



# ARIZONA CHRISTIAN

EST. **UNIVERSITY** 1960

## STUDENT HANDBOOK 2021-22

The Student Handbook is written and issued by the Student Development Division under the direction of the Dean of Students. Upon enrollment at Arizona Christian University, each student is responsible for reviewing and adhering to all published University policies and standards. Arizona Christian University reviews and updates the Student Handbook annually. Arizona Christian University reserves the right to change any of the policies, rules, regulations, and standards of conduct at any time as may be necessary in the interest of the University. In the event an immediate change is necessary, all students will be notified via email of the change.

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# Welcome

Dear Student,

On behalf of the Student Development Division, welcome to Arizona Christian University! Attending college will be one of the most significant experiences of your life and we are thrilled to be a part of it. As a student at ACU, you will be challenged beyond your limits as you develop the necessary skills to transform culture with the truth of God's Word.

The Student Development Division exists to support your success both inside and outside the classroom. In this Student Handbook, you will find information that will help you be successful at ACU. In particular, this Student Handbook contains information related to Academic Integrity, Student Conduct, Spiritual Formation requirements, and other important areas pertaining to campus life.

In addition to this Student Handbook, the Student Development Division manages and oversees several campus life related programs, including Residence Life, Student Conduct and Academic Integrity, Spiritual Life, Student Life, Student Leadership, Counseling Services, First-Year Success Programs, Career Services, and Study Abroad. The Student Development staff care deeply about the overall health and wellness of all ACU students and are ready to come alongside each student to provide assistance and support. ACU students are warmly invited and encouraged to speak with any Student Development staff member about any concerns or questions they might have.

Thank you for allowing Arizona Christian University to be a part of this important time in your life. We wish you all the best this coming year.

Arizona Christian University

## About Arizona Christian University (ACU)

ACU is a private, non-profit, Christian university in Glendale, Arizona with a wide variety of majors and areas of study preparing students for successful careers, but also remains committed to its vision of transforming culture with biblical truth.

All students are taught through a biblically-integrated, general education curriculum called [“The CORE”](#). Spiritual development is integrated within the University experience where all campus students receive a minor in Biblical Studies, attend chapel twice a week, and complete Spiritual Formation and service hours each semester.

For the second straight year, Arizona Christian University has been ranked among the nation’s Best Colleges by U.S. News & World Report – the most respected and comprehensive college ranking system in the nation.

Arizona Christian University was ranked the [number one University in Arizona by College Consensus](#), finishing first ahead of 2) Arizona State University, 3) University of Arizona, 4) Northern Arizona University, and 5) Prescott College. No other Arizona university was ranked by College Consensus, which combines a review of all major national rankings with student experience surveys.

“Our students are getting one of the best educations in the country – one that combines academic excellence with a commitment to spiritual formation,” said President Munsil. “We are grateful that the world is noticing what God is doing at ACU.”

ACU is a culturally and theologically conservative university where students and their professors are serious about deepening their Christian faith and where relationships and community matter most.

## Mission Statement

Arizona Christian University provides a biblically-integrated, liberal arts education equipping graduates to serve the Lord Jesus Christ in all aspects of life, as leaders of influence and excellence.

## Vision Statement

Arizona Christian University exists to educate and equip followers of Christ to transform culture with the truth.

## A Place in History

Founded in 1960 as Southwestern Conservative Baptist Bible College, classes were initially held in the educational facilities of Bethel Baptist Church in Phoenix, Arizona. Plans for developing a new campus led to the construction of four new buildings and the remodeling of an existing structure on a residential plot in Phoenix. The land had been donated to the Arizona Baptist Convention with a stipulation that a Christian school be established on the property. The college moved to the new site in Phoenix in September of 1964.

Since its founding, the University has undergone a number of name changes, until it became Arizona Christian University in January 2011 in recognition of its growth from a small Bible college to a Christian liberal arts university. As an accredited, degree-granting institution, Arizona Christian University draws students from around the world.

As a result of ACU’s rapid growth, ACU and Arizona State University (ASU) transacted a deed swap in November, 2018 between ACU’s 22-acre Phoenix campus and ASU’s 69-acre Glendale campus which for decades had been the home of the Thunderbird School of Global Management. This

property was the historic site of Thunderbird Airfield, on which 16,000 Air Corp Cadets were trained to support the USA and Allied forces, contributing to victory during World War II.

ACU's new campus provides students with a state-of-the-art educational environment to match the nationally ranked academic programs.

## Great Location

The new campus of Arizona Christian University is located in Glendale, Arizona close to many attractions in the greater Phoenix area, also known as the "Valley of the Sun".

Phoenix, capital of the state of Arizona and sixth largest city in the United States, is a rapidly growing metropolis of almost 5 million people, and a center of influence for a vast area of the Southwest.

A multitude of outstanding tourist attractions such as the Grand Canyon, Monument Valley, Sedona, Roosevelt Dam, Lake Havasu, Lake Mead, Lake Powell, the Petrified Forest, Montezuma's Castle, London Bridge, and many others are within driving distance from ACU's campus.

Cultural attractions in the Phoenix area are many and varied, including the Heard Museum, Phoenix Art Museum, Desert Botanical Garden, Phoenix Symphony, and Phoenix Zoo.

The Phoenix area is the home of many professional sports teams, including the Arizona Cardinals (football), Phoenix Suns (basketball), Arizona Coyotes (ice hockey), Arizona Diamondbacks (baseball), and the Cactus League spring training camps for 15 major league professional baseball teams.

The Phoenix area also benefits from numerous Christian faith communities and houses of Christian worship, offering ACU students significant opportunities to worship and serve.

## The Four Pillars of Our Core Values

### **FAITH**

The Bible is the foundation of faith and an ACU education. Every student at ACU earns at least 18 credits of Bible and learns to apply a biblical worldview. Spiritual formation through discipleship, worship, service, prayer, and accountability will always be essential for ACU students.

### **INFLUENCE**

ACU strives to grow in influence by graduating an increasing number of motivated and well-equipped students in an expanded group of professions on multiple campuses with enhanced facilities. It also uses strategic partnerships and alliances to recruit a more diverse student population, and promotes global thinking by attracting international students and offering missions and study abroad options.

### **RELATIONSHIP**

Classmates and professors who know your name is the traditional and relational model at the core of the ACU community. Undergraduates are taught, mentored, and inspired by faculty who love them for who they are in Christ. Students sign a community covenant signifying their willingness to be accountable, authentic and transparent. They also participate in local service projects in order to enhance relationships with the surrounding community. ACU faculty, employees and staff are well-cared for through excellent pay, health and retirement benefits, opportunities for personal and professional growth, and a nurturing, supportive team-oriented workplace.

### **EXCELLENCE**

ACU is committed to glorifying God by pursuing excellence in spiritual formation, academics, the performing arts and athletics. ACU prepares well-rounded leaders who love the Lord with all their heart, soul, mind, and strength. ACU administration, faculty, staff, coaches, and volunteers bring glory to God by using their gifts and striving to do things with excellence as unto the Lord.

## Core Commitments

Arizona Christian University shall:

- Before all else, be committed to Jesus Christ - accomplishing His will and advancing His kingdom on earth as in heaven.
- Teach students to read, understand and trust the Bible, grounding them firmly in the truth through a biblical worldview.
- Be devoted to evangelism and to prayer without ceasing.
- Be committed to loving God with all our heart and soul, mind and strength, by pursuing excellence in spiritual formation, academics, athletics and extracurricular activities, doing all for the glory of God. Teach students to think critically, speak and write clearly and effectively, use technology effectively, develop interpersonal skills, and pursue personal and professional ethics through biblical literacy and integration.
- Provide opportunities for students to serve locally and globally and promote a culture of lifelong commitment to servant-leadership.
- Influence, engage and transform the culture with truth by promoting the biblically informed values that are foundational to Western civilization, including:
  - the centrality of family
  - traditional sexual morality and lifelong marriage between one man and one woman
  - the sanctity of human life
  - compassion for the poor
  - biblical understanding of human nature
  - an understanding of God's purposes for limited government
  - personal, economic and religious freedom
  - free markets, capitalism, and property rights
  - natural law, the original meaning of the Constitution and judicial restraint
  - international human rights and the advancement of freedom throughout the world.
- Prepare students to be leaders of influence in their community, state, nation and world - through the church, the family, business, government, education, health care, media, the arts and every area of society.
- Be a leading conservative Christian liberal arts university.

## Statement of Faith

The University shall be positively conservative in its stand regarding the Scriptures, in their 66 canonical books, as being the only trustworthy and authoritative written revelation of God. Its fellowship and discipline shall be predicated upon the following Declaration of Faith:

1. We believe in the Scriptures of the Old and New Testaments as being verbally inspired by God and therefore inerrant in their original writings and the only authority on all issues of faith, life, and practice. Psalm 19:7; Isaiah 8:20; 2 Timothy 3:16-17; 2 Peter 1:20-21
2. We believe in one Triune God, creator of all things, infinite and unchangeable in His being, eternally existent in three persons: Father, Son, and Holy Spirit. Deuteronomy 6:4; Isaiah 45:21-22; Jeremiah 10:10; Matthew 3:16-17; Matthew 28:18-19; I Corinthians 8:6
3. We believe that Jesus Christ, the second person of the Trinity, was conceived by the Holy Spirit, born of the Virgin Mary, is fully God and fully man in one person, and is the only Mediator between God and man. Isaiah 7:14; Matthew 1:18-25; Luke 1:26-38; Luke 2:1-7; John 1:1-14; 1 Timothy 2:5-6
4. We believe the Holy Spirit, the third person of the Trinity, who is from all eternity, is sent by the Father and the Son, as promised, to convict the world of sin, to glorify Jesus Christ and to transform the lives of believers into the likeness of Christ. Psalm 139:7; Matthew 28:19; John 15:26; John 16:8; I Corinthians 2:10-11; Ephesians 4:30
5. We believe that God created man and woman in His image and likeness, so they are thus endowed with immeasurable dignity and worth, but they sinned and therefore all human beings are born separated from God with a sinful nature. Genesis 1:26-28; Genesis 3:1-24; Genesis 9:6; James 3:9; Romans 5:12
6. We believe the Lord Jesus Christ died for our sins and that all who trust in Him alone are justified on the grounds of his shed blood. 2 Corinthians 5:15, 21; Romans 3:23-26, 5:1; 1 Peter 1:18-19; Acts 16:30-31
7. We believe that all who receive the Lord Jesus Christ by faith alone are born again of the Holy Spirit and are called to walk in a manner worthy of this salvation. John 1:12-13; 3:3-7; 14:16-17; Romans 12:1-2; 1 Corinthians 12:12-13; Ephesians 4:1; 4:20-24; Colossians 1:18, 24
8. We believe in the resurrection of the crucified body of our Lord and Savior Jesus Christ, and that He ascended into heaven where He is seated at the right hand of God the Father to rule and intercede for us. Romans 1:4; 6:1-11; 1 Corinthians 15:12-19; Acts 1:9; Hebrews 7:25; Romans 8:31-34
9. We believe in "that Blessed Hope" of Christ's second coming, which is the personal return of our Lord and Savior Jesus Christ. Psalm 110:1; Acts 1:11; Acts 2:34-35; 1 Corinthians 15:22-28; 50-55; Titus 2:13; Revelation 7:10
10. We believe the Church is made up of believers in Christ; which manifests itself in local assemblies, gifted by the Holy Spirit for the building up of one another in love and for engagement, service and influence in the world. Romans 12:4-8; I Corinthians 12:4-13; Ephesians 4:4-13; Philippians 1:1; Colossians 1:8



11. We believe in the bodily resurrection of the just and unjust; the everlasting blessedness of the saved and the everlasting conscious punishment of the lost along with Satan and other fallen angels. Matthew 25:34, 41, 46; Revelation 20:10-15; 2 Thessalonians 1:9

12. We believe God wonderfully and immutably creates each person as either male or female. These two distinct, complementary sexes together reflect the image and nature of God. We believe rejection of one's biological sex is a rejection of the image of God within that person, and is sinful and offensive to God. Gen. 1:26-27

13. We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe any form of sexual immorality (including adultery, fornication, homosexual conduct, bestiality, incest, or use of pornography) is sinful and offensive to God. Gen. 2:18-25; 1 Cor. 6:18; 7:2-5; Heb. 13:4; Matt. 15:18-20; 1 Cor. 6:9-10

14. We believe that in order to preserve the function and integrity of Arizona Christian University and to provide a biblical role model to students and the community, all persons employed by ACU in any capacity, or who serve as volunteers, affirm, agree to and abide by all elements of this Statement of Faith, including those relating to gender identity, marriage and sexuality. Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22

(Every Trustee, faculty member, and employee of the University shall be required to affirm and sign without mental reservation this Statement of Faith at the beginning of each academic year.)

# Community Covenant

Arizona Christian University embraces a Community Covenant based on the four pillars of our core values, which spell out the acronym FIRE (Faith, Influence, Relationship, and Excellence). As members of the ACU Firestorm, we covenant together to spread this same vision.

A significant aspect of the Christian college journey is being a part of a grace-filled community. As we follow Jesus together, we want to create an environment for authentic discovery of our true selves in Christ, holistic development of loving relationships and strengths-based discernment of our vocation as members of the body of Christ. We willingly enter into this community and value the following four core commitments.

## **FAITH**

We covenant together to love the Lord our God with all our heart, mind, soul, and strength. We love God by following the life and teachings of Jesus as revealed to us through God's Word by the work of the Spirit. Our response to receiving God's love is recognizing our privilege to worship and serve. Together, we seek to learn the wisdom and ways of God. Our faith compels us to seek understanding within the scope of orthodox, evangelical Christianity.

## **INFLUENCE**

We covenant together to live a lifestyle of integrity. We desire to create a safe environment where we can express authentically our identity in Christ and humanity with honesty. We seek purity of thought and action, uniting our theology with the reality of our lives, and as a result we make a difference in our world. As we grow in this identity – with confidence – we covenant together to pass on the best of ourselves to our community, our nation, and our world, leaving a legacy of commitment to the cause of Christ.

## **RELATIONSHIP**

We covenant together to love others as we love ourselves. We seek to cultivate this love as we celebrate individual strengths, encourage and challenge one another with truth and grace, and forgive one another when hurt or disappointed. As we seek wholeness and establish boundaries, we will pursue healthy relationships. Humility and respect for others are vital as we commit to seek truth together.

## **EXCELLENCE**

We covenant together to pursue excellence in every area of our lives. We want our words and actions to represent Christ and to express gratitude to God. We are committed to the wise use of our time, money, education and resources as good stewards of God's gifts and graces. Out of a heart of thankfulness to our Savior, we choose to live well in the strengths and talents he has granted, in order to bring Him deserved glory.

Our aim is that all faculty, staff and students will actively participate in our community and discover a place of safety, growth and opportunity. As we share life together, we give ourselves to the process of being transformed into the likeness of Christ Jesus, making His life in us attractive to the world.

## Student Development Division Mission Statement

The Student Development Division exists to support and enhance the academic setting by providing intentional opportunities that develop a diverse community of students who serve Jesus Christ.

## Student Development Division Vision Statement

The Student Development Division aspires to educate, challenge, and support every student for success in college and beyond.

## Student Development Division Objectives

Based on the Student Development Division's mission and goals, the following objectives will be pursued:

1. Students will mature in their Christian faith
2. Students will develop a deeper understanding of self
3. Students will succeed academically
4. Students will be leaders
5. Students will feel connected
6. Students will be good citizens
7. Students will grow in their cultural awareness
8. Students will be safe, healthy, and well
9. Students will make progress toward their career goals

## Statement of Commitment

After admission, all students are required to sign the ACU Statement of Commitment which states that they explicitly and implicitly agree to consistently work at upholding the University's policies and maintain a life style that is consistent with the student life philosophy of the University. Upholding the University's policies—as stated in the University catalog and other publications—and helping to keep fellow students accountable for their actions is the responsibility of every student. It is not acceptable to actively disobey because one disagrees, does not get caught, or is willing to accept the consequences of disobedience. These attitudes are destructive to one's personal integrity, detrimental to one's character in the University community, and potentially damaging to one's future life and ministry. These guidelines remain in effect for all currently enrolled students, living on or off campus.

