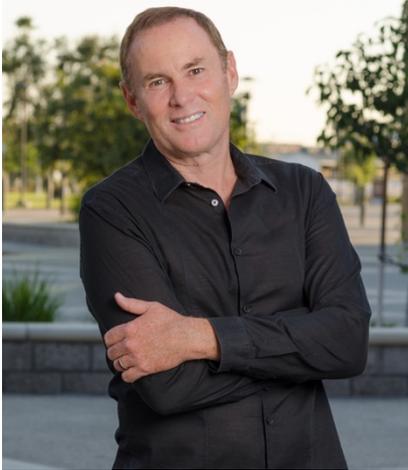**2019 - 2020**

CATALOG

COTTONWOOD
COLLEGE

COTTONWOOD COLLEGE

The Cottonwood College Catalog is designed as a guide of Cottonwood College programs, policies and procedures as well as the student's responsibilities. The student should be familiar with the information in the catalog. It is the student's responsibility to know and understand the college's policies and procedures.

As a college, we are not only concerned with the student's academic performance but with their character development. It is our desire that each student be trained and equipped for ministry and that their personal life be spiritually enriched as they pursue a lifestyle that demonstrates the calling of a disciple of Jesus Christ

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Pastor Bayless Conley
Founder and Senior Pastor
Cottonwood Church
President, Cottonwood College

Bayless grew up in Southern California where, during his teenage years, he became involved in a lifestyle of drug and alcohol abuse. After years of searching for truth, and a number of near-death experiences, he found Jesus as his Savior when a 12-year-old boy shared the Gospel with him.

Today Bayless Conley pastors Cottonwood Church, a thriving 10,000 member church located on a 32+ acre campus in Cypress, California. His television program, *Answers with Bayless Conley*, airs in over 110 nations worldwide.

A frequent speaker for Christian conferences both here and abroad, Bayless is known for his clear, practical presentation of the gospel. Consistently fresh insights mark his proclamation of God's truth, and his messages powerfully bring the life-changing truth of God's Word into everyday lives.

Bayless and his wife, Janet, are the parents of three adult children. Together they passionately pursue life, family, ministry, and their relationship with Jesus Christ.

A MESSAGE FROM PASTOR BAYLESS

"Our desire is to equip students to effectively minister in whatever area they feel the Lord has called them, whether it is missions, pastoral, teaching, evangelism, helps or business.

In order to 'bring forth fruit that remains', God's people must know how to follow the Spirit of God, as well as apply the Word of God. At Cottonwood College, we are training men and women to do both."

OUR HISTORY

Cottonwood Church was established in 1983 as a non-denominational Christian church. Cottonwood began as a small church that met in a Fountain Valley storefront, but moved after four months to another storefront located on Katella Avenue in Los Alamitos, California. From 1983 to 1989, the church grew from 50 to 650 people in attendance each Sunday morning.

In August, 1989, Cottonwood made its home on Sausalito Street in the city of Los Alamitos. The church grew from 650 to over 10,000 people in attendance during its mid-week adult and youth services and its multiple weekend services. In 2008, the church relocated to a 34+ acre campus in the city of Cypress.

Born out of a vision of Sr. Pastor Bayless Conley, Cottonwood College began in 1990. Immediately, God established the school as a dynamic resource for men and women from various churches, backgrounds, and experiences to be trained and equipped for leadership and ministry.

Since its inception, the school has prospered and continues to grow. The curriculum includes biblical studies, leadership development and practical, "hands on" ministry training. Today, God continues to expand the influence of Cottonwood College by training up new generations of leaders and ministers which are impacting the local church and the world through its more than 1,800 graduates.

LEADERSHIP

Founder and President
Pastor Bayless Conley

Director
Pastor Garrett Sederholm

Team Administrator
Deborah Perez-Boyd

Academic Administrator
Reverend Susan Courtright

Enrollment & Student Accounts Coordinator
Kenric Tran

Marketing & Operations Coordinator
Star Whitaker

INSTRUCTORS

Cottonwood College Instructors and guest ministers have varying degrees in academics and in ministry. They include men and women who are pastors, teachers, and ministers of the Gospel worldwide. Each is qualified in their area of spiritual gifting, have demonstrated their character and have proven ministry experience. They have been selected because they demonstrate that they fulfill the requirements as defined in I Timothy 3:2-7; they are faithful, have a heart to serve, and are apt to teach.

VISION

The purpose of Cottonwood College is:

- To disciple the students in their relationship with God.

- To provide the students with the necessary tools to be a better student of the Bible.

- To help students develop a practical knowledge and application of the Word of God.

- To help students discover their God-given purpose and equip them to fulfill it.

- To give students practical, life-changing and hands-on learning to prepare them to steward their sphere of influence well.

- To give students a sense of mission and purpose for effectiveness in ministry, business and life.

TENETS OF FAITH

We believe…that there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.

We believe… in the deity of our Lord Jesus Christ, in His virgin birth, and in His bodily resurrection.

We believe… the Bible to be the inspired and infallible Word of God.

We believe… in salvation by grace, through faith in the Lord Jesus Christ.

We believe… in the Baptism of the Holy Spirit with the evidence of speaking in other tongues as a subsequent gift to salvation.

We believe… in the provision of bodily healing in the atoning work of Jesus Christ our Savior.

We believe… in the return of the Lord Jesus Christ and the resurrection of both the saved and the lost: the saved unto eternal life, living eternally in the presence of God, and the lost unto eternal damnation without further opportunity of repentance.

OBJECTIVES

The objectives of Cottonwood College are defined as the expectations to be evidenced in the lives and ministries of our students upon graduation.

Graduates will demonstrate:

- A genuine and growing commitment to the Lord Jesus Christ.

- A solid knowledge and understanding of the Word of God and the ability to apply its principles to all areas of their lives.

- The wisdom of God's Word which results in balance in their personal and professional lives, family, and ministry.

- A life full of God's Spirit manifesting both His fruit and His gifts in their lives.

- Growth and development of Christian character resulting in a walk of integrity, humility and faith in all of their relationships and dealings with people.

- A spirit of excellence as their standard in attitude and action.

- A global vision for the lost and a passion to see people saved and discipled.

- A strong commitment to be a part and serve in the local church.

- Good stewardship of their resources, both financially and spiritually.

- A mindset focused on eternity, serving the Lord with passion and zeal knowing His return is imminent while preparing the next generation for ministry.

- Influence and success as leaders in life, work and ministry.

- An interest in engaging the world and culture around them in order to participate in God's plan of renewal and redemption.

ACCREDITATION

Cottonwood College is <u>not</u> regionally accredited. Regional accreditation is what is recognized by the Department of Education (USDE) as a college or university that is a fully accredited educational institution.

Cottonwood College is accredited by Transworld Accrediting Commission International. Transworld exists to help Christian education institutions, both in the United States and internationally, that are not government affiliated. Serving the Christian education community for over 30 years, Transworld is a non-profit church educational organization whose philosophy is to demonstrate accountability to the consuming public for education obtained in non-traditional evangelical education institutions.

