled.

ARTICLE XII
AMENDMENTS TO BYLAWS

The Bylaws may be altered, amended or repealed and new Bylaws may be adopted by majority vote of the Board of Directors present at any annual, regular or special meeting, if at least 10 days written notice is given of intention to alter, amend or repeal the Bylaws or to adopt new Bylaws at such meeting.

Any Bylaws whether in book form, copied or reproduced in any other form shall not be valid if they are altered by addition or deletion or in any other manner concerning content differing from the approved Bylaws on file and in possession of Central Christian University of South Carolina

Bylaws Ratified by
Dr. James Andrews, Chairman of the Board, Dr. Charles Graham, Founder and President,
Dr. Mary Stover, Executive Vice President, and Board Members.

Modified on June 9, 2023

B: ADMINISTRATION IN RELATION TO FACULTY AND STAFF

The Administration facilitates the educational process for the students and supports and fosters a wholesome work environment for faculty and staff.

CCU of SC is committed to a policy of equal treatment and opportunity in every aspect of its relations with its employees. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, age, gender, color, ethnicity, national origin, age or citizenship status, unemployment status, marital status, pregnancy, childbirth, or disability. The following policy applies to all terms and conditions of employment, including, but not limited to, recruitment and hiring, compensation, placement, promotion, benefits, and termination.

AMERICANS WITH DISABILITIES ACT

In accordance with the Americans with Disabilities Act, employees with disabilities will be provided with reasonable accommodations. Employees requiring such accommodation must advise their immediate supervisor as soon as possible and provide medical records requested to make determinations about their ability to carry out their essential job responsibilities. CCU of SC will maintain the confidentiality of medical information and records of employees with disabilities in accordance with applicable laws and regulations.

ANTI-HARASSMENT POLICY

CCU of SC endeavors to maintain a cooperative and professional environment that values mutual respect for all employees. For this reason, inappropriate behavior and unlawful harassment on the basis of race, age, gender, color, ethnicity, national origin, age or citizenship status, unemployment status, marital status, pregnancy, childbirth, or disability will not be condoned.

Prohibited harassment is any unwelcome conduct that is subjectively offensive and would be objectively offensive to a reasonable person in the position of the object of the conduct.

Some examples of what may constitute sexual harassment are: threatening to take or taking employment actions, such as discharge, demotion, or reassignment if sexual favors are not granted; demands for sexual favors in exchange for favorable or preferential treatment; unwelcome and repeated flirtations, propositions, or advances; unwelcome physical contact; use of stereotypes; offensive, insulting, derogatory, or degrading remarks; unwelcome comments about appearance; sexual jokes or use of sexually explicit or offensive language; gender- or sex-based pranks; and the display in the workplace of sexually suggestive objects or pictures. The above list of examples is not intended to be all-inclusive.

Discriminatory harassment, including sexual harassment, will not be tolerated by CCU of SC. This policy applies to all harassment occurring in the work environment, whether on or off CCU of SC's Premises and applies regardless of the gender of the individuals involved. This policy covers all employees of CCU of SC, including applicants for employment and third parties' contractors employed by CCU of SC.

An employee who believes that he/she has been subject to discrimination or harassment should report the conduct to his/her immediate supervisor; or in the event, that the supervisor is the offending party or is unresponsive, the report should be made to the Director of Human Resources and Administration; or if concerning the Director of Human Resources and Administration, the report should be made to the Board of CCU of SC in accordance with the "Complaint Procedure" section below. Upon receipt of a complaint, CCU of SC will conduct a prompt investigation and take such appropriate action as may be warranted.

All such complaints will be treated as confidential to the greatest extent possible consistent with effective investigation and remediation.

An employee who is aware directly or indirectly that discrimination or harassment is occurring or has occurred against another employee is obligated to report such discrimination or harassment to his or her immediate supervisor, or if concerning the immediate supervisor, to the Director of Human Resources and Administration; or if concerning the Director of Human Resources and Administration, the report should be made to the Board of CCU of SC in accordance with the "Complaint Procedure" section outlined below. CCU of SC's employees and applicants for employment are protected from coercion, intimidation, interference, retaliation, or discrimination for filing a complaint or assisting in an investigation under this policy. Any employee who believes that he/she has been subjected to any acts of retaliation should immediately report such conduct to his or her immediate supervisor, or if concerning the immediate supervisor, to the Director of Human Resources and Administration; or if concerning the Director of Human Resources and Administration, the report should be made to the Board of Christian School Education in accordance with the "Complaint Procedure" section outlined below.

Employees with questions or concerns related to equal employment should feel free to contact the Director of Human Resources and Administration. All such communication, to the extent possible, will be kept confidential.

COMPLAINT PROCEDURES

CCU of SC's employees are encouraged to bring their complaints to their immediate supervisor; or if concerning their immediate supervisor, to the Director of Human Resources and Administration. A complaint against the Director of Human Resources and Administration should be made in writing to the President of Central Christian University of SC. CCU of SC will give careful consideration to all complaint(s) in a continuing effort to improve relations with employees. Employees may be sure that their complaints will be handled in a fair and thorough manner.

ANTI-NEPOTISM POLICY

No person may hold a job or position at CCU of SC over which a member of his or her immediate family exercises any direct supervisory or managerial authority unless such job or position is voluntary and unpaid. No person may make a decision to hire any member of his or her immediate family. For purposes of this anti-nepotism policy, immediate family includes husband, wife, domestic partner, father, father-in-law, mother, mother-in-law, and brother, brother-in-law, sister, sister-in-law, son, son-in-law, daughter, daughter-in-law, niece, nephew, aunt, uncle, first cousin, and separated spouse.

VIOLENCE IN THE WORKPLACE

CCU of SC strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the Director of Human Resources and Administration. All complaints will be fully investigated, and CCU of SC will promptly respond to any incident or suggestion of violence.

POLICY CONCERNING SMOKING, ALCOHOL, AND DRUG USE

In accordance with Columbia, South Carolina State and Columbia Law, CCU of SC has adopted a policy that prohibits smoking of any kind on all parts of its property. Furthermore, the manufacture, distribution, dispensing, possession, sale, purchase, or use of a controlled substance on all parts of CCU of SC property is prohibited. For the purpose of this policy, "controlled substance" includes alcohol and all drugs.

A Chief Executive Officer, who has the capacity, is sufficiently engaged with the institution and has the professional qualifications to lead the institution toward the accomplishment of its mission.

Article VI sections 2 and 5 of the Bylaws of Central Christian University of South Carolina, states that the Founding President:

- Shall serve until his death, incapacitation, or resignation.
- Shall be Chief Executive Officer
- Shall supervise all the business affairs in conjunction with the Financial Officer.
- Shall perform duties as may be prescribed by the Board of Directors.

The CEO writes out reports to the Board of Directors and is regularly evaluated by the Board of Directors.

CCU of SC annually measures each employee's job performance against the duties listed in the job description.... during the course of the employment.

CCU of SC JOB DESCRIPTION

President

The President is responsible for the well-being of the CCU's community as well as the growth of the institution's brand. He/she oversees all of the non-academic functions of the University: property, human resources, information technology, and finances. In the event of the President's temporary absence, the Vice President may be called upon to assume the President's responsibilities for the duration of the absence or at the delegation of the President.

Vice President

The Vice President's role is to report directly to the President. This position includes oversight of the faculty growth, coordination of the orientation and mentoring of new teachers, and the development of academic programs in the University. He/she is responsible for the administration of the University and the direction of all of the University's programs. He/she is capable of creating effective professional relationships, negotiating contracts and agreements, and gaining consensus from all academia. In the event of the President's temporary absence, the Vice President may be called upon to assume the President's responsibilities for the duration of the absence or at the delegation of the President.

Director of Library Services and Resources

The Director of Library Services and Resources reports to the Academic Dean and is the liaison with departmental academic staff organization and suppliers; searches reference materials, including online sources and the internet, determines needed information/ materials, assists in furnishing or locating information, instructs patrons, keep records of circulation, and develops information access aids such as indexes and annotated bibliographies, web pages, electronic pathfinders, and on-line tutorials. She manages staff, including recruitment, training, and/ or supervisory duties of the library.

Director of Human Resources and Administration

The Director of Human Resources and Administration has oversight over human relations matters concerning the University, including matters pertaining to payroll and human resources.

Executive Administrative Assistant/ Registrar

Serves as the secretary as the secretary to the president and the registrar for the University.

Finance Officer

The financial officer is assigned the primary responsibility for managing the finances, including financial planning, management of financial risk, record keeping, and financial reporting.

Director of Plant Operations

The Chief Operating Officer implements the directives of the Director of Human Resources and Administration and provides direct oversight of the University's building and grounds.

Dean of Students

The Dean of Students provides on-site spiritual, emotional, and disciplinary support.

Head Chairperson of Faculty Committee

All Professors are responsible for the implementation of the University's curriculum. They are primarily responsible for communication with their students and for all assessments and school reports. They are responsible for reporting their students' progress to their colleagues and administration, Professors are responsible for the day-to-day mentoring of the assistant professor(s).

Head Custodial

The Custodial Staff ensures that the University's premises are clean and safe to facilitate a positive learning and working environment.

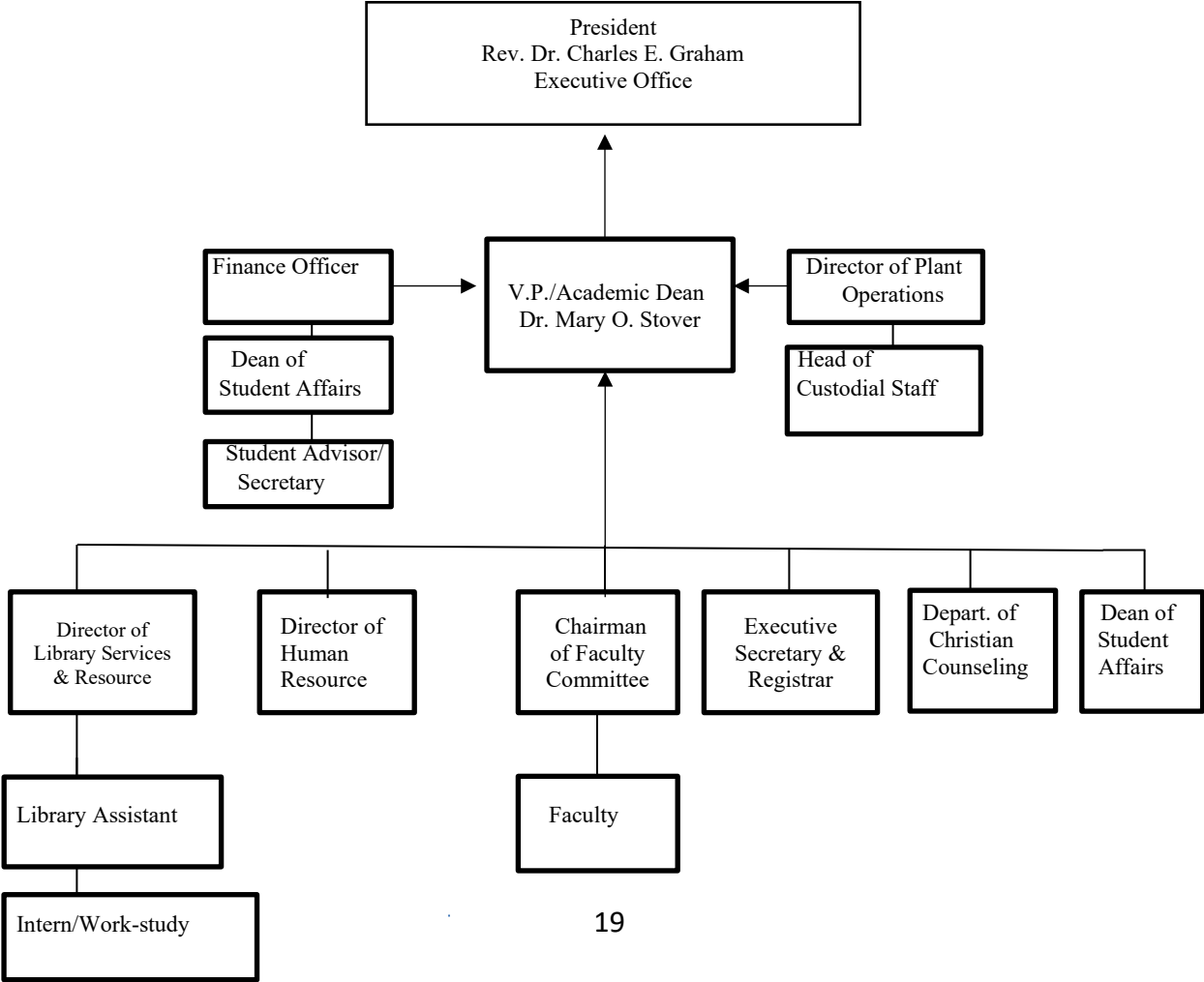
School Secretary/Registrar

School Secretaries are responsible for collecting tuition payments, maintaining student records, and responding to questions from parents and others who inquire about CCU of SC. As shown in the diagram below, school secretaries report primarily to the Vice-President.

ADMINISTRATION STRUCTURE
 CCU of SC ADMINISTRATIVE STRUCTURE

The goal of CCU of SC, Inc. Administration is to facilitate the educational process for students and to support and foster a wholesome work environment for faculty, and staff members, and students. The following organizational chart and role descriptions are provided by way of general information only. In all instances, employees should consult their individual job descriptions for an in-depth explanation of the scope of their duties.

**Central Christian University of South Carolina, Inc.
 Organization of Education**



C: PARTICIPATION OF THE FACULTY

Employees are provided a copy of the Employee Handbook of Policies and Procedures and are required to sign the receipt of having received the manual on hiring, evaluating, promoting, and dismissing personnel on principles of fairness and respect for individual rights.

A published and accessible description of organizational structures, and job responsibilities are available. Faculty and staff qualifications are listed in the Faculty/ Staff Handbook. Employee policies are listed in the Human Resource Manual on pages 34-67.

The budgeting process serves as an effective instrument of financial oversight and planning. A budgeting committee comprised of the Chairman of the Board, Vice Chairman of the Board, the Vice President of the university, Treasurer, Comptroller/ Financial Officer, and a student receives a submitted initial written budget from departments, reviews expenditures and recommendations, then collectively submit the budget to the Board of Directors.

Currently, Central Christian University of SC encourages all employees to secure private insurance. The University is financially unable to provide liability policies for employees, the administration, and officers.

The financial officer reports to the board quarterly, which includes a report on expenditures, projections, and planning forecasts. The president and the financial officer meet weekly to ensure adherence to the board budgeting. The cyclic procedures associated with reporting, reviewing, presenting and, adjusting budget include a presentation at board meetings; discussions with the board, president, and departments; record of cash flow- including gifts, donations, tuition, income, grants, salaries, distribution, and expenditure of funds; supervision and management of the budget.

Adequate internal control to safeguard assets and protect personnel from accusations of wrongdoing are: Central Christian University requires only one signature for check writing; however, there are two signers, the financial officer, and the president. All checks require receipts or invoices. All income deposits are kept in a secure place on campus, and deposits are made on the day funds are received. All donations are receipted when received. In addition, all non-operational expenses over 100.00 require the consultation and approval of the president. A financial audit is conducted yearly to confirm that appropriate business protocol is being followed. To safeguard assets, no university property is to be used for personal or financial gain.

Institutional planning informs the budget as reflected in a yearly assessment including the president and his executive cabinet, a faculty representative, and the board. The information collected from these discussions is presented at a strategic planning meeting and used as a guide for future plans, goals, and budgets for the following year.

All concerns for maintaining physical resources are to be reported to the Director of Plant Operations for maintenance, janitorial work, and landscaping.

All employees are directed to familiarize themselves with the following manuals and handbooks located in the library: the Human Resource Manual, the Faculty Handbook, and the Student Handbook. Each handbook/ manual clearly explains codes of conduct, health and safety environment, and emergency procedures.

Statement of Recruitment, Appointment, Promotion, or Termination of Faculty

Faculty Recruitment

Policy: When a position is declared open by the Academic Dean, a committee comprised of the Dean of Faculty and the appropriate Director (undergraduate or graduate) shall initiate the Recruitment process.