In the spirit of community accountability, Arizona Christian University prohibits retaliatory behavior against anyone reporting perceived or actual violations of University policy. Any individual who retaliates against any individual who has either made a complaint or reported a University policy violation will be subject to disciplinary action.



## KEY

- |                                |  |   |
|--------------------------------|--|---|
| 1 1000 Event Center            | 14 3300 Independence Dorm                    | 27 4600 Founders Fieldhouse                 |
| 2 1100 Campus Safety           | 15 3200 Dining Commons                       | 28 Sand Volleyball Courts ( <i>Future</i> ) |
| 3 1100 Athletic Training       | 16 3000 Tower Student Union                  | 29 Baseball ( <i>Future</i> )               |
| 4 1200 Constitution Dorm       | 17 3400 Hangar                               | 30 Soccer Field ( <i>Future</i> )           |
| 5 2500 Communication/Music     | 18 3700 Facilities                           | 31 Football Field                           |
| 6 2600 Library                 | 19 3600 Athletics Administration & Education | 32 Multipurpose Field                       |
| 7 2700 Classrooms (Snell)      | 20 4000 Freedom Dorm                         | 33 Softball Field                           |
| 8 2000 Administration          | 21 Pool                                      | 34 Parking Lot 1                            |
| 9 2100 Classrooms (JT Tai)     | 22 4100 Liberty Dorm                         | 35 Parking Lot 2                            |
| 10 2200 Classrooms (Voris)     | 23 4200 Classrooms (DeVos)                   | 36 Parking Lot 3                            |
| 11 2400 Information Technology | 24 4300 Patriot III Dorm                     | 37 Parking Lot 4 ( <i>Staff Only</i> )      |
| 12 2300 Student Success Center | 25 4400 Patriot I Dorm                       | 38 Parking Lot 5                            |
| 13 Pavilion                    | 26 4500 Patriot II Dorm                      | 39 Parking Lot 6                            |
|                                |  | 40 Parking Lot 7                            |

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Note: The numbers on the map refer to the key above. In other words, there is no "Parking Lot 40" or "Building 16". Those numbers refer to parking lot 7 and the 3000 Tower Student Union building, respectively.

## Student Development Staff

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<p>Austin Powell <i>Residence Director</i> <a href="mailto:Austin.powell@arizonachristian.edu">Austin.powell@arizonachristian.edu</a> 602-489-5300 x3504</p>	<p>Emili Cabrera, M.Ed. <i>Residence Director &amp; Coordinator of Campus Recreation</i> <a href="mailto:emili.cabrera@arizonachristian.edu">emili.cabrera@arizonachristian.edu</a> 602-489-5300 x3508</p>
<p>Danielle Turnbull <i>Residence Director</i> <a href="mailto:danielle.turnbull@arizonachristian.edu">danielle.turnbull@arizonachristian.edu</a> 602-489-5300 x3507</p>	<p>Melissa Ingraham, M.A., LPC <i>Director of Counseling Services</i> <a href="mailto:Melissa.ingraham@arizonachristian.edu">Melissa.ingraham@arizonachristian.edu</a> 602-489-5300 x3511</p>

## Departmental Contacts

Admissions/Welcome Center	admissions@arizonachristian.edu
Advancement	advancement@arizonachristian.edu
Academic Affairs/Faculty	academic@arizonachristian.edu
Academic Center/Advising	brenda.spear@arizonachristian.edu
Athletics	athletics@arizonachristian.edu
Business Office/Student Accounts	businessoffice@arizonachristian.edu
Campus Safety	campussafety@arizonachristian.edu
Crime/Safety Tips	acutips@arizonachristian.edu
Counseling Services	counselingcenter@arizonachristian.edu
Dining Services (Sodexo/Cafeteria)	foodservice@arizonachristian.edu
Dining Plans (Meal Plan Questions)	reslife@arizonachristian.edu
Disability Services	brenda.spear@arizonachristian.edu
Facilities/Maintenance	maintenance@arizonachristian.edu
Financial Aid	financialaid@arizonachristian.edu
Foundations	foundations@arizonachristian.edu
General Information/Questions	info@arizonachristian.edu
Human Resources	human.resources@arizonachristian.edu
Information Technology (IT)	helpdesk@arizonachristian.edu
Library	library@arizonachristian.edu
Marketing/ACU Brand and Logo	marketing@arizonachristian.edu
Parking Citation Appeals	acuappeals@arizonachristian.edu
President's Office	president@arizonachristian.edu
Provost & COO's Office	provost@arizonachristian.edu
Registrar	registrar@arizonachristian.edu
Residence Life	reslife@arizonachristian.edu
Spiritual Life/Spiritual Formation	spiritual.formation@arizonachristian.edu
Special Events/Facility Rental	specialevents@arizonachristian.edu
Student Conduct/Academic Integrity	studentconduct@arizonachristian.edu
Student Development	studentdevelopment@arizonachristian.edu
Testing Center	academiccenter@arizonachristian.edu
Title IX	acutitleix@arizonachristian.edu
Writing Center	writingcenter@arizonachristian.edu

## Academic Advising

Each student is assigned a faculty advisor who provides academic guidance as well as supportive care during the student's time at Arizona Christian University. Even though assistance is provided for academic planning, students must be aware that they are ultimately responsible for staying on track with the academic program so that graduation requirements will be met. Additional academic services are provided through the Academic Center.

## Academic Center (Tutoring and Testing)

The Academic Center (AC) consists of a Tutoring and Testing Center. Tutors are free and are available through the Director of Academic Services.

## Academic Integrity

Academic work is evaluated on the assumption that the work presented is the student's own, unless designated otherwise. Anything less is unacceptable and is considered academically dishonest. Academic honesty is expected of all ACU students. Violations may result in disciplinary actions, which are documented and maintained in a permanent file. Procedures vary according to circumstances. Actions that may be taken include a reprimand, a written warning, a failing grade for the work involved, failure of the course, suspension or expulsion from the academic program or University.

Incidents of academic dishonesty include but are not limited to: cheating; plagiarism; falsification of data, records, and official documents; collusion; malicious interference/tampering with University property; multiple submissions; and violations of course rules.

Faculty are permitted to handle incidents of academic dishonesty as they arise. Faculty are permitted to determine if a student can be held responsible for academic integrity violations and may issue reasonable consequences or sanctions that align with the course's rules or intended outcomes. After a decision is made and the process is final, an Academic Integrity Form must be completed and forwarded to the Dean of Students for official documentation. Forms are stored in a confidential, secure file. When reports of academic dishonesty reach the Dean's office, they are checked for prior offenses. Repeat offenders may necessitate further review and disciplinary action, as determined by the Dean of Students.

### **Standards of Academic Integrity<sup>1</sup>**

All students are strictly prohibited from the following academic violations:

**Cheating.** Cheating is committing fraud on an exam, report, paper, or other course assignment or requirement. Students shall not, without prior approval of the instructor, use or attempt to use material not intended for student use, information, instructor designated materials, or study aids in any form.

**Plagiarism.** Plagiarism is defined as representing another's work as one's own without acknowledgement or citation. Students shall not replicate or assume the ideas, thoughts, theories, formulas, illustrative work, or words of another person without proper acknowledgement and citation.

**Unauthorized Collaboration.** Many classes will emphasize working with a partner or in groups. Additionally, ACU encourages students to be supportive of one another. Unless otherwise approved by the course instructor it is assumed that all work submitted is the product of the sole student. Simply discussing assignments is not a violation of the Code. Students must submit work that is original to them and will only collaborate when given permission by the course instructor.

**Falsification of Data, Records, and Official Documents.** Altering or manufacturing information submitted for a grade, publication, admission (to the university or a class), or for an excused absence. Students shall not falsify or provide manufactured data on academic work, Admissions information, student records, grades, or documentation to or from instructors.

**Collusion.** Assisting another person in academic misconduct or allowing academic misconduct to happen while having knowledge of the act is equivalent to committing the specific act. The institution encourages students to be supportive of one another; however, we strongly discourage students from wholly sharing work. There is a difference between helping a fellow student work through a

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<sup>1</sup> Elements of this policy were reprinted and adapted with permission from Texas A&M University-Central Texas granted on January 27, 2017.

problem and allowing that student to copy your work. Students who have knowledge of academic misconduct prior to or after its completion are expected to share that information with the instructor.

Malicious interference/tampering with University property. Stealing, changing, destroying, gaining unauthorized access to, or impeding another's work. It is considered a violation of academic integrity to steal, change, destroy, or in some way tamper with a person's work or computer access.

Multiple Submissions. Multiple submissions are defined as students submitting a graded assignment or course requirement more than once without prior approval from the instructor. Unless given specific prior permission, students are expected to only submit academic work once.

Violation of Course Rules. Instructors and academic programs and departments are tasked with creating courses that will challenge students and create an optimal learning experience. Syllabi and other instructions given by instructors are used to communicate course rules. A student shall not violate rules established by the course syllabus, verbal or written instructions, department or programmatic standards, or materials related to the content of the course.

### **Jurisdiction**

Arizona Christian University's Academic Integrity policy applies to all academic work completed by current and former students during their time of enrollment at ACU. The University reserves the right to revoke course credit or a degree from a former student or graduate who is found responsible for an academic integrity violation. The University reserves the right to withhold transcripts or not award a degree if a student fails to participate in the Academic Conduct Process.

### **Authority**

Arizona Christian University reserves the right to initiate the Academic Conduct Process for any reported incident related to Academic Integrity that occurs (or occurred) during any periods of the student's enrollment. Incidents of Academic Integrity fall under the authority of the Provost and Chief Operating Officer of Arizona Christian University. Under the direction of the Provost and Chief Operating Officer, the Student Development Division (via the Dean of Students and his/her designees) is charged with administrative oversight of the disciplinary process and collaborates with faculty members and the Dean of Academic Affairs to determine appropriate responses for alleged Academic Integrity Violations. Faculty members are responsible for conducting the Academic Conduct Process for incidents related to academic courses and the Student Development Division is responsible for incidents related to co-curricular requirements. Faculty members/instructors who choose to investigate incidents of Academic Integrity are assumed to be objective and free of bias.

### **Level of Proof**

Arizona Christian University's Academic Conduct Process is separate from Criminal or Civil Systems. As an educational institution, Arizona Christian University has created its Academic Conduct Process to promote the education, development, and spiritual growth of its students and it is not to be equated with Constitutional Due Process. With that, Arizona Christian University's Academic Conduct Process does not adhere to the standard rules of evidence used in Criminal Systems when determining guilt or responsibility (i.e. beyond a reasonable doubt). Instead, Arizona Christian University's Academic Conduct Process utilizes a Preponderance of Evidence standard (i.e. 51%; more likely than not) when determining responsibility.

### **Confidentiality**

Incidents involving academic integrity are part of student's educational record and are therefore protected under the Family Educational Rights and Privacy Act (FERPA) of 1972. Individuals involved in the Academic Conduct Process are permitted to only discuss the matter with the student, unless



permitted under FERPA, Title IX, Clery Act or other regulations related to student privacy. All individuals involved in the Academic Conduct Process are prohibited from making public comments on the matter. All requests for public comment should be referred to the President of the University.

### **Reporting an Academic Integrity Violation**

Any individual, both inside and outside the ACU community, may report an alleged violation of Academic Integrity by contacting the Student Development Division. In the report, individuals are asked to provide as much information as possible, including but not limited to:

- Description of the alleged violation.
- Date, time and place of the alleged violation.
- Name of the student(s) involved in the alleged violation.
- Name of the student organization(s) involved in the alleged violation (if applicable).
- Name of witness(es) to the alleged violation.
- Name, phone number, and email address of the individual filing the report.
- Any other supporting documentation or information related to the incident

Upon receiving a report, the Dean of Students (or his/her designee) will review the allegation and assign the case to an appropriate Hearing Officer. In general, all alleged violations by current students will be assigned to the instructor for the course in which the violation occurred. Alleged violations by former students, as well as egregious offenses by current students, will be collaboratively reviewed by the Dean of Students (or his/her designee), the Dean of Academic Affairs (or his/her designee), and the instructor of the course (if able). Faculty and other adjudicating administrators are trained by the Dean of Students to oversee the University's disciplinary processes. These individuals will serve as the official Conduct Officer(s) through the entire disciplinary process, from the time an incident is reported through completion.

### **Academic Conduct Process**

#### Review and Decision

When an instructor (or other designees) becomes aware of an alleged academic integrity violation, he/she may review and investigate the allegation and determine if the student is responsible based on a preponderance of evidence standard (50.1%, more likely than not). The decision of the instructor (or other designees) is considered final.

During an investigation, all individuals involved are expected to participate or risk being held responsible for the violations and/or risk further disciplinary action under the University's Failure to Comply Policy. Additionally, individuals may not obstruct the University's investigation process or risk further disciplinary action.

If the instructor determines the student is responsible, he/she may issue reasonable consequences or sanctions for the violation and notify the student of the decision. Students will be notified via their official university-issued email address or other reasonable form of communication. All students are required to check their official university-issued email regularly for official university communication. The incident is considered closed when the instructor notifies the student of the decision. If the instructor determines the student is not responsible, the instructor may dismiss the incident.

#### Outcome and Sanctions

Through the Academic Conduct Process, students found responsible may be issued specific consequences or sanctions. Arizona Christian University reserves the right to issue consequences or sanctions that achieve its educational objectives and are based on fairness, education, and respect. In most cases, potential consequences or sanctions for Academic Integrity Violations might include, but are not limited to:

- Verbal Reprimand
- Written Reprimand
- Reflection essay or other educational assignment
- Reduction of the coursework's grade by a percentage point or letter
- Failure of the assignment/coursework
- Reduction of the course grade by a percentage point or letter
- Failure for the course
- Failure of the co-curricular requirement/loss of credit
- Additional co-curricular requirements
- Disciplinary Probation\*. Disciplinary Probation is defined as a designated period of time in which any further disciplinary issues could put the student at risk for escalated sanctions by the University, including suspension or expulsion. At a minimum, the disciplinary probation period involves the rest of the current semester. The University reserves the right to determine the appropriate length of a disciplinary probation.
- Suspension\*. Suspension involves removal from the University community for a designated period of time with the possibility of readmission. Suspended students are prohibited from entering any University owned or operated property or attend any University function without written consent from the Dean of Students. At a minimum, the length of suspension generally includes the rest of the current semester plus one (1) full semester. Depending on the circumstance, the University reserves the right to determine the effective date and appropriate length of a suspension, including an indefinite suspension. If the suspension occurs after the Drop/Add period, suspended students will be involuntarily withdrawn and receive a grade of W for each course. Additionally, suspended students lose all tuition, housing/dining and University fees, coursework, or other privileges granted to enrolled students.
- Expulsion\*. Expulsion involves permanent removal from the University community without the possibility of readmission. Expelled students are prohibited from entering any University owned or operated property or attend any University function without written consent from the Dean of Students. If the expulsion occurs after the Drop/Add period, expelled students will be involuntarily withdrawn and receive a grade of W for each course. Additionally, expelled students lose all tuition, housing/dining and University fees, coursework, or other privileges granted to enrolled students.

\*Sanction option reserved for Dean of Students only.

### Completion

If an instructor (or other designees) finds a student responsible and issues consequences and sanctions accordingly, he/she must complete the process by notifying the Dean of Students office of the incident by submitting an Academic Integrity Form. The Dean of Students office officially documents all information related to incidents of Academic Integrity and records it to the student's permanent file.