<div align="center">

Transworld Accrediting Commission International
9085 California Ave.
Riverside, CA 92503
951.901.5586
www.traccom.org.

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ACADEMIC PARTNERSIP AGREEMENTS

Academic Partnership Agreements offer the student the opportunity to continue their education and fulfill their educational goals. Cottonwood College currently has agreements with Vanguard University, Hope International University, and South Eastern University (Lakeland, Florida).
Additional information may be obtained by contacting the Cottonwood College Administration Office at 714.947.5311.

ACADEMIC CALENDAR
2019-2020

First Quarter
Tuesday, August 27, 2019 - Thursday, October 24, 2019
First Quarter Break   October 28 – November 1

Second Quarter
Tuesday, November 5, 2019 – January 23, 2020
Thanksgiving Break   November 25 – November 29
Christmas/New Year's Break   December 23 - January 3

Third Quarter
Tuesday, February 4, 2020 - Thursday, April 2, 2020
Third Quarter Break   April 6 - April 10

Fourth Quarter
Tuesday, April 14, 2020 - Thursday, June 11, 2020

Graduation – June 24, 2020

PROGRAMS

Growth & Development Program (One Year)

This program is designed for those who have a genuine desire to grow spiritually, gain a basic foundation of the Bible and begin to explore their God-given purpose. The Growth & Development Program can be completed in 9 months to 1 year.

Students in this program will take 2 courses per quarter (4 academic quarters) on Tuesday Nights from 6:30-10pm.

Students who complete either of these programs graduate with a certificate of Ministry and Leadership Training.

Growth & Development Plus Program (One Year)

This Plus Program builds on the Growth and Development Program by providing additional Biblical Studies and Leadership/Ministry Courses. The Growth & Development Plus Program can be completed in 9 months to 1 year.

Students in this program will take 3 courses per quarter (4 academic quarters) on Tuesday Nights from 6:30-10pm and Thursday Nights from 6:30pm-8pm.

Students who complete either of the above programs graduate with a certificate of Ministry and Leadership Training.

Ministry & Leadership Program (Two Year)

This program is designed to prepare students to be influential and effective leaders in the local church. Building on the Growth & Development Programs, this program offers hands-on leadership training opportunities, specialized ministry and biblical studies courses, and mobilization into their calling into the church. This program can be completed in 2 years.

Students in this program will take 3 courses per quarter (8 academic quarters) on Tuesday Nights from 6:30-10pm and Thursday Nights from 6:30pm-8pm.

Students who complete this program graduate with an AA in Ministry and Leadership.

ACADEMIC COURSES

Growth and Development

LED 301-304	Leadership Development Practicum (required each quarter)
THE 113	Introduction to the Bible
LED 210	The Spiritual and Emotional Health of a Leader
THE 100	Introduction to Theology
MIN 107	Understanding Yourself and Your Gifts

Growth and Development Plus

LED 301-304	Leadership Development Practicum (required each quarter)
THE 113	Introduction to the Bible
LED 210	The Spiritual and Emotional Health of a Leader
THE 100	Introduction to Theology
MIN 107	Understanding Yourself and Your Gifts
THE 103	Person, Ministry and Gifts of the Holy Spirit
THE 200	New Testament – Gospel and Acts
THE 202	Old Testament – Books of the Law and History
THE 108	The Story of Scripture

Ministry and Leadership

Level 1

LED 301-304	Leadership Development Practicum (required each quarter)
THE 113	Introduction to the Bible
LED 210	The Spiritual and Emotional Health of a Leader
THE 100	Introduction to Theology
MIN 107	Understanding Yourself and Your Gifts
THE 103	Person, Ministry and Gifts of the Holy Spirit
THE 200	New Testament – Gospel and Acts
THE 202	Old Testament – Books of the Law and History
THE 108	The Story of Scripture

Level 2

LED 401-404	Leadership Development Practicum (required each quarter)
LED 209	Communication in Leadership
MIN 201	Introduction to Biblical Counseling
THE 212	Studying and Interpreting the Bible
MIN 200	Building Families and Relationships
MIN 104	The Mission of the Local Church
THE 208	Book of Romans
THE 201	New Testament - A Study in Selected Epistles
THE 203	Old Testament – Wisdom and the Prophets

MIN: Ministry   LED: Leadership   THE: Theology

COURSE DESCRIPTIONS

LED 209   Communication in Leadership
The purpose of this course is to help the student understand what clear and effective communication looks like in ministry. Students will define the general purpose of communication in leadership, specifically within the local church and ministry settings. They will also demonstrate the skills necessary to plan and lead a team meeting using problem-solving communication and strategic leading.

LED 210   The Spiritual and Emotional Health of a Leader
How can a leader stay spiritually and emotionally healthy while experiencing the pressures of leadership and influence? Is emotional health related to leadership? What disciplines does a leader need to develop, and maintain, a healthy heart and soul? In this course students will explore these questions and more. The student will be immersed in self-reflection activities that encourage self-awareness, and dive into spiritual practices that will help put their intimacy with God before their leadership and ministry. Students will explore the idea that healthy leadership can only be expressed from a spiritually and emotionally healthy person.

LED 301-304/401-404   Leadership Development Practicum
Leadership Development Practicum
The Leadership Development Practicum is an integral part of the student experience at Cottonwood College. It allows the student to discover, learn, develop and apply the skills necessary to be a healthy, passionate leader for the local church. The Practicum is designed to build:
- Spiritual health

The student learns, and practically applies, the spiritual disciplines
of prayer and worship by developing a strong devotional life and
discovering their purpose. They are also encouraged and inspired by various guest speakers and the Cottonwood College leadership team.
- Community

The student actively participates in small groups, enabling them to develop and experience the community of students who work together to discover and pursue their passions and develop their God-given gifts.
- Leadership/Practical Ministry Training

The student learns various key leadership principles taught by seasoned church and ministry leaders. They are also guided through hands-on ministry experiences that expose them to real life church ministry.

The student cultivates the heart and character to be a servant-leader by serving in their local church and at specific Cottonwood Church events. Through practical ministry training they apply the leadership, communication, and people skills they have learned to effectively build and lead teams.

MIN 104   The Mission of the Local Church

In this course the student will get an understanding of what the primary mission of the local church is. They will get an overview of what the Bible shows us is God's plan for the world and how the local church now fits into that plan. The two areas that will be primarily focused on related to the church are outreach and discipleship. The student will engage these topics both scripturally and practically.

MIN 107   Understanding Yourself and Your Gifts

How do my unique personality, gifts, talents, and present and future circumstances relate to my calling in life? In this course the student will begin a journey of self-awareness and learn to see their life and calling from a holistic perspective. The motivational gifts as listed in the New Testament will be studied in a practical way. Students will acquire the tools and resources to discover and develop their individual gifts and apply them to their life and calling.