Procedures:

1. The Academic Dean declares a position is open to the Dean of Faculty and Dean of Curriculum.
2. The Dean of Faculty instructs the appropriate program faculty to assist with the recruitment of potential faculty. Persons interested in the position must submit a Letter of Application, Curriculum vitae, Unofficial Transcripts, and References.
3. The Dean of Faculty seeks suggestions from the faculty as well as other sources appropriate to the teaching field (e.g., institutions of similar size and scope).
4. Institutional personnel review names submitted and request materials not available from potential candidates (materials listed in #2).
5. The Dean of Faculty convenes the recruitment committee (comprised of the Dean of Curriculum, Dean of Faculty, and a student representative) to review the names received.
6. The Recruitment Committee places the potential faculty in order of priority.
7. The top three faculty applicant folders are forwarded to the Dean of Faculty for review and to ensure that qualifications are appropriate for the faculty position being sought (make list).
8. The Dean of Faculty makes a recommendation of the appropriateness of the three candidates to the Academic Dean.
9. The Academic Dean approves beginning the interview process based on the priority of the Recruitment Committee and the Dean of Faculty.

Interviewing

Policy: All candidates for the position of faculty shall be interviewed by the faculty, the Dean of Faculty, the Academic Dean, the President, and the Board of Directors.

Procedures:

1. The department candidate interviews the Recruitment Committee by conference phone.
Topic: suitability of member of the faculty at the institution, a demonstrated ongoing relationship with Christ, acceptable references.
2. If approved, the candidate is invited to the campus by the Dean of Faculty, who coordinates the logistics of the visit.
3. Campus interviews are in this order:
 - Selected faculty and made recommendations to the Dean of Faculty.
 - The Dean of Faculty, Dean of Curriculum, and Academic Dean make recommendations to the President.
 - President recommendation to Board.

Appointment

Policy: Faculty shall be appointed by the President, upon recommendation of the Academic Dean, subject to the ratification of the Board of Directors. ***Use the language of the institution

Procedures:

1. The President meets with the Executive Committee of the Board to provide a briefing on candidates.
2. President makes recommendations to the Board of Directors.
3. President, through the Academic Dean, extends an offer to the candidate.
4. The Dean of Faculty coordinates the moving and initial employment of the faculty member.
5. Beginning date: July 1.
6. Before the first check: Complete file requirements (documents) and forms.

Orientation

Policy: The new faculty member must complete the following three steps prior to beginning teaching.

Procedures:

1. Conduct Drug Test.
 2. Complete Teacher Practicum.
 3. Ensure all paperwork is in the faculty member's file (see below)
-
- a. Official results of Drug Test
 - b. Transcripts from all colleges attended.
 - c. Certifications for all non-college attendance
 - d. Recommendations and References regarding effectiveness
 - e. Application (if used)
 - f. Resume, Annotated Resume, or Curriculum Vitae
 - g. Any other documentation regarding the person's integrity, preparation for the job, or experience.

Statement of Teaching Load

Policy: A faculty member's annual teaching load shall encompass all teaching assignments (traditional, non-traditional, correspondence, and online courses) and shall not exceed twenty-five semester hours (25) without the mutual approval of the Academic Dean and faculty member and subject to additional remuneration.

Special Guidelines:

1. On-campus Courses. A semester hour credit equals fifteen, 50-minute class sessions. A three-hour course is counted as a three-hour load.
2. On-line courses. A three-hour online course with less than ten students is counted as a three-hour load. A three-hour online course with more than ten students is counted as a four-hour load.

Statement of Intellectual Property Rights

Intellectual Property involves the protection of property rights for persons who use other people's materials (fair use) and the protection of property rights for persons who have written new works of scholarship.

2:16.1 Fair Use. When writing or duplicating other's work, the instructors are strongly urged to familiarize themselves with the law regarding Fair Use.

2:16.2 Protection of the Work of College Persons. An instructor's work preparing notes and publications for use in teaching courses is the property of the instructor. For example, a professor assigned to teach a course previously taught by another instructor does not freely request the previous instructor's notes, articles written by the previous instructor, or other parts of what the previous instructor used to prepare for teaching the course. That material is the personal property of the previous professor.

Actually, faculty are expected to do their own research when preparing for teaching a class. Regarding tests, an instructor is expected to provide to the Academic Office as requested final exams or other measures used to evaluate the class to permit courses to be evaluated consistently when two or more faculty are teaching a course (an assessment-based request). In contrast to the usual classroom teaching experience, faculty who are contracted by the institution to write a course, usually for online courses or some other alternative teaching strategies used in institutions, the instructor writing the course is expected to prepare detailed notes, assignments, assessment instruments, and class administration information for the instructor of the online course, which may or may not be the same person as the one who authored the course. This kind of preparation is required in order to ensure consistency in teaching, evaluating, and program outcomes. For this reason, the institution contracts with the course author to write the course. The terms of the contract state the remuneration and timeline for payment to the course author. In this instance, the course is the property of the institution as defined by the contract. Use of the material, who revises or updates the course material is the decision of the institution's academic chief officer.

Books or other resources developed by the instructors of the college, unless contracted as explained above, are the sole property of the instructor. Instructors are encouraged to include a positive mention of the college in the book or resource to demonstrate the scholarship found on the campus. Any such statement should be approved by the Academic Dean prior to publication since it represents the institution as well as the instructor's opinion.

Statement of Academic Freedom

The College encourages and ensures academic freedom within the framework of the Biblical foundation, purpose, objectives, and philosophy of the University.

The Board of Trustees directs that any alleged breach of academic freedom be reviewed by a committee of the faculty as appointed by the Academic Dean.

The Board of Directors demonstrates its support and commitment to academic freedom by encouraging and allowing the faculty to explore, present, and encourage students to consider and understand positions, doctrines, and information other than that explicitly held by the College itself. This freedom does not extend to the faculty's use to destroy the College or its foundations of faith.

PERSONNEL RECORDS

Faculty Files

Faculty Files Policy and Procedures

A Faculty File is created at the time of employment to Central Christian University of South Carolina by the Office of Academic Affairs. The Faculty File Checklist is provided to ensure that the faculty employment record is complete with all the academic and experiential credentials that are necessary to prove the instructional effectiveness of the instructor.

The Registrar is responsible for the confidentiality and security of the records. The files are kept in a locked fireproof cabinet in the Administration Building. Electronic copies of the records may be maintained by scanning and uploading the files into the Faculty File Group within the Populi Portal. Only authorized personnel, including the President, Dean of Academic Affairs, Registrar, and the Assessment Coordinator, will have access to the Faculty File Group in the Populi Portal.

The faculty member may review his or her personal files upon request. Authorized personnel as listed above, may access files to perform their duties as needed.

Faculty Files shall be audited at the beginning of each academic year. The purpose of the audit is to ensure the completeness of the file and to make certain that all documents in the file are current.

Faculty Roles and Rights in Governance

The faculty curriculum committee shall propose necessary improvements with the Academic Dean and implement recommended revisions in all areas of instructional processes, which will promote success and make teachers more effective in engaging students and a higher level of learning, whether in the physical setting or online presentations. These dedicated staff members are an integral part of the university with skills to help the university meet its goals and provide incentives for designing biblical education for the men and women who have enrolled in the programs to further their careers and to bring greater evidence of excellence unparalleled to other schools of like size and stature.

Furthermore, the Faculty Curriculum Committee shall have the following roles in making quality decisions about the instructional and holistic powers as other stakeholders in the CCU of SC as follows:

1. Meet regularly with the Board of Directors, Academic Dean, or Executive Staff to establish guidelines and work in accordance with accreditation mandates to improve instruction for all students.
2. Provide a mechanism for dealing with any complaints of abuse, sexual harassment, or incidents involving student and faculty relationships.
3. Help in the process of selecting qualified teachers and staff for the university along with the Administration as delineated in CCU of SC Marketing Plan.
4. Publish the Faculty Handbook and review it periodically, when necessary, to make the university a viable component of our university community.
5. Assist in the enrollment management plan by recruiting new students and by making recommendations and changes to the university's website to attract members of the target population as required by our ABHE standards.

Faculty Responsibilities

Teaching an adult part-time student is a challenge and a responsibility. Students are entitled to an atmosphere conducive to learning and to even-handed treatment in all aspects of the teacher-student relationship. Faculty members have a responsibility to ensure reasonable confidentiality in their communications with and about students, on and off campus. The following guidelines reflect our commitment to quality programs and are intended to encourage excellence in academic instruction at the University. Please read them with care and always adhere to them.

In order to express more adequately the affirmation of the professional responsibilities, we the faculty members of CCU of SC do adopt and hold ourselves to the following code of ethics and conduct:

1. We treat all persons with respect, dignity, and justice, discriminating against no one on the basis of their religion, ethnicity, creed, gender, disability, social status, or age.
2. We shall strive to help each student realize his or her full potential as a scholar and a human being.
3. We shall, by example and action, encourage and defend the pursuit of truth and doctrines embraced in the Holy Scriptures. We shall support the free exchange of ideas, observe the highest standards of academic honesty and integrity, and always seek an attitude of scholarly objectivity and tolerance of other viewpoints.
4. We shall recognize the necessity of many roles of educational enterprise work in such a manner to enhance cooperation and collegiality among students, faculty, administrators, and all stakeholders of the University.
5. We shall recognize and respect the confidential nature of professional relationships, neither disclosure of information nor rumors that might embarrass, nor violate the privacy of another person.

6. We shall maintain competence in giving the highest level of professional instruction to all our students at CCU of SC whether in the physical setting or in our online instructional component.
7. We shall support the mission, goals, and objectives of CCU of SC and act in public and private affairs in a manner that will bring credit to the University.
8. We shall not engage in sexual harassment or bullying nor tolerate it in the academic environment and shall adhere to all policies regarding these matters as stipulated in the University's Human Resource Handbook and other university policies.
9. We shall participate in the school governance by accepting a fair share of the committee and institutional responsibilities.
10. We shall support the right of all to academic freedom and due process when they have a reasonable complaint or grievance against any employee accused of wrongdoing, incompetence, or other serious offense so long as the individual's innocence is maintained.

FACULTY PROTOCOL

ATTENDANCE AND PUNCTUALITY

All CCU employees are expected to begin work promptly at the start time for their respective positions. When possible, appointments should be scheduled outside of working hours. In the rare event that you are late, people should notify their immediate supervisor in advance as much as possible. If they will be absent, they must notify their immediate supervisor within a minimum of 24 hours.

All notifications of absence or lateness must be directly between the employee and the supervisor. Do not ask friends or relatives to call on your behalf, and do not leave messages with co-workers. If your supervisor is not available, employees must give the information to someone in the respective school office or the CCU Executive Office.

APPEARANCE AND CONDUCT

CCU of SC expects employees to maintain a neat, well-groomed appearance at all times. Employees should avoid extremes in dress. The orderly and efficient operations of CCU Of SC require that employees always maintain proper standards of conduct. All CCU of SC employees must maintain proper standards of conduct toward their work, their co-workers, faculty, and CCU of SC's students.

PERFORMANCE REVIEW

CCU of SC will semi-annually measure each employee's job performance against the duties listed in the job description provided at the outset of an employment relationship or, if applicable, any subsequent job description furnished to the employee during the course of the employment.

D: INVOLVEMENT OF THE REGISTRAR

Central Christian University of S.C., Inc. provides educational opportunities to applicants of all racial groups who meet the admission criteria.

Application Procedures

First-Year Students:

Students must complete the following steps to be considered for admission to Central Christian University of SC as first-year students.

1. Admission to CCU of SC requires that one professes to be born again, and second the willing to learn. An accumulative GPA of 2.50 based on a 4.00 scale is requested.
2. Submit a completed application form and payment of the non-refundable \$75.00 application fee.
3. Request that all colleges attended send an official college transcript of credits and grades (even if only transfer credits were earned), and high school diploma/ GED. All transcripts must be official, sent directly from the high school/college via email, mail, or delivered in a signed and sealed school envelope.
4. Clergy and life experience (e.g. hours of preaching, teaching, or working in church) must be provided and documented by signatures of the pastor, the clerk, or some other authority designated by the pastor.
5. Each applicant must have a personal interview with an Education Consultant to review his or her application and transcripts to determine the appropriate degree program the student should follow. These interviews must be in person.

Transfer Students:

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

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

- All applicants for transfer admission must be eligible to return to the last institution attended as a degree candidate. An official transcript from each institution attended must be sent directly to the Office of Admissions.

Transfer students who hold an Associate or Bachelor's Degree at the time of application:

1. Submit a completed application form. The application can be found on the CCU of SC website.
2. Request that all colleges attended send an official college transcript of credits and grades (even if no credits were earned). All transcripts must be official, sent directly from the high school/ college via email, mail, or delivered in a signed and sealed school envelope.
3. A copy of transcripts and/or degrees.
4. No courses used as credit toward undergraduate degrees will be accepted as credit toward a graduate degree. Courses graded less than "C" will not transfer.
5. Regarding the number of credits accepted for transfer, a record audit/ evaluation will be done by the Academic Dean.
6. The information will be added to the student's transcript at the time of the evaluation.
7. All applicants for transfer admission must be eligible to return to the last institution attended as a degree candidate.

Non-Degree Seeking Students:

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

Previously- Enrolled Students- Readmission:

When a previously enrolled student who has withdrawn from CCU of SC (either at the completion of a semester or mid-semester) desires to return, the following steps must be completed.

1. Submit a completed re-enrollment application form.
2. If the student has attended another college since leaving CCU of SC, an official transcript of all courses taken must be sent to the admission office. All transcripts must be official, sent directly from the college via email, mail, or delivered in a signed and sealed school envelope.
3. All delinquent debt must be paid in full.

Admission Decisions:

In addition to the Criteria for Admission, the Admissions Department gives attention to –

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

Late Registration:

Specific dates are advertised/ presented for registering for classes. Should a student register outside the window of registration opportunity, but prior to the closure of registration, the student is responsible for making up any and all classwork that may have been missed due to the late registration.

Class Attendance:

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

A student absent from a class period is subject to a loss of “privilege status,” and the instructor may reduce the student’s grade or deny credit for that course unless the student satisfactorily accounts for the absence. (See Student Handbook: Attendance Policy.)

Course Credit:

Central Christian University of S.C., Inc. uses the semester hour as the unit of credit awarded. One credit hour is 50 minutes hour of instruction per week for 17 weeks (or the equivalent). Most classes meet at least 150 minutes (2.5 hours) per week plus 180 minutes (3 hours) outside for 17 weeks and carry three semester hours credit. Some graduate courses carry four semester hours of credit.

1. Classes meeting one-150 minutes session (2.5 hours) weekly and demonstrate home assignments/ labs equivalent to 180 minutes (3 hours) for 17 weeks to receive 3 credit hours.
2. Classes (usually graduate courses) meeting one- 240 minutes (4 hours) weekly for 17 weeks and demonstrate home assignments/online communication, labs equivalent to 240 minutes (4 hours) to receive 4 credit hours.

Academic Assistance:

Applicants without a fully completed high school diploma will be considered on an individual basis the applicant is over the age of 18 years old.

Information for Veterans and Eligible Dependents

The Office of the Registrar certifies educational benefits for veterans and eligible dependents. To ensure receipt of benefits, eligible VA students must inform the Registrar of their intention to register for classes and supply the number of credit hours for which they will enroll each semester.

After this information has been submitted to the Registrar, it is then submitted to the U.S. Department of Veterans Affairs for processing and payment.

Beginning students should apply for a certificate of eligibility at their nearest Veterans Affairs office at least six (6) weeks prior to the expected date of enrollment or students may apply online at www.gibill.va.gov. All students receiving VA Educational Assistance payments from Veterans Affairs are responsible for immediately notifying the University's VA Certifying Official of any changes in their degree program, excessive absences, and/or credit hour load during the semester. Veterans' records are released upon request when accounts are up to date. At the request of the U.S. Department of Veterans Affairs, copies of a Veteran's transcript will be forwarded to the Office of Veterans Affairs. (Currently, CCU of SC is not eligible for VA Financial assistance.)

Completion of Registration

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

By permission of the Registrar, students may add a course during the first week of classes or drop a course during the first two weeks of classes, without academic penalty. Courses dropped without permission after the first two weeks will receive an automatic "F". The Dean may permit a drop with either a "WF" or a "WP" in response to a written petition giving the reason for the request. The student who withdraws with an Incomplete "WI" must indicate the unexpected, unplanned crisis withdrawal in writing to be approved by the academic dean. Any course dropped after the seventh week receives an "F".

GRADING SYSTEM

A 4.0 grading system is in effect:

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

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

F .0

1. Class Attendance

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

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

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

2. Student's Right to Privacy Act

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

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

3. CCU of SC recognizes the privacy rights of all students from the time of their official registration at the University. The University permits each student who is or has been in attendance at the University to inspect and review his/her educational records.
4. Educational records include only those records maintained by the Registrar's Office that are directly related to students. All educational records are kept in the Registrar's Office and maybe inspected on normal working days by appointment when the University is in regular sessions, except during registration periods.
5. Students who wish to inspect and review their educational records must request an appointment in writing to the Registrar's Office. For students who are currently enrolled, appointments will be scheduled no later than five working days after receipt of the request for an appointment. For students who are no longer enrolled, appointments will be scheduled no longer than fifteen days after receipt of the request.