### Failure to Complete Sanctions

Students found responsible for violations are expected to meet all requirements, obligations, and/or deadlines of the assigned sanction. Additionally, in cases where students are assigned educational sanctions (including, but not limited to, reflection essays, letters of apology, participating in a seminar, etc.), students are expected to put forth an honest, respectful, and thoughtful effort. Failure to complete sanctions under these standards may result in further disciplinary action under the University's Failure to Comply policy, with sanctions including disciplinary probation, suspension or expulsion.

## Appeals

Students wishing to appeal an Academic Integrity Violation decision must submit the request in writing to the Dean of Students no more than two (2) business days after the initial outcome and sanction decision is communicated. Appeal requests may only be considered if one of the following criteria are met:

- **Procedural error:** The University did not follow its own published procedures.
- **New Information:** New information not considered during the process becomes available and could significantly alter the outcome, including evidence of bias.

Written requests must include the grounds for which the appeal is being requested and any supporting documentation, including new information. The Dean of Students will respond to the appeal within five (5) business days of receipt. If criteria for an appeal are not met, the Dean of Students will notify the Appellant that the request is denied and the original outcome and sanction is final. Additional requests are not permitted. If criteria for an appeal are met, the Dean of Students will render a decision that will either:

- Uphold the original outcome and sanction(s)
- Uphold the original outcome and lessen the sanction(s)
- Reverse the original outcome
- The Dean of Students cannot increase sanctions

Students will be notified via email of the Dean of Students decision. The Dean of Students decision is final. Students are only permitted one (1) appeal.

## **Multiple Violations**

Students found responsible for committing a second (or more) violation will be subject to the Student Conduct Process under the direction of the Dean of Students. Students found responsible for violating the University's Academic Integrity policy on multiple occasions will be seriously considered escalated sanctions, including suspension or expulsion.

## **Academic Probation**

Please refer to the current Academic Catalog for information related to Academic Probation.

## **Accreditation**

Arizona Christian University is accredited by the Higher Learning Commission (HLC) and a member of the North Central Association. The HLC is located at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411. The HLC can be reached at (312) 263-0456 or (800) 621-7440 or online at [www.hlcommission.org](http://www.hlcommission.org).

## **ACU Alumni Relations and Alumni Association**

ACU seeks to keep its alumni connected and updated on University news and events through newsletters, social media, email announcements, and periodic mailings. Homecoming provides an annual time of fellowship and opportunities to renew old ties with friends and members of the ACU family.

## **ACU Brand and Logo Usage**

The Arizona Christian University Advancement Department oversees the proper use of ACU's brand and logos. Campus groups (clubs, organizations, teams, etc.) or individuals wishing to use the ACU name, logo, implied name, or ACU brand for any purpose must seek prior approval through the

Advancement Department. To begin the approval process or for additional questions, please consult the University's Marketing Department.

## Administrative Withdrawal

Arizona Christian University is concerned with the health, safety, and wellness of all students and strives to assist students in being successful academically and socially. In some cases, it may be in the best interest of the student to withdraw from classes and take a leave of absence to focus on their health and well-being and/or protect the health and safety of the University community. In these cases, students will be contacted by Student Development to discuss appropriate steps in voluntarily withdrawing from courses. Decisions on Administrative Withdrawals are under the authority of the Dean of Students.

The University may initiate or consider requests for an administrative withdrawal when:

1. A student experiences serious medical or health related issues that impede their ability to be academically successful or meet minimal academic or community standards. This includes both physical and mental health.
2. A student experiences a significant event outside of their control that impedes their ability to be academically successful or meet minimal academic or community standards. Examples may include, but are not limited to, serious illness of a dependent child or spouse, death of an immediate family member, etc.
3. A student is suspended or expelled for failing to meet academic requirements or conduct standards.

In unique cases, Arizona Christian University may have to initiate an involuntary withdrawal or leave of absence when a student demonstrates physical, psychological, or emotional behavior that prevents them from meeting minimal academic or community standards. Decisions on Involuntary Withdrawals are under the authority of the Dean of Students.

This policy applies to students under the following criteria:

- The student's behavior poses a severe danger to the life, health and/or safety of the student or other members of the University community, or to the University, its property, or to the property of another member of the University community. Examples may include threats or attempts of suicide, homicide, self-mutilation, assault, vandalism, or theft.
- The student's behavior severely impedes or disrupts the physical, psychological, or emotional distress of other members of the University community or to the educational process or functions of the University.
- The student refuses to cooperate with a recommended evaluation or treatment procedure, and the student's physical, psychological, or emotional health would continue to deteriorate without the evaluation or treatment, resulting in disability, impairment, or inability to function.
- The student's physical, psychological, or emotional condition is so severe that it is beyond the treatment resources of the University and without outside treatment the student's condition would result in disability, impairment, or inability to function.

When the University has evidence of the behavioral problems listed above, a medical and/or psychological evaluation may be required, the results of which will be provided to the Dean of Students. In addition, the Dean of Students or his/her designee may consult with the student about his/her behavior and to the extent permitted by law may also notify the student's parent, guardian or other appropriate adult. The Dean of Students will make the final decision regarding approval of an involuntary withdrawal or leave of absence.

In the event an Involuntary Withdrawal is initiated:

- The student has the right to be informed of all pertinent information leading to the withdrawal/leave of absence decision.
- The length of the withdrawal/leave of absence will be disclosed. The University reserves the right to determine the appropriate length of the Involuntary Withdrawal on a case-by-case basis, including an indefinite period of time.
- The conditions under which a student may return to the University will be identified at the time of the withdrawal/leave of absence.

Students who are administratively withdrawn after the Drop/Add period will receive a grade of W for each course. Additionally, students who are administratively withdrawn after the Drop/Add period lose all tuition, housing/dining and University fees, coursework, or other privileges granted to enrolled students.

Students seeking readmission to the University after an Administrative Withdrawal should refer to the “Readmission after Administrative Withdrawal” section of this Student Handbook.

## Alcohol and Substance Abuse Policy

The Drug-Free Schools and Communities Acts Amendments of 1987, Public Law 101-226, requires that, as a condition of receiving funds or any other form of financial assistance under any Federal Program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. This Federal mandate coincides with the strong desire of the Arizona Christian University administration to maintain a campus free from alcohol, illegal drugs or substances, and the misuse of legal drugs or substances.

### Alcohol<sup>2</sup>

The ACU campus is a dry campus, and it is expected that its underage students will not engage in behavior that includes alcohol consumption. Possession or use of alcoholic beverages in University owned or operated facilities, during University sponsored academic, athletic, or University trips (conferences, mission trips, athletic competitions or any trip in conjunction with Arizona Christian University), and during University sponsored activities, is prohibited, no matter what the age of the student. Contributing to the consumption of alcohol or being complicit to alcohol use by underage students at any time, any place is expressly prohibited. Alcoholic beverage containers (beer bottles, beer cans, wine bottles, and hard alcohol bottles), alcoholic paraphernalia (shot glasses, beer bong, etc.), posters, and other items promoting and advertising alcoholic beverages are not permitted in residence halls, or any other setting on campus.

Students violating any part of this policy may be subject to the disciplinary process as expressed in the Student Conduct Process outlined in this handbook, as well as subject to local, state, or federal authorities for prosecution. Intoxication or impairment of any student, regardless of age at any time, on campus property either owned or operated, or at any time off-campus will result in disciplinary sanctions.

Of-age students are allowed to use their discretion as to whether alcohol use will be a part of their lives in off-campus settings. It is the University’s hope that students will weigh this decision and pray earnestly about it, processing how alcohol use will affect their ministry and calling on their life. The University, however, will not tolerate underage drinking of any kind, and of-age students found in an environment where underage drinking is present will be entered into the discipline process at the

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<sup>2</sup> Elements of this policy were reprinted and adapted with permission from Colorado Christian University granted on March 7, 2017.

appropriate level. In this sense, the University is asking that its of-age students' role model the inappropriateness of underage drinking by confronting students in situations where illegal behavior is occurring. The University will not tolerate students, whether of legal drinking age or not, supplying or distributing alcohol to minors, contributing to an atmosphere where underage drinking can occur, or serving as the conduit to procure alcohol for minors. In addition students who are of legal drinking age and are found accountable for "knowledge of a violation of University policy" may face a higher sanction than those students under the legal drinking age.

In accordance with Arizona Christian University's Statement of Commitment, students are expected to help keep fellow students accountable for their actions and upholding all University's policies, including all elements of this Alcohol policy.

Students who find that they are struggling with alcohol, its use, and its role in their lives, are encouraged to come forward on their own will with no threat of disciplinary action, but instead will receive help, guidance, and love.

#### Potential Sanctions (Alcohol)

The University's response to alcohol violations can vary based on the severity and repetition of the violation(s). In general, a student's third alcohol violation for consumption, possession, or paraphernalia will result in separation from the university in the form of suspension. Students participating in distributing alcohol may be separated from the university on the first violation. For more information of potential sanctions, see the Student Conduct Process section.

#### **Illegal Drugs and Other Substances<sup>3</sup>**

This section describes the University's policy regarding the sale, manufacture, distribution, possession and use of illegal drugs on or off University property or at University-sponsored events or programs in accordance with federal, state and local laws. Examples of violations include:

- Misuse of over-the-counter drugs.
- Misuse or sharing of prescription drugs.
- Possessing, using, being under the influence of, distributing, or manufacturing any form of illegal drug.
- Possessing paraphernalia (i.e., rolling papers, pipes, bongs, etc.) for intended or implied use of any form of illegal drug.
- Possessing paraphernalia that contains or appears to contain illegal drug residue.
- Purchasing or passing illegal drugs from one person to another.
- Using mail services to purchase, pass, or distribute illegal drugs.

As a part of the campus commitment to be drug free, the University upholds all laws against distribution, use, knowing about, and possession of any controlled substance on- or off-campus, in University operated facilities and at University events or activities. Students engaging in activity, which include the presence of illegal drugs or the abuse of legal prescription drugs in any way on campus, or at any time in the off-campus community, will be dealt with swiftly and quickly. It is the University's solid belief that illegal drugs of any kind are wholly inappropriate in the lives of its students. The University will cooperate fully with local and federal authorities when dealing in situations involving them. It is the University's hope that any student who finds himself or herself faced in a situation where drugs are being used will immediately leave the situation or call the appropriate authorities.

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<sup>3</sup> Elements of this policy were reprinted and adapted with permission from Colorado Christian University granted on March 7, 2017.

In addition to illegal drugs, students are prohibited from using prescriptions that are not prescribed to that individual and substances that are meant to illicit a feeling of being “buzzed”, high or intoxicated. The use of any substance to alter one’s personality, behavior, physical or emotional state or to enhance academic or athletic performance is strictly forbidden. Violators of this policy will be subject to disciplinary sanctions as outlined in the standards of conduct section of this handbook. Students who find themselves in a dependence situation involving drugs are encouraged to come forward to any faculty or staff member on their own with no threat of disciplinary action and a promise of help, assistance, and love.

### **Medical and Recreational Marijuana**

Although Arizona state law permits the use of medical and recreational marijuana, marijuana remains illegal in Arizona under federal law. Federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession, or cultivation of marijuana for medical purposes is therefore not allowed in any Arizona Christian University housing or any other Arizona Christian University property; nor is it allowed at any University related event or activity on or off campus.

More importantly, however, Arizona Christian University is committed to maintaining a God-honoring Christian community and educational environment. Arizona Christian University’s conduct standards are not just based on the law but on our expectations for Christian conduct. It is our firm belief that possessing and using drugs like marijuana is damaging to our relationship with Christ, our witness to others, and our ability to transform culture with truth.

Sanctions for violations related to marijuana will be consistent with all other illegal drugs and substances.

### **Potential Sanctions (Illegal Drugs and Substances)**

First violations related to illegal drugs and substances, in particular possession, use, and paraphernalia, is grounds for suspension and/or expulsion and other sanctions. The manufacture or distribution of illegal drugs or substances is grounds for expulsion on the first violation. For more information of potential sanctions, see the Student Conduct Process section.

### **Drug Testing and Searches**

The University exercises its right to require drug testing of any and all students at any time, and also students suspected of drug use, and as a potential sanction for previous drug use. Searches of students, their rooms, possessions, and automobiles will be conducted if reasonable cause exists to suspect possession of illegal drugs or substances and/or alcohol. In the event a drug test is required, the student will be charged for this screening process. Students who fail a drug test will be subject to escalated sanctions, including disciplinary probation, suspension, or expulsion. Refusal of a drug screen will be considered and treated as a drug test failure.

Note: Alcohol and Illegal Drugs or Substances may be turned over to local law enforcement, who may elect to pursue criminal charges separate from ACU’s Student Conduct Process.

### **Concerned Student Clause**

Arizona Christian University realizes that this Alcohol and Substance Abuse Policy may discourage students who are under the influence of alcohol and/or illegal drugs or substances from seeking medical or other professional attention for fellow students that are impaired by or under the influence of alcohol and/or illegal drugs and substances. In order to promote the health and welfare of the ACU community, ACU has established a “Concerned Student Clause” that will not subject Concerned Students to the standard Student Conduct Process, unless the situation puts the health and safety of the University community in substantial jeopardy. Following the incident, Concerned

Students will still be required to meet with Student Development staff to discuss the incident. The Concerned Student may still receive some consequences for their involvement in the incident, but will not be placed on probation, suspended, or expelled. Information pertaining to a Concerned Student's involvement will be kept for internal, University purposes, but will not go on their official University record or be shared with external parties. Permitted under FERPA, parents or guardians of students under the age of 21 found responsible in incidents involving alcohol and/or illegal drugs or substance incidents will be notified via letter.

### **Alcohol and Substance Abuse Notification Policy**

According to the Higher Education Amendments of 1998 to the Family Educational Rights and Privacy Act (FERPA), educational institutions are permitted to notify parents or guardians of students under the age of 21 found responsible in incidents violating federal, state, or local laws or institutional policies related to alcohol and/or illegal drugs or substances.

Arizona Christian University understands that parents and guardians play a vital role in student success and works to involve parents and guardians in situations related to alcohol and/or illegal drugs and substances. Parents or guardians of students under 21 may be notified in the following situations:

1. A student is found responsible for violating federal, state, or local laws pertaining to alcohol and/or illegal drug and substances.
2. A student is found responsible through the Student Conduct Process of violating University policy related to alcohol and/or illegal drug and substances.
3. A student is sent to a medical facility to receive treatment for alcohol and/or illegal drug and substance abuse.
4. A student inflicts harm to him/herself or others while under the influence of alcohol and/or illegal drug and substances.
5. A student is found responsible for vandalism while under the influence of alcohol and/or illegal drug and substances.
6. Other situations deemed appropriate by the Dean of Students.

### **Health Risks<sup>4,5</sup>**

In accordance with the Drug-Free Schools and Communities Act of 1989, this section provides students with information on the potential health risks associated with the use of alcohol, tobacco, and illegal drugs or substances.

#### Tobacco and Nicotine

Smokers are more likely than nonsmokers to contract heart disease. Lung, larynx, esophageal, bladder, pancreatic, and kidney cancers also strike smokers at increased rates. Thirty percent of cancer deaths are linked to smoking. Chronic obstructive lung diseases, such as emphysema and chronic bronchitis, are 10 times more likely to occur among smokers than among nonsmokers. Smoking during pregnancy also poses risks, such as spontaneous abortion, pre-term birth, and low birth weights. Fetal and infant deaths are more likely to occur when the pregnant woman is a smoker. Nicotine is both psychologically and physically addictive.

#### Alcohol

Low doses significantly impair the judgment and coordination needed to operate vehicles.

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<sup>4</sup> U.S. Dept. of Education (1989). What Works: Schools Without Drugs. (Rockville, MD: National Clearinghouse for Alcohol and Drug Information, 1989), pp 61-72.

