

determining what credits count toward the degree. The transcript, which is a permanent, comprehensive record of a student's academic history, will include a cumulative record of these courses and the hours earned.

CHANGES IN REGISTRATION

Each term, the Academic Office provides a timeline of dates for changes in registration. For specific dates, see the published Academic Calendar.

Courses dropped after the last day to drop without a grade receive a WP or WF grade on the transcript. Students who drop courses without approval or who drop courses in which they are failing after mid-semester receive a grade of WF. Students who drop courses in which they are passing after mid-semester receive a grade of WP.

COURSE CANCELLATION

Central Christian College of Kansas reserves the right to cancel courses that have insufficient enrollment (five students or fewer) or due to circumstances beyond the control of the College. Every effort will be made to inform students of the cancellation and to provide alternatives. Students may be given the option of taking the course as a Directed Study if a sponsoring faculty member can be identified or as an online course if it is being offered. Central Christian College of Kansas is not responsible for any delays in academic progress caused by course cancellations.

ATTENDANCE

The attendance policy at Central Christian College of Kansas is based on the College's respect for the individual and communal learning experience. Attendance at all classes, laboratories, field trips, rehearsals, etc., is the privilege and obligation of each student because it represents a commitment to scholarship and professional development. The interaction of students and teacher is an integral part of the education process, and as such cannot be replaced. Absences undermine individual learning and diminish the effectiveness of the group learning process.

A college degree represents scholarly work completed and presumes that the student was an active participant in the learning process. Therefore, to uphold fiduciary responsibility to the student, funding sources, and stakeholders, the College maintains a general attendance policy.

MONITORING ATTENDANCE (SAS)

The College monitors attendance in order to stay in compliance with regulations established by the Department of Education, Veterans' Administration and Health and Human Relations.

A student which has excessive absences will be confronted and asked to develop a plan for positive growth. Absences, for whatever reason, obligate the student to fulfill responsibility for work missed. Work to be made up and credited may be required at the discretion of the instructor.

Any student not participating within the first seven days of a course will be considered a *No Show* and withdrawn from the course, which may result in withdrawal from the College.

Any student with an excessive period of non-attendance (e.g. 14 days, 25% of the class), may be withdrawn from a course. The withdrawal process commonly occurs after the tuition refund date; therefore the student should carefully monitor attendance since withdrawal from courses frequently has residential, financial aid, athletic eligibility, academic, and financial consequences. **Withdrawal from courses can trigger a recalculation of Federal Aid.**

A student may appeal a withdrawal if he or she feels that the withdrawal was unwarranted or executed inaccurately. The appeal must be submitted in writing to the Academic Dean within 48 hours of the withdrawal.

In keeping with academic freedom, faculty members have the authority to develop individual attendance policies. Each instructor will publish the policy as part of his or her syllabus, to be presented at the beginning of each semester. Excessive absences, as defined by the instructor in the course syllabus, may impact a student's grade.

EXCUSED ABSENCES (SAS – RESIDENTIAL)

Excused absences include those absences that are caused by:

- Attendance at an event sponsored by the College and attendance by the student is required as part of a fiduciary responsibility.
- A medical illness confirmed through a physician's note.
- Emergency involving immediate family members.
- Service required by the Armed Services or Veterans Administration.
- Local emergencies *requiring* the presence of the student.
- Class field experiences that require attendance, as stated in the syllabus.
- Attendance at College events that are designated as educational in nature and have been recognized by the Academic Office.
- Observance of a religious holiday, in keeping with published doctrine.

Absences, as a result of the issues listed above, although they will not result in a direct penalty to the student, will

be assessed toward overall absence count. Arrangements to complete any missed assignments is the responsibility of the student. Faculty reserve the right to penalize students who do not make arrangements for missed work within one class period of the student's return to class.

The sponsor of any organized group, class, ministry team, or athletic team will submit the names of the group members and the time scheduled to be away from campus to the Academic Office three school days before the group's departure.

The absence from class of any student so listed for participation in an approved activity shall be an excused absence; but, if a teacher believes that a student's absences are putting the student's class performance at risk, the teacher shall request the Academic Office not to approve the student's name for further participation in off-campus activities.

The Academic Office will issue an approved excuse list concerning "official" student absences, such as school-sponsored activities. The Academic Office does not issue excused absences due to illness or personal hardships. These must be handled by the individual instructors on a case-by-case basis. Please notify the Academic Office concerning students who are facing personal hardships, such as hospital stays, extended illness, funerals, etc. While the Academic Office will not grant an "official" excuse, it will be sure to notify other affected faculty and staff of the situation.

MONITORING ATTENDANCE (SPE AND GRADUATE - ONLINE)

Due to the concentrated scheduling in the School of Professional & Distance Education programs and the emphasis upon participatory learning, SPE learners need to maintain regular and consistent attendance. Absence due to illness or other emergency situations must be made up through activities required by the facilitator in that module. It is the student's responsibility to contact the facilitator in advance of any anticipated absences to discuss missed class content. It is also the student's responsibility to contact the facilitator following unanticipated absences. The facilitator determines make-up assignments for all absences. It is expected that make-up arrangements will be equivalent to all missed assignments.