6. A minimum fee per page will be charged for unofficial copies of educational records and copies of information disclosed from educational records. The Registrar's Office will deny a request for copies under the following conditions:
 - A. Improper or insufficient identification; or
 - B. Non-payment of fees.
7. The University recognizes the right of a student to seek correction of information the student believes to be inaccurate, misleading, or in violation of his/her privacy rights. If a request for correction is denied, the student will have a right to a full and fair hearing. If the student is dissatisfied with the findings of the hearing, he/she will have the right to place a statement in his/her educational records concerning his/her disagreement with the findings of the hearing and/or commenting on the disputed information.
8. The University requires that a student give prior written consent for the disclosure of any personally identifiable information from his/her educational records, except when the disclosure is to administrative officials of the University and their staff, empowered by the president of the University to review such records in the execution of their duties, and when prior consent for disclosure is not required by law.
9. The University shall disclose directory information from the educational records to any member of the public who submits a legitimate request in writing with the proper picture identification and official purpose. Directory information includes:
 - Name of student.
 - Name(s) of parent(s) or other family member(s) of each student.
 - Student addresses.
 - Personal identifiers, such as social security numbers.
 - All other information, which would make the identity of the student easily traceable.
10. Any student who does not wish to have his/her directory information disclosed should notify the Registrar's Office during the registration at the beginning of each semester.
11. The University prohibits all third parties receiving information from student educational records from disclosing such information to any other party without the prior written consent of the student(s) involved.
12. The Registrar's Office will maintain a record of requests/disclosures for each individual student folder.
13. The University recognizes the right of a student to waive any or all of his/her rights under Act 438 and the right of a student to revoke a waiver at any time, provided that the privacy rights of a student apply only to entries made in his/her educational records after revocation.

14. Parents of students under the age of 18 do not have to request permission or obtain waivers from the students to examine the educational records.
15. The Dean of Student Affairs is responsible for the effective administration of this policy, seeing to it that access to educational records is afforded to students without undue delay and that all requests are handled promptly within the guidelines of this policy. The Dean of Student Affairs will maintain such records to show compliance with Act 438.

Students are required to work individually with an advisor on an ongoing basis throughout each semester. This advisor helps the students set academic goals, develop a course schedule, adapt to college life, and identify and solve potential problems before they become crises. The advisor also assists the student when additional direction is needed.

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

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

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

The Admissions Retention Policy

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

When to apply and enroll. Central Christian University of S.C., Inc. operates on a continuous enrollment system. This means that any qualified applicant may enroll in courses and/or degree programs offered by Central Christian of S.C., Inc. at any time.

The applicant must meet the established admission requirements, including approval by the Admissions Committee.

Students whose academic careers have been interrupted because of long-term illness (days beyond the minimum number of excused absences, academic probation, failure to remain in satisfactory financial status, or suspension) may appeal or reapply for admission the next subsequent semester. Because our community is commute-based and are adults 18 years and older there are no considerations of expulsions.

All withdrawal and/or refund requests must be in writing from the student. The withdrawal/refund period is computed using the Registration activation date and the date the withdrawal/refund request is received in the Central Christian of S.C. office. The refund policy is as follows:

- Up to four weeks after the Registration Activation date, 20% of the original tuition cost is payable.
- From the fifth through the eighth week after the Registration Activation date, 50% of the original tuition cost is payable.
- After eight weeks following the Registration Activation date, 100% of the original tuition cost minus any financial aid is due and payable to Central Christian University of S.C., Inc. “Original tuition cost” is the amount of tuition before any financial aid has been applied.

If a student withdraws during the refund period, all financial aid funded by Central Christian University of S.C., Inc. is forfeited. This includes any grant or scholarship provided through Central Christian University of S.C., Inc. As is consistent with other educational institutions, tuition charges at Central Christian of S.C., Inc. are not based on student progression in a degree program. Therefore, students who do little or no coursework are not relieved of their financial obligation.

Non-Discrimination Policy:

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

II: ADMINISTRATION RESPONSIBILITIES

1. The administration staff is evaluated triennially to the specifications:
 - a. The President of the Central Christian University of SC is evaluated by the Chairman of the Board of Directors.
 - b. The President of the CCU of SC evaluates the Vice President and makes recommendations as required.
 - c. The Vice President/ Academic Dean evaluates the Administrative Assistant, the Financial Officer, the Librarian Resource Director, the Unit Directors, Faculty, and Staff and reports to the President of Central Christian University of SC. Each unit director evaluates the secretaries of each unit.
2. In the event that the President should encounter any unforeseen circumstances, death, resignation, or removal that vacate the Office of the President, the Vice President shall assume the Office of President until the Board of Directors elects a successor to the President, and he/ she shall perform all such duties as maybe prescribed by the Board of Directors from time to time.

A. STAFF/ NON- ACADEMIC EMPLOYEES POLICY AND PROCEDURES

CCU of SC is careful to ensure that Non- Academic Staff is aware and alert of expectations of current and perspective employee's policies and procedures that govern their stay with the University.

B. EQUAL EMPLOYMENT OPPORTUNITY POLICY

CCU is committed to a policy of equal treatment and opportunity in every aspect of its relations with its employees. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, age, gender, color, ethnicity, national origin, alienage or citizenship status, unemployment status, marital status, pregnancy, childbirth, or disability.

The following policy applies to all terms and conditions of employment, including, but not limited to, recruitment and hiring, compensation, placement, promotion, benefits, and termination.

AMERICANS WITH DISABILITIES ACT

In accordance with the Americans with Disabilities Act, employees with disabilities will be provided with reasonable accommodations. Employees requiring such accommodation must advise their immediate supervisor as soon as possible and, provide medical records requested to make determinations about their ability to carry out their essential job responsibilities. CCS will maintain the confidentiality of medical information and records of employees with disabilities in accordance with applicable laws and regulations.

ANTI-HARASSMENT POLICY

CCU endeavors to maintain a cooperative and professional environment that values mutual respect for all employees. For this reason, inappropriate behavior, and unlawful harassment on the basis of race, age, gender, color, ethnicity, national origin, alienage or citizenship status, unemployment status, marital status, pregnancy, childbirth, or disability will not be condoned.

Prohibited harassment is any unwelcome conduct that is subjectively offensive and would be objectively offensive to a reasonable person in the position of the object of the conduct.

Some examples of what may constitute sexual harassment are: threatening to take or taking employment actions, such as discharge, demotion, or reassignment, if sexual favors are not granted; demands for sexual favors in exchange for favorable or preferential treatment; unwelcome and repeated flirtations, propositions,

or advances; unwelcome physical contact; use of stereotypes; offensive, insulting, derogatory, or degrading remarks; unwelcome comments about appearance; sexual jokes or use of sexually explicit or offensive language; gender- or sex-based pranks; and the display in the workplace of sexually suggestive objects or pictures. The above list of examples is not intended to be all-inclusive.

Discriminatory harassment, including sexual harassment, will not be tolerated by CCU. This policy applies to all harassment occurring in the work environment,

whether on or off CCU's premises and applies regardless of the gender of the individuals involved. This policy covers all employees of CCU, including applicants for employment and third parties' contractors employed by CCU.

An employee who believes that he/she has been subject to discrimination or harassment should report the conduct to his/her immediate supervisor; or in the event the supervisor is the offending party or is unresponsive, the report should be made to the Director of Human Resources and Administration; or if concerning the Director of Human Resources and Administration, the report should be made to the Board of CCU in accordance with the "Complaint Procedure" section below. Upon receipt of a complaint, CCU will conduct a prompt investigation and take such appropriate action as may be warranted. All such complaints will be treated as confidential to the greatest extent possible consistent with effective investigation and remediation.

An employee who is aware directly or indirectly that discrimination or harassment is occurring or has occurred against another employee is obligated to report such discrimination or harassment to his or her immediate supervisor, or if concerning the immediate supervisor, to the Director of Human Resources and Administration; or if concerning the Director of Human Resources and Administration, the report should be made to the Board of CCU in accordance with the "Complaint Procedure" section outlined below.

CCU employees and applicants for employment are protected from coercion, intimidation, interference, retaliation, or discrimination for filing a complaint or assisting in an investigation under this policy. Any employee who believes that he/she has been subjected to any acts of retaliation should immediately report such conduct to his or her immediate supervisor, or if concerning the immediate supervisor, to the Director of Human Resources and Administration; or if concerning the Director of Human Resources and Administration, the report should be made to the Board of Christian School Education in accordance with the "Complaint Procedure" section outlined below.

Employees with questions or concerns related to equal employment should feel free to contact the Director of Human Resources and Administration. All such communication, to the extent possible, will be kept confidential.

COMPLAINT PROCEDURES

CCU employees are encouraged to bring their complaints to their immediate supervisor; or if concerning their immediate supervisor, to the Director of Human Resources and Administration. A complaint against the Director of Human Resources and Administration should be made in writing to the President of Central Christian University.

CCU will give careful consideration to all complaint(s) in a continuing effort to improve relations with employees. Employees may be sure that their complaints will be handled in a fair and thorough manner.

ANTI-NEPOTISM POLICY

No person may hold a job or position at CCU over which a member of his or her immediate family exercises any direct supervisory or managerial authority unless such job or position is voluntary and unpaid. No person may make a decision to hire any member of his or her immediate family. For purposes of this anti-nepotism policy, immediate family includes: husband, wife, domestic partner, father, father-in-law, mother, mother-in-law, and brother, brother-in-law, sister, sister-in-law, son, son-in-law, daughter, daughter-in-law, niece, nephew, aunt, uncle, first cousin, and separated spouse.

VIOLENCE IN THE WORKPLACE

CCU strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the Director of Human Resources and Administration. All complaints will be fully investigated, and CCU will promptly respond to any incident or suggestion of violence.

POLICY CONCERNING SMOKING, ALCOHOL AND DRUG USE

In accordance with Columbia, South Carolina State and Columbia Law, CCU has adopted a policy that prohibits smoking of any kind on all parts of its property.

Furthermore, the manufacture, distribution, dispensing, possession, sale, purchase, or use of a controlled substance on all parts of CCU property is prohibited. For the purpose of this policy, "controlled substance" includes alcohol and all drugs. Being under the influence of a controlled substance, except those drugs which are prescribed by a licensed healthcare professional or sold legally over the counter, during working hours and on any part of CCU property is prohibited. CCU employees are prohibited from making controlled substances of any kind (including prescribed or over-the-counter medication) available to CCU students, whether on or off CCU property.

EMPLOYMENT ELIGIBILITY

In order to be eligible for employment with CCU, prospective employees must provide the following along with an application for employment:

- Proof of identity and employment authorization in accordance with applicable laws.
- Proof of fingerprinting by the Department of Investigation.
- Official copies of their educational records (official transcripts, diploma, State teaching licenses, etc).

Before a permanent offer of employment is made to any employees, CCU will conduct a thorough background check that includes contacting references, searching criminal records, and completing a review through the South Carolina State Central Register of Child Abuse and Maltreatment. CCU may make conditional offers of employment to new employees before the background check process is completed, subject to the findings of the background check.

EMPLOYEE CATEGORIES

As used in this Handbook, employees are those who perform compensated work for CCU in any capacity other than as independent contractors. Each employee's job description will clarify the category into which the respective position falls under this rubric.

Full-Time Employees

Full-time employees are those who work at least 35 hours a week. Full-time employees are further classified as exempt or non-exempt employees under the Fair Labor Standards Act of 1938 ("FLSA"). FLSA requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at one and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

Exempt employees are those in certain administrative, executive, professional, and computer positions who are paid on a salaried basis and who are exempt from the provisions of FLSA. Under FLSA, as applied to CCU' staffing structure, exempt employees include head and assistant teachers (professionals) and principals and deans of students (administrators). Exempt employees are not eligible for overtime compensation regardless of hours worked.

However, exempt employees as salaried employees are entitled to their full compensation for the week if they perform any work in the week, subject to the employer's policies on paid leave. For instance, a salaried employee who did not report to work on a day when she was otherwise required to report to work would receive her full compensation for the week, but CCU would charge that day against her paid leave.

Non-exempt employees are those whose employment is subject to FLSA. Non-exempt employees are paid an hourly rate consistent with the minimum wage requirements of federal and state law.

Hourly workers who work more than 40 hours in any workweek are paid overtime compensation at the rate of one and one-half times their regular hourly rate. Hourly workers (including secretaries, food service staff, and custodial staff) are prohibited from working overtime without the prior express written approval of the Director of Human Resources and Administration.

Part-Time Employees

Part-time employees are classified as exempt or non-exempt and work a regular schedule of 20 to 35 hours per week. It is not a common practice of CCU to employ persons on a part-time basis.

Temporary Employees

A temporary employee is hired for a specified project or time frame and works an irregular schedule of less than 20 hours per week. A temporary employee in a non-exempt position is paid by the hour while a temporary employee in an exempt position is paid according to the terms of hire for that individual. Temporary employees do not receive any additional compensation or benefits provided by CCU. It is not a common practice of CCU to employ persons on a temporary basis.

PERSONNEL RECORDS

To keep necessary CCU records up to date, it is extremely important that you notify the Director of Human Resources and Administration of any changes in:

- Name
- Marital Status
- Mailing Address
- E-mail address
- Telephone number
- Number of eligible dependents
- W-4 deductions
- Person to contact in case of emergency.

MEDICAL EXAMINATION

All employees are required to file with the school a report of a complete physical examination provided by a medical doctor at the time of initial employment and every two years thereafter. A health form listing the employee's complete immunization history, results of a tuberculosis test, and the date of the most recent Tetanus shot must be submitted to the CCU Executive Office at the time of initial employment.

SPECIAL NOTE REGARDING COMMENCEMENT OF THE FALL SEMESTER

The fall semester for CCU employees begins the last week of August—the week before the school opens to receive students each year in September.

This is a week of professional development and planning, and all CCU employees are required to report to work Monday through Friday of this week in preparation for the upcoming school year. All employees return to work the day after Labor Day or when the school opens for students. The Administrative Office may be contacted at any time.

WORKWEEK

Because of the nature of education, work schedules may vary depending on the position. However, the standard workweek is at least 35 hours for each CCU employee. CCU office hours are from 9:00 am to 9:00 pm, Monday through Friday. Class schedules vary. Employees with questions regarding their work hours should consult their job descriptions and with their immediate supervisors.

All employees must notify their immediate supervisor if they must leave the building during the school day.

ATTENDANCE AND PUNCTUALITY

All CCU employees are expected to begin work promptly at the start time for their respective positions. When possible, appointments should be scheduled outside of working hours. In the rare event that you are late, you should notify your immediate supervisor in advance as much as possible. If you will be absent, you must notify your immediate supervisor at least 24 hours.

All notifications of absence or lateness must be directly between you and your supervisor. Do not ask friends or relatives to call on your behalf, and do not leave messages with co-workers. If your supervisor is not available, you must give the information to someone in the respective school office or the CCU Executive Office.

TIME RECORDS

The attendance of all employees is recorded daily and submitted to the Director of Human Resources Administration. Attendance records are CCU records, and care must be exercised in recording the hours worked and leaves taken.

All employees must record the time they arrived and departed each day by utilizing CCU's timekeeping system used by all CCU employees. Each employee is responsible only for his/her own recordkeeping. Employees are not to clock in or out for other employees.

Employees should begin work immediately after clocking or signing in. Failure to do so is considered a falsification of timekeeping records.

Lunchtime is 30 minutes unless otherwise approved by the employee's immediate supervisor. The lunch break for hourly workers is not compensated time, so hourly employees are required to clock in and out for their lunch breaks.

If you forget to clock in or out, you must notify your immediate supervisor so the time may be accurately recorded for payroll.

APPEARANCE AND CONDUCT

CCU expects employees to maintain a neat, well-groomed appearance at all times. Employees should avoid extremes in dress. The orderly and efficient operations of CCU require that employees maintain proper standards of conduct at all times. All CCU employees must maintain proper standards of conduct toward their work, their co-workers, faculty and CCU's students.

PERFORMANCE REVIEW

CCU will annually measure each employee's job performance against the duties listed in the job description provided at the outset of the employment relationship or, if applicable, any subsequent job description furnished to the employee during the course of the employment. After every evaluation, job objectives will be reassessed and reviewed, or rewritten if needed. In either case, the immediate supervisor will review and discuss the objectives with each employee.

Employees will be asked to sign a statement indicating their agreement or disagreement with and understanding of the objectives.