MIN 200   Building Families and Relationships

Relationships play a key role in our life and our mission. In fact, the bulk of life is relational. This course will go through biblical foundational aspects and perspectives of creating, establishing, and growing thriving relationships across many platforms, from understanding how we personally function to dating and marriage, and everything in between.

MIN 201   Introduction to Biblical Counseling

In this course each student will be equipped to provide solid counsel from the Word of God for those in need. Counseling principles, topics, and protocol will be taught to empower the student to be effective in the area of ministry.

THE 100   Introduction to Theology

This course is an introduction to major themes and ideas revealed in Scripture that are fundamental to Christianity. It explores such topics as the attributes of God, the doctrine of Christ, the Trinity, Atonement, Judgment, and God's future Kingdom. These truths are the foundation for every believer and are not only informational, but applicable and inspirational.

THE 103   Person, Ministry, and Gifts of the Holy Spirit

Many questions are asked about the Holy Spirt – Who is He? Can I have relationship with Him? How do I receive His guidance, wisdom, and instruction? How do I live a life filled with the Holy Spirit, demonstrating His power, gifts, and fruit? What are the gifts of the Holy Spirit and how do I flow in them? These and many other questions will be explored and discussed in this course as we search the Scriptures together.

THE 108   The Story of Scripture

In this course the student will survey the whole story of the Bible by studying the covenants between God and man that are revealed in scripture. The student will see the redemptive plan of God revealed in each covenant, learn to approach the Bible as a story, and recognize

the overarching metanarrative of scripture. The student will also study some of the symbols and themes woven into the biblical narrative.

THE 113   Introduction to the Bible
As Christians, we live in tension when it comes to the Bible on the one hand we cling to its comforting promises and the Gospel hope that fills every page. But on the other hand, if we're honest, reading the Bible can be confusing. We have a lot of unanswered questions and don't always know where to turn for answers:
- Where did the Bible come from?
- What do Christians mean when they say Scripture is "inspired by God?"
- How can I understand the Bible as one unified story?
- When the Bible confuses me, how do I find answers?

This class will give students a framework for understanding the storyline of the Bible, equip them with practical tools for searching the scriptures on their own, and above all, deepen their love for Jesus.

THE 200   New Testament - Gospels and Acts
In this course, we will explore the four Gospels and the book of Acts. The student will gain a basic understanding of how to approach and read the Gospels. This will include understanding the setting, the structure, and the emphasis of each Gospel writer. We will look closely at Jesus' ministry and the method and principles of His teachings. We will also explore the structure, movements, and themes in the book of Acts.

THE 201   New Testament – A Study of Selected Epistles
This course introduces students to three of the general epistles in the New Testament: Hebrews, James, and 1 John. Students will explore issues related to the author, audience, major themes, and literary structure of each book. These studies are intended to spur students on in their obedience to Christ, giving them tangible, practical ways to live out the Gospel in everyday life. Additionally, students are required to read through all of Hebrews, James, and 1 John. Such reading is crucial to this class, as it trains students in the spiritual disciplines of reading and meditating on the scriptures.

THE 202   Old Testament – Books of the Law and History
In this course the student explores the Law and narrative genres of the Old Testament. How do these books fit into the overarching story of Scripture—God's story? What principles and patterns can we see? We will discuss such topics as: How a holy God deals with sinful mankind, how God deals with His people, the nation of Israel, and other nations and how we find Jesus Christ in the Old Testament. We will explore how we, as New Testament believers, relate to, and apply, the Old Testament theological principles in our everyday lives.

THE 203   Old Testament - Wisdom and the Prophets
This course examines the genres of poetry, wisdom, and the Prophets of the Old Testament.
We will explore such topics as how Psalms and Proverbs speak to a New Testament believer, what is wisdom and how to obtain it, and who are the Old Testament Prophets who spoke for God. We will learn how to find the merciful, compassionate God we know in the New Testament on the pages of the Old Testament.

THE 208   Book of Romans
This course provides a detailed look into the epistle of Romans. We will discuss major topics such as the condition of humanity, the good news of justification by faith and the new life in Christ. Each of these topics will give the student a deeper understanding of the Gospel. This class doesn't shy away from some of the challenging passages written by Paul—there will be lively discussion. The study of the book ends with practical applications of the major spiritual lessons for the 21st century Christian.

THE 212   Studying and Interpreting the Bible
In this course the student will learn how to "grasp" God's Word. The term grasp means—to seize upon; hold firmly, to get hold of mentally; comprehend; understand. This course will help the student begin to understand not only the parts, but the whole, of Scripture. It will give the student practical skills to become a true interpreter of Scripture. They will begin to understand not only what the author is saying but know how to determine the Scriptures' context, culture, and history. The student will also learn how to "hold firmly to the Scriptures" and apply them to their lives.

ADMISSION REQUIREMENTS

Admission to Cottonwood College is based on the following requirements:
Applicants must be a high school graduate or have a GED or equivalent. Exceptions may be made by the Student Enrollment and Accounts Coordinator.

APPLICATION PROCEDURE

Students who are enrolling in Cottonwood College for the first time and for those returning after an absence of more than one year, must apply online at www.cottonwoodcollege.org.
The application review and acceptance process can take up to 30 days.

Applications are accepted throughout the year with opportunities for enrollment two weeks prior to the start date of each quarter.

PROGRAM FEES

Growth & Development Programs (One Year)

Application Fee	$75
Program Fees	$210
Book Fees	$150 - $200 (annual approximate cost)

Ministry & Leadership Program (Two Year)

Application Fee	$75
Program Fees	
1st Year	$210
2nd Year	$110
Book Fees	$150 - $200 (annual approximate cost)

Total Tuition

Growth & Development Program	$700
Growth & Development Plus Program	$2100
Ministry & Leadership Program	$4200
Family (discount)	10%
Military (discount)	10%
Pastoral (discount) *Subject to verification*	10%
Only one discount may apply per student and are applicable to full time students only. Discount does not apply to separate fees.	

Family Discount
Family discounts are available if two or more family members attend school during the same school year (e.g., husband and wife, mother/father and son/daughter, or siblings). Unmarried children may receive the family discount whether or not they reside with their parents. Discounts will not apply to married children.

Pastoral Discount
Pastoral discounts are available for licensed and/or ordained ministers (the student does not have to be licensed or ordained by Cottonwood Church to qualify). The student must submit their license or ordination certificate in order to obtain the discount.

Tuition Payment Options
1. Pay in full on or before orientation.
2. Monthly payments (credit card, debit card or eCheck). **No cash will be accepted.**
Students have online access to view and make tuition payments through the Learning Management System (LMS). Any questions regarding student accounts should be submitted through the LMS to Cottonwood College Administration.

Monthly payments are due on the 1st of each month and late fees apply if payments are received after the 5th of the month.

Service Charge/Late Fee
There is a $25 service charge on all checks returned by your bank.
There is a $15 late fee applied to any tuition payments made after the 5th of the month or past the specified due date.