<sup>5</sup> National Institute on Drug Abuse, NIDA Capsules, (Rockville, MD: Press Office of the National Institute on Drug Abuse, 1986).



Small amounts can also lower inhibitions. Moderate to high doses cause marked impairments in higher mental functions, and loss of memory and the ability to learn and remember information. High doses cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation.

#### Cannabis (Marijuana, Hashish, Hashish Oil, Tetrahydrocannabinol)

Physical effects of cannabis include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, reduce ability to perform tasks requiring concentration and coordination, and impair driving ability. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana, hashish, THC, etc., can also produce paranoia and psychosis. Long term use may result in possible lung damage, reduced sperm count and sperm motility, and may affect ovulation cycles. Cannabis can also be psychologically addictive.

#### Inhalants (Nitrous Oxide, Amyl Nitrite, Butyl Nitrite, Chlorohydrocarbons, Hydrocarbons)

Immediate effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage. Deeply inhaling vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing oxygen in lungs. Long-term use can cause weight loss, fatigue, electrolyte imbalance, muscle fatigue, and permanent damage to the nervous system.

#### Cocaine (Crack)

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause nasal irritation; chronic use can ulcerate the mucous membrane of the nose. Crack or freebase rock is extremely addictive. Physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by cardiac arrest or respiratory failure.

#### Stimulants (Amphetamines, Methamphetamines, Crank, Ice)

Stimulants cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. Amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to physical effects, feelings of restlessness, anxiety, and moodiness can result. Use of large amounts over a long period of time can cause amphetamine psychosis that includes hallucinations, delusions, and paranoia. The use of amphetamines can cause physical and psychological dependence.

#### Depressants (Barbiturates, Methaqualone, Tranquilizers)

Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Large doses can cause respiratory depression, coma, and death. Combination of depressants and alcohol can multiply effects of the drugs, thereby multiplying risks. Babies born to mothers who abuse depressants during pregnancy

may be physically dependent on the drugs and show withdrawal symptoms shortly after birth. Birth defects and behavioral problems may also result. The use of depressants can cause both physical and psychological dependence.

Hallucinogens (PCP, LSD, Mescaline, Peyote, Psilocybin)

Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls intellect and instinct. PCP blocks pain receptors, and users can have violent PCP episodes resulting in self-inflicted injuries. Lysergic acid diethylamide (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors.

Narcotics (Heroin, Methadone, Codeine, Morphine, Meperidine, Opium)

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes and itching. Overdoses may produce respiratory depression, clammy skin, convulsions, coma and death. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms. Use of narcotics can cause physical and psychological dependence.

Designer Drugs (Analog of Fenetyl, Analog of Meperidine, MDMA, Ecstasy Analog of PCP)

Many "designer drugs" are related to amphetamines and depressants and have mild stimulant and depressant properties. Use can produce severe neurochemical damage to the brain. Narcotic analogs can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analog of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. Analog of PCP cause illusions, hallucinations, and impaired perception.

Anabolic Steroids

Steroid users subject themselves to more than 70 side effects, ranging in severity from acne to liver cancer, including psychological as well as physical reactions. The liver and cardio-vascular and reproductive systems are most seriously affected by use. In males, use can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects in both sexes include very aggressive behavior, known as "road rage", and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

**Legal Sanctions**

In accordance with the Drug-Free Schools and Communities Act of 1989, this section provides students with information on the potential legal sanctions associated with alcohol, tobacco, and/or illegal drugs or substances.

Arizona State Criminal Drug Penalties

Marijuana (A.R.S. § 13-3405)		
Possession, use, production, sale or transportation of marijuana		
Quantity	Activity	Penalty
Less than 2 lbs.	Possession or Use	Class 6 felony
2-4 lbs.	Possession or Use	Class 5 felony
4+ lbs.	Possession or Use	Class 4 felony
Less than 2 lbs.	Possession for Sale	Class 4 felony
2-4 lbs.	Possession for Sale	Class 3 felony
4+ lbs.	Possession for Sale	Class 2 felony

Less than 2 lbs.	Transport, Import	Class 3 felony
2+ lbs.	Transport, Import	Class 2 felony

Peyote (A.R.S. § 13-3402) Possession and sale of peyote; classification	
Activity	Penalty
Possession, Sale, Transfer	Class 6 felony

Narcotic Drugs* (A.R.S. § 13-3408) – any amount <small>*as defined in A.R.S. § 13-3401 includes (among others) Cannabis, Cocaine leaves, Fentanyl, Opium, Codeine, Heroin</small>	
Possession or use	Class 4 felony
Possession of equipment/chemicals to manufacture	Class 3 felony
Possession for sale	Class 2 felony
Manufacture	Class 2 felony
Administer	Class 2 felony
Obtain by fraud	Class 3 felony
Transport, import	Class 2 felony

Dangerous Drugs* (A.R.S. § 13-3407) – any amount <small>*as defined in A.R.S. § 13-3401(6), include (among others) LSD, Mescaline, Psilocybin, Amphetamine, Methamphetamine, Barbiturate.</small>	
Possession or use	Class 4 felony
Possession for sale	Class 2 felony
Possession of equipment to manufacture	Class 3 felony
Manufacture	Class 2 felony
Administer	Class 2 felony
Obtain by fraud	Class 3 felony
Transport, import	Class 2 felony

Sentence for Convictions (A.R.S. § 13-701) <small>Subject to more severe penalties for dangerous and repetitive offenders A.R.S. § 13-604, offenses involving or using minors, A.R.S. § 13-4309 and other aggravating circumstances as set for in A.R.S. § 13-702, the following terms of imprisonment shall follow a conviction for a first offense:</small>	
Class 2 felony	5 years
Class 3 felony	3.5 years
Class 4 felony	2.5 years
Class 5 felony	1.5 years
Class 6 felony	1 year
<small>Conviction and probation may also include monetary fines, mandatory drug testing and community service. Penalties will be increased for violations that occur in drug-free school zones (A.R.S. § 13-3411)</small>	

### Federal Criminal Penalties

### FEDERAL TRAFFICKING PENALTIES (NON-MARIJUANA)

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	<b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual,	5 kgs or more mixture	<b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	

Heroin (Schedule I)	100–999 grams mixture	<p>\$25 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	1 kg or more mixture	<p>million if not an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p><b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture	
<b>PENALTIES</b>				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p><b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>		
Flunitrazepam (Schedule IV)	1 gram			
Other Schedule III drugs	Any amount	<p><b>First Offense:</b> Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>		
All other Schedule IV drugs	Any amount	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>		
Flunitrazepam (Schedule IV)	Other than 1 gram or more			
All Schedule V drugs	Any amount	<p><b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		
<p>Source: <a href="https://www.getsmartaboutdrugs.gov/sites/getsmartaboutdrugs.com/files/publications/Drugs%20of%20Abuse%202020-Web%20Version-508%20compliant-4-24-20.pdf">https://www.getsmartaboutdrugs.gov/sites/getsmartaboutdrugs.com/files/publications/Drugs%20of%20Abuse%202020-Web%20Version-508%20compliant-4-24-20.pdf</a> Retrieved June 2, 2021</p>				

## FEDERAL TRAFFICKING PENALTIES - MARIJUANA

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture	Not less than 20 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine \$1 million if an individual,	Not less than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million

	More than 1 kg of hashish oil; 50 to 99 marijuana plants	\$5 million if other than an individual.	if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) marijuana plants;  1 to 49 marijuana plants;	Not less than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual	Not less than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		
Source: <a href="https://www.getsmartaboutdrugs.gov/sites/getsmartaboutdrugs.com/files/publications/Drugs%20of%20Abuse%202020-Web%20Version-508%20compliant-4-24-20.pdf">https://www.getsmartaboutdrugs.gov/sites/getsmartaboutdrugs.com/files/publications/Drugs%20of%20Abuse%202020-Web%20Version-508%20compliant-4-24-20.pdf</a> Retrieved June 2, 2021			

\*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

### Alcohol and Drug Abuse Education

In accordance with the Drug-Free Schools and Communities Act of 1989, this section provides students with information on programs that can provide help or assistance to those struggling with alcohol and/or illegal drug or substance abuse.

Arizona Christian University is committed to helping students seek confidential, professional assistance for matters involving alcohol and/or illegal drug or substance abuse. All ACU student can partake in ACU provided Counseling Services free of charge, as well as speak with staff in the Student Development Division.

Educational information regarding alcohol and drug abuse can be found through Arizona Christian University's counseling services. Additional resources and prevention information can be found on our Campus Safety website:

<http://arizonachristian.edu/campussafety/victim-resources/>.

Counseling referrals are available to both students and staff. Counseling and treatment programs are confidential. All students and employees are encouraged to participate in drug awareness education offered through University's counseling services.

ACU recognizes alcohol, drug and chemical dependency as illnesses and as a major health concern. Counseling and referrals are available for students through Student Development 602-489-5300 x3501 or the On-Site Counseling Center at [counselingcenter@arizonachristian.edu](mailto:counselingcenter@arizonachristian.edu).

Additional resources can be found on our Campus Safety website

<http://arizonachristian.edu/wp-content/uploads/2015/03/Alcohol-Resources-and-Prevention.pdf>

In addition to these campus-based programs and offices, students may also contact outside resources such as Alcoholics Anonymous and Narcotics Anonymous.

Alcoholics Anonymous 602-957-7457

Narcotics Anonymous 1-800-677-1462

### Athletics

Arizona Christian University is a member of the National Association of Intercollegiate Athletics (NAIA), the Golden State Athletic Conference (GSAC), and Central States Football League (CSFL).

## Eligibility

For a student to be eligible for any intercollegiate competition in the NAIA, the institution must ensure that the student conforms to the following regulations (\*please note: a complete guide for eligibility, including exceptions, is found on the NAIA website noted in the section below):

1. The student must be a graduate of an accredited high school or have earned a graduate equivalent degree (GED).
2. All students must be enrolled in a recognized academic program and be making progress toward a 4 year degree at the attending university.
3. All students must be enrolled in a minimum of 12 credits at time of participation. If a student is enrolled in less than 12 credits, he/she will be considered part-time for eligibility purposes.
4. Second semester freshman students must:
  - a. Pass 9 credit hours his/her first term
  - b. Must have achieved a GPA of 1.6.
5. Thereafter, all students must pass 24 credit hours the two preceding terms of attendance and have a cumulative 2.0 grade point average (see "B" below).

## Academic Standards for NAIA and GSAC Conference

- A. The course load, satisfactory progress, eligibility, residency, and transfer rules must be in accordance with appropriate NAIA Constitutions, Bylaws, and Policies, as well as GSAC Constitution, Bylaws and Policies. For more information on NAIA eligibility regulations, please visit [www.naia.org](http://www.naia.org) and for GSAC Eligibility Rules visit <http://gsacsports.org/>. If you have further questions, please contact Athletic Administration.
- B. Grade Point Average: To be eligible to compete in any sport at a GSAC institution, a third (3rd) semester or a fourth (4th) quarter student and thereafter, must have at the time of competition a cumulative grade point average of 2.0 (computed over the usual 4.0 scale) for all college level units attempted, completed, and awarded a letter grade. Letter grades included in these calculations shall be A, B, C, D, and F.

## Attendance Policy

Please refer to the current Academic Catalog for information related to ACU's Attendance Policy.

## Campus Safety

The Department of Campus Safety at Arizona Christian University is trusted by the community for the protection of life and property, promoting proactive crime and fire prevention techniques, and enforcing various administrative rules and regulations.

Our mission is to lead our community in the areas of safety and security. We accomplish our mission by partnering with our students, staff, faculty, adjuncts, volunteers, and guests to keep our campus safe and secure. Members of the University are encouraged to be alert to suspicious or criminal activity. Report all criminal actions and other emergencies immediately to Department of Campus Safety or Glendale Police.

- Campus Security (602) 489-5301
- Glendale Police (623) 930-3000
- Emergency 911

## Annual Security and Fire Safety Report

Arizona Christian University, in compliance with Violence Against Women Reauthorization Act of 2013, and The Campus Sexual Violence Elimination (SaVE) Act which amended the Clery Act, reports annually

to its employees, current and prospective students the statistics for the past three (3) years pertaining to reported crimes that have occurred on-campus, in certain non-campus buildings used by Arizona Christian University, and on public property within, or immediate adjacent to and accessible from the campus. This report includes the University's policies concerning campus safety, crime prevention, reporting incidents, prevention and awareness training relating to violence, sexual violence, domestic violence, and victim's rights.

### **Campus Security Act of 1990 (Clery Act)**

In compliance with the Student-Right-To-Know and Campus Security Act, Arizona Christian University seeks to provide a safe living environment. The University is concerned about the safety and welfare of its students and personnel. Therefore, in compliance with the Crime Awareness and Campus Security Act of 1990, the most current annual report on campus crime is located in the Campus Safety office. Members of the University family may request to view this report at any time. It covers the past five (5) years of activity.

### **Emergency Communication**

Arizona Christian University has partnered with Punch Alert as our mass notification system to provide an emergency response and direct communications between our Department of Campus Safety, students, faculty, adjuncts, staff, and guests. You can report an emergency quickly by pressing the red button to on-site responders and then discreetly share any additional emergency information through a text, photo, video, or recording. When you report an emergency, your location is sent to responders providing connected campuses and organizations real-time location tracking at the time of the emergency, for the duration of the emergency, and ending when the emergency is resolved.

Punch Alert allows Campus Safety, law enforcement, and fire department personnel the ability to manage an emergency in a coordinated and efficient manner from the time the emergency is received until it is resolved. ACU's mass notification system has a feature called "Post Tips." Our community can provide tips to Campus Safety relating to crimes, safety concerns, etc. The user in the Punch Alert App has the ability to provide text messages or photographs to Campus Safety in the event of emergency or other reportable incidents. Download the "Punch Alert" app to your smart phone to get timely warnings and other University notifications.

### **Timely Warnings**

In the event that a situation arises, either on or off campus that in the judgment of our Chief of Campus Safety and Executive Cabinet constitutes an ongoing or continuing threat, a campus-wide timely warning will be issued. The timely warning bulletins must be related to a crime that is reportable under The Clery or SaVE Act and represents a threat to the campus community; i.e. murder, robbery, sexual assault, arson, etc. as defined under Code of Federal Regulations 668.46(e).

Persons with information warranting a timely warning should immediately report the circumstances to the Department of Campus Safety, 1 West Firestorm Way, Glendale, AZ, 85306 or other University supervisory personnel (602-489-5301). The University's President or designee, in consultation with the Chief of Campus Safety, will approve all timely warnings prior to posting.

Reasonable steps will be taken to notify campus personnel, including but not limited to emails, texting, cell phones, voice messages, and/or public postings, as appropriate to the situation. Students, staff and faculty who wish to sign up for Punch Alert, our University's mass notification system, can do so online by logging onto the ACU Campus Safety website, and following the prompts ([www.arizonachristian.edu/campussafety](http://www.arizonachristian.edu/campussafety)).

## Emergency Response Plans

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the University will use this process:

1. Confirm that such an emergency exists;
2. Determine the appropriate segment or segments of the campus community to receive a notification;
3. Determine the content of the notification; and
4. Initiate the notification system.

The Chief of Campus Safety, or designee, will initiate the content of the notification, and deploy a message to the University's community if life safety/exigent circumstances exist. Otherwise if time allows, the notification will be reviewed by the University's President, and once approved the notification will be sent out via the University's mass notification system. Campus Safety will respond to and attempt to contain the incident, or mitigate the emergency until law enforcement authorities arrive.

The University President or designee will consult with the Chief of Campus Safety as soon as possible for updates on the emergency response, evacuation, and follow up plan of action to return the University back to "normal" operations. The Chief of Campus Safety will conduct an annual test of the University's emergency response and evacuation procedures:

- Tests may be announced or unannounced
- Emergency response and evacuation procedures are available through the online Campus Safety Computer web-based training and our Punch Alert Mass Notification App
- Notification will be done through our University's mass notification system.