Wage increases may be based upon an employee's annual review. Other factors for consideration are past performance improvement, dependability, attitude, cooperation, disciplinary actions, and adherence to all employment policies.

But in no event is a wage increase guaranteed to any employee by virtue of the result of the annual performance review. Wage increases are subject to funds availability.

PAYROLL

CCU employees are paid semi-monthly (2 times per month). Paychecks are distributed on the 15th and 30th days of each month. If the normal payday falls on a weekend or on CCU-recognized holiday, paychecks will be distributed on the workday prior to the scheduled payday.

CCU operates on a July 1 to June 30th fiscal year. Salary and leave calculations (with the exception of Sick Leave) must be made on the basis of this fiscal year, not the calendar year. Except for extreme emergencies in the sole discretion of CCU Human Resource Director and Administrator, no salary advances will be made.

TEACHING STAFF

Teachers who receive compensation during the summer months as part of their annual salary but do not return in the fall will be required to return the compensation in full to the School no later than September 15th of that year, as reflected in a brief agreement each teacher will sign before funds are released.

For the avoidance of doubt, this agreement is not an employment agreement and confers no special rights to any teacher to remain in the employ of the School. The agreement is for the sole purpose of ensuring that any monies owed to the School will be paid per the terms of the agreement under penalty law. 41

Non-Teaching Staff

Non-teaching staff will receive their full yearly salary over the course of 12 months, the equivalent of 24 pay periods. Non-teaching staff are required to work 12 months.

Direct Deposits

Each payday, employees who choose to participate in the direct deposit program may request to receive a pay stub for their records - much like a voided check with all the same information which would appear on a regular check. Direct deposit will be initiated one pay period following the receipt of the signed authorization form from the employee.

Payroll Deductions

As required by law, CCU will deduct social security, Medicare, and income taxes from each employee's compensation each pay period.

Apart from the legally required deductions, CCU may make deductions expressly authorized in writing by employees for the following purposes:

- repayment of a salary advances or salary overpayment,
- insurance premiums and prepaid legal plans,
- health benefits,
- contributions to a bona fide charitable organization,
- tuition, room, board, and fees secondary, and/or post-secondary educational institutions.

In addition, CCU may make deductions for wage garnishments and levies for child support and taxes, which do not have to be pre-authorized by the employee as long as they are made in accordance with the statutes and regulations authorizing them.

Tuition Discounts

Children who are related to CCU employees by blood or marriage are eligible for discounts on tuition. The base rate of the discount is forty (40) percent, and this rate increases by two (2) percent for every year of service the employee renders to the School until the discount reaches the cap of sixty (60) percent. Once the sixty (60) percent cap is reached, the discount continues at that rate for as long as the employee remains employed by the School. CCU reserves the right to vary from this policy on a case-by-case basis in its sole discretion. The employee tuition discount cannot be combined with any other offer for reduced tuition. Existing arrangements for employee tuition discounts will continue to be honored, until and unless otherwise communicated to the employee by the School.

Ordained members of CCU and lay ministries may be eligible for full tuition scholarships for their children, in the sole discretion of Central Christian University. 42

New Hires

Any employee who is hired and begins work during the fiscal year (any time after July 1) will be compensated as follows:

For the first fiscal year, they will be paid at a rate of their annual compensation (calculated by dividing the total salary by 24 pay periods) until the end of the fiscal year. The employee would not receive the total amount of the annual salary since the annual salary can only be earned once an employee completes his or her work requirements over the course of a full fiscal year.

*For example, an employee begins working for the school on November 1st with an annual compensation of \$25,000. To calculate the employee's compensation for the first fiscal year, divide \$25,000 by 24. The resulting number is \$1041.67, representing the employee's gross earnings for each pay period. As a result, for the 16 pay periods between November 15 and June 30, the employee's gross earnings will be \$1041.67 * or \$16, 666.72.*

In the next fiscal year and for as long as the employee remains employed by the School, the employee will be paid their full annual salary over 12 months.

EMPLOYEE BENEFITS

Health Insurance

Each full-time employee is eligible to participate in the School's medical insurance plan. New employees become eligible to participate in the plan after thirty (30) days of employment. Eligible employees must enroll prior to the plan year (during the plan's open enrollment period) or when there is an enrollment event (such as being newly hired outside of the open enrollment period) to be eligible for that year.

CCU will determine the amounts, if any, to be contributed by eligible employees to the premiums and the other employee benefits, costs, and obligations under the health insurance plan no less than thirty (30) days prior to the initial coverage date for each health insurance contract, or for new employees, within the first thirty (30) days of employment.

The contracts of insurance with CCU's health insurers govern the terms of the insurance provided by CCU. Summaries of the contract terms will be provided to covered eligible employees, and each eligible employee should familiarize himself or herself with the basic terms of these policies. Subject to the requirement of applicable law, insurance coverage may be modified or terminated at any time by CCU.

Short-Term Disability Benefits

All employees are covered by short-term disability insurance for up to leave as is for off-the-job injuries. Additional information, forms, and answers to questions may be obtained from the Director of Human Resource and Administration. Employees are required to pay part of the cost of this benefit through payroll deduction. 43

During any period in which an employee is receiving short-term disability benefits, he or she will not be paid by CCU.

Workers Compensation Benefits

Certain employees are covered by Workers' Compensation Insurance when engaged in the performance of their duties. Accidents occurring or injuries sustained in the performance of duties, even if they seem of a minor nature at the time, should be reported immediately to the employee's supervisor and the Director of Human Resources and Administration.

The Director of Human Resources and Administration must be notified as soon as possible following the accident, but no later than thirty (30) days after the accident in order for the forms to be filed with the insurance company.

Retirement Plan

Each full-time employee is eligible to participate in the retirement plan offered by CCU. The retirement plan takes the form of a Savings Incentive Match Plan for Employees Individual Retirement Account (SIMPLE IRA), to which employees may make contributions from their pre-tax compensation. In accordance with SIMPLE IRA rules prescribed by the Internal Revenue Service and the Department of Labor, CCU will make matching contributions of 2% of the yearly compensation for each employee who elects to participate in the SIMPLE IRA and makes monthly contributions to the plan.

For more information on the SIMPLE IRA, please see the plan document available through the CCU Executive Office.

PAID TIME OFF POLICY

Vacation Days

Use of vacation leave requires prior approval of the employee's immediate supervisor. Requests for vacation leave must be made using the "Vacation Leave Request" form available on the School's website. Absent specific approval from an immediate supervisor, no new employee is eligible to use vacation time prior to 6 months of employment at CCU.

Any employee who becomes ill during a scheduled vacation cannot change a vacation day to a sick day; scheduled vacation days count as vacation days even if an employee would ordinarily take a sick day.

CCU vacation time for all employees, regardless of the distinctions below, is "use it or lose it:" unused vacation time does not accrue and will expire at the end of the School's fiscal year on June 30. No employees will be paid for any unused vacation days at the end of their employment relationship with CCU. 44

All employees must note vacation days in the timekeeping system. Vacation benefits vary based on whether the employee is classified as teaching staff or non-teaching staff.

Vacation Days: Teaching Staff

During the fall and spring semesters, CCU observes three week-long recesses as indicated on the school calendar: 1) Christmas Recess, 2) Winter Recess, and 3) Spring Recess. Teachers are not required to report to work during these recesses but will be compensated for these weeks as part of the CCU vacation package. This vacation time may be taken consecutively.

During the fall and spring semesters, CCU observes three week-long recesses as indicated on the school calendar: 1) Christmas Recess, 2) Winter Recess, and 3) Spring Recess. Teachers are not required to report to work during these recesses but will be compensated for these weeks as part of the CCU vacation package.

Vacation Days: Non-teaching Staff

CCU offers non-teaching staff ten (10) paid vacation days. No non-teaching staff member may take more than five (5) days of vacation leave consecutively. No employee may take vacation leave during the last week of August, the week prior to the week that school reopens for students in the fall semester. Non-teaching staffs are required to report to work during school recesses in accordance with the schedule set by the employee's supervisor, which schedule may be abbreviated in the supervisor's discretion.

Every School office must remain open for the entire month of August, even when the School is closed to students. This is to encourage and allow students to enroll and pay tuition and fees with ease prior to the start of the fall semester. As a result, school secretaries must coordinate vacation leave carefully during this month to ensure that the office is always staffed by at least one employee during business hours for the entire month of August.

Sick Leave

All full-time employees are eligible for paid sick leave for absences from work due to: the employee's mental or physical illness; injury or health condition; need for medical diagnosis, care, or treatment, or need for preventative medical care, the care of a family member needing such medical diagnosis, care, treatment, of preventative medical treatment. For purposes of sick leave, a family member is considered to be the employee's child, grandchild, spouse, domestic partner, grandparent, parent or child of the employee's spouse or domestic partner, or sibling (including a half, adopted, or stepsibling). the closure of CCU premises due to a public health emergency (as declared by the State Commissioner Office or Health and Mental Hygiene or the state governing offices) or due to a public health emergency, CCU employees will be compensated for paid leave.

Each full-time employee is entitled to 40 hours (5 days) of paid sick leave in each calendar year.

Existing employees are eligible to use their sick leave on January 1 of each year. New employees become eligible to use their sick leave 120 days (4 months) after their employment with CCU begins. Sick leave must be taken in no less than four (4) hour increments.

Each employee is required to verify their use of sick leave using the forms made available through the CCU Executive Office. CCU will require employees who use sick leave for three consecutive workdays to provide medical documentation from a licensed health care provider.

No employee may accumulate more than 40 hours (5 days) of sick leave in a calendar year, and unused hours will not be carried over into the next calendar year. No employees will be paid for any unused sick leave at the end of their employment relationship with CCU.

Paid Holidays

CCU observes the following holidays, during which the school is closed, and no employees are required to report to work:

When a holiday falls on a weekend, consult the school calendar to determine what day will be observed, which is at the discretion of CCU.

Special Note Regarding Paid Holidays and Non-Salaried Employees: Employees who are paid by the hour are ordinarily not entitled to pay for days they are not required to report to work. However, CCU provides all of the foregoing holidays as paid holidays to hourly workers as part of its paid time off policy.

Special Note Regarding Paid Holidays and Salaried Employees: As explained earlier in this Handbook's discussion of employee categories, salaried employees such as teachers, deans of students, and principals are entitled to their full pay for a week in which they perform any work. Consequently, when CCU's observance of a holiday shortens the typical 5-day workweek, salaried employees are still entitled to be paid as if they had worked a full 5-day workweek.

Personal Days

In South Carolina state employees are only entitled to compensation for time worked. As such, CCU will determine to provide paid personal days of family emergencies to any of its employees, based on the criteria above.

School Closures

When the School is closed to students for a full day as indicated on the School calendar: Teaching staff are not required to report to work on any day on which the School is closed to students, with the exception of professional development days.

Non-teaching staff are required to report. 46

Teaching staff may leave after dismissing their classes, with permission from the Administrator.

Non-teaching staff may leave at the early closing time, provided that they have completed their duties for the day and have received permission from their immediate supervisors. Office staff should remain in the building until all children have been picked up or have left the building.

INCLEMENT WEATHER POLICY

In the event of inclement weather, CCU will follow the Columbia State Department of Education's schedule for school closures. With the exception of custodial staff, CCU employees are not required to report to work when the school is closed due to inclement weather. CCU employees may verify school closures by calling the school office for their respective locations, where a recorded announcement of the closure will be available by 4:30 a.m. Delays in school openings because of inclement weather will also be communicated through a recorded announcement at each school office. With the exception of custodial staff, employees are only required to report to work at the time of the delayed opening as per the announcement.

LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

Employee Eligibility Criteria

To be eligible for FMLA leave, an employee must have been employed by CCU:
for at least 12 months (which need not be consecutive);
for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave; and

Events Which May Entitle an Employee to FMLA Leave

FMLA leave may be taken for anyone, or for a combination of, the following reasons:
the birth of the employee's child or to care for the newborn child,
the placement of a child with the employee for adoption or foster care or to care for the newly placed child,
to care for the employee's spouse, child, or parent (but not in-law) with a serious health condition; and/or
the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job. 47

A "serious health condition" is an injury, illness, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. A more detailed definition of "serious health condition" can be found in the U.S. Department of Labor's Certification of Health Care Provider Form (Form WH-380), available online at the Department of Labor's website and upon request from the CCU Executive Office.

How Much FMLA Leave May Be Taken

An eligible employee is entitled to up to 12 workweeks of unpaid leave during a 12-month period for any FMLA-qualifying reason(s). The 12-month period is CCU's fiscal year of July 1 to June 30.

Limitations on FMLA Leave

Leave to care for a newborn or for a newly placed child must conclude within 12 months after the birth or placement of the adopted child.

When both spouses are employed by CCU, they are together entitled to a combined total of 12 workweeks of FMLA leave within the designated 12-month period for the birth, adoption, or foster care placement of a child with the employees, for aftercare of the newborn or newly placed child, and to care for a parent (but not in-law) with a serious health condition. Each spouse may be entitled to additional FMLA leave for other FMLA qualifying reasons (i.e., the difference between the leave taken individually for any of the above reasons and 12 workweeks, but not more than a total of 12 workweeks per person).

For example, if each spouse took 6 weeks of leave to care for a newborn child, each could later use an additional 6 weeks due to his/her own serious health condition or to care for a child with a serious health condition.

Intermittent or Reduced Work Schedule Leave

Intermittent leave is leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee's usual number of hours per workweek or hours per workday.

Leave to care for a newborn or for a newly placed child may not be taken intermittently or on a reduced work schedule unless CCU agrees to an individual leave request. Leaving because of an employee's own serious health condition, or to care for an employee's spouse, child, or parent with a serious health condition, may be taken all at once or, where medically necessary, intermittently or on a reduced work schedule.

If an employee takes leave intermittently or on a reduced work schedule basis, the employee must, when requested, attempt to schedule the leave so as not to unduly disrupt the School's Operations.

Intermittent or Reduced Work Schedule Leave - Continued

When an employee takes intermittent or reduced work schedule leave for foreseeable planned medical treatment, CCU may temporarily transfer the employee to an alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave.

Special Rules Concerning Professors: If a professor wishes to take intermittent leave, and that leave would cause the professor's absence from the classroom more than 20 percent of the time (i.e., more than 1 day out of a 5-day work week), the professor may be required either to take continuous leave throughout the treatment period or to be placed in an equivalent position that would not be disruptive to the classroom. Also, a professor may be required to extend leave through the end of a term if she/he would otherwise have returned within the last two or three weeks of the term, depending on the date on which the leave commenced and the duration of the leave.

Requests for FMLA Leave

An employee should request FMLA leave by completing the FMLA Leave Request Form and submitting it to his or her immediate supervisor. The forms are made available from the CCU Executive Office.

When leave is foreseeable for childbirth, placement of a child, or planned medical treatment for the employee's or family member's serious health condition, the employee must provide CCU with at least 30 days advance notice, or such shorter notice as is practicable (i.e., within 5 business days of learning of the need for the leave). When the timing of the leave is not foreseeable, the employee must provide CCU with notice of the need for leave as soon as practicable (i.e., within 2 business days of learning of the need for the leave).

Required Documentation

When leave is taken to care of a family member, CCU may require the employee to provide documentation or a statement of family relationship (e.g., birth certificate or court document).

An employee may be required to submit medical certification from a health care provider to support a request for FMLA leave for the employee's or a family member's serious health condition. Medical certification forms are available from the Chief Operating Officer's office.

If CCU has reason to doubt the employee's initial certification, the School may: (i) with the employee's permission, have a designated health care provider contact the employee's health care provider in an effort to clarify or authenticate the initial certification; and/or (ii) require the employee to obtain a second opinion by an independent CCU-designated provider at CCU' expense.

During FMLA leave, CCU may request that the employee provide recertification of a serious health condition at certain intervals in accordance with the FMLA. In addition, during FMLA leave, the employee must provide the School with periodic reports regarding the employee's status and intent to return to work. If the employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide CCU with reasonable notice (i.e., within 2 business days) of the employee's changed circumstances and new return to work date. If the employee gives CCU notice of the employee's intent not to return to work, the employee will be considered to have voluntarily resigned.

Before the employee returns to work from FMLA leave for the employee's own serious health condition, the employee may be required to submit a fitness for duty certification from the employee's health care provider, with respect to the condition for which the leave was taken, stating that the employee is able to resume work.

FMLA leave or return to work may be delayed or denied if the appropriate documentation is not provided in a timely manner. Also, a failure to provide requested documentation of the reason for an absence from work may lead to termination of employment.