Students who fail to remain current with their tuition payments will be subject to disciplinary action (See Disciplinary Action, pages 33-34).

Note:
• All application and program fees non-refundable.
• All tuition and fees are subject to change.

Personal Enrichment Courses
Students may enroll in individual courses for personal enrichment. Students enrolled in Personal Enrichment Courses do not get to participate in the graduation ceremony or receive a certificate of completion.

Application Fee	$75
Registration/Technology Fee	$135
Book Fees	$25 - $50 (per textbook)
Tuition per course	$185

Audit a course
Personal Enrichment students may request to audit a course before the class begins. Audited courses are <u>not</u> graded or incorporated in the student's G.P.A. Students will have access to course materials and assignments, but are not required to complete them.

If a student is currently enrolled in a course and would like to switch to audit, it may not be done past week three (3). No refund will be given of the remaining amount paid for the course.   Students enrolled in any other program other than Personal Enrichment must request a change in program in order to be able to audit a course.

Tuition per Course
Audited Course $75

Certificate Fee $25
Upon successfully completing the course required for any of the three programs; Growth and Development, Growth and Development Plus, and Ministry and Leadership, the Personal Enrichment student may apply to receive a Certificate of Ministry and Leadership Training in the program they completed. *This fee is a processing fee. *Fee is applicable to Current and Alumni students.*

Duplicate Certificate/Degree Fee $10
A student/alumnus may submit a request for a duplicate copy of their certificate/degree. The student will be charged a $10 fee per copy.

Program Change Fee $30
If an enrollee requests to transfer from one program to another they will be charged a transfer fee. Exceptions may be made by the Student Enrollment & Accounts Coordinator.

Note:
• All Application and Registration Fees are non-refundable.
• All fees are subject to change.

Transcript Fees
Students or Alumni may submit a request for their official transcript either through the LMS, or by contacting the Cottonwood College Administration Office. Transcripts will not be issued if the student has an outstanding balance. The fee for each transcript request is $10. Official Transcripts will be issued within 10-14 days from the date of the request.

Tuition Refunds

Growth & Development, Growth & Development Plus, and Ministry & Leadership Programs:

First 30 days:
If a student drops or withdraws within the first 4 weeks of the quarter in which they enroll, he can receive from 20% up to 80% of the first month's tuition. The date of the withdrawal will be based on the student's last attendance date or the student's last access to the LMS system whichever is most recent. (See refund grid below).

Week #1	80% of the first month's tuition*
Week #2	60% of the first month's tuition*
Week #3	40% of the first month's tuition*
Week #4	No refund of the first month's tuition*

*100% of any pre-paid tuition less a $25 processing fee.

If the student withdraws after week #4 the student's tuition for the month in which they withdraw will not be refunded. However, 100% of any pre-paid tuition will be refunded less a $25 processing fee. *Program fees will not be refunded.*

If a student has an outstanding balance, tuition will be pro-rated and charged by the week for the amount of weeks attended in that month less a $25 processing fee. The date of the withdrawal will be based on the student's last attendance date or the student's last access to the LMS system whichever is most recent.

Any outstanding balances or unresolved academic issues (failed/incomplete courses) must be resolved in order for the student to be considered for re-enrollment in Cottonwood College. Students must notify the Enrollment & Student Accounts Coordinator of withdrawal within the first 30 days of enrollment in order to receive any tuition refunds.

Personal Enrichment Courses
If a student withdraws from the course prior to the start date of the course, they will receive the pre-paid course fee less a $25 processing fee. If a student withdraws after the start date of the course, no refund is due.

WITHDRAWALS

If a student withdraws from Cottonwood College courses, they must notify the Enrollment & Student Accounts Coordinator. In some cases, the student will be requested to speak with the Enrollment & Student Accounts Coordinator. The student must be current in their financial account prior to withdrawal (see Tuition Refunds above). Failure to complete the withdrawal process may result in the student not receiving the appropriate refund, or being eligible for re-enrollment.

If the student withdraws without notifying the Enrollment & Student Accounts Coordinator, the date of the withdrawal will be based on the student's last attendance date or the student's last access to the LMS system whichever is most recent.

Transcript Notations for Withdrawals
- If a student requests a withdrawal between Week #1 – Week #3, no notation will be made on the student's permanent academic transcript. The student will be dis-enrolled from the course.
- If a student requests a withdrawal between Week #4 – Week #6, a "W" will be recorded on the student's permanent academic transcript.
- If a student requests a withdrawal between Week #7 – Week #9, the current grade at the time of the withdrawal will remain on the student's permanent academic transcript.

POLICIES and PROCEDURES

Academic Honors
Students who complete all the required academic courses in their program with a cumulative GPA of 3.95 -3.97 will receive recognition as having completed the program with Honors. Students who complete all the required academic courses in their program with a cumulative GPA of 3.98 or higher will receive recognition as Distinguished Honors. Honors and Distinguished Honors will be designated on the Graduation Program and on the student's certificate or AA diploma.

Attendance
It is expected that students will value the opportunity provided to them by admission to the college and will regularly and punctually attend classes. The curriculum is designed with weekly in-class activities, discussions, quizzes, etc. which will be calculated into the students overall grade for the course. It is the student's responsibility to obtain information about missed classes from fellow students. Use the buddy system, exchange phone numbers/emails with a classmate.

Extended Absences

Students occasionally request extended absences for various reasons. Absences covered by this protocol are Mission trips or church related ministry activities (retreats, conferences, services, and camps) and medical situations (surgeries, emergency medical situations). *This does not apply to vacations or business trips.*

The student is to notify Cottonwood College Administration of the dates of their scheduled absence, at least, four (4) weeks before, unless it is a medical emergency, then the student should notify the administration as soon as they are able. They are also to message each of their instructors through the LMS and notify them of the absence dates. The instructor will make note of the absence. **It is the student's responsibility to follow up with each**

instructor in order for them to receive credit for their missed in class activities and assignments.

In-Class Activities

Student will be allowed to make up their in-class assignments by getting notes or an audio recording from a classmate. Once they obtain it, they are to email their instructor within five (5) business days of their return confirming that they have the notes for each class that they missed. Once the instructor receives the email, the student will receive full credit for the class(es) they missed.

Regular Assignments

The student is required to complete their assignments early or on time. However, if that is not possible (assignments are based on in class teaching or unable to access internet due to global location, etc.), the student needs to let the instructor know when they submit the assignment through a message in the LMS. The instructor will accept them for full credit if they are submitted within five (5) business days of their return.

Quizzes/Exams

The student is to notify the Academic Administrator (message via the LMS) to make arrangements to re-take the quiz or exam within five (5) business days of their return. This does not apply to in class quizzes.

Course Requirements

Maintain a Christ-like attitude: Respect and courtesy towards the college staff, instructors, interns, volunteers, guests, and students is required. Students should not be conducting side conversations, texting, or other disruptive activities during class time.

Punctuality: Students are expected to arrive on time and stay the entire class.