For purposes of Federal, Title IV, student financial assistance, the U.S. Department of Education requires the College to be able to demonstrate that federal aid recipients established eligibility for federal aid by participating in academic related activities for all enrolled course work.

Academically related activities include, but are not limited to —

- attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial or computer-assisted instruction;
- attending a study group that is assigned by the school;
- participating in an online discussion about academic matters and
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do NOT include activities where a student may be present, but not academically engaged, such as —

- living in institutional housing;
- participating in the school's meal plan;
- logging into an online class without active participation or
- participating in academic counseling or advisement.

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. The College must demonstrate that the student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

Positive attendance during the last two weeks of the course will be considered as having completed the entire course for financial aid purposes.

Any student not participating within the first seven days of a course will be considered a No Show and withdrawn from the course, which may result in withdrawal from the College.

Non-participation exceeding 14 days at any point in any course will cause the student to be withdrawn.

If long term medical, family or employment concerns develop, the adult learner needs to contact the School of Professional Education immediately. The Academic Dean will assist the adult learner in addressing matters related to the program both academically and financially.

Late Work Policy (SPE and Graduate – online)

Due to the pace of the courses associated with the School of Professional & Distance Education, late assignments are not accepted for credit, unless arrangements have been

made with the facilitator ahead of time. Students may appeal the facilitator for late work consideration.

Final assignments are due the last day of the module (11:59 PM CST) and are not eligible for any appeal or daily point deduction. Assignments submitted after this date and time will not receive credit.

WITHDRAWING FROM THE COLLEGE

SAS – Residential students intending to withdraw from the College should meet with the Student Development Office to begin the withdrawal process. The process requires the student to meet with the Financial Aid Office, Student Development Office, and the Business Office. The date the student first contacts the Student Development Office is recorded as the official withdrawal date. Students withdrawing due to issues beyond their control will be provided special consideration. The Registrar will determine official dates based on the issue at hand.

SPE and Graduate– Online students intending to withdraw from the College should contact their Advisor to begin the withdrawal process. The last date of participation in class is recorded as the official withdrawal date.

Information concerning refunds related to withdrawal can be found in the financial aid section of this Catalog.

Withdrawal from the College constitutes an official break in enrollment. Therefore, students seeking to reenter the College must reapply and are subject to any new Catalog policies instituted since their withdrawal, including modifications to major or general education requirements.

OFFICIAL WITHDRAWAL

An *Official Withdrawal* occurs when a written notification of intent to withdraw from the program is submitted to the College or a student contacts an *Official of the College* (acting in an official capacity) and articulates a decision to withdraw.

The Last Date of Attendance (LDA) will be the last day of class participation in the course. The Date of Determination (DOD) for refund purposes will be the date of receipt of written notification from the student of intent to withdraw.

UNOFFICIAL WITHDRAWAL

A student will be considered unofficially withdrawn if he or she has not articulated an official intent to return and has had an active period of non-attendance equaling 14 days or the student does not attend the first seven (7) days of a module or term.

A student will be considered unofficially withdrawn from the College if he or she is withdrawn (officially or unofficially) from a class and does not follow College

procedure for maintaining positive participation in the term.

The LDA will be the last day of class participation in the term. The Date of Determination for refund purposes will be no later than 14 calendar days after the LDA, except in extenuating circumstances.

WITHDRAWAL PROCEDURES

1. The College receives official withdrawal notification from the student or the College determines that the student has ceased attending class.
2. The College notifies the Administrative Staff that the student has withdrawn.
3. The Registrar submits Institutional Refund Calculation to Business Office within 30 days of Date of Determination.
4. The Return to Title IV calculation is completed within 30 days of the Date of Determination.
5. Financial Aid requests any post-withdrawal disbursement due to the student.
6. The Business Office makes any refunds due to the appropriate account, lender, agency, or to the student within 45 days of the Date of Determination.
7. The Withdrawal Calculations and final bill are sent to the student.

When determining if a student earned a failing grade, the College utilizes the Last Date of Attendance as a reference point. Any recorded attendance during the last two full weeks of the semester/term will be recognized as an earned grade (see the Academic Section of the Catalog for more information on Attendance Policies). Students not showing positive attendance during this time-frame may retroactively trigger a change in enrollment status and a recalculation of financial aid.

ACADEMIC BREAKS (SPE – ONLINE)

The School of Professional and Distance Education has embedded a winter and summer break into the modular Academic Calendar. However, due to the modular (continual) structure of the programs offered through the School of Professional and Distance Education, the College realizes that there may be times when the student may need to interrupt his or her academic participation. While it is not an official policy of the College, regulations do provide limited means to accommodate for an unscheduled academic interruption without withdrawing from the College. Commonly, this is done by dropping or withdrawing from a course. However, there are implications that the student should take into consideration before doing so:

1. If the student drops a course prior to the Add/Drop date (fourth day of the course), this may