Use of Paid and Unpaid Leave

FMLA provides eligible employees with up to 12 workweeks of unpaid leave. If an employee has accrued paid leave (e.g., vacation, sick leave, personal leave), however, the employee must use any qualifying paid leave first. "Qualifying paid leave" is leave that would otherwise be available to the employee for the purpose for which the FMLA leave is taken. The remainder of the 12 workweeks of leave, if any, will be unpaid FMLA leave. Any paid leave used for an FMLA qualifying reason will be charged against an employee's entitlement to FMLA leave. This includes leave for disability or workers' compensation injury/illness, provided that the leave meets FMLA requirements. The substitution of paid leave for unpaid leave does not extend the 12-workweek leave period.

Designation of Leave

CCU will notify the employee that leave has been designated as FMLA leave.

The School may provisionally designate the employee's leave as FMLA leave if it has not received medical certification or has not otherwise been able to confirm that the employee's leave qualifies as FMLA leave.

If the employee has not notified CCU of the reason for the leave, and the employee desires that leave be counted as FMLA leave, the employee must notify his or her immediate supervisor within 2 business days of the employee's return to work that the leave was for an FMLA reason.

Maintenance of Health Benefits

During FMLA leave, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work.

To the extent that an employee's FMLA leave is paid, the employee's portion of health insurance premiums will be deducted from the employee's salary. For the portion of FMLA leave that is unpaid, the employee's portion of health insurance premiums may be paid at the same time as if made by payroll deduction; or paid pursuant to a system voluntarily agreed to by CCU and the employee.

If the employee's payment of health insurance premiums is more than 30 days late, CCU may discontinue health insurance coverage upon notice to the employee.

Return from FMLA Leave

Upon return from FMLA leave, CCU will place the employee in the same position the employee held before the leave or an equivalent position with equivalent pay, benefits, and other employment terms.

Limitations on Reinstatement

An employee is entitled to reinstatement only if he/she has continued to be employed had FMLA leave not been taken. Thus, an employee is not entitled to reinstatement if, because of a layoff, reduction in force, or other reason, the employee would not be employed at the time job restoration is sought.

CCU reserves the right to deny reinstatement to salaried, eligible employees who are among the highest paid 10 percent of CCU' employees employed within 75 miles of the worksite ("key employees") if such denial is necessary to prevent substantial and grievous economic injury to CCU' operations.

Failure to Return to Work Following FMLA Leave

If the employee does not return to work following the conclusion of FMLA leave, the employee will be considered to have voluntarily resigned. CCU may recover health insurance premiums that it paid on behalf of the employee during any unpaid FMLA leave except that CCU' share of such premiums may not be recovered if the employee fails to return to work because of the employee's

or a family member's serious health condition or because of other circumstances beyond the employee's control. In such cases, CCU may require the employee to provide medical certification of the employee's or the family member's serious health condition.

JURY DUTY

CCU supports employees called to fulfill their civic obligation to serve jury duty. Upon receipt of the notice to serve jury duty, the employee should immediately notify his/her supervisor, as well as the Director of Human Resources and Administration. Additionally, a copy of the notice to serve jury duty should be submitted to the CCU Executive Office.

CCU will pay each employee who is called to serve jury duty the state-mandated jury fee of \$40 for each day of the first three (3) days of jury service.

Thereafter, so long as the employee continues to serve on a jury, the employee will not be paid by the School but may be paid by New York State. Any employee may elect to use their paid vacation leave to serve on a jury, consistent with the limitations set forth in the "Paid Time Off" section above, but in no event will CCU require any employee to use paid leave during a time of jury service.

Upon the employee's return, the employee must notify the Director of Human Resources and Administration and must submit a signed Certificate of Jury Service indicating the number of days served and the amount paid per day.

Employees released from jury duty with at least four (4) hours remaining in their workday should return to work for the remainder of the day. If the jury duty falls at a time when the employee cannot be away from work, CCU may request that the court allow the employee to choose a more convenient time to serve if he/she makes a request in accordance with the court's procedures. The employee must cooperate with this request.

CELL PHONES

CCU understands and appreciates that employees utilize their cellular phones for business purposes. At the same time, cell phones are a distraction in the workplace. To ensure the effectiveness of instructional time, professors are asked to leave cell phones at their desks. Or, on the unusual occasion of an emergency that requires immediate attention, the cell phone may be carried in vibrate mode.

Cell phone use for personal purposes in the workplace or during work hours should be kept to a bare minimum.

CCU prohibits employee use of cellular phones, for any purpose, while driving an CCU vehicle or while driving a non-CCU vehicle to conduct CCU business.

REIMBURSEMENT AND PURCHASES

Employees may occasionally use their own resources to conduct CCU business. Where practical, employees are expected to absorb, without reimbursement, minor expenditures under \$5. *No reimbursement will be made for any item purchased or service rendered without specific advance authorization from the employee's immediate supervisor.*

All requests for reimbursement must be made in writing using the CCU Voucher Form. Receipts should be attached to the Voucher Form for all expenditures, and reimbursement will not be made in the absence of a receipt.

Furthermore, all purchases must be well-planned. All requests for purchases should be clearly detailed on the CCU Requisition Form and signed by the employee's immediate supervisor. Requisition Forms should be submitted at least 5 business days before the items are needed.

EQUIPMENT

CCU will provide you with the necessary equipment to do your job. None of this equipment should be used for personal use nor removed from the relevant CCU school building - unless doing so is approved by your immediate supervisor or the Director of Human Resources and Administration and the job specifically requires use of CCU-owned equipment off of CCU premises.

SAFETY

Safety is everyone's job at CCU. CCU provides a clean, hazard-free, healthy, safe environment in which to work in accordance with the Occupational Safety and Health Act of 1970. As an employee, you are expected to take an active part in maintaining this environment. You should observe all posted safety rules, adhere to all safety instructions provided by your supervisor, and use safety equipment where required. Your workspace/classroom should be kept neat, clean, and orderly. It is your responsibility to know the location of all safety and emergency equipment, as well as the appropriate safety contact phone numbers.

All safety equipment will be provided by CCU. Employees should not damage this equipment. As an employee, you have a duty to comply with the safety rules of CCU, to assist in maintaining a hazard-free environment, to report any accidents or injuries, and to report any unsafe equipment, working conditions, processes or procedure, immediately to your supervisor.

Furthermore, CCU requires all those handling foods to wear a hairnet and comply with all other food safety rules, as mandated by applicable law. All employees are prohibited from creating or perpetuating safety hazards.

EMERGENCY PROCEDURES

There is no more important responsibility for CCU employees than ensuring the safety and well-being of our students. Therefore, understanding and following the procedures described below is vital.

Illness and/or Student Accidents

CCU employees are prohibited from administering medication to students—including serving hot tea for illnesses such as the common cold and stomachaches—but providing basic first aid services (such as cleaning and bandaging a minor scrape) may be appropriate.

1. If the emergency contact or physician cannot be reached and the injury is severe, the student is to be taken to the emergency room of the hospital with which his/her doctor is affiliated. This hospital information is indicated on the student's emergency contact form.
2. If the above steps cannot be taken, the student is to be taken to the nearest emergency room where first aid treatment will be carried out. The accompanying CCU employee will await further instructions from the School.

Employee Accidents

1. In case of an accident on the premises, the injured staff member must immediately notify the School Secretary and seek first aid care.
2. The School Secretary must immediately notify the President and Director of Human Resources and Administration, and a Worker's Compensation Accident Report must be completed.
3. If the staff member is taken to the emergency room, the emergency contact on file will be notified.

Emergency Evacuation Procedures

1. All persons must exit the building when the alarm goes off, including all visitors to the school. Do not assume it is a drill, even if you have prior knowledge that one is scheduled to take place.
2. The evacuation signal is the regular fire alarm.
3. Each professor must accompany his/her class during an evacuation. Turn out lights and close windows and doors upon leaving the room. Professors must enforce the following regulations:
 - a. No books or other possessions are to be carried from the room.
 - b. All persons should walk quietly, not run.
4. The employee through each outside door should appoint an assistant to hold the doors open.
5. The last employee off each floor will quickly check restrooms to ensure that all persons have left the building. He/she shall close the stairwell doors.
6. Clearance to reenter the building will be given by the Administrator or in her/his absence, the Dean of Students. Under no circumstances are children, visitors, or employees to reenter until instructed by the appropriate person.

Abuse

CCU employees and/or students shall not be subjected to any form of abuse including: Physical abuse or cause of trauma. Sexual abuse (inappropriate touching, fondling, exposure, display of pornography). Verbal abuse (humiliating, degrading, threatening, or making sexually inappropriate comments).

The law requires certain professionals and school officials to report suspected abuse to the law. If not, civil and criminal liability charges can be filed against a professional who does not comply with these mandated and reporting responsibilities.

School professionals and officials are required to immediately make such reports when, in their professional capacities, they have reasonable cause to suspect abuse, sexual abuse or maltreatment. But, of course, anyone can report and must report any suspected abuse or maltreatment of an employee or student at any time. Reasonable cause to suspect abuse or maltreatment means that, based on your observations, and professional training, a student (if a student is a minor or under the age of 21) , and you suspect that the student is in imminent danger, you must report it immediately to either your immediate supervisor, or the Human Resource Department or the Dean of students.

In addition, if you suspect abuse or maltreatment, you must report your concerns by telephone to Bureau of Child Welfare, Columbia, South Carolina offices. The BCW hotline number is 803-788-6595 for mandated reporters (for Administrator and teaching staff) and for other employees, contact 803-497-3836. BCW is open 24 hours a day, seven days a week. All reports are confidential. Within 48 hours of calling BCW, you must file a written report with the State Office of Children and Family Services.

Reporting is an individual responsibility, and no supervisor or administrator may interfere with the individual reporting responsibility. Nor may a mandated reporter be absolved of responsibility by relying on a supervisor or administrator to meet her or his individual reporting responsibility. If you are in a situation about which you are unclear or uncertain, you should speak immediately with the Dean of Students or Director of Human Resources and Administration.

All employees, including professors, are required to report the following:

Suicide: If an employee is told by a student that he or she is contemplating suicide or if an employee comes upon evidence of intent (e.g., a note) to commit suicide, the employee should report this to the Dean of Students immediately.

Physical evidence of a crime: If an employee obtains physical evidence that a student has committed or is committing a crime, the employee must turn that evidence into the Dean of Students within 2 school days. The employee may keep the source of the evidence anonymous.

Drug and Alcohol use: Drug and alcohol use, in or out of school, is illegal, a violation of school policy, and a risk to students' well-being. Employees must report suspected cases of use or possession to the Dean of Students.

Self-Harm: Employees must report evidence or student reports of self-harming behaviors or the intent to inflict self-harm to the Dean of Students.

Sexual Misconduct Complaints (Against CCU Employees)

These Procedures will be used to investigate and resolve all complaints of sexual misconduct against CCU faculty and staff members, affiliates, and non-affiliates (i.e. someone not associated with CCU), as appropriate. For purposes of the University these Procedures, include, but is not limited to, visiting scholars and post-doctoral fellows who are not otherwise classified as CCU faculty, staff, or students. Complaints of sexual misconduct against CCU students will be investigated and resolved according to Human Resource and Administrative policies and according to the State of Columbia, South Carolina's law enforcement agencies.

All other complaints of discrimination or harassment against faculty and staff members, including but not limited to those based on race, color, creed, religion, ethnic origin, age, sex, disability, and sexual orientation, will be resolved using the University's Equal Opportunity and Discriminatory Harassment Policy.

All staff members are strongly encouraged to report to the University any incident of "Prohibited Conduct" which includes gender-based assault, harassment, exploitation, dating and domestic violence, stalking, as well as discrimination based on sex, sexual orientation, gender identity, and gender expression, and related retaliation (as defined in the Title IX Policy). Many University administrators are specifically trained to support individuals affected by Prohibited Conduct and the University is fully committed to promoting a safe and healthy educational and work environment.

II. Complaints Rights of the Compliant and Respondent

These Procedures for the investigation and resolution of sexual misconduct (including sexual harassment) complaints brought against faculty, staff, affiliates and non-affiliates are designed to be accessible, prompt, fair, and impartial. Throughout this process, both the complainant and respondent have the following rights:

- To be treated with respect, dignity, and sensitivity.
- To receive appropriate support from the University.
- The presence of an Adviser throughout the process
- Confidentiality to the extent possible, consistent with applicable law and University policy.
- Information about the University's Policy.
- A prompt and thorough investigation of the allegations.
- To refrain from making self-incriminating statements. A resolution, however, will be determined with the information made available by the parties.

- Notification, in writing, of the case resolution, including the outcome of any appeals.
- For the Complainant, to report the incident to law enforcement (including the CCUPD or with the police department in the jurisdiction in which the sexual misconduct occurred) at any time.

III. Resources and Reporting Options

All individuals are encouraged to seek support from on and off campus resources, regardless of when or where the incident occurred. Trained professionals can provide guidance in making decisions, information about available resources and procedural options, and assistance to either party in the event that a report and/or resolution under the Title IX Policy and these Procedures is pursued. Below is detailed information regarding reporting options, including Confidential Resources.

A. Confidential Resources

Confidentiality exists in the context of laws that protect certain relationships, including with medical and clinical care providers (and those who provide administrative services related to the provision of medical and clinical care), mental health providers, counselors, and ordained clergy, all of whom may engage in confidential communications under Alabama law. The University has designated individuals who have the ability to have privileged communications as “Confidential Employees.” When information is shared by an individual with a Confidential Employee or a community professional with the same legal protections, the Confidential Employee (and/or such community professional) cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. For example, information may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there is a concern that the individual will likely cause serious physical harm to self or others; or (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18.

For employees who participate in any **Employee Assistance or Counselling Services**, and other mental health professional, all records will be deemed confidential.

B. Reporting Considerations and Options

1. Time for Reporting.

Although all members of the University community are encouraged to report sexual misconduct immediately in order to maximize the University’s ability to respond promptly and equitably, the University does not limit the time frame for reporting. However, the University’s ability to investigate and respond effectively may be reduced with the passage of time.

2. How to Make a Report.

Any person may make a report, including anonymously, of Prohibited Conduct to the Human Resources or to the Office of Dean of Students:

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2. How to Make a Report.

Any person may make a report, including anonymously, of Prohibited Conduct to Human Resources, or the Office of Dean of Students:

Office of Students Affairs

Title: Dean of Academic Affairs
Name: Dr. Mary Stover
Address: 132 Monteith St. Columbia, SC 29203
Phone: 803-786-6594
Email: maostover@bellsouth.net

Student Advisor

Name: Dr. Shirley Brown
Address: 132 Monteith St, Columbia, SC 29203
Phone: (803) 786-6594
Email:

Human Resources: Currently Vacant

Office of Student Dean

Name: Dr. Daryl Hayes
Title: Dean of Student Affairs
Address: 132 Monteith St, Columbia, SC 29203
Phone: (803) 786-6594
Email:

Reports can also be made to any **Responsible Employee**, or to another appropriate office such as Student Affairs or the Office of Provost. Reports shall be sent to the Human Resource Director. If the person to whom a report normally would be made is the Respondent, reports may be made to another "Responsible Employee."

- **Richland County Sherriff's Department**
- **Phone Number 803-576-3000**

With respect to anonymous reports, depending on the level of information available about the incident, the University's ability to respond to an anonymous report may be limited.

In cases in which the report was made anonymously or by a third party (such as a family member, friend, roommate, adviser, or faculty member), CCU Sexual Harassment and Abuse Policies will apply in the same manner as if the Complainant had made the initial report. The Human Resource Director or designee will make every effort to meet with the Complainant to discuss available options and on-campus and off-campus resources.

3. Emergency/Immediate Assistance

The University encourages all community members affected by sexual misconduct to seek immediate assistance. Doing so promptly may be important to ensure the person's physical safety or to obtain medical care or other support. It may also be necessary to preserve evidence, which can assist the University or law enforcement in responding effectively. Assistance is available from the **Richland County Sherriff's Department** 24 hours a day, 7 days a week at **803-576-3000**. The CCUHR will investigate every incident reported to them to determine if a crime has been committed. The CCUHR will also inform the University Title IX Coordinator of the incident. Any criminal investigation by Sherriff's Department or other law enforcement agency is independent from any conduct investigation undertaken by the University under the **Human Resource Policy**. Victims of sexual violence are not required to report to law enforcement in order to receive assistance from or pursue any options provided by CCU.

4. Prohibition on Retaliation

It is illegal and a violation of the University's Title IX Policy to retaliate against a person for filing a complaint of sexual misconduct or for cooperating in a sexual misconduct investigation. Any person who retaliates against a person for reporting sexual misconduct, filing a sexual misconduct complaint, or participating in a sexual misconduct investigation is subject to disciplinary action up to and including termination of employment.