Participation:
Interactions during group discussions must be supportive, constructive and mindful of one another's feelings.

All users must follow the guidelines within the "Netiquette" document listed below (see #6).Students are required to participate in the course via the LMS using features such as, Assignment Text Boxes, Quizzes and Exams.
Students will need to spend a minimum of 2-3 hours or more (depending on number of courses taken) hours a week on the course content, readings, discussions, and assignments/projects.

Students are to be self-motivated to learn the content, read the materials, and participate in class activities and discussions.

Instructor Communication/LMS Usage
The instructor may post announcements and/or send messages to students with updates on the course. It is recommended that students read their messages and review their course pages, at least, once a week.

Personal or private questions/issues can be messaged to the instructor. The instructor will respond to messages within 48 hours or less. Special timelines or technical issues that may prevent the instructor from returning messages will be posted in the course Announcements.

Students will submit all written assignments via the Assignment Text Box in the LMS unless otherwise instructed. *Students should not wait until the final 30 minutes that an assignment is due.* If the LMS is experiencing technical difficulties and the student is having difficulty meeting an assignment deadline, as a final resort, assignments can be submitted via email to ccinfo@cottonwoodcollege.org. Please note the Course Name and the Assignment in the Subject line of the email.

All assignments are due on a specified date at 11:55 pm PST. Assignments will be reviewed, graded, and posted within 7 business days.

Students must make certain to keep their computers virus free and not submit assignments (any file) into the course unless they are Virus Free.

Netiquette
Respectful conversational techniques are expected in an on campus classroom, proper netiquette is important when communicating electronically. Please remember that using the written word as we do in an online class can be difficult since we don't have facial expressions or body language to aid us in understanding what you are saying. Helpful online resources for you to check out are: http://www.albion.com/netiquette/

Assignments
All assignments or extra credit (e.g., homework, reading, and/or papers) must be completed and submitted on or before the due date. All course assignments must be turned in to the course instructor during class time (in class activities) OR through the LMS (by "Assignment Submission" feature located on individual course page) the instructor will determine the method of submission.
The Course/Instructor Survey and Extra Credit <u>will not</u> be accepted late.

Writing Assignments: Please refer to the Writing Assignment Guidelines (see Learning Tips for Success on each course page in the LMS).

Plagiarism
Plagiarism will not be tolerated. Any student who submits plagiarized work will be cause for disciplinary action or expulsion.

Included is submitting work for an assignment knowing it to be the work of another person (plagiarism occurs when a student submits the work of another person or persons with the intention of having it evaluated or accepted as his own work).

- Making a false or misleading declaration.

- Collusion. Submission of separate assignments by individual students where the work is almost identical or mostly the work of one of them. This does not include work groups or teams.
- Turning in work which is not your own--including using another source's words or ideas without giving that source credit --whether intentional or unintentional— is plagiarizing.
- Be sure to save all notes, drafts, etc. and be ready to submit them with your essay If there is any doubt in the instructor's mind that you have plagiarized. Your writing style should clearly match to that used in the assignment submission. Resources (to define and prevent plagiarism):
  http://www.plagiarism.org/
  http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml
  http://tlt.its.psu.edu/plagiarism/tutorial/excuses

Protocols if a student is identified as plagiarizing:
First offense:
- The instructor will message the student and let them know that they have identified plagiarism in their assignment.
- The instructor will be specific as to how it was identified it - what tool was used; website, and/or language from textbook identified, etc.
- The student will be referred to Course Requirements on the course page and read the section entitled, Plagiarism.
- The student will be told the steps that will be taken:
  o First time - Warning: No points will be deducted for the assignment.
  o Second time – No points will be received for the assignment.
  o Third time - Student will be asked to meet with the Academic Administrator to determine continued enrollment in the school.
The steps apply to any acts of plagiarism, they do not need to occur in the same course.

Assignments
All assignments (e.g., reflections, projects, reading, and/or papers) or extra credit must be completed and submitted on or before the due date as outlined in the Course Syllabus. Submission instructions are provided for each assignment in the LMS.

Late Submission of Assignments
Assignments (i.e., projects, reading, and/or papers) submitted late, after the due date but within three (3) business days, will receive a 20% grade drop (i.e., 30 pt. assignment submitted late will receive a 6 point grade drop; 30 x 20% = 6 points; 30 – 6 = 24 points). Late assignments should be submitted directly to the course instructor. **It is the student's responsibility to verify receipt of their assignments when submitted electronically through the LMS.**

Assignments submitted after three (3) business days of the due date may result in an "F" for that assignment. Failing to complete assignments may affect successful completion of a course and the student's overall GPA (See Failure to Pass a Course, page 21).

Note: In Class Activities, certain designated In Class Quizzes, Course/Instructor Survey and Extra Credit will not be accepted late.

Grading Guidelines
Most student's assignments will be graded and weighted based on three categories; format (10%), spelling/grammar/structure (20%), and content (70%).   The detailed guidelines can be found in the LMS in Learning Tips for Success on each course page in the LMS.

Quizzes/Final Exams
Quizzes and final exams are delivered through the LMS and must be completed by the date scheduled.

Make-Up Quizzes/Final Exams (excludes in class quizzes or exams)
The student has three (3) business days to make-up a quiz/final exam. Make-up quizzes/final exams will receive a 20% grade drop (30 pt. quiz will receive a 6 point grade drop: 30 x 20% = 6 points; 30 – 6 = 24 pts.) Failure to make-up a quiz/final exam within three (3) business days of the date the on-site quiz was given or the online quiz was closed will result in a zero for that quiz/final exam. Failure to complete a quiz may affect successful completion of a course and the student's overall GPA (See Failure to Pass a Course, page 21). Note: Certain designated in-class quizzes may not be eligible for make-up.

Failure to Pass a Course
Students who fail to pass a course with a grade of < 182 points will receive an "F" for the course (failure could be due to poor attendance, not submitting assignments and/or not taking assigned quizzes/ finals.).

The cost to re-take a failed course varies based on the program in which the student is enrolled. The cost $185 per course. The student may re-take the course when the course is being offered.   Failed course grades remain on the student's permanent transcript.

One Failed Course
If a student has one (1) failed course and has no other outstanding academic or financial issues, he will be allowed to participate in the commencement ceremony but will not receive his Certificate/AA Degree until he has re-taken and successfully completed the failed course. The student will be eligible to re-enroll in any program.

Two or More Failed Courses
If a student has two (2) or more failed courses, he is no longer considered a student in "good standing" (See "Good Standing", page 33). In order to continue enrollment in the college, the student will be required to meet with an Academic Support team member to develop an academic action plan which may include quarterly or more frequent meetings to provide counsel and assistance in completing all the requirements for each course.

The student <u>will not</u> be allowed to participate in the commencement ceremony or receive his certificate/AA Degree until he has re-taken and successfully completed the failed courses. Any exceptions must be approved by the Academic Administrator.