Emergencies, accidents, injuries and other unexpected events can occur at any time and in any place. Being prepared both mentally and physically for the unexpected is the first and best defense to minimize an accident. Each of us must take a pro-active approach to providing a safe environment and, although no guide can cover all situations, standard emergency procedures will help prepare you should an emergency arise.

Campus Safety has published detailed emergency response plans and procedures on its website for various incidents, including:

- Accidents
- Active Shooter
- Bomb Threat
- Suspicious Package
- Earthquake
- Hazardous Materials Incident
- Medical Emergency
- Mental Health Emergency
- Fire/Alarm/Medical Emergency
- Threat/Assault
- Civil Disturbance
- Power Outage
- Flooding
- Evacuation

Those plans can be accessed by visiting the following site:

<http://arizonachristian.edu/campussafety/emergency-response-plans/>

Additionally, the Department of Campus Safety will provide annual education and training to faculty, adjunct faculty, staff, and students regarding:

- The University's Emergency Response Plan
- Active Shooter Training
- Evacuations and Fire Drills
- Hazardous Communications
- Violence Prevention/Awareness



- Domestic Violence Awareness and Prevention
- Sexual Violence Prevention/Awareness
- Dating Violence Prevention/Awareness
- Campus and Off Campus Alcohol Abuse Prevention/Awareness
- Self Defense Tips
- Victim's Rights
- How To Report Violence Related Crimes
- How To Report Crimes/Incidents Relating to the Clery and SaVE Acts

### **Missing Student Notification**

In accordance with the Higher Education Opportunity Act of 2008, Arizona Christian University has established a policy and procedure for reporting missing students. Before making a Missing Student report, individuals should contact all family members, friends, hospitals, social media, etc. to ensure there were no miscommunications or other reasons why the missing person has not be able to be contacted. At that time, a Missing Student report should be made to the Department of Campus Safety at 602-489-5301, and the law enforcement agency with jurisdiction over the incident.

In addition to the Department of Campus Safety, missing students may also be reported to any University official or representative, who will report the missing person to the Department of Campus Safety. The Department of Campus Safety will work with the local law enforcement agencies during the investigation.

### **Campus Sex Crimes Prevention Act (Arizona Sex Offender Notification Law)**

The Campus Sex Crimes Prevention Act mandates that convicted sex offenders, required to register under state law, must also disclose their association with institutions of higher education when applicable. Specifically affected are those registered sex offenders who attend as students, are employed by or employed at, or volunteer at institutions of higher education. The Arizona Department of Public Safety (DPS) has established the Arizona Sex Offender Information Center as required by Arizona Revised Statutes 13-3827. Arizona DPS is responsible for maintaining the site and annually verifies the addresses of all registered sex offenders. For more information go to [www.azdps.gov/services/sex\\_offender/](http://www.azdps.gov/services/sex_offender/).

ACU Department of Campus Safety may notify the campus community of a registered sex offender as required by law. The notification process could be through safety alerts on the campus safety webpage or posted at the Campus Safety office.

### **Violence Against Women Reauthorization Act of 2013 (VAWA)**

Arizona Christian University, in compliance with the Violence Against Women Reauthorization Act of 2013, and the Campus Sexual Violence Elimination Act (SaVE - which amended the Clery Act), reports annually to its employees and current and prospective students the statistics for the past three (3) years pertaining to reported crimes and fires that have occurred on-campus, in buildings used by Arizona Christian University, and on public property within, or immediately adjacent to and accessible from, the campus. This report includes the University's policies concerning campus safety, crime prevention, reporting incidents, prevention and awareness training relating to violence, sexual violence, domestic violence, and victim's rights.

### **Victim's Rights**

Every victim of a crime is entitled to safety, healing, justice, and restitution. Arizona Christian University Department of Campus Safety Officers are not police officers. However our Department of Campus Safety works closely with local, county, state, and federal law enforcement officers and their victim's rights units to ensure all employees and students receive the appropriate and accessible services available to crime victims.

### Automatic Rights

Many of the rights provided to victims through legislation and rules of court are automatic. If you are a victim, these include the right:

1. To be advised of all victim rights and how to assert them;
2. To information on the availability of crisis intervention, medical and emergency services, information on victim assistance programs and domestic violence resources;
3. To be advised of the date, time and location of the initial appearance or arraignment if a suspect is arrested or cited;
4. To be provided the police report number, if available, and if the case has been submitted to a prosecutor's office, information on how to contact that office;
5. To be notified if the prosecutor declines to file charges, and notice of what charges are filed;
6. To have your home address, and employer's name and address withheld from the defendant and his representatives;
7. To refuse an interview with the defendant and anyone working on the defendant's behalf. This also applies to the parent or legal guardian of a minor child who exercises victims' rights on behalf of the minor child;
8. To be present at any court proceeding at which the defendant has the right to be present;
9. To name an appropriate support person, who is not a witness, to accompany you to any interview, deposition or court proceeding;
10. To have the Court provide appropriate safeguards to minimize contact between you and the defendant;
11. To be heard at any proceeding concerning release of the accused person, a plea agreement, and the sentencing (with some limitations if the defendant is facing the death penalty);
12. To speak with the presentence investigator before the sentencing, to give a sentencing recommendation, and to read the presentence report when it is available to the defendant;
13. To have the court order restitution, and to receive that restitution promptly;
14. To leave work (if eligible) to attend scheduled legal proceedings, or obtain or attempt to obtain an order of protection or injunction against harassment (in accordance with A.R.S 13-4439).

### Rights You Must Request

If you are a victim, you also have the following rights upon request:

1. To confer with the prosecutor about a decision not to proceed with a prosecution, dismissal of the charges, pretrial diversion programs, any plea or sentencing negotiations, and at any hearing regarding the release of the defendant. You also have the right to confer with the prosecutor prior to trial (these rights do not include the authority to direct the prosecution of the case);
2. To request the prosecutor assert any right to which you are entitled;
3. To receive a free copy of the police report and/or court transcripts (in accordance with A.R.S. 39-127);
4. To receive a copy of the conditions of the suspect's release from custody;
5. Be given notice of the release on bond of the suspect;
6. To receive notice of all court proceedings at which the defendant has the right to be present;
7. To the return of your personal property taken during the investigation, and if the property cannot be returned, be advised of the reason;
8. To be advised of the sentence imposed upon the defendant;
9. To be given notice of any post-conviction release or appeals proceedings;
10. To be given notice of any hearing in which release from prison is being considered, the right to be present and heard at that hearing, and to be advised of the result;
11. To be advised of the earliest possible release date of a prisoner sentenced to the Department of Corrections (if the sentence exceeds six months), and notice before the release of the prisoner or, if the prisoner has died, notice of the death;

12. To receive notice of any probation revocation disposition or probation termination proceeding. You also have the right to be notified of any modification of probation which will substantially affect your safety or the probationer's contact with you, or which will affect restitution or the probationer's incarceration status;
13. To be notified, upon request, of the escape and re-arrest of the accused or convicted person (this includes a person placed by court order in a mental health treatment agency).

*If there is a conflict of interest or disagreement between you and the prosecutor, you have the right to:*

1. Be directed to the appropriate legal assistance, and
2. Be represented by your own attorney at your own expense.

Please contact the Arizona Attorney General's Office Victim Services at (602) 542-4911 if you need additional information or have further questions.

### **Sexual Violence Policy**

Please contact the University's Title IX Coordinator for information related to Title IX/Sexual Misconduct, including sexual violence. The Title IX Coordinator's information can be found in the the Title IX section of this handbook.

## **Change of Major**

For information related to academic program majors, minors, procedures for declaring a major, electives, second degree, and double degrees, please consult the Academic Catalog.

## **Complaint/Grievance Procedure**

Arizona Christian University wants students to have a positive experience in which their grievances can be expressed openly and honestly. The university is committed to promptly addressing student grievances, both academic and non-academic. Student grievances are taken seriously and will be responded to by the university in a timely manner. Prior to reporting a complaint or grievance, the University encourages the individual to attempt to resolve the issue on their own first. If the issue cannot be resolved, the University encourages individuals to submit a formal complaint.

### **Reporting a Complaint/Grievance**

To register a grievance, the student should write a formal letter detailing the issue and address the grievance to the Dean of Students. The grievance may be difficult to resolve without enough detail to allow the university to adequately understand and respond to the grievance. A grievance may be signed or anonymous. However, if a grievance is submitted anonymously, it will not be possible to contact or work directly with the student. Therefore, you are encouraged to provide your name.

The grievance will be reviewed by the Dean of Students, who will acknowledge receipt of the grievance and establish a file for the grievance within ten (10) business days. The file will be kept separate from student academic records. The Dean of Students (or designees) may schedule a meeting with the student to discuss the grievance. The Dean of Students (or designees) will help the student in resolving the grievance. If unable to address the grievance immediately because of policy or procedural requirements, the Dean of Students (or designees) will assist the student in directing the grievance to the appropriate university official or office better able to address the matter. Records of grievances and their resolutions are maintained by the Dean of Students.

### **Grievance Procedure Steps**

1. Student submits a grievance by writing a formal letter detailing the issue.

2. The grievance is acknowledged within ten (10) business days and reviewed by the Dean of Students and/or the Dean of Academic Affairs.
3. The Dean of Students (or designees) will help the student in resolving the grievance.
4. Reasonable resolutions to grievances shall be decided by the Dean of Students or the appropriate University official or department within 30 days.
5. The Dean of Students will communicate the resolution to the student at the time of the decision.
6. Resolutions decided by the Dean of Students or other University official are considered final.

Arizona Christian University recognizes that complaints may not be reported due to fear of retaliation. To encourage submissions of complaints or grievances, Arizona Christian University prohibits retaliatory behavior against anyone reporting a complaint or grievance. Any individual who retaliates against any individual who has submitted a complaint or grievance will be subject to the appropriate disciplinary action.

If the complaint cannot be resolved after exhausting the student grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1740 W. Adams St., Suite 3008, Phoenix, AZ 85007, phone # 602-542-5709, website address: [www.azppse.gov](http://www.azppse.gov)

## Consumer Information

The Higher Education Opportunity Act of 2008 requires institution participating in federal student aid programs to make consumer information easily available. The link below will provide important information about Arizona Christian University. Additional information can be found in the university's Academic Catalog and Student Handbook.

<http://arizonachristian.edu/admissions/financial-aid/consumer-information/>

Detailed consumer information on each of the areas listed below can be accessed at the website above.

- Annual Security and Fire Safety Report
- Constitution and Citizenship Day
- Drug and Alcohol Abuse Prevention
- Equity in Athletics Disclosure Report
- Family Educational Rights and Privacy Acts of 1974
- Financial Aid Information
- Institutional Information
- Students Right to Know

## Copyright Policy

According to the Federal Copyright Act (Title 17 of the United States Code), copyrighted materials performed in a public space requires a license. Therefore, students are not allowed to show movies in public areas (outdoors on a big screen/wall), SAC lobby, dining hall, or dorm lobbies without a license. The performance of copyrighted works without a license could result in a civil damages ranging from \$500 - \$20,000. Exceptions for educational purposes may apply, however, consult the Dean of Students for guidance prior to the public performance.

All media (included but not limited to music, movies, television) must be observed in good taste and in a manner which reflects the atmosphere of the ACU community standards. Violation of this policy could result in disciplinary action.

## Counseling Services

The Arizona Christian University Counseling Center provides free counseling services to all students, faculty and staff. Arizona Christian University Counseling Center operates under the oversight of the Student Development Division following the rules and statutes of the Arizona Board of Behavioral Health Examiners and in compliance with the U.S. Health Insurance Portability and Accountability Act (HIPAA). The Counseling Center is here to provide the student body, staff, and faculty with affordable, biblically sound counseling in a convenient, on-campus location. Graduate interns serving as counselors in the Counseling Center have completed their coursework in marriage and family therapy, counseling, social work, or other related behavioral health field. The counseling interns are currently enrolled in accredited graduate programs and the participation in the internship will be in partial fulfillment of graduation requirements of the program. The counseling interns serve under the supervision of state-licensed clinical supervisors registered as supervisors with the Arizona Board of Behavioral Health Examiners who are employed by Arizona Christian University. All services are confidential.

The Arizona Christian University Counseling Center is located in the Student Success Center (building 23) and service hours vary. Counseling sessions are limited to 8 sessions per client, per year and are by appointment only. Appointments may be made by emailing [counselingcenter@arizonachristian.edu](mailto:counselingcenter@arizonachristian.edu). The e-mail box is completely confidential. Only the ACU Counseling Center staff have access to them.

## Credit Earned Through Non-Traditional Means

Arizona Christian University generally accepts credit from colleges and universities that are accredited by regional accrediting associations, the Council for Christian Colleges and Universities, and the Association for Biblical Higher Education. Please consult the Academic Catalog for all policies regarding transferring credits.

## Criminal Activity

Arizona Christian University's expects all community members to obey and uphold all local, state, and federal laws. Students who violate any local, state, or federal law on or off-campus may be subject to the University's Student Conduct Process. Students who have been charged with or committed a felony or violent crime may be subject to Emergency Action, including Emergency Suspension and/or Emergency Relocation/Removal from Housing.

*Note.* The University's Student Conduct Process is an entirely separate process from criminal or other legal proceedings and has its own objectives, procedures, authority, jurisdiction, and level of proof when determining responsibility. As a separate system, the University reserves the right to elect to pursue the Student Conduct Process before, during, or after the completion of criminal or other legal proceedings. This is not considered double jeopardy because double jeopardy applies only to successive criminal persecutions for the same offense. Additionally, rulings in criminal or other legal proceedings (e.g. guilty or not guilty) may inform but do not necessarily dictate the outcome or sanction response of the Student Conduct Process.

## Arrest Self Disclosure

In order to maintain the health, safety, and welfare of the ACU campus community, the University expects all currently enrolled students who are arrested and/or convicted for violations of local, state, or federal law at any time during their enrollment to self-disclose that information to the Dean of Students and/or Chief of Campus Safety within three (3) days of the arrest and/or conviction. Failure to report an arrest and/or conviction may result in escalated disciplinary action by the University upon learning of the arrest and/or conviction, including but not limited to suspension or expulsion from the University.

## Deceptive Behavior

Arizona Christian University prohibits behavior that intentionally attempts to deceive the University and its community members. Examples of deceptive behavior include, but are not limited to, lying to University officials, providing false documents or information, using false identification, intentionally trying to avoid or “go-around” University policies, and any behavior that attempts to not get caught breaking University policies. Students engaging in deceptive behavior will be subject to disciplinary action.

## Disability Services

ACU is committed to offering equal access to people with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), the University does not exclude otherwise qualified persons from participating in university programs and activities. The University is committed to nondiscrimination for all persons in employment, access to facilities, student programs, activities, and services.

In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, Americans with Disabilities Amendments Act of 2008, and university policy, all members of the university community are responsible for ensuring that students are not discriminated against because of a disability. To accomplish this goal, reasonable and appropriate accommodations may be necessary for physical and/or programmatic access. We are committed to providing an equal opportunity educational experience for our students, and reasonable access accommodations will be granted to students who qualify.

Students who believe they require accommodations, even on a temporary basis, are required to make their requests in writing using the Accommodation Request and Documentation Form and document their disability in accordance with ACU policies and procedures. ACU may not be able to satisfy requests which are not made in a timely manner. Generally, disclosures and requests for accommodations must be made no later than four (4) weeks prior to the anticipated need. Accommodations are not retroactive. Please allow adequate time for evaluating documentation and arranging accommodations.

Requirements for documentation at ACU are based on Association on Higher Education and Disability (AHEAD) Best Practices. Documentation of the disability must be current (not older than 1 year) and provided by a qualified health care professional such as a diagnosing or current physician, psychiatrist or psychologist. It must comply with the requirements for documentation outlined on the Accommodation Request and Documentation Form.