CONFIDENTIAL NATURE OF WORK

All CCU records and information relating to CCU and its employees and students are **confidential** and employees must, therefore, treat all matters accordingly. No CCU or CCU-related information, including without limitation, documents, notes, files, records, oral information, computer files, or similar materials (except in the ordinary course of performing duties on behalf of CCU) may be removed from CCU' premises without permission from an employee's immediate supervisor. Additionally, the contents of CCU's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose. Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside of CCU. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification.

COMPUTER INFORMATION SYSTEMS

CCU provides some of its employees with laptop or desktop computers, voicemail, e-mail, and Internet access to enable them to conduct the affairs of the School and to facilitate the flow of information among employees, students, and others.

School Property

The School's computers, voicemail, e-mail, Internet access, and any other communication or information system that may be available to employees as a result of their employment ("Information Systems") are the property of the School and should be used for School purposes only.

Voice mail, email, and Internet usage assigned to an employee's computer or telephone extensions are solely for the purpose of conducting School business. Some job responsibilities require access to the Internet and the use of software. Only people appropriately authorized, for CCU purposes, may use the Internet or access additional software. If you need access to software that is not currently on the School network or your designated computer, please talk with your Principal or the Director of Human Resources and Administration.

Employees may not share passwords or otherwise provide unauthorized persons with access to the Information Systems. Employees also may not establish connections that would allow unauthorized persons to gain access to the School's Information Systems, either through the Internet or otherwise. To protect data and software on the School's computers, only authorized employees and vendors are permitted to load software onto computers. No unauthorized software is allowed on School computers. You may not copy School software for personal use. You will be held responsible for any software or other copyright infringements attributable to you in violation of this policy.

In addition, technology is either assigned to a particular member of the School community for the duration of the school year or is made available from a pool that can be signed-out for a shorter duration, based on a project or some other specific need. All of us must take responsibility for the technology that has been assigned to us. Taking CCU portable technology off-campus is permissible if authorized by one's supervisor but, in doing so, one assumes responsibility for loss due to theft or accident. The specific technology distribution, based on position, is the responsibility of your Supervisor, who you should feel free to consult regarding specific aspects of the policy.

Internet Usage

Internet use during working hours is authorized to conduct CCU business only. This applies to the use of any CCU machines off premises after working hours as well. Additionally, under no circumstances may CCU computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites.

Email Usage

CCU email addresses are to be used for CCU business only. Similarly, employees are prohibited from conducting CCU business through personal email addresses and must use CCU email for CCU business. Do not conduct personal business using the School computer or email. Be conscious of maintaining a professional tone in your emails.

No Expectation of Privacy

Employees should have no expectation of privacy with respect to their use of any of the Information Systems or of any of the information contained therein. CCU can access information maintained on any Information System at any time. Employees should be cognizant of this in both the tone and content of their use of School Information Systems. CCU may (but will not necessarily) ask for an employee's assistance in accessing Information Systems information that the employee read or created. Moreover, employees should be aware that voicemail and e-mail messages that are sent or received remain on the system and can be accessed even if an employee has deleted them. It is against School policy to prepare, receive, or maintain personal or private information on any Information System that belongs to CCU.

Social Media

With the rapid growth and application of social media, CCU recognizes the need to have a policy which ensures that employees who use social media either as part of their job, or in a personal capacity, have guidance as to the school's expectations where the social media engagement is about the School, its products and services, its people, and/or other business -related individuals, organizations, and information.

The School's Three R's of Social Media Engagement are therefore 'guardrails' designed to protect the interests of employees and the School. In brief, the Three R's ask that when engaging in social media:

- be clear about who you are *representing*,
- take *responsibility* for ensuring that any references to CCU are factually correct and accurate and do not breach confidentiality requirements,
- and show *respect* for the individuals and communities with which you interact. It is important to note that this policy does not apply to employees' personal use of social media platforms where the employee makes no reference to CCU-related issues such as but not limited to CCU events, employees, or students and their families. No references to such CCU-related issues should be made in employees' personal use of social media platforms under any circumstances.

Personal Communication with Students

As a general rule, faculty and staff members should not communicate with current students of CCU through personal means of communication, including home phones, cell phones, personal e-mail accounts, or social media. In rare cases when it is necessary to share personal numbers with students e.g. class trips, etc., faculty and staff should exercise professional judgment and discretion and should inform the Dean of Students about the communication.

EMPLOYEE DISCIPLINARY PROCEDURE

Any violation of the policies enumerated in this Handbook or other employee misconduct may subject an employee to disciplinary action, as outlined below. CCU reserves the right to forego these disciplinary procedures and to discharge or reassign employees immediately depending on the nature and seriousness of the infraction.

Step 1: Informal Discussion

The Informal Discussion creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct, or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of CCU policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem. Bringing the matter to the staff member's attention is often enough to prompt him or her to correct it willingly.

Step 2: Oral Warning

If a private, Informal Discussion with the employee does not result in corrective action, the immediate supervisor should meet again with the employee and review the problem; permit the employee to present his/her views on the problem; and advise the employee that the problem must be corrected and that failure to do so will result in further disciplinary action, up to and including termination. Within five (5) business days of this meeting, the supervisor will draft a short memo summarizing the events of this meeting, which will be placed in the employee's personnel file and forwarded to the Director of Human Resources and Administration and the employee.

Step 3: Written Warning

If the employee fails to alter his/her behavior after an Oral Warning, the immediate supervisor should meet with the employee in private and once again discuss the need for remediation and the possibility of termination. The supervisor should issue a Written Warning (signed by the supervisor and the employee) to the employee and place a copy in the employee's personnel file. If the employee refuses to sign, a copy of the written warning will still be placed in the employee's file with a notation of the employee's refusal to sign.

Step 4: Suspension and Final Written Warning

There may be performance, conduct, or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval from the Director of Human Resources.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state, and local wage-and-hour employment laws. Unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or major misconduct problems, not less serious concerns about attendance or performance.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee.

During Step 4 and based on the results of an investigation (if applicable), the immediate supervisor and the Director of Human Resources and Administration will meet with the employee to review any additional incidents or information about the performance, conduct, or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within five (5) business days of a Step 4 meeting. A warning outlining that the employee may be subject to termination if immediate and sustained corrective action is not taken may also be included in the written warning.

Step 4 may not be necessary in all instances, and in some cases, CCU may proceed directly to Step 5 from Step 3.

Step 5: Dismissal

In general, dismissal is recommended only when the employee does not respond to one or more of the above steps. Notwithstanding the foregoing, the School reserves the right to discharge any employee immediately, or to otherwise modify or omit any one or more steps in the disciplinary procedure, in its sole discretion. CCU reserves the right in its sole discretion to determine the appropriate disciplinary action for employee misconduct or non-performance.

RESIGNATION

All employees planning to leave the employ of CCU are requested to give written notice before departing. Principals should give notice of at least two (2) months; professors should give notice of at least one (1) month; all other employees should give notice of at least two (2) weeks. Departing employees shall provide written notice to their immediate supervisors and the Director of Human Resources and Administration, specifying the final date of employment. Once minimum notice has been given, any subsequent unexcused and/or unexplained absences will be charged as vacation days. All fringe benefits end on the last day of employment.

In some instances, management may determine that the resignation should take effect immediately. In that case, the employee will receive compensation for any work performed following the notice of termination that has been approved by the immediate supervisor and Director of Human Resources and Administration.

CCU reserves the right to treat failure by an employee who has been on sick leave, vacation leave, or personal leave to return to active employment on the date previously approved by the employee's immediate supervisor as a voluntary resignation.

Departing employees are required to return all CCU property (e.g., professors' manuals, tools, keys, etc.) to the immediate supervisor in substantially the same condition in which it was received, normal wear and tear expected.

The employee's final paycheck will be mailed during the next regularly scheduled pay period following the employee's departure, or if applicable, by direct deposit.

DISMISSALS

Every CCU employee has the status of "employee-at-will," meaning that no one has a contractual right, express or implied, to remain in CCU' employ. CCU may terminate an employee's employment, or an employee may terminate his/her employment, without cause, and with or without notice, at any time for any reason. No supervisor or other representative of CCU (except the President) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Immediate Dismissals/Misconduct

Any employee whose conduct, actions, or performance violates or conflicts with CCU' policies may be terminated immediately and without warning.

Immediate Dismissals/Misconduct

The following are some examples of grounds for immediate dismissal of an employee:

- . Breach of trust or dishonesty
- . Conviction of a felony.
- . Willful violation of an established policy or rule.
- . Falsification of CCU records.

The following are some examples of grounds for immediate dismissal of an employee:

- . Gross negligence**
- . Insubordination**
- . Violation of the Anti-Harassment and/or Equal Employment**

The following are some examples of Grounds for Immediate Dismissal of an employee:

- Opportunity Policies**
- Use, manufacture, or distribution of drugs or alcohol on CCU property, or distribution of drug or alcohol to CCU students whether on or off School property**
- Timecard or sign-in book violations**
- Undue and unauthorized absence from duty during regularly scheduled work hours**
- Deliberate non-performance of work**
- Violation of the Paid Time Off Policy**
- Larceny or unauthorized possession of, or the use of, property belonging to any co-worker, visitor, or patron- of CCU.**
- Possession of dangerous weapons on the premises**
- Unauthorized possession, use or copying of any records that are the property of CCU.**
- Unauthorized posting or removal of notices from bulletin boards**
- Excessive absenteeism or lateness**
- Marring, defacing or other willful destruction of any supplies, equipment or property of CCU**
- Failure to call or directly contact your supervisor when you are late or absent from work.**
- Fighting or serious breach of acceptable behavior**
- Violation of the smoking, alcohol, and drug use policy**

The following are some examples of Grounds for Immediate Dismissal of an employee:

- Theft**
- Violation of Confidentiality Policy**
- Gambling, conducting games of chance or possession of such devices on the premises or during work hours.**
- Leaving the work premises without authorization during work hours**
- Sleeping on duty**

This list is intended to be representative of the type of activities that may result in dismissal. It is not intended to be comprehensive and does not change the employment – at will relationship between any employee and CCU.

In the event of a dismissal, all benefits end on the last day of employment. Departing employees are required to return all CCU property (e.g., professors' manuals, tools, keys, etc.) to the immediate supervisor in substantially the same condition in which it was received, normal wear and tear expected. 65

The employee's final paycheck will be mailed during the next regularly scheduled pay period following the employee's departure, or if applicable, by direct deposit.

REFERENCES

Should an employee receive a request for a reference, he/she should refer the request to the Principal or the Director of Human Resources and Administration. No CCU employee may issue a reference letter or provide an oral reference to any current or former employee without the permission of the Director of Human Resources and Administration.

Under no circumstances should any CCU employee release any information about any current or former CCU employee over the telephone. All telephone inquiries regarding any current or former employee of the School must be referred to the Principal or the Director of Human Resources and Administration.

In response to an outside request for information regarding a current or former CCU employee, the Director of Human Resources and Administration will furnish or verify only an employee's name, dates of employment, job title, and department. No other data or information regarding any current or former CCU employee, or his/her employment with CCU, will be furnished unless ...

- 1) CCU is required by law to furnish any information or
- 2) the employee provides CCU with written authorization to provide this information and both the employee and the prospective employer agree in writing to release CCU from liability in connection with the furnishing of this information.

RECEIPT OF EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of Central Christian University's ("CCU") Employee Handbook that outlines the goals, policies, benefits, and expectations of CCU, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Employee Handbook provided to me by CCU. I understand this handbook is not intended to cover every situation that may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits, and expectations of CCU.

I understand that the CCU Employee Handbook is not a contract of employment and should not be deemed as such. Further, I understand that CCU is an "at will" employer and as such employment with CCU is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.

No supervisor or other representative of CCU, (except the Chancellor) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this Handbook states CCU' policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with CCU or benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified, or terminated at any time.

_____ **Employee Signature**

_____ **Employee Name (Print)**

_____ **Date**

III. INSTITUTIONAL RESOURCES

A. Publications, Budgeting, Finance Office, Institutional Planning

A published and accessible description of organizational structures and job responsibilities are available. Faculty and staff qualifications are listed in the Faculty/ Staff Handbook. Employee policies are listed in the Human Resource Manual on pages 34-69.

The budgeting process serves as an effective instrument of financial oversight and planning. A budgeting committee comprised of the Chairman of the Board, Vice Chairman of the Board, the Vice President of the university, Treasurer, Comptroller/ Financial Officer, and a student receives a submitted initial written budget from departments, reviews expenditures and recommendations, then collectively submit the budget to the Board of Directors.

Currently, Central Christian University of SC encourages all employees to secure private insurance. The University is financially unable to provide liability policies for employees, the administration, and officers.

The financial officer reports to the board quarterly, which includes a report on expenditures, projections, and planning forecasts. The president and the financial officer meet weekly to ensure adherence to the board's budgeting. The cyclic procedures associated with reporting, reviewing, presenting, and adjusting the budget include a presentation at board meetings; discussions with the board, president, and departments; record of cash flow- including gifts, donations, tuition, income, grants, salaries, distribution, and expenditure of funds; supervision and management of the budget.

Adequate internal control to safeguard assets and protect personnel from accusations of wrongdoing are:

Central Christian University requires only one signature for check writing; however, there are two signers, the financial officer, and the president. All checks require receipts or invoices.

All income deposits are kept in a secure place on campus, and deposits are made on the day funds are received. All donations are receipted when received. In addition, all non-operational expenses over 100.00 require the consultation and approval of the president. A financial audit is conducted yearly to confirm that appropriate business protocol is being followed. To safeguard assets, no university property is to be used for personal or financial gain.

Institutional planning informs the budget as reflected in a yearly assessment including the president and his executive cabinet, a faculty representative, and the board. The information collected from these discussions is presented at a strategic planning meeting and used as a guide for future plans, goals, and budgets for the following year.

IV: TECHNOLOGICAL RESOURCES

B. C. E. Graham Library Policies and Procedures

Article II. The C. E. Graham Library

DIVISION OF LIBRARY SERVICES

Office of Library Services

Mission: The mission of Library Services is to serve the needs of the University by providing library information resources and services in appropriate quantity, and quality to support the curriculum of the University, and to meet the study and research needs of the students and faculty.

Goals and Objectives:

- To support the academic mission and curricula of the University.
- To provide resources geared to producing and enhancing the development of Christian leadership, Biblical knowledge, and global Christian service.
- To collaborate with faculty, students, stakeholders, Biblical content subject experts, and other professional constituents to aid in the further development of the library, to provide

- enhanced resources and services, and to identify/implement the best library practices suitable for Central Christian University of South Carolina.
- To provide students with a core content of electronic resources to increase students' knowledge of a global Christian leadership viewpoint.
- To offer an appropriate and adequate collection of quality print and non-print materials, media, and technology to meet the educational and research needs of faculty and students, relative to the certificate and degree programs.
- To promote information literacy by providing instructional material and orientations on library resources and services.
- To enhance the collections by utilizing electronic resources and participating in an interlibrary loan program.

- To maintain a range and quality of services such as learning resources, computers, audiovisuals, and other media that enhance curricular requirements and the needs of students and faculty.
- To ensure adequate allotted space for library functions.
- To obtain feedback from students, faculty, and staff regards services, contents, resources, and use of the library in order to implement methods for planning, evaluating, implementing, and improving the library as we service the university.
- The Information Technology Department has a responsibility to ensure that Library Services is provided with appropriate and adequate security and monitoring of computer access that ensures proper functions of all the University's related activities. The department is also accountable for sustaining the use of current technology and learning resources.

Mission: The mission of the Information Technology Department is to oversee the implementation and support of a computer network that will enable the University to perform in-house and online technologically based administrative functions and continual education strategies that will support the University's mission and purpose. The goals are to:

Goals and Objectives

- Provide oversight of all the technologically based functions, including computer hardware and software purchases, implementation, and maintenance.
- Collaborate with third-party vendors and support personnel to ensure the proper support, backup, and recovery strategies are in place.
- Make resources available both on and off-campus for all students via the library's webpage and OPAC Discovery.

All technological resources, both hardware, and software, that are linked to the CCU network are intended for use only by those individuals who are authorized to use registered equipment, and only for those projects that are CCU-approved. To prevent illegal or unethical use of computer systems, individuals must abide by local, state, and federal laws governing the use of technology. CCU reserves the right to require the removal of any material or equipment which, in its opinion, presents a compromise of appropriate use or security.