Failure to Pass a Course – Personal Enrichment
Students who fail to pass a course with a grade of < 182 points will receive an "F" for the course (failure could be due to not submitting assignments and/or not taking assigned quizzes/ finals or failing to meet the minimum 182 points).

In order to receive a certificate or an AA Degree a student must have successfully completed all required courses for the program in which they are enrolled. Student's grades are reviewed on an ongoing basis by the Academic Support team and quarterly posted grades by the Academic Administrator in order to identify any academic assistance a student may need. Notification of failed courses is sent to the student quarterly.

Grades
Grading Scale
Grades are recorded by letter grade. Each letter grade represents the evaluated quality or level of performance. Numeric grade points are calculated to determine a letter grade and a GPA.

NUMERIC GRADE POINT	LETTER GRADE	GPA
300	A+	4.3
285-299	A	4.0
273-284	A-	3.7
264-272	B+	3.3
255-263	B	3.0
242-254	B-	2.7
233-241	C+	2.3
224-232	C	2.0
212-223	C-	1.7
203-211	D+	1.3
194-202	D	1.0
182-193	D-	0.7
Below 181	F	0.0

The structure of Cottonwood College numeric grade points, letter grades and GPAs are as follows: Grades of 182-300 are considered passing. A grade below 182 is considered failing.

Progress Reports
Grades for individual assignments (reflections, reading, papers, projects, etc.), quizzes, and final exams will be posted in the LMS within seven (7) business days of the date the assignment was due or the online quiz or final exam closed. Course progress reports are available to view online in the LMS on each course page. **It is the student's responsibility to monitor their progress in each course.**

Grade Challenge
It is the student's responsibility to make sure that he receives the appropriate grade for every assignment. The student should notify the instructor immediately regarding any discrepancies. A student may challenge a grade they feel is an error in calculation or evaluation, unfair or not earned.
The challenge must be submitted to the instructor within seven (7) business days of the grade being posted. The challenge will be reviewed by the instructor and a determination will be issued within seven five (7) business days. If the student disagrees with the determination, they may request to meet with the instructor and/or the Academic Administrator within 10 business days of the date of the determination.

Academic Transcripts
Course grades will be posted in the LMS within seven (7) business days of the end of each quarter. Unofficial Academic Transcripts are available to the student on the LMS.

Students may request an official transcript by contacting the Cottonwood College Administration Office.

Transcripts <u>will not</u> be issued if the student has any outstanding financial issues.
The fee for each student transcript request is $10. Official Transcripts will be issued within 10 business days from the date of the request.

Non-Discrimination Policy
Cottonwood College is committed to providing equal opportunity and access in its educational and spiritual programs and activities.

The school does not discriminate on the basis of race, color, gender, national or ethnic origin, handicaps or disability, age, marital, or veteran status in any of its policies, procedures, or practices. This includes its admissions policy, educational programs, treatment, employment, and all other activities that it provides.

In addition, recognizing that women and men are equal partners in the ministry of building the kingdom, the school strongly discourages the use of discriminatory language.
The school also prohibits any form of sexual harassment on the part of its employees, faculty, volunteers, and students.

Sexual Harassment

The school is committed to providing a learning and working environment that is free of discrimination. In keeping with this commitment, unlawful harassment, including sexual harassment, is strictly prohibited. Harassment is defined as unwelcomed or unsolicited verbal, physical, or visual contact that creates an intimidating, hostile, or offensive environment. Any student, volunteer, intern, instructor or employee who feels they have been subjected to such treatment should immediately report such harassment to the Cottonwood College Administration Office.

Proprietary Information

Any audio and/or handouts of class materials are for a student's personal study or review purposes only. Duplication and sales of audio/video files of Cottonwood College classes and guest ministers is strictly forbidden by students. All student handouts, syllabi, course outlines, quizzes, exams, or any other related Cottonwood College documents are proprietary information and are the sole property of Cottonwood College.

Students are not entitled to copy, duplicate, access or otherwise appropriate such proprietary information for their benefit or the benefit of any third party.

Student Records

Records - Access

Cottonwood College observes the Family Educational Rights and Privacy Act of 1974 (FERPA). With a few exceptions, students have the right to review their educational records upon request; to inspect and review their educational records; to request amendment of the records to ensure that they are not misleading, or otherwise in violation of the student's rights (excluding the right to challenge grades); and to consent to disclosures of personally identifiable information contained in the records, except to the extent the Act authorizes disclosure without consent.

With certain exceptions provided by law ("directory" or "public" information, including but not limited to name, address, telephone number, e-mail address, place of birth, church affiliation or membership, enrollment status and dates of previous enrollment), the school will not release this information to others, including prospective employers, government agencies, credit bureaus, etc., without the student's written consent.

Official transcripts including all work done for academic credit at Cottonwood College will not be released without a written request from the student. Questions related to course credit should be directed to the Cottonwood College Administration Office.

Records – Retention

Student records are permanently sealed after one year of non-activity. Once students' records are sealed, no documentation may be changed, removed or added. Cottonwood College will maintain database transcript information permanently.

LEARNING MANAGEMENT SYSTEM (LMS)

The Learning Management System is a web-based delivery system which provides the student with:

- Communication Tools
  Access to communicate directly with staff, instructors, and other students. Mass "messaging" to students, staff and instructors is prohibited.
- Course Information and Materials
  Access to course syllabus, course handouts, assignments, exams, course announcements, and, in some courses, course media elements.
  Students may download PDF or Word documents of any course materials.
- Progress Reports
  Access to monitor progress and performance in each course.
- Academic Transcript
  Access to print unofficial academic transcripts.
- Online tuition payment processing

Learning Management System Usage

Cottonwood College has devoted substantial assets and resources to provide the students with access to the Learning Management System (LMS). Students who are provided access to the LMS have responsibilities regarding their use. Because a variety of problems and concerns can arise in connection with computers and other communication systems, this policy offers students some guidance concerning the applicable rules that the college has established.

When reviewing this policy and the applicable rules, students should remember that computers and communications systems and any information, software products, and data stored within them or generated by them remain the sole and exclusive property of the college. The college must therefore implement measures designed to comply with its legal obligations and safeguard its business interests, vision and mission.

Use of the Learning Management System

Please refer to the LMS Guide for detailed instructions on the use of the LMS.

Students must not use or access computers and other communication systems in any manner that is unlawful, inappropriate or contrary to the college's best interests. Students must also not allow or cause others to do so and must never allow, condone, or permit unauthorized individuals to use any communication systems or access information regarding the college on such computers and systems that has not been authorized.

Any individual who uses the communications systems must do so in an appropriate manner.

Prohibited Conduct
The communication systems should not be used in connection with the downloading, transmittal, access to, review or dissemination of inappropriate materials of any kind, including, but not limited to:

- sexually suggestive materials, pornographic, obscene, or sexual images, graphics, or language
- unlicensed or unauthorized access to proprietary or copyrighted information of another individual or entity
- material that is perceived as annoying, defamatory, derogatory or offensive based on any characteristic protected by state and federal law including sex, race, color, religion, national origin, ancestry, physical disability, mental disability, marital status, pregnancy, age or citizenship
- altering, transmitting, copying, downloading or removing any proprietary, confidential or other information of any company, proprietary software or other files without the proper and legally binding authorizations.