Disability documentation must include the following:

1. A specific diagnosis or description of the disability from a qualified health care professional such as a diagnosing or current physician, psychiatrist or psychologist. This must be current (not older than 1 year). A high school IEP is not considered acceptable documentation.
2. Description of all current functional limitations due to the disability on the student's ability to meet class requirements or participate in other ACU activities.
3. A complete description of suggested accommodations that your qualified health care professional feels might assist in the educational environment.

All documentation must be signed, dated and on the official letterhead of your qualified health care professional. A high school IEP is not considered acceptable documentation. Incomplete or inadequate documentation will be returned.

ACU reserves the right to verify all professional documentation and determine reasonable accommodation for any disability, including learning disability. Please note that all costs associated with obtaining and providing the required professional documentation are borne by the student.

The Director of Academic Services will provide the student with a written Accommodation Agreement Memorandum for the student to sign. Students who wish to appeal the decision or who have concerns about their accommodations should contact the Academic Center. Formal complaints are reviewed in keeping with ACU policies as described in the Catalog and Student Handbook. For more information please contact the academic center at 602-489-5300 x2005.

### **Service and Assistance Animals.**

#### Service Animals

In accordance with the Americans with Disabilities Act (ADA), colleges and universities must make reasonable accommodations for persons with disabilities requiring service animals. A service animal is a dog (and in some cases a miniature horse) specially trained to help persons with disabilities do work or perform tasks. Service animals are not pets. No other type of animal qualifies as a service animal. Service animals assist individuals with a range of disabilities, including those who are blind, deaf, need assistance with a wheelchair, alerting and protecting individuals who might have a seizure, calming individuals with post-traumatic stress disorder (PTSD), and other work or actions that directly relate to the person's disability. Students with service animals on campus must register with the University by contacting Disability Services at [Brenda.Spear@arizonachristian.edu](mailto:Brenda.Spear@arizonachristian.edu). Disability Services will also work in collaboration with Residence Life to ensure students with service animals living on campus are appropriately accommodated. Service animals are permitted to accompany the student in all buildings or areas on campus. Please contact Disability Services for all information regarding service animals, including some restrictions and exclusions that may apply.

#### Assistance Animals

Assistance animals are animals that may (1) do work, perform tasks, or provide benefits to individuals with a disability or (2) provide emotional support that alleviate symptoms or effects of a disability. Assistance animals are most commonly dogs but other animals may qualify. Assistance animals may or may not be specially trained. Assistance animals are distinct from service animals in that they are not needed for activities of daily living and do not need to accompany the individual at all times. Other terms used for an Assistance Animal may be Emotional Support Animal, Therapy Animal, or Companion Animal. In accordance with the Fair Housing Act (FHA), colleges and universities must make reasonable accommodations for students living in the residence hall who require an assistance animal. Assistance animals may be considered for University housing but must first receive approval by Disability Services and Residence Life. In order to be approved to have an assistance animal in University housing, students must request accommodation by contacting Disability Services at [Brenda.Spear@arizonachristian.edu](mailto:Brenda.Spear@arizonachristian.edu). Disability Services will also work in collaboration with Residence Life to determine if the request for accommodation is approvable. Approved assistance animals may only accompany the student in the residence hall and is not permitted in any other buildings or areas on campus. Please contact Disability Services for all information regarding assistance animals, including some restrictions and exclusions that may apply.

### **Disorderly Conduct**

Arizona Christian University prohibits behavior that intentionally interferes with the University's ability to function in a normal manner. In general, disorderly conduct includes, but is not limited to, behavior that is offensive or obscene, disrupts University activities, disturbs the peace or quiet of the campus, or comprises the safety of the campus. Examples of disorderly conduct include, but are not limited to: harassing others; lewd or indecent exposure; inappropriate, abusive or offensive language or gestures; excessive noise; interfering with the educational or learning process; engaging in pranks



or other behavior that damages University property, disrupts campus life, or causes harm; and interfering with the University's ability to respond to emergencies. Students in violation of this disorderly conduct policy are subject to disciplinary action.

## Distance Education Student Academic Complaint Policy and Procedure

Arizona Christian University (ACU) is committed to providing online educational education programs that are biblically-integrated and true to our mission and vision. As such, ACU stands by its commitment to uphold the academic standards outlined in the catalog. <http://arizonachristian.edu/online-support-services/>

If a student believes they have an issue that requires attention they are to follow the ACU's academic complaint policy and procedure, shown below:

- First, if the issue is related to an instructional or grading complaint, seek resolution by contacting and discussing the issue with the instructor of the class in question.
- Second, if a student believes their complaint requires further attention, or is not related to grading or instruction, contact the University's [Academic Center](#) who will work with you to resolve the problem. Please send an email, by clicking the [Academic Complaint](#) auto-email link, describe your issue, and a member of the Academic Center staff will contact you as quickly as possible.
- Third, if a student or non student has exhausted the institutions's internal complaint process, he or she can submit an external complaint to the [Arizona State Board for Private Post Secondary Education](#).
- Lastly, the student or non student may submit an external complaint to the [Arizona SARA \(State Authorization Reciprocity Agreement\) Council](#).

Arizona Christian University is approved by the National Council for State Authorization Reciprocity Agreements (NC-SARA) as a SARA member institution (<http://nc-sara.org>). The University has reciprocity with other SARA states for its distance education programs. Please visit the NC-SARA website for the most current list of states that participate in SARA. Distance Education students residing in a SARA state may appeal a complaint to the Arizona SARA Council (AZ SARA) for review after exhausting the institution's internal complaint process. SARA complaints must first be submitted internally for resolution through the University's Academic Center. The Arizona SARA Council will not review complaints regarding student grades or student code of conduct violations. For more information visit the AZ SARA Council website (<http://azsara.arizona.edu>).

To file a complaint against an Arizona SARA Council-approved institution, you must meet the following requirements:

- File within two years of the incident about which the complaint is made.
- Complete the institutional complaint process prior to submission with the Council.
- The complaint must be a formal assertion in writing that the terms of SARA, or of laws, standards or regulations incorporated by SARA, are being violated by a person, institution, state, agency or other organization or entity operating under the terms of SARA.
- You are a student of an Arizona SARA Council-approved institution.
- You are not a student, but have a concern about any of the above.

To start the process, select the institution from the drop-down list and fill out the form. All Arizona SARA approved schools are available in the list. Your information will be filed with the Arizona SARA Council. If your institution is not listed, the Arizona SARA Council does not have jurisdiction. Please refer to your institution's complaint process.



### **About the Filing Process**

The Arizona SARA Council has jurisdiction over Arizona SARA-approved institutions in relation to non-instructional complaints. Instructional complaints, such as grade grievances, are not reviewed by the Council and should not be submitted for review. Prior to registering a non-instructional complaint with the Arizona SARA Council, the student/complainant must complete the institution's and other applicable regulatory body's official complaint process.

## **Domestic Violence and Workplace Violence Policy**

The personal safety and welfare of the campus community and its visitors are very important. University policy does not tolerate violence, threats of violence, or acts of aggression towards members of the campus community or its visitors.

Any violence, threats of violence, or acts of aggression should be reported immediately to the Department of Campus Safety, local law enforcement, or University personnel. Students, staff, or visitors engaging in this behavior shall be subject to University disciplinary action, or applicable civil or criminal laws from local law enforcement.

Domestic violence can take many forms. Batterers want to control the person through fear. They do this by regularly abusing the person physically, sexually, psychologically and economically. Here are some forms of domestic violence and some behaviors that an abuser might display:

**Physical Abuse:** Hitting, slapping, kicking, strangling (often referred to incorrectly as choking), pushing, punching, beating.

**Verbal Abuse:** Constant criticism, making humiliating remarks, not responding to what you are saying, mocking, name calling, yelling, swearing, interrupting, and changing the subject.

**Sexual Abuse:** Forcing sex on an unwilling partner.

**Isolation:** Making it difficult for you to see friends and relatives, monitoring phone calls, reading your mail, controlling where you go, taking your car keys.

**Coercion:** Making you feel guilty, pushing you into decisions, sulking, always insisting on being right, making up impossible rules, and punishing you for breaking them.

**Harassment:** Following or stalking, embarrassing you in public, constantly checking up on you, and refusing to leave when asked.

**Threats and Intimidation:** Threatening to harm you, using physical size to intimidate, keeping weapons and threatening to use them.

**Destruction of Property:** Destroying furniture, punching walls, throwing things, and/or breaking things. Self-destructive Behavior: Abusing drugs or alcohol, threatening self-harm or suicide, driving recklessly, deliberately doing things that will cause trouble.

### **Domestic Violence Resources:**

- The National Domestic Violence Hotline at 1-800-799-SAFE
- The Arizona Coalition Against Domestic Violence at 1-800-782-6400
- Arizona Coalition Against Domestic Violence
  - <http://www.azcadv.org/>
- Maricopa County Attorney's Office Family Violence Unit

- <http://www.maricopacountyattorney.org/prosecuting-criminals/major-crimes/family-violence/>
- <http://www.maricopacountyattorney.org/serving-victims/>
- <http://www.maricopacountyattorney.org/serving-victims/brochures-forms-information/>

**If you are the victim of Domestic Violence, please do the following:**

- Get to a safe place as soon as you are able
- Call 911
- Seek medical assistance if needed
  - Campus Safety Officers can assist when requested with summoning medical help
- Preserve all physical evidence
- University officials can assist victims in contacting counselors etc., whether victims desire prosecution or not.
- Victims have the right to have an advocate or support person present with them during the investigation and court proceedings.

**Victims may choose to contact any of the following to report Domestic Violence:**

- Department of Campus Safety: 602-489-5301
- Residence Life: 602-489-5300 x3504
- Student Development: 602-489-5300 x3501
- On-Site Counseling Center: [www.counselingcenter@arizoanchristian.edu](mailto:www.counselingcenter@arizoanchristian.edu)
- Or any other University Official as soon as possible for assistance

## Dropping/Adding Courses

Please consult the Academic Catalog for all policies pertaining to dropping/adding courses.

## Dress Code and Personal Appearance

ACU students are expected to dress modestly and in a manner which reflects the atmosphere of ACU's community standards. While a standard of modesty is not a measure of one's spirituality, we desire to promote a God honoring witness and comfortable community atmosphere. In honoring ACU's commitment to our Core Values of Faith, Influence, Relationship and Excellence, which creates our community atmosphere, students are required to live a life of modesty as it relates to personal appearance and dress code. Any staff or faculty member has the right to enforce this policy. The dress code and personal appearance policy applies on campus as well as to any ACU sponsored event or activity off-campus (including all sporting events, graduation, Student Life events, etc.). Violation of this policy could result in disciplinary action.

The following dress code includes, but is not limited to:

- Shoes must be worn at all times.
- Undergarments may not be seen at any time (including, but not limited to, sheer clothing, exposed straps/waistbands, undershirts, sports bras, etc.)
- Inappropriate images, words, phrases, etc. may not be worn at any time.
- Inappropriate exposure of skin is prohibited. This includes, but is not limited to: midriff blouses, short skirts/shorts/dresses, cut out tank tops, sheer clothing, low neckline, etc. Additionally, all tank tops and shirts require straps.
- Shirts must be worn at all times in ACU public spaces, including but not limited to: Gym, Residence hall lobbies and hallways, weight room, parking lots, etc.

- When using the swimming pool or while in the swimming pool area, appropriate swim wear must be worn. Please see the “Swimming Pool” section of this Student Handbook for more information.

## Email Policy (IT)

Every student and staff is provided with an email account that ends in ‘@arizonachristian.edu.’

Everyone using email should be considerate of the needs of others and be certain that nothing is done to impede anyone else’s ability to use this service.

Login for ACU email - gmail.arizonachristian.edu

1. If you forget your login information please contact the ACU Helpdesk at helpdesk@arizonachristian.edu or (602) 489-5309.
2. Explicitly Unacceptable Uses of Email
  - a. Mailings to large numbers of people that contain unwanted solicitations or information.
  - b. Communication that constitutes illegal harassment.
  - c. Using the email for any non-ACU approved activity.

This is the only electronic mailing address recognized by the university. Students are responsible for all official university communications, including attachments, transmitted to this address. ACU faculty and staff are not responsible for forwarding email to personal email accounts that are not assigned by the university. Students are required to check their ACU email on a daily basis. All use of e-mail will be consistent with ACU policies, including the Family Educational Rights and Privacy Act of 1974 (FERPA). Students are not permitted to send campus-wide emails without prior approval of the Dean of Students. Inappropriate email behavior will not be tolerated. This includes behavior that others find unwelcome or offensive. Students who misuse this technology will be referred to the Dean of Students for disciplinary action.

## Emergency Action

Arizona Christian University reserves the right to take Emergency Action against a student who poses a threat or danger to themselves, others, or to the property, operations, or objectives of the University. Decisions to enact an Emergency Action is under the authority of the Dean of Students. Emergency Action is reserved for instances in which taking immediate action is necessary to secure the health, safety, and welfare of the ACU community. Emergency Action can include, but not limited to, Emergency Suspension or Emergency Removal from University Housing.

Emergency Actions are interim solutions used to maintain the health, safety and welfare of the ACU community lasting from the time of the incident until a specified time determined by the Dean of Students. Students will be given written documentation outlining the nature, reason, duration and other applicable conditions of the Emergency Action. Permission to be on campus must be obtained in writing by the Dean of Students. Students must adhere to the conditions of an Emergency Action or risk disciplinary action, including suspension or expulsion. Emergency Action is immediately considered in incidents of Title IX/Sexual Misconduct.

- **Emergency Suspension.** Students under Emergency Suspension are required to vacate the University premises immediately and may not return to campus until further notice from the Dean of Students. Students may not attend classes or University sponsored activities on or off campus.

- **Emergency Relocation/Removal from Housing.** In some cases, Emergency Relocation/Removal from University Housing is an appropriate measure used to secure the health, safety, and welfare of the ACU community. Depending on the incident, students may be required to relocate to another room or be removed from University housing altogether.

In some cases, the severity of a situation or incident may require the University to initiate an involuntarily withdrawal or leave of absence for students. Please refer to the “Administrative/Involuntary Withdrawal” section of this Student Handbook for more information.

*Note: Students who were placed on interim Emergency Suspension prior to the initiation of the formal academic or conduct process and then sanctioned to full suspension will remain on interim Emergency Suspension during an appeal.*

## Facilities Use

The facilities of Arizona Christian University are for the use of the students and faculty/staff personnel of the University. Guests of the University family are permitted use of the facilities only when accompanied by the ACU member. Guests should be limited to two (2) at a time. Certain facilities, such as the Tower, event center, auditoriums, classrooms, and dining hall may be reserved for special occasions and larger groups of guests, but only with the approval of the University Engagement Department. Only official student organizations recognized by the Student Development Division may reserve rooms. Individuals or groups wishing to reserve facilities should contact the University Engagement Department at least two weeks before the event. Under certain circumstances, there may be a rental fee. All responsibility for damages or liability will be assumed by the renter of the facility.

## Failure to Comply

All ACU students are expected to cooperate with University faculty, staff, and other officials working on behalf of the University so that officials can perform administrative duties and secure the health, safety, and welfare and educational objectives of the ACU community. Examples of violations of this policy include, but are not limited to, failure to present student identification, failure to comply with reasonable directions given by a University official, failure to meet with a University official, failure to meet obligations assigned by a University official, and resisting or obstructing the duties of a University official. Students that violate this policy will be subject to disciplinary action. In campus housing, failure to comply with a room search will be considered an admission of guilt and be subject to the Student Conduct Process.

## Family Educational Rights and Privacy Act of 1974 (FERPA)

### Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day that Arizona Christian University (ACU) receives a request for access. A student should submit to the Office of the Registrar, in hardcopy or via email to Registrar@arizonachristian.edu, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar's Office, that office shall advise the student of the correct official to whom the request should be addressed.