Article I. Hours of Operation and Important Phone Numbers

Library Operating Hours

Monday – 10:00 A.M. – 2:00 P.M.	Thursday- 4:00 P.M. – 8:00 P.M.
Tuesday- 10:00 A.M. – 2:00 P.M.	Friday – Closed
Wednesday- 10:00 A.M. – 2:00 P.M.	Saturday – 9:00 A.M. – 5:00 P.M. (By Appointment Only)

C. E. Graham Library

Phone Number: (803) 714-1189

Email: CentralChristianUni.SC.Library@gmail.com

Article II. Rules and Regulations

- Central Christian University of South Carolina students, faculty, and staff may check out books with proper University identification (ID) cards.
- Library materials circulate for two weeks, with the option to renew, unless otherwise noted.
- Students must sign in to use the library.
- Food and beverages are not allowed in the library.
- Smoking is prohibited.
- Caps/hats, head wraps, and do-rags should be removed prior to entering the library.
- Students must check out all materials at least twenty minutes prior to closing.
- Students who violate these guidelines will be reported.

Article III. Services Offered by the C. E. Graham Library Staff

- a) Reference Services
- b) Telephone Reference Services
- c) E-mail Reference Services
- d) Book-A-Librarian Services
- e) Circulation Services
- f) Information Literacy Services
- g) Bibliographic Instruction Services
- h) Technology Instruction Services
- i) Technology Assistance and Training Services
- j) Inter-Library Loan Services
- k) Ask-a-Librarian Virtual Reference Services

Article IV. Library Instruction

Our librarians provide instructions for students on a variety of subjects including how to use full-text databases, search engines, online catalogs, and more. We can tailor the class to the course(s) being taught. Instructors can request a class by completing and submitting the Instruction Request Form at least a week prior to the date requested. Your department liaison will contact you once they receive the request to set up the class. Video Tutorials will also be placed on the library's web page for virtual instructions.

Article V. Collection Types

I. The General Collection

The general collection consists of books, serial publications, and other printed materials. Library patrons may borrow items from this collection according to the borrowing privileges outlined in Article VIII.

II. The C. E. Graham Classic Collection

The library plans to establish a classic collection based on materials that may remain in the collection at the conclusion of an intense de-selection / weeding process has taken place. These items contain essential materials from the personal library of our President and Founder, Bishop C. E. Grahams, and will be named for him.

III. The Electronic Resource Collection

Through the South Carolina Virtual Library System provided by the SCDISCUS Consortium, the library has more than 40 electronic databases that contain millions of scholarly and peer-reviewed articles. The Religion and Philosophy Collection is the Core Content featured collection supporting our programs. This collection is an EBSCOHost product and is provided by SCDISCUS.

IV. The Reference Collection

The reference collection is non-circulatable material and is to be used in-house, for library use only.

Article VI. Borrowing Privileges

All students, faculty, and staff members must present a valid Central Christian University of South Carolina ID to check out materials or use computers. Books circulate for two-week periods with the option to renew.

1. Borrowing Materials

The library will allow current students whose library privileges have not been suspended or revoked, faculty, staff, and alumni who are currently registered with the library to borrow books and other items that are circulatable and non-reference material. Library materials cannot be checked out during the last two weeks of a semester, this is the blackout period. During this time, the library staff must work diligently to ensure all checked-out materials are returned to the library, reshelved, and ready for circulation.

- A. Borrowers are required to present a valid library/ID card for checkout of materials.
- B. Borrowers are financially responsible for all materials charged.
- C. Borrowers should note the time and date that material is due. Patrons may check out up to ten (10) books at a time.

2. Responsibility of Borrower

The library patron borrower must assume responsibility for all materials which includes the cost of repair and/or replacement, and processing fees.

3. Student Borrowing

Students can borrow up to ten items for a period of two weeks, with up to three renewal periods.

4. Faculty and Staff Borrowing

Faculty can borrow items for four weeks, with up to three renewal periods.
Staff can borrow items for three weeks, with up to three renewal periods.

Article VII. Interlibrary Loan

The library honors both in-house and out-house interlibrary loan (ILL) requests. All ILL establishments are based upon agreements between the C. E. Graham Library and other library instructions/facilities. The borrowing library institutions must adhere to the conditions and terms of the agreement.

The patron requesting the material shall be responsible for the timely return of the requested material, as well as the cost of repair, and/or replacement if the material should be damaged or lost during the time of the request.

You may use the Interlibrary Loan Request Form to submit your request online. Once your online request is submitted, you will receive a message confirming that it was received and is currently being processed. If you are requesting a book, remember to check the lending library's online catalog system first. Please fill out the ILL Request Form completely.

Article VIII. Recommendations for Purchases

The staff at C. E. Graham Library is working to ensure that we have the resources to meet the needs of the University. Any recommendations for materials that believe the library should have, please fill out a Faculty Request Form and email it to your department liaison or bring a physical copy by the library.

The C. E. Graham Library plans to host an annual Gala event every September to raise funds for the Library in order to sustain and enhance its holds, services, personnel, and resources.

Article IX. Circulation Staff

The library staff member at the circulation desk is responsible for maintaining general order in the library and ensuring all library policies, rules, and regulations are enforced. The staff will assist the library patrons with services to include but are not limited to book circulation, reference items, reserve items, reference questions, computer assistance, printer assistance, book-a-librarian services, etc. The staff will provide an excellent level of customer service at all times. The staff will record daily usage statistics and submit usage statistics upon request.

1. Circulation Desk

A library staff member will maintain the circulation desk at all times. The staff will be available to assist patron needs.

Services offered at the Circulation Desk:

- Reserve materials
- Inter-Library Loan
- General questions
- Reserve Collection
- Checking out/in of books

Circulation Services: All materials leaving the library must be checked out. All materials must be returned to C. E. Graham Library. Users needing help locating specific titles should inquire at the circulation desk.

2. Contacting the Circulation Desk

There are three methods for contacting the circulation desk: in person, by phone at (803) 714-1189 or by email at CentralChristianUni.SC.Library@gmail.com

3. Checkout Limits

Students can check out materials for two weeks with the possibility of requesting three renewal periods. Faculty and Staff can check out materials for four weeks with the possibility of requesting three renewal periods.

4. Patron Blocks

The C. E. Graham Library staff reserves the right to block patrons from using the library and/or from using borrowing privileges.

Students with unpaid library fines in excess of \$25.00 and/or with more than five overdue items are not permitted to borrow any more library materials. 73

5. Reciprocal Patron Borrowing

Reciprocal serves in a two-fold aspect. First, it is the area where books are retrieved and returned by the patron borrower. Second, it is the agreement between the library and the borrower for the establishment of circulation privileges.

6. Lending to Other Libraries

The library honors both in-house and out-house interlibrary loan (ILL) requests. All ILL establishments are based upon agreements between the C. E. Graham Library and other library instructions/facilities. The borrowing library institution must adhere to the conditions and terms of the agreement. The patron requesting the material shall be responsible for the timely return of the requested material as well as the cost of repair and/or replacement if the material should be damaged or lost during the time of the request.

7. Document Delivery and Interlibrary Loan

The patron requesting document delivery through ILL must pay the cost of document printing and possible shipping.

8. Intra-Campus Delivery

The library staff may assist with the delivery of borrowed items throughout campus when possible.

9. The Book Drop

The book drop box is located at the circulation desk and is in place for book returns. Each night the book drop box is emptied, all books are checked into the system and returned to the shelf in call number order.

10. Reshelving Items

The library prefers that patrons do not reshelv materials. Rather, materials should be placed in the book return drop box. The library staff will check items in as in-library use check-in and then return the items to the stacks according to the Library of Congress Call Number Classification System order.

11. Book Search and Retrieval Request

MISSING ITEMS

Did you look something up in OPAC Circulation only to go to the shelf and find that it's not there?

- A. Make sure you are looking in the right place!
- B. Check the to-be-shelved area: an item that was recently used might be there.
- C. Not sure how to find your way around the library? Ask for help at the Circulation Desk!
- D. Report Missing Items: We will get back to you with the results of the search within two business days. If we find the item, we will hold it for you for one week.

If a patron cannot locate an item, the patron may request search assistance from the library staff. If the library staff cannot find the item in the system, on the shelves, or in any reserved library area, the items should be marked as lost and removed from circulation.

12. Book Returns

Books and other library materials are to be returned at the library circulation desk, placed in the book drop box, or returned via postal mail back to the C. E. Graham Library at Central Christian University of South Carolina.

13. Recalls

All library material is subject to recall at any time, for any reason, and without notice. All materials returned after the recalling due date are subject to daily fines. The Library will allow an additional two days for use after it sends a recall notice. After ten days, overdue –recall fees will be assessed at the rate of \$3.00 a day. Recalled items must be returned to a circulation desk on or before the recall due date. Materials returned after the recall due date are subject to daily overdue fees.

14. Book Renewals

The patron may renew books up to 3 times for a period of two weeks per renewal request. The library reserves the right to grant or deny the renewal request based upon hold requests and other determining factors. Renewal requests can be made in person, over the telephone at (803) 714-1189, or by email at CentralChristianUni.SC.Library@gmail.com

15. Book Location/ Call Number Chart

All library books are to be shelved according to the Library of Congress Call Number Classification System. Call Number Charts are to be located on the endcaps of all book shelving to aid in easy book retrieval and proper shelf filing of material.

16. Reserved Items

Faculty members may place items on reserve. Upon initial reservation setup, the faculty members will set the terms and conditions of the reservation materials.

Reserved items are to be entered into the OPAC system with a special note added to the material stating the conditions and terms of the item placed by the faculty member during the initial reservation setup.

Reserved items are to be located in a designated location in the stack and should be checked out as regular library material based on the terms and conditions for the particular item of request.

17. Items on Hold

Library Patrons may request a hold on any circulatable library material. Patrons can walk in, call the circulation desk at (803) 714-1189, or email at CentralChristianUni.SC.Library@gmail.com request holds. The library will hold material for up to 48 hours for patron's hold requests.

18. Oversized Books

Oversized items will be placed in specific locations within the library. The library staff may assist with the retrieval and circulation of oversized items.

19. Lost Library Materials

The borrower is responsible for replacing any lost library materials checked out. Failure to replace materials within 30 days of lost may result in a fine of the cost of the replacement item.

20. Damaged Library Materials

The Borrower may be subject to a fine to cover the cost of repair, up to the replacement of any damaged library materials.

Article X. Library Material, Fines, and Notices

1. Report a Library Item Stolen

Stolen library items must be reported to the Director of Library Services immediately. Theft is a crime punishable by law. Violators will be prosecuted.

2. Overdue Notices

Overdue notices are sent as a courtesy. Overdue notices are sent ten days after the due date; an email notice of "presumed loss" is sent thirty days after the due date. Failure to receive notification does not relieve the borrower of the obligation to return materials when they are due or justify a reduction in fines.

3. Overdue Items and Overdue Fines

Upon receipt of the item, the library patron will be notified of the due date. Should an item remain in the possession of the borrower until the time of overdue status, the patron will receive an overdue item notice. The patron will receive up to three reminders as an attempt to collect overdue items. All overdue items must be returned to the library to avoid fines.

All overdue items are subject to late fines. Most books are \$1.00 per day per item. Periodicals, educational films & recalled items are \$2.00 per day per item.

4. Material Replacement Option

As a more economical method as opposed to paying fines, patrons have the opportunity to choose an optional replacement method. Optional replacement methods will be handled directly by the borrowing patron and by the Director of Library Services.

5. Overdue Fines

The borrowing patron is responsible for paying all overdue fines or replacing library materials.

IF FEES ARE NOT PAID, IT BECOMES NECESSARY TO NOTIFY THE BUSINESS OFFICE AND THE REGISTRAR TO HOLD ALL ENROLLMENT PROCEDURES, GRADES, AND TRANSCRIPTS.

6. Appeals of Fees

The borrowing library patron has the right to appeal fines and charges placed on their account by the library staff. The ultimate decision to hold patrons accountable for charges or to implement the decision to waive charges is the responsibility of the Director of Library Services. Appealing library charges- Reasonable concerns related to library charges will be considered; however, reasons NOT considered a basis for appeal include the following:

- Lack of knowledge or understanding of library policies.
- Unwillingness to take responsibility for materials checked out to you that you loaned to another person or allowed others to use.
- Non-receipt, late receipt, or inattention to library notices. This applies to notices sent via e-mail or U.S. mail.

7. Grace Period for Returning Late Material

A grace period of two weeks is established for all library patrons. Should the borrowing patron return the items during the grace period, the library staff may choose to waive the accrued fine.

Article XI. Statistic Usage and Reports

The library team will provide usage statistic reports on an as-needed basis to the Director of Library Services.

Patron Privacy

All patrons have the right to privacy.

The library will comply with the federal guidelines outlined in THE LIBRARY PRIVACY ACT 455 of 1982. An ACT to provide for the confidentiality of certain library records, and to provide for the selection and use of library materials.

Article XII. Copyright Policy

NOTICE: This material may be protected by Copyright Law (Title 17, US Code).

A sign bearing the following notice will be placed at all service points where copies are requested:

The copyright law of the United States (Title 17, US Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction.

One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve a violation of copyright law.

Article XIII. Graduation, Withdrawal, or Departure Clearance

The Director of Library Service will provide clearance for all patrons be it for graduation, withdrawal, or departure clearance.

Clearance will be based on satisfactory library patron status with no outstanding or overdue items on the patron’s account. Should any such exist, the patron must satisfy the account by replacing material or by paying fines and fees associated with the library at the business office. Once proof of payment or satisfactory returns of items has been established, the director of library services will sign the student's clearance form. The director of library services may appoint another library staff member to assist with the clearance process if she deems it necessary.

Article XIV. General Collection Development

The Director of Library Services or other appointed Librarian has the primary responsibility for collection development but will also encourage the faculty in each department served to select materials to build the collection.

The guidelines for materials selection for the C. E. Graham Library are as follows:

- a) Faculty recommendations
- b) Reviews of professional literature
- c) Price and date of publication

- d) Relation to current trends
- e) Reputation of the author and/or publisher
- f) Strengths and weaknesses of C. E. Graham Library's existing collection

The Library will select materials based on researching the appropriate professional literature, which consists primarily of:

- a) Publishers' leaflets, catalogs, brochures
- b) Periodical literature within various curricular areas
- c) Standard reviewing sources

Partnerships: The C. E. Graham Library applied to the Library of Congress Surplus Book Program to increase its potential and increase the number of current and relevant volumes in our physical print collections available. The library has also joined South Carolina's Virtual Library via the DISCUS Consortium to increase its potential and increase the number of current and relevant electronic resources available.

Gifts: The C. E. Graham Library accepts gifts with the understanding that they will not necessarily be added to the Library's collection and unless the material meets the criterion for selection follow the same procedures as in the selection of new materials.

If the materials are not suitable because of condition, out-of-date knowledge, or other factors, the items will be discarded. An acknowledgment of the acceptance of the donation will be put into writing and forwarded to the donor. The library does not appraise gifts. A Deed of Gifts form should be completed by the donor to establish legal control of gifts and donations.

Duplication: Although duplication of titles is not generally encouraged, multiple copies up to a maximum of two copies will be classified with the approval of the Director of Library Services or another appointed Librarian.

Collection Maintenance

De-selecting / Weeding: The same criteria will apply to weeding as are applied to the selection of new materials. Materials that fall into the following categories should be considered for withdrawal:

- a) Superseded editions
- b) Worn, mutilated, and/or badly marked items.
- c) Duplicates of seldom-used titles.
- d) Outdated and/or inaccurate information.

Replacement: The Library will not automatically replace all materials withdrawn from the collection because of loss, damage, or wear. Decisions to replace an item will be based on the demand for specific titles in support of the curriculum, the number of copies on the shelf, the subject content, and the availability of newer and better materials on the subject.

Article XV. Policy Approval Process

The library team drafts a set of policies, procedures, rules, and regulations to govern all aspects of the library, its usability, and its functionality. All policy drafting is handled in the following manner. First, the library director assigns each team member sets of existing library policies to review. Each team member is allotted a specific time frame to review and compare each policy. Policies will be compared against other policies and against the current operating procedures at the C. E. Graham Library.

After reviews and comparisons of said policies are complete, each team member is assigned the task of drafting a new policy that better fits the culture and environment here at the C. E. Graham Library. For example, working independently, each team member reviews, compares, and drafts a new policy of the circulation desk. All team members' drafted circulation desk policies are submitted to the director of library services. The director combines all policies into a spreadsheet. The entire library team reviews the spreadsheet and agrees as a team on which policies are best for the needs of the university's library.

Second, the agreed-upon policy is submitted to the library advisory board for suggestions, editing, and a second approval. The policy under consideration is emailed to the advisory board in advance providing them with ample time to review the policy and to make suggestions prior to the meeting. During the meeting, each advisory board member offers suggestions with justified reasoning or to accept and move upon the policy under consideration.