The college's commitment to the spirit and the letter of all applicable civil rights and equal opportunity laws applies to the use of its communication systems and access to information available as a result of such use. The use of a communication system to convey messages or information that could constitute unlawful harassment or discrimination of any kind, including sexual harassment, is strictly prohibited and will not be tolerated.

Mass Messaging
Mass messages to fellow students and instructors is prohibited.

STUDENT SERVICES

Academic Support
Cottonwood College has an academic support team who are available to students before school, during break, and by personal appointment. Each student is assigned a support team member who will provide assistance if and when the student may need it.

Students who have questions and/or concerns regarding their academic courses, or need academic assistance (keys on how to take notes, how to study, test taking and how to organize, etc.) may contact their assigned academic support person directly via the LMS.

Biblical Counseling
Students who need a one-on-one meeting for personal issues or individual Biblical counseling must contact the Cottonwood College Administration Office to request an appointment. Depending on the issue, the student may be referred to either their own local church for counseling or the Cottonwood Church Pastoral Care Team.

Bookstore

Bookstore locations:

Cottonwood Katella Campus, 4505 Katella Avenue Bldg. A, Los Alamitos, CA
Hours: Can be found at http://cottonwood.org/bookstore/

A wide variety of Christian reading materials including, Cottonwood College textbooks, books, reference volumes, Bibles, and Christian music are also offered at the bookstore.

Comments and Suggestions

The administration welcomes any practical suggestions and/or ideas from students and faculty that will help us improve our services. It is our desire to create and nurture an environment that helps students flourish and reach their full potential. Please direct your feedback to ccinfo@cottonwoodcollege.org.

Student Identification Badges

Each student is issued a Student Identification Badge. Students are required to wear their student badge at all times on campus during school hours. If a student forgets to bring his badge, he may obtain a temporary badge for the evening. If a badge is lost, the cost of a replacement badge is $5.

Visitors

Students may invite friends and relatives to attend one class or an evening of classes, twice a quarter. Visitors may pick up a guest badge when they arrive which is to be worn while they are on campus. *Children under the age of 16 are not permitted on campus.*

Dress Code Guidelines

Recognizing that we are called to be Christian leaders, the school expects its staff, instructors, volunteers and students to use good judgment, good taste, and modesty in dress and appearance. Colossians 7:17, I Corinthians 6: 19-20, Romans 14:13, Romans 12:1

Non-compliance of the dress code guidelines may result in disciplinary action (see Disciplinary Action, page 33).

STUDENT LIFE AND CONDUCT

Cottonwood College, a ministry of Cottonwood Church, was founded and continues to operate upon the biblical principles and values based in the moral foundations of Christianity which govern life and behavior. These biblical values and principles are embedded in the recognition that Scripture is the inspired and infallible Word of God and is the only authoritative guide for faith and practice.

Cottonwood College provides an educational experience with a distinct Christian philosophy in an intentional, distinctly Christian, environment. Students who enroll understand and agree that Cottonwood College will teach these principles and values. Students who enroll at Cottonwood College are agreeing to support this philosophy and other biblical principles and values as well as student conduct requirements as outlined in this catalog. The student's continued enrollment is contingent upon understanding and supporting these principles, values, and conduct requirements.

We have created an environment in which those who enroll in Cottonwood College intentionally commit to becoming a part of a community of believers (students, volunteers, interns, instructors and staff) who are willing to support this philosophy of Christian education and who are committed to:

- Maintaining a vibrant and growing relationship with Jesus Christ
    o   Consistently demonstrate a Christ-like witness–a life of Christian morals and values. Scripture declares we are created in the image of God and that we are not to be conformed to this world, but be holy in all our conduct. Genesis 1:26-27, Romans 12:2, 1 Peter 1:15-16, James 1:27 Romans 14:17-18, Philippians 1:27, Colossians 3:23, 1 Corinthians 1:21

    o   Continued growth and Christian maturity (increasing conformity to biblical commands including a commitment to the Lordship of Jesus Christ, and a lifestyle that demonstrates Christ likeness), applying scriptural principles that govern attitude, conviction, and conduct.

- Respect for others and submission to authority
  Demonstrating love, respect, and honor to all members of the community, whether one's peers or those in authority
  I John 4:21, I Peter 2:17, Hebrews 13:17.

- A lifestyle of prayer and pursuit of the truth of God's Word
  I Peter 2:2, Hebrews 4:12, Proverbs 4:1-8, Joshua 1:8, Philippians 4:6 , 1 Thessalonians 5:17, I Corinthians 14

- Being planted and flourishing in a local church
  Hebrews 10:25; 1 Corinthians 16:13-16

- Discipleship
  Developing personal relationships for spiritual goals. Personal friendships, structured accountability relationships or small group participation.
  Philippians 3:17

- Being a servant of Christ
  Demonstrating compassion, care, and respect for the whole Body of Christ, one's community, city, and society at large.
  Ephesians 2:10; 4:16-18; 1 Corinthians 10:23-33; 1 Timothy 2:9; Hebrews 13:17; 1 Peter 2:13-17

The school expects its members to exemplify academic, ethical, and biblical standards of conduct in all areas of their lives, both on and off the school grounds, in personal, professional and community relationships.

Academic Conduct
The Cottonwood College student agrees to maintain ethical and academic standards of conduct according to biblical principles and values.
This conduct includes, but is not limited to:
- Not sharing information with another student that gives them an advantage on assignments or tests
- Not sharing quizzes, exams or assignments with students working on similar projects
- Not taking unauthorized materials into an examination
- Improperly obtaining knowledge of an examination paper and using that knowledge in the exam
- Arranging for another person to take an exam for you
- Plagiarism: submitting the work of another person or persons with the intention of having it evaluated or accepted as one's own work including failing to site the author and work. (See Course Requirements, page, 19)
- Making a false or misleading declaration

Biblical Morality
Cottonwood College's foundation for definition to gender and sexual identity, sexuality in marriage and the boundaries of sexuality and moral conduct is rooted in Scripture. Genesis, chapters one and two, establish that every person is created in the image of God, and that human sexuality reflects that image in terms of intimate love, communication, fellowship, subordination of self to the larger whole, and fulfillment.

In God's divine, creative design for gender (male/female uniqueness) and sexual identity and His intent for sexual intimacy in marriage, He created two distinct complementary genders which together reflect His image and nature.
The school maintains a biblical view of marriage that defines it as the uniting of one man and one woman in a single, monogamous union, united as one flesh as delineated in Scripture (Genesis 2:18-25).