- ACU students have online access to their academic and financial records through their student account in Populi. The student does not need to submit a written request to review these records but may still request an amendment as stated below.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask ACU to amend a record should write the Office of the Registrar, clearly identify the part of the record the student wants changed and specify why it should be changed. Note that this process cannot be used to contest or change a grade. This process cannot be used to dispute a charge on a student's account.

If ACU decides not to amend the record as requested, the Office of the Registrar will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before ACU discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

ACU discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by ACU in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of ACU who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities to ACU.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the ACU to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

For more information about FERPA, including other conditions under which records may be released, the U.S. Department of Education has published a document titled "FERPA General Guidance for Students" which can be accessed at the following website:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

### **(FERPA) Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), requires that ACU, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, ACU may disclose appropriately designated “directory information” without written consent, unless you have advised ACU to the contrary in accordance with ACU procedures.

ACU does not publicly release a student directory, or any directory information outside of ACU, except for:

- Graduation programs may contain student name, degree and major, and graduation honors.

Internal to ACU, the Populi dashboard will allow certain student directory information to be viewed by other active students and staff who also have access to Populi, this information includes:

- Student's name
- Student's photo
- Degree and Major
- School Email

Any student can opt-out of providing this information by setting their Populi profile to Private. After logging into Populi, click on your thumbnail photo in the top right, select My Profile from the drop-down menu, and then select Yes under Make my profile private.

## **Financial Aid**

Arizona Christian University is committed to encouraging all students to seek and obtain financial assistance. The Financial Aid office prohibits discrimination on the basis of race, color, national origin, disability, sex, or age in the administration of scholarships, grants, and loans. Financial Aid is reviewed on an individual basis. Detailed information pertaining to Financial Aid can be found by contacting the Financial Aid Office.

## **Fitness Center**

The Fitness center houses free weights, machine weights, and cardiovascular equipment. The user must be a current student, faculty/staff member, or an alumnus (graduate of Arizona Christian University).

Those using the Fitness Center must abide by the following policies:

1. A valid Arizona Christian University identification card must be presented when using the Fitness Center.
2. Individuals must provide towels for their personal use, and wipe down the equipment immediately after use.
3. Water in plastic bottles, with tops, is allowed. No other food or drink is allowed. No gum is allowed.
4. Users are to report any malfunction or “error” messages to the Athletics Director’s office immediately. Discontinue the use of a malfunctioning machine until a qualified technician is called out to fix the machine.
5. The stereo system is to be kept at a reasonable volume and play music that is appropriate for all ages/audiences. Please be considerate of other individual’s sensitivities.
6. Classes and athletic teams will be given priority of use during their scheduled class and practice times.
7. Failure to abide by these policies may result in the loss of Fitness Center privileges.

## Fire Safety

All member of the ACU community are prohibited from possessing on campus any materials, chemicals, or substances that are combustible or could lead to a Fire Hazard, including but not limited to fireworks, candles, gasoline, gunpowder, etc. The University also prohibits the tampering of any fire related security equipment such as smoke detectors, sprinkler systems, or fire extinguishers. Members of the ACU community in violation of this Fire Safety policy will be subject to disciplinary action.

## Grading System

Detailed information related to the grading system, including policies and processes of appealing or changing grades, can be found in the Academic Catalog.

## Graduation

For information pertaining to ACU's graduation honors and commencement ceremonies and participation policies, please refer to the Academic Catalog.

## Health Services

A student with an acute, contagious illness is not permitted to remain on campus. For the sake of others, off-campus accommodations must be obtained at the student's expense. A student who has been required to withdraw from the University for medical reasons may be required to furnish a satisfactory health certificate before returning to the University community. ACU does not provide any medical services for students on or off campus.

## Hoverboards

In acknowledgement of safety and fire concerns, hoverboards are not permitted on ACU's campus, including grounds and buildings. Person(s) are subject to disciplinary action for violations of this policy. The person who possesses the hoverboard will be responsible for damages and/or injuries from possession or use of a hoverboard on campus.

## ID Cards

All students are required to have their physical Student ID cards with them at all times while on campus or attending University events. Student ID cards can be obtained at the Campus Safety office, Monday-Friday 9 AM – 5PM. The Campus Safety office is located in building #1100 in the Southwest corner of campus (see Campus Map).

In order to verify identity, students must present a physical government issued ID (no copies), such as a driver's license or passport, in order to obtain the Student ID. All students will have their photo taken for the Student ID and the photo will be stored in the student's Populi account. Student ID photos will be taken during scheduled University move-in week in the Campus Safety office or at a site designated by Campus Safety. The photo and a digital version of the Student ID can be accessed through the student's smart phone or computer by using the Populi App or webpage. Each University student will be issued one (1) free physical Student ID card upon enrollment.

### Use of Cards

Student IDs are used for a variety of reasons, including general identification, attendance verification for Chapel, attendance at University events, cafeteria meal service, library check outs, and more. The physical Student ID is required for Chapel attendance. Digital or phone versions of the Student ID will not be accepted for Chapel attendance.

Students are prohibited from giving their Student ID, a photo copy of their ID, etc. to other students or allowing others to use any form of their ID for access to events, food services, Chapel, etc. Student IDs are property of ACU and must be returned if requested. Student IDs that are found should be returned to the Campus Safety office. Call 602-489-5301 if a Student ID is found.

### **Replacement Cards**

There is an administrative fee of \$20 for the replacement of all lost, stolen, or intentionally damaged Student ID cards. If a Student ID card fails to scan or no longer works, a new replacement card can be provided free of charge at the Campus Safety office. The old card must be traded in to receive the free replacement.

## **Incomplete Grades**

Please consult the Academic Catalog for all policies regarding incomplete grades.

## **Insurance**

### **Medical**

All student athletes and all international students must provide proof of medical insurance coverage. Prices for ACU sponsored medical insurance will be released when available.

### **Vehicle**

All students operating a vehicle on campus must attest to the fact that they carry liability insurance as required by the State of Arizona.

## **Key Card Policy**

All students living in Arizona Christian University housing will be issued a Key card to their specific residence by the Department of Campus Safety and the Department of Residence Life. There will be a \$20 charge for all lost, stolen, or intentionally damaged key cards.

Students who lock themselves out of their room will first call their RA to gain access to their room. If the student is unable to contact their RA then they will contact Campus Safety (602-489-5301), and a guard will unlock their dorm room after they have been properly identified. The Student ID will be checked before or immediately after access has been granted. Students will be charged a \$10 fee for each lock out. All charges will be billed to the student's business account. Guards will not accept cash, checks, or credit cards.

Your safety is very important. Please keep all doors locked at all times. There will be a \$25 fine for any door with a lock found with tape over any part of the locking mechanism, propped open, left ajar, etc.

Lost or stolen keys must be reported to Campus Safety immediately. Arizona Christian University is not responsible for damaged, lost, or stolen property. Students residing in ACU dorms are encouraged to obtain renter's insurance. Security of the campus must be a priority for all employees and students. Keys should not be borrowed nor should they be loaned out to other employees or students. Never allow access to your dorm when you are not there.

### **Access to Dorms Prohibited**

Your safety is very important. Please enter rooms by using your issued access key card. Students and guests are prohibited to enter any room through any window. Windows could break causing glass or the frame to injure the student or guest. Student shall contact their RD, RA, or Campus Safety if they are locked out of a room. Students who enter a room via the window will be subject to



a fine or other disciplinary action that will be determined by the Director of Residence Life. Guests entering a room through a window will be asked to leave the University, and subject to being trespassed from the University.

## Lost and Found

The Department of Campus Safety is the central repository for all found property. Please contact the Campus Safety Office (602) 489-5301, if an item has been lost or misplaced. Items that have been found can be reunited with the owner Monday-Friday between 1 P. M. and 5:00 P.M.

## Mailboxes

A mailbox will be assigned to each student living on campus. You will need to pick up your combination card from Mail Services upon arrival on campus. Mailboxes are not assigned to students living off campus or Alumni. Mailboxes are located in University's mailroom, south side of The Hangar (Building 3400). Letter mail is placed in student boxes on regularly scheduled delivery days according to USPS delivery dates. Letter mail can be picked up by students from their assigned mail box. Campus Mail Services hours are 9:00 a.m. - 11:00 a.m. and 3:00 p.m. - 5:30 p.m. Monday - Friday. If you are expecting a bulk package please make sure you are checking your mailbox regularly for a notice that we have a package for you. You can pick up your package with that slip from your mailbox at the front counter of Mail Services.

Bulk packages will be available for pickup from the Campus Mailroom. Please be aware that mail will not be received from UPS, FedEx, USPS, etc. before 9 a.m. or after 5:00 p.m. Monday - Friday, weekends, or holidays. Make sure to note your mailbox number with the delivery carrier when ordering items online, or when family/friends are sending packages. Students should check their mailboxes at least once a week. Outgoing mail should be left in the USPS mailbox outside mailroom. Students are responsible to purchase their own postage from an outside vendor.

## Marriage and Human Sexuality<sup>6</sup>

### Preamble

We believe that all matters of faith and conduct must be evaluated on the basis of Holy Scripture, which is our infallible guide. (2 Timothy 3:16-17) Since the Holy Bible does speak to the nature of human beings and their sexuality, it is imperative that we correctly understand and articulate what the Bible teaches on these matters.

We are committed to the home and family as set forth in Holy Scripture. We believe God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. The Bible sets forth specific home and family values, which include the distinct roles of husbands and wives, fathers and mothers, and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth. These principles have been consistently taught and enforced since the University was found in 1960, and are essential to ACU's religious and educational purposes.

### Religious Beliefs

Based on Holy Scripture and the constant moral teaching of the universal Church, we believe:

### **Marriage**

Arizona Christian University defines marriage as the permanent, exclusive, comprehensive, and conjugal "one flesh" union of one man and one woman, intrinsically ordered to procreation and

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<sup>6</sup> Adapted from the First Liberty Institute.

biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27-28, Genesis 2:18-24, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33).

### **Sexual Immorality**

Arizona Christian University believes that sexual acts outside marriage are contrary to scriptural teaching and sinful. Consequently, Arizona Christian University community members should resist and refrain from any and all sexual acts outside marriage — including but not limited to adultery, fornication, incest, zoophilia, pornography, prostitution, masturbation, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, sologamy, or same-sex sexual acts. (Exodus 20:14, Leviticus 18:7-23, Leviticus 20:10-21, Deuteronomy 5:18, Matthew 15:19, Matthew 5:27-28, Romans 1:26-27, 1 Corinthians 6:9-13, 1 Thessalonians 4:3, Hebrews 13:4, Galatians 5:19, Ephesians 4:17-19, Colossians 3:5). However, as articulated in the section entitled “Sexual Redemption,” God is willing and able to forgive and heal all sexual sin.

### **Gender**

Arizona Christian University believes God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. Consequently, Arizona Christian University community members must affirm their biological sex and refrain from any and all attempts to physically change, alter, or disagree with their predominant biological sex — including but not limited to elective sex-reassignment, transvestite, transgender, or non-binary “genderqueer” acts or conduct. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11).

### **Human Sexuality**

Arizona Christian University believes that God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal “one flesh” union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. Consequently, Arizona Christian University community members must affirm the sexual complementarity of man and woman and resist any and all same-sex sexual attractions and refrain from any and all same-sex sexual acts or conduct, which are intrinsically disordered. (Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2).

### **Sexual Redemption**

Arizona Christian University believes that all have sinned and fall short of the glory of God and should seek redemption through confession, repentance, baptism, and faith in Jesus Christ. Consequently, Arizona Christian University members must welcome and treat with respect, compassion, and sensitivity all who experience same-sex attractions or confess sexually immoral acts but are committed to resisting sexual temptation, refraining from sexual immorality, and conforming their behavior to the Arizona Christian University Statement of Faith. (Matthew 11:28-30, Romans 3:23, Ephesians 2:1-10, 1 Corinthians 10:13, Hebrews 2:17-18, Hebrews 4:14-16).

### **Celibacy**

Arizona Christian University believes that Holy Scripture grants two life-enhancing options for human sexual behavior: (1) the conjugal “one flesh” marital union of one man and one woman, and (2) celibacy. Either is a gift from God, given as He wills for His glory and the good of those who receive and rejoice in His gift to them. Celibacy and faithful singleness are to be celebrated and affirmed within Arizona Christian University. (Genesis 1:27-28; 2:18, 21-24; Matthew 19:4-6; Mark 10:5-8; Hebrews 13:4; 1 Corinthians 7:1-8; Matthew 19:12; 1 Corinthians 12:12-13; Romans 12:10; 1 Timothy 5:1-2).

### **Holy Scripture:**

#### *Marriage and Human Sexuality*

Genesis 1:26-28; Genesis 2:18-24; Genesis 19:5-10; Exodus 20:14; Leviticus 18:7-23; Leviticus 20:10-21; Deuteronomy 5:18; Judges 19:22-24; Matthew 5:27-28; Matthew 15:19; Matthew 19:4-9; Mark 10:5-9; Romans 1:26-27; 1 Corinthians 6:9-13; 1 Corinthians 5:11; Galatians 5:19; Ephesians 4:17-19; Ephesians 5:25-27; Ephesians 5:31; Colossians 3:5; 1 Thessalonians 4:3; Hebrews 13:4; 1 Timothy 1:8-10; Jude 1:7; Revelation 19:7-9; Revelation 21:2.

#### *Pastoral Care*

Matthew 11:28-30; Romans 3:23; Ephesians 2:1-10; 1 Corinthians 10:13; Hebrews 2:17-18; Hebrews 4:14-16.

### **Application**

All of our community members, including students, employees, and volunteers, must affirm and adhere to this Doctrinal and Religious statement on marriage and human sexuality to qualify for involvement with Arizona Christian University. This is necessary to accomplish our religious mission, goals and purpose. Behavior or counter-witnessing that does otherwise will impede and burden our integrity and religious mission. We believe that God's grace can wipe clean the slate of guilt and sin, though the consequences are still incurred.

### **Authority**

The Bible is the inspired and infallible Word of God, acting as the source of authority over morality, our beliefs, Christian lifestyle and conduct. The Arizona Christian University Board of Trustees is charged with the ministerial responsibility of Biblical interpretation and promulgating religious policy. The Arizona Christian University Board of Trustees will determine life application as well as final matters relating to church theology, philosophy, Christian practice, faith, divine truth, morality, and theological and doctrinal resolutions.

## **Non-Disciplinary Policy**

Arizona Christian University recognizes that students may struggle with real life issues that might conflict with the University's values, Student Handbook, or other issues that might negatively impact the University community or challenge a student's relationship with Christ. Examples include, but are not limited to, students struggling with issues related to alcohol or drug abuse, marriage and human sexuality, or forms of dishonesty.

ACU encourages students who are struggling with personal issues to voluntarily contact Student Development staff members for guidance and support via the University's Non-Disciplinary Policy. Students who voluntarily contact Student Development staff will be supported without fear of being disciplined under the University's disciplinary processes. Students pursuing the Non-Disciplinary Policy for incidents involving several students will be expected to disclose information about those students and participate in any formal disciplinary process involving those students.

Through the University's Non-Disciplinary system, the University desires to demonstrate and incorporate personal accountability and biblical restoration. We believe that a truly Christian community will be accepting of its members who are struggling with sin. At the same time, however, the community will not condone sin by ignoring it. We are committed to accountability and restoration by consistently speaking the truth in love. Our primary focus is the heart. Behavior is important, but only as an indicator of the condition of a person's heart. Our Non-Disciplinary Policy targets heart change, not mere external conformity or compliance.

Students pursuing the Non-Disciplinary Policy will be expected to agree and participate in various interventions designed to support the student, including, but not limited to, counseling sessions,

mentoring sessions, random drug tests, accountability barriers, leaves of absence, or other appropriate directives. Students failing to uphold their agreement or continue in the undesired behavior may be subject to the formal disciplinary process.

Students may not attempt to pursue the Non-Disciplinary Policy if:

- The formal disciplinary process is already underway
- The student was involved in an incident involving law enforcement
- The issue is related to sexual assault or harassment

The Non-Disciplinary Policy is under the authority of the Dean of Students. Based on the nature of the issue, the Dean of Students reserves the right to deny a request for the Non-Disciplinary Policy.

## Non-Discriminatory Policy

Arizona Christian University does not discriminate on the basis of gender, genetic information, race, national or ethnic origin, mental and/or physical disability, or age in administration of its educational policies, admissions policies, financial aid programs, athletics, and other university-administered programs.

## Parking Procedures and Rules

The Office of Campus Safety oversees the University's policies and procedures related to parking. Please contact the Office of Campus Safety for information on how to obtain a parking pass, pay a parking fine or vehicle citation, or other general questions. The Campus Safety office is located in building #1100 in the Southwest corner of campus (see Campus Map). Campus Safety can also be reached by calling 602-489-5301.

## Payment of Accounts

Student bills are due and payable one week prior to the first day of class each semester. For those who cannot pay in full, a payment plan may be arranged through a third party company approved by ACU.

Students whose accounts fall more than a month behind cannot continue to attend classes or participate in extracurricular activities (including music and athletics) without making satisfactory arrangements with the business office. All financial accounts must be paid in full before diplomas, transcripts, and placement folders will be released.

For more information, please contact the Business Office.

## Pets

Pets are animals used solely for companionship and are not service animals or assistance animals. Pets are strictly prohibited on University property or in the residence hall. Fish are the only personal pets of any kind that are permitted in the residence hall. You may have the fish in a container up to one-half (0.5) gallon. Anything over 0.5 gallons is unacceptable. All fish need to be properly taken care of. The Director of Residence Life can ask you to remove your fish at any time. Under no circumstances can your fish stay on campus during the winter break. Violation of this policy may result in disciplinary action.

For information the service and assistance animals, please see the "Disability Services" section of this Student Handbook.

## Photocopy Machines

Students who need to make photocopies may do so in the Library. The Library staff will provide students with any needed password for use. All photocopy charges must be paid in full at the time of production. It is considered to be unethical conduct for students to use unassigned photocopier passwords or neglect paying for production costs.

## Physical Conflict

All members of the ACU community have the right to live, learn, and function in an environment free of actual or threatened unwanted physical touching, physical harm or physical conflict. Examples of physical conflict can include, but not limited to, fighting, hitting, kicking, punching, unwanted touching, or any other form of physical conflict or altercation with the intent to cause harm. Students found responsible for physical conflict will be subject to escalated disciplinary action, including disciplinary probation, suspension, or expulsion.

## Posting Policy

Permission to post on campus is limited to members of the University community, including recognized student organizations, University departments, academic units, faculty, staff and students. Off-campus organizations or individuals wishing to advertise non-University information and/or events should contact the Student Development Division by emailing [studentdevelopment@arizonachristian.edu](mailto:studentdevelopment@arizonachristian.edu). Posting is only permitted on designated “Campus Events” boards found in various locations on campus. Posting anywhere other than these areas is prohibited.

All postings must be approved prior to posting on-campus. Any posting material lacking University approval (denoted by an original, non-reproduced, dated approval stamp) or posted past the noted date will be removed. The University is not responsible for the condition of posted materials and will not return materials that are removed. Approved materials may be posted for no more than 14 days before the event.

Campus groups or individuals wishing to post on the “Campus Events” boards must email a sample of the flyer to [studentdevelopment@arizonachristian.edu](mailto:studentdevelopment@arizonachristian.edu). Upon approval, campus groups or individuals are responsible for printing their own flyers and bringing them to the Student Development Department to receive an original, time sensitive approval stamp on each flyer. Approved flyers may not be photocopied.

Organizations and/or individuals associated with unauthorized postings may be subject to disciplinary action. For more information, please contact the Student Development Division.

## Prohibited Items on Campus

The following items are prohibited to be used and stored on University grounds due to health, safety, and security concerns:

- Firearms
- BB Guns
- Air Soft Guns
- Fireworks
- Bows and Arrows
- Hover boards or self-balancing transports
- Electric or motorized scooters
- Drones
- Blow torches

- Knives over 4 inches in length

No person shall operate an unauthorized motor vehicle or motorized device, including motorcycles, mopeds, off designated roadways, paved or unpaved, or on service roads or pedestrian paths, regardless of the surface, on university lands.

This subsection does not apply to University carts or University service equipment, University Drones approved by Campus Safety, and motorized wheelchairs or other mobility devices which have the primary design function of assisting the physically challenged.

All club sports requiring the use of firearms, bows, arrows, etc. will make prior arrangements to store their equipment off campus at an approved secured facility. ACU is not responsible for the expenses to store, removal, etc. of the listed items off campus.

## Quiet Hours/Noise Policy

Quiet hours are defined as times when stereos, televisions, conversations and other sound-producing activities are to be kept at a level which do not interfere with other students' sleep or study. Quiet hours apply to all areas surrounding the residence hall and apartments. Upper-floor residents are encouraged to be considerate of lower-floor residents at all times. Quiet hours are 10:00 p.m. to 10:00 a.m. daily. Residents who have concerns regarding quiet hour violations should respectfully address the issues with the person(s) in violation. If this fails, a Resident Assistant should be consulted. Not adhering to the quiet hours may result in disciplinary action.

## Readmission

Students who have stopped pursuing a degree after a specified amount of time may no longer be considered an active, enrolled student by the University. Students should consult Admissions to determine their status with the University and consult the Academic Catalog for proper policies and procedures for readmission.

### **Readmission after Academic Suspension**

In some cases, poor academic performance could result in a student being academically suspended. Please consult the Academic Catalog for information about academic suspension and the process for potential readmission after being academically suspended.

### **Readmission after Administrative Withdrawal**

In unique situations, such as serious medical/health reason, significant personal reasons, or disciplinary reasons, students may be administratively withdrawn by the University (see the Administrative Withdrawal section of this Student Handbook for details).

Students who have received an Administrative Withdrawal and wish to return to ACU must submit an appeal for readmission to the Dean of Students. Appeals to be readmitted after an Administrative Withdrawal are not automatically granted, even after the designated time period (if applicable).

In order to be considered for readmission, students must:

- Submit a written appeal to the Dean of Students.
- Complete all assigned sanctions or requirements listed in the student's Administrative Withdrawal letter.

Written appeals are formal letters written by the student to the Dean of Students indicating reasons why the student should be readmitted, ways in which the student has rehabilitated, learned or grown during their time off, and how the student plans to be successful upon returning to the University

community. The Dean of Students may request supplemental information in addition to the written appeal when considering a readmission request. Each appeal is considered carefully and individually on its own.

Once all conditions are met, the Dean of Students will review all information and either approve or deny readmission. The decision of the Dean of Students is final.

Students readmitted following an Administrative Withdrawal are required to meet with the Dean of Students prior to attending classes. If readmitted, other restrictions or expectations may be imposed on the student as a condition to remain in good standing with the University.

## Replacement of a Grade

Please consult the Academic Catalog for all policies regarding replacing a grade.

## Residence Life and Dining

### Residence Life Requirements

Arizona Christian University has adopted this Residence Life Policy to advance the University's educational mission to provide a Christian, liberal arts education within a living-learning context. In support of this educational approach, Arizona Christian University has established the following housing requirement, effective for the 2020-21 academic year:

- All full-time, unmarried undergraduate Campus students are required to live in campus residences and have a meal plan during the academic year.
- Students that desire to live on campus who are part-time, younger than 17 and older than 25, must petition to live on campus.

### Exemptions

This Housing requirement does not apply to undergraduate Campus students who are:

- 23 years of age or older by the first day of classes in August,
- Married and/or has legal custody of children residing with him/her;
- Enrolled part-time (11 or fewer credit hours),
- Living with parents, legal guardians, grandparents, or siblings over the age of 25 in the following cities (Anthem, Deer Valley, El Mirage, Glendale, Litchfield Park, Paradise Valley, Peoria, Phoenix, Sun City West Surprise, Youngtown)
- Returning students who have been grandfathered under the Previous Policy (Before Fall 2019) and qualify for an exception under that policy.

### Process of Reserving Housing (Returning Students)

Arizona Christian University has a process for reserving housing for the next school year. Starting in February returning students will be able to reserve a room with a \$100 pre-payment (this will go toward next years housing bill). Please follow the steps and timeline when it is available.

1. Make your pre-payment of \$100 in February.
2. Create a roommate/suitemate group (if you choose) who those who have also paid their pre-payment.
3. Select your housing during your allotted timeslot.

### Grandfather Exception

Returning students who were enrolled at Arizona Christian University prior to the Fall 2019 semester are grandfathered under the Previous Policy (Before Fall 2019). Below is a chart that summarizes the Current Policy (Effective Fall 2019) and the Previous Policy (Before Fall 2019).

Current Policy (Effective Fall 2019)	Previous Policy (Before Fall 2019)
<u>Applicability:</u> <ul style="list-style-type: none"> <li>This policy applies to all <u>new</u> undergraduate Campus students who enroll at Arizona Christian University during the Fall 2019 semester and beyond.</li> </ul>	<u>Applicability:</u> <ul style="list-style-type: none"> <li>This policy applies only to undergraduate Campus students who enrolled at Arizona Christian University any time <u>before</u> the Fall 2019 semester.</li> </ul>
<u>Requirements:</u> <ul style="list-style-type: none"> <li>All full-time, unmarried undergraduate Campus students are required to live in campus residences and have a meal plan during the academic year.</li> <li>Students that desire to live on campus who are part-time, younger than 17 and older than 25, must petition to live on campus.</li> </ul>	<u>Requirements:</u> <ul style="list-style-type: none"> <li>All full-time, unmarried students under the age of 21 are required to live on campus.</li> <li>Students that desire to live on campus, who are part-time, younger than 17 and older than 25, must petition to live on campus.</li> <li>A meal plan is required for all ACU students living on-campus.</li> </ul>
<u>Exceptions:</u> This Housing requirement does not apply to undergraduate Campus students who are: <ul style="list-style-type: none"> <li>23 years of age or older by the first day of classes in August,</li> <li>Married and/or has legal custody of children residing with him/her;</li> <li>Enrolled part-time (11 or fewer credit hours)</li> <li>Living with parents, legal guardians, grandparents, or siblings over the age of 25 within the following cities (Anthem, Deer Valley, El Mirage, Glendale, Litchfield Park, Paradise Valley, Peoria, Phoenix, Sun City West, Surprise, Tolleson, Youngtown).</li> <li>Returning students who have been grandfathered under the Previous Policy (Before Fall 2019)</li> </ul>	<u>Exceptions:</u> Below are the only exceptions to the on-campus housing policy: <ul style="list-style-type: none"> <li>The student is 21 years of age or over by the first day of classes in August;</li> <li>The student is married and/or has children residing with him/her; OR</li> <li>The student lives with parents, legal guardians, grandparents, or siblings over the age of 25 while attending Arizona Christian University.</li> </ul>

### Dining/M meal Plan Requirements

A residential meal plan is required for all ACU students living on-campus and a commuter meal plan is required for all students approved to live off campus. Meal plans can be purchased online through the housing website.

For the most updated list of residential and commuter meal plans and prices, please consult the Tuition and Fee Schedule on the University's website.

### Releases

- Releases from the housing and/or meal plan policy are rare and granted only in special situations when the University is unable to make appropriate accommodations for students with serious health problems and/or disabilities.



- All petitions for release must be submitted to the Department of Residence Life, which may require additional supporting documentation for verification purposes.
- The University reserves the right to grant a release to this policy when determined necessary by University officials, including cases where housing space is unavailable.
- All students approved to live off campus will be required to have a commuter meal plan.
- Releases are granted for all years unless circumstances of release change. In that case it is up to the student to notify Student Development. Failure to do so may result in a housing charge.

### **Common but Rarely Granted Reasons for Release**

- Already signed a lease. A signed off-campus lease does not release a student from the housing requirement. Students are advised not to sign leases until first receiving an approved release from the housing requirement from the Department of Residence Life.
- Allergies and/or asthma. Allergies or asthma rarely prevent students from living or thriving academically in on-campus housing. In severe cases, the University will provide reasonable accommodations to help alleviate symptoms related to allergies. Students who need an accommodation for allergies, asthma, or other health issue should contact Disability Resources for assistance.
- Bad experience with roommate or floor mates. The Department of Residence Life staff works to ensure that all students have a positive and rewarding housing experience. In situations where roommates are not compatible, the staff will encourage mediation or accommodate a room change.
- Finances. It is assumed that students who attend Arizona Christian University are able to pay for the cost of attendance, including the housing requirement. Students who experience a change in their financial situation should contact Financial Aid to explore options.
- Food/Dining. The University has partnered with Sodexo to provide campus-wide food service to its students. Sodexo can work with students to accommodate almost all food related allergies, special diets, or other dietary restrictions.
- Lack of Privacy. Sharing a living space is part of ACU's educational experience and students may experience less privacy on campus than in their home off-campus. In cases of severe disturbance of privacy, the Department of Residence Life will intervene and ensure the student privacy is secured via a room change or other appropriate action.

### **Petition Policy and Procedure**

The petition process is open during designated times throughout the academic year, in preparation for the upcoming semester. The petition is for those which fall into the policy of exemptions and are proving that exemption. Once the Department of Residence Life has received a petition, they will submit the paperwork to the Director of Residence Life for review.

Note: Providing false information (verbal or written) related to off-campus housing, including failure to contact the Department of Residence Life prior to any change in off-campus housing classification, will subject the student to moving immediately into a residence hall, being financially responsible for room and meal plan payments for any period of enrollment, for which, or during which, false or no information was provided, and probable disciplinary action through the on-campus community policies.

### Appeals to the Housing Policy

The appeal process is open during designated times throughout the academic year, in preparation for the upcoming semester. Appeals to the housing policy are for those students who desire to live off campus but do not fit into the policy of exemptions. Appeals must be submitted to the Director of Residence Life one (1) week prior to classes starting. This formal written request will be reviewed by the Housing Committee. The Housing Committee will respond to the appeal within ten (10) business days of receipt. The decision of the Housing Committee is considered final.

### Appeals to a Housing Committee's Denial

Students wishing to appeal a Housing Committee denial may submit a second appeal to Jeff Rutter, Vice President of Enrollment at [jeff.rutter@arizonachristian.edu](mailto:jeff.rutter@arizonachristian.edu). The Vice President of Enrollment's decision is final and will be communicated to the student. Additional requests are not permitted.

Please know that second appeals to Housing Committee decisions may only be heard if it meets the criteria for appeal. It is possible for appeals to be automatically denied if they do not meet one or both of following criteria:

- **Procedural error:** The University did not follow its own published procedures, or
- **New Information:** New information not considered during the petition process becomes available and could significantly alter the outcome, including evidence of bias.

### Housing Charges

All students under the age of 23 will be automatically charged housing and meal plan services, which will reflect on their student account. Housing and meal plan charges will not be removed from a student's account unless the student is approved to be released from the housing and meal plan requirement. In order to be considered for release from the housing and meal plan requirement, students must submit a formal Housing Petition or Appeal to the Residence Life Department. The Housing Petition will be considered by the Director of Residence Life to be either approved or denied. The Housing Appeal will be sent to the Housing Committee for a decision on approval or not.

Approvable releases from the housing and meal plan requirement include students who are 1) age 23 by the start of classes in August and January for Spring, and/or 2) married and/or have children residing with them.

#### Students Living Off-Campus (Housing Petition Charges)

Students living off-campus who submit a formal Housing Petition or Appeal for an approved release prior to the second week of classes will be released from the housing requirement without penalty.

Students living off-campus who submit a formal Housing Petition or Appeal for an