The final approval process for all policies is made by the President's Advisory Council, the Board of Directories, and other stakeholders. Once policies under consideration have been moved and properly seconded with approval, the said policy is added to the library handbook.

A set of operating procedures, rules, and regulations accompany every policy. The circulation services, and the development of policies, procedures, rules, and regulations will be an ongoing process.

Central Christian University of South Carolina has contracted with CDA Technologies, LLC. CDA Independent Contractor -for technical services that cannot be corrected by the Librarian and technical resources under her supervision as needed.

V: FINANCE

C. Finance Officer Duties

The Finance Officer reports to the Board quarterly, which includes a report on expenditures, projections, and planning forecasts. The president and the financial officer meet weekly to ensure adherence to the board's budgeting. The cyclic procedures associated with reporting, reviewing, presenting, and adjusting the budget include presentation at board meetings; discussions with the board, president, and departments; record cash flow including gifts, donations, tuition, income, grants, salaries, distribution, and expenditure of funds; supervision and management of the budget.

Central Christian University requires only one signature for check writing; however, there are two signers, the financial officer, and the president. All checks require receipts or invoices. All income deposits are kept in a secure place on campus, and deposits are made on the day funds are received. All donations are receipted when received. In addition, all non-operational expenses over \$100.00 require consultation and approval from the president. A financial audit is conducted yearly to confirm that appropriate business protocol is being followed. To safeguard assets, no university property is to be used for personal or financial gain.

Faculty Benefits under the Guideline of Central Christian University of SC, Inc. (CCU of SC)

*Currently, because of the scope and size of the University, the following policies are futuristic; however, CCU of SC adheres to them as closely as possible.

FACULTY BENEFITS

Salary and Pay Procedures

Reference with Guideline in CCU of SC Handbook under Payroll.

CCU of SC employees are paid semi-monthly (2 times per month). Paychecks are distributed on the 15th and 30th days of each month. If the normal payday falls on a weekend or CCU of SC recognized holiday, paychecks will be distributed on the workday prior to the scheduled payday. As of August 31, 2022, CCU of SC operates from July 1st to July 30th fiscal year.

Salary and leave calculations (with the exception of Sick Leave) must be made on the basis of this fiscal year, not the calendar year. Except for extreme emergencies at the sole discretion of CCU of SC Human Resource Director and Administrator, no salary advances will be made.

Teaching Staff

*Teachers who receive compensation during the summer months as part of their annual salary, but do not return in the fall, will be required to return the compensation in full to the university no later than September 15th of that year, as reflected in a brief agreement each teacher will sign before funds are released. (Currently not viable.)

For the avoidance of doubt, this agreement is not an employment agreement and confers no special rights to any teacher to remain in the employ of the university. The agreement is for the sole purpose of ensuring that any monies owed to the university will be paid per the terms of the agreement, under penalty of law.

Direct Deposits

Each payday, employees who choose to participate in the direct deposit program may request to receive a pay stub for their records - much like a voided check with all the same information that would appear on a regular check. Direct deposit will be initiated one pay period following the receipt of the signed authorization form from the employee effective by 2026.

*Currently, direct deposit is not a viable option.

D. Student Tuition

Student tuition is assessed on a semester credit hour basis. Tuition may be paid in full when activating the registration. Tuition also may be paid when activating a Degree Plan. Students may choose to use the deferred monthly payment option for tuition when payment in full is not a viable alternative.

Refund Policy

All fees (other than tuition) shown on the Degree Plan are to be paid in full upon activation of the Degree Plan regardless of the payment method chosen. Books are not included in the tuition cost. A late fee will be assessed if payment is not received on or before the payment due date. The University reserves the right to suspend or dismiss a student for non-payment of amounts due. In the case of a suspension, a fee of \$75 will be charged for reinstatement after the account is paid in full.

Prior balances must be paid in full in order to be eligible to complete the registration process each semester. Central Christian University of S.C., Inc. will not issue transcripts or diplomas until the student's account is paid in full. Optional automatic monthly payment plans, including credit card and direct debit, are available through the Finance Department.

All withdrawal and/or refund requests must be in writing from the student. The withdrawal/refund period is computed using the Registration activation date and the date the withdrawal/refund request is received in the Central Christian of S.C. office. The refund policy is as follows:

- Up to four weeks after the Registration Activation date, 20% of the original tuition cost is payable.
- From the fifth through the eighth week after the Registration Activation date, 50% of the original tuition cost is payable.
- After eight weeks following the Registration Activation date, 100% of the original tuition cost minus any financial aid is due and payable to Central Christian University of S.C., Inc. "Original tuition cost" is the amount of tuition before any financial aid has been applied.

If a student withdraws during the refund period, all financial aid funded by Central Christian University of S.C., Inc. is forfeited. This includes any grant or scholarship provided through Central Christian University of S.C., Inc. As is consistent with other educational institutions, tuition charges at Central Christian of S.C., Inc. are not based on student progression in a degree program. Therefore, students who do little or no coursework are not relieved of their financial obligation.

Non-Discrimination Policy:

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

V: ACADEMICS
FACULTY AND STUDENT-RELATED POLICIES

Part A: Faculty Attributes

The Central Christian University of South Carolina boasts a spiritually mature faculty who engages in modeling and mentoring relationships with her students with degrees from institutions accredited by agencies recognized by either the Council for Higher Education or by an appropriate provincial government.

CCU of SC has a core faculty of sufficient size and expertise committed to the fulfillment of the institutional mission, and who is responsible for the quality of its academic functions.

CCU of SC documents its faculty's preparations and professional expertise, including transcripts, official documentation of professional experiences, performance, and technical competencies, published documents, and other certifications and qualifications.

CCU of SC's faculty is diversely represented with constituency and consistent with institutional theological distinctive.

CCU of SC's faculty is required to participate in at least two professional advancements and development from retreats, workshops, and the pursuit of terminal degrees.

CCU of SC honors the schematic order of collegiate instructions. A Bachelor may teach a diploma, certificate, and Bachelor; Masters teach Bachelor and Master; Doctorates teach all levels.

CCU of SC's faculty is involved in academic-related decision-making processes especially related to admissions criteria, curriculum, and student development.

A Faculty Handbook delineates appropriate policies and procedures governing the appointment, teaching loads, grievance, termination, and rights of individuals,

FACULTY AND STUDENT-RELATED POLICIES

Part B: PRESENTATION AND PUBLISHING A SYLLABUS

Instructors, at the beginning of each semester, provide all students with a syllabus, or course plan, containing the following:

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

STUDENTS:

A. A SIGNED CONTRACT

All students will be given a course contract upon approval from the Vice-President of Academic Affairs, This record will remain on file in the CCU of SC central office.
(Refer to appendix from the Student and the Faculty Handbook)

B. CONFIDENTIALITY

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

C. ACADEMIC DISHONESTY

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

D. EMERGENCY

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

E. MEDICAL EXCUSES AND ABSENTEEISM

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

F. ATTENDANCE POLICY

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

G. CHANGE IN TIME AND PLACE OF MEETING CLASS

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

All changes should have the approval of the Dean of Academic and the President, when necessary, for the use of the facility.

H. DISRUPTIVE BEHAVIORS

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

I. SPECIAL NEEDS AND DISABILITIES

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

J. STUDENT COMPLAINTS

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

K. FINAL EXAM COURSE GRADE

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

Part C: STUDENT SERVICES

I. Central Christian University of South Carolina contributes to the holistic development and care of students that are appropriate to the level of education and delivery that meets the spiritual, physical, intellectual, emotional, and social needs of his/ her students consistent with the university's mission and biblical higher education.

A. Students are encouraged to maintain a high level of faith in their belief in the Holy Trinity and to seek meaning and purpose in His calling upon their lives.

B. Students are encouraged to spend regular time in prayer and meditation of God's Word, to listen to their hearts and live by their spiritual values, and to see an opportunity for growth in the challenges that life brings.

II. Central Christian University of SC has a clearly documented organizational structure appropriate to the size and scope of the institution that encompasses all units and roles.

A. **Central Christian University of SC** addresses diverse needs, abilities, and cultures.

B. **Central Christian University of SC** has qualified personnel who supervise and provide student services and programs.

C. **Central Christian University of SC** has established written policies and procedures to promote effective operations.

D. **Central Christian University of SC** possesses a regular system of assessing levels of student satisfaction and of addressing issues through a developed plan of role/ position contact.

E. Students are encouraged to provide input into institutional decision-making.

F. Published procedures for and records of addressing formal student complaints and grievances exist in the Student, Faculty, and Human Resources Handbook.

VI: DIVISION OF STUDENT AFFAIRS

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

Student Services and Development Program

The Student Affairs Motto: “Support, Develop, Succeed.”

The purpose of the Student Affairs Area is to serve and develop students through promoting services, resources, and solutions to facilitate students’ growth and success in their ministry.

The Student Affairs Office seeks to complete the following:

1. [Assemble and allocate resources] Determine, assemble, and allocate resources for effective student life administration.
2. [Embrace inclusion and diversity] Embrace leaders and students who advance the work of the university in preparing persons for effective ministry to a diverse world.
3. [Development: Students SPIES] Structure activities that develop students spiritually, physically, intellectually, emotionally, and socially.
4. [Student retention-graduation] apply effective measures to maintain at least a seventy percent retention rate to graduation.
5. [Work with other-Library] Identify and utilize services to benefit the university education.
6. [Support students as an institution fondly “SPIES”, as we use the acronym.

Spiritual Development

Career Coaching. Christian career coaching services are offered in conjunction with ministry formation. To this end, we help develop and guide the students to be greater servants of our Lord and Savior Jesus Christ. In addition to being embedded in the structured academic offerings of ministry formation, students who are flagged as struggling in this area or who request further assistance may utilize this service.

Physical Development

Physical Disabilities: Students with disabilities or special needs may verbalize consideration for reasonable accommodations by calling or emailing our office or at student advisement services. Students may receive test-taking assistance, campus escort service provided by the Office of Student Affairs, or training on document read-aloud services provided by library services.

Intellectual Development

Tutoring. Academic support is provided with the offering of tutorial services. Students who struggle in class or desire increased knowledge may take advantage of these services.

Library Services-Information Literacy. Tutoring is offered in conjunction with faculty members and library services. Students may visit the Office of Student Affairs during office hours, request directly via faculty members, and submit an electronic ask a librarian or virtual reference request form located on the library’s web page to request tutoring assistance.

Emotional Development

Christian Counseling. In collaboration with the Office of Christian Counseling, to enhance the leadership mindset of our students, we offer moral, ethical, and spiritual Christian counseling. We offer Christian counseling based on the premise of the student's first. Not only will students who are mentally, spiritually, and emotionally well perform better, but they will also provide better services. Students may request these services with our office or directly with the Office of Christian Counseling.

Social Development

Student Council. The incorporation of the voice of students in all facets of the university. Students may join the Council to promote ideas, contribute to governance, and provide student-led functions. Students are invited to express opinions about their educational experiences by completing assessments and surveys administered by the Assessment Committee.

Grievance and Complaint. Students may voice concerns and complaints by submitting a complaint form. Students may also submit community spotlights, articles to the campus newsletter, or items to the events calendar.

Office of Student Affairs and on-Campus Collaborations	
Calibrating Department or Office	Mission or Purpose Statement of Collaborator
Ministry Formation	Our Christ-centered mission to aid in the spiritual, religious, and moral development of our students while providing training, and practical experiences to develop effective Christian ministers and leaders.
Christian Counseling	Our mission is to prepare students with a Christian leadership mindset to provide moral, ethical, spiritually sound counseling to individuals on multiple platforms.
Student Advising	We strive to provide academic advisement services and support to students throughout their matriculation at Central Christian University of South Carolina.
Library Resources	Library Resources provides innovative instruction, services, and resources to facilitate teaching, research, and learning.
Assessment Committee	The mission of the Assessment Committee is to conduct ongoing regular assessments to ensure institutional effectiveness.

Office of Financial Aid

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

Procedure for Reporting Incidents, Crimes, and Emergencies

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

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

Fire Drills and Safety Procedures

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

STUDENT CODE OF CONDUCT

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

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

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

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

Violations

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

Arson

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

Destruction of Property

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

Civil Offenses

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

Group Assault

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

Disorderly Conduct

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

Disruptive Behavior

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

Profanity/Abusive Language

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

Disregard for Authority

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

Excessive Noise

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

Forgery

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

Fraud

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

Defamation

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

Gambling

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

Public Indecency

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

Sexual Activity

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

Plagiarism

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

Sale of Property

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

CCU of SC Policy on Acts of Violence

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

CCU of SC Policy on Weapons

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

CCU of SC Policy on Smoking

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

CCU of SC Policy on Drugs

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

CCU of SC Alcohol Policy

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

CCU of SC Policy on Sexual Assault/Harassment

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

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

Important Student Forms

CCU of SC Student Complaint Form

Date: _____

Student Name: _____

Contact Number: _____

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

Complaint:

Attachments and/or Addendums: (please list attachments): _____

Expected Results:

Action Taken:

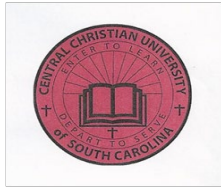
- Referred to Director of Human Resources
- Referred to Dean of Academic Affairs
- Referred to Dean of Student Affairs

Student's Signature

Date

University Official's Signature

Date



Central Christian University of South Carolina, Inc.

132 Monteith Street

Columbia, South Carolina 29203

Building

Phone: 803- 786-6594

Registration ADD/ DROP FORM

Complete and submit to Registration, Administration

Last Name _____ First Name _____ MI _____

Number and Street _____ Phone _____ SS _____

E-mail Address _____ SEMESTER Fall Date: _____ Spring Date: _____ Summer

ADD: List Classes you are adding.

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

DROP: Classes you are dropping.

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

Explanation _____

Student Signature _____ Date _____

Signed _____

Registration use only

CENTRAL CHRISTIAN OF SOUTH CAROLINA COURSE CONTRACT

NAME OF COURSE AND NUMBER _____

INSTRUCTOR _____

TERM _____ DATE _____

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

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

Signed _____ (Instructor) Date _____

STUDENTS' AGREEMENT

So that we can create a positive atmosphere for learners in this course _____ this semester, I understand that:

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

Signed _____ Date _____

Printed name of student _____

CCU of SC Request for Medical Withdrawal

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

16. Student Information

Name _____ Telephone _____

Course Information

Year 20____

Semester:

Fall Spring.

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

Student Checklist:

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

Student Signature _____ Date _____

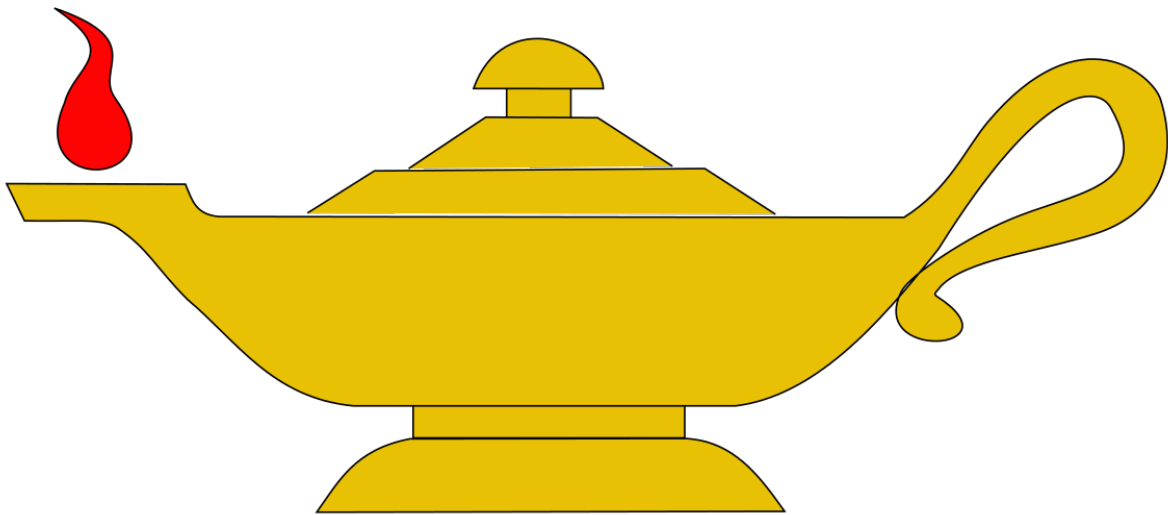
Director of Counseling's Recommendation:

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

Director Signature _____

ADDENDUM

This handbook will be reviewed/ revised for continued use or modification approval every three years or as often as necessary effective November 1, 2025.



Lamp of Knowledge