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We also believe that the Scripture (God's Word) uses marriage as the supreme metaphor for His relationship with His covenant people; one God with one people. Based on biblical theology, we believe that any form of sexual immorality which includes non-marital sex, homosexual sex, same-sex romantic relationships, transgender expressions, bestiality, incest, and use of pornography breach God's commands, is sinful, and maligns His purposes and misrepresents His nature.

God loves and is concerned for humanity. He demonstrated His love and concern by offering His Son, Jesus Christ, for humanity's redemption and restoration to all who believe on His name and confess Him as Lord. The guidelines noted above demonstrate God's love and protection of human identity.

Because every person is created in the image of God and holds great value and worth, Christian love demands that every person must be afforded compassion, love, kindness, respect and dignity (Mark 12:28-31; Luke 6:31). It is each individual's responsibility to demonstrate a lifestyle that is worthy of the gospel of Jesus Christ, committing all for His glory (Romans 14:4-12; Philippians 1:20-27; Colossians 3:23). Hateful and harassing behavior or attitudes directed toward any individual are in violation of the Scripture and violate the principles and values of Cottonwood College.

Inappropriate Behavior and Activities
The following are deemed inappropriate behavior and activities. Any such conduct will be addressed immediately and could result in disciplinary action, including dismissal from the school.
- Inappropriate sexual activity (See Biblical Morality, page 30)
- Theft, deliberate or careless damage or destruction of any Cottonwood Church or Cottonwood College property or the property of any other student, faculty, volunteer or staff
- Removing or borrowing Cottonwood Church or Cottonwood College property without prior authorization
- Unauthorized use of Cottonwood Church or Cottonwood College equipment, time, materials, or, facilities
- Provoking a fight or fighting during school hours, on Cottonwood Church's property, or at Cottonwood College-sponsored events
- Abuse of alcohol, illegal drugs, or prescription drugs
- Carrying firearms or any other dangerous weapons on Cottonwood College premises at any time
- Engaging in criminal conduct whether or not related to school
- Causing, creating or participating in a disruption of any kind during school hours on Cottonwood College property or at Cottonwood College -sponsored events
- Insubordination, including but not limited to, failure or refusal to obey instructions of a Cottonwood College staff member, instructor, ministry supervisor or member of Cottonwood Church's leadership team, or the use of abusive or threatening language toward a Cottonwood College staff member, faculty, ministry supervisor or member of Cottonwood Church's leadership team

- Using abusive language at any time on Cottonwood Church's premises or at Cottonwood College sponsored events
- Violation of any safety, health, security or Cottonwood Church and/or Cottonwood College policies, rules or procedures
- Committing a fraudulent act or a breach of trust under any circumstances
- Unlawful harassment
- Unauthorized removal of records or unauthorized divulgence of confidential information

Any disregard or opposition to the spirit and practice of these principles, values, and standards agreed to by the student, constitutes Cottonwood College's right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student.

DISCIPLINARY ACTION

The school's purpose is to help the students establish a firm foundation to prepare them to serve in ministry and provide personal and/or spiritual enrichment.

As a college, we expect the students to demonstrate the highest moral and ethical standards. Student behavior—both social and academic—is expected to conform to the guidelines presented in both the Tenets of Faith and the Student Life and Conduct outlined in this catalog. Students are expected to exemplify Jesus Christ in word and deed.

If a student fails to meet academic, financial, or behavior expectations, he will face disciplinary action which ranges from a verbal and/or written warning, suspension or dismissal.

Whenever a disciplinary action is issued or a grievance is not satisfactorily resolved, the student should first appeal to the Enrollment and Student Accounts Coordinator. If the issue is not settled satisfactorily, the student may appeal directly to the Cottonwood College Director.

Student in Good Standing
The term, "good standing", indicates that a student meets and complies with all Cottonwood College requirements, including Student Life and Conduct, all policies and procedures and is compliant with all financial and academic obligations.

Inappropriate Behavior
Complaints of inappropriate behavior which come from students, volunteers, interns, instructors or staff or the community should be directed to the Enrollment and Student Accounts Coordinator either personally or in writing. The Enrollment and Student Accounts Coordinator or designee will investigate the complaint and meet with the involved parties one-to-one. The Enrollment and Student Accounts Coordinator is empowered to determine the appropriate disciplinary action.

Warning
A student may receive a verbal or written warning if he/she is ***not*** meeting Cottonwood College requirements, including Standards of Conduct, policies and procedures and is not compliant with all financial and academic obligations. The following conditions may warrant a student warning:

- Delinquent in tuition and/or fees
- Noticeable behavioral violations (witnessed and/or reported)
- Dress Code violation (See Dress Code Guidelines, page 28)
- Failed Courses

The student will be given a specific time frame to resolve the issue. The time frame to resolve the issue is dependent upon the seriousness of the violation. The time frame could be immediate or up to 30 days. If the issue is not resolved within the time frame established by the Enrollment and Student Accounts Coordinator, the student is at risk of losing his status of student in "good standing" and may receive further disciplinary action.

Suspension

A student who has received a verbal or written warning(s) and has not resolved the issue within the time frame established may be suspended. Certain circumstances may warrant suspension immediately (outstanding tuition payments, violations of behavior, etc.). Conditions of the suspension will be determined by the Enrollment and Student Accounts Coordinator. A one-on-one meeting with the student and the Enrollment and Student Accounts Coordinator or designee may be scheduled. A student will be restored to student in "good standing" if they meet the requirements outlined during the suspension period.

Suspension history will be permanently noted in the student's academic record. If a student is on suspension at the end of the school year, the student will not be able to participate in the commencement ceremony or receive his certificate/degree. The following conditions may warrant suspension:

- Any warning that has not been resolved satisfactorily
- 30 days or more delinquent in tuition and/or fees

Dismissal

Cottonwood College reserves the right to dismiss a student for:
- Failing to retain a student in "good standing" status
- Violating Cottonwood College policies and procedures as outlined in the Cottonwood College Catalog
- 60 days delinquent in his tuition and/or fees

Any student, faculty, intern, volunteer, or staff member using alcohol or unlawfully possessing, using, or distributing illicit or prescription drugs while on the properties owned or used by Cottonwood Church will be immediately dismissed. In addition, students, faculty, interns, volunteers, or staff members involved in such illegal activities are subject to legal prosecution under federal, state, and local law and may be liable for personal injuries or property damage that occur when participating in the above activities.

CAMPUS REGULATIONS

- All Cottonwood College and non-Cottonwood College handouts <u>must be pre-approved</u> by the Academic Administrator. All unauthorized handouts will be confiscated.

- Audio facilities and technical equipment are off limits to all unauthorized students and visitors.

- Digital recorders are permitted in classrooms as Cottonwood College learning aids only. Class recordings are not to be sold or duplicated.

- Using mobile and/or electronic devices is limited to classroom purposes while in the classroom.

- Students should receive phone calls at school only in an emergency. Students may be contacted through the office at (714) 947-5311. Please advise family/friends to call <u>only</u> in an emergency.

- Smoking, drinking alcohol, or abuse of drugs are prohibited on the Cottonwood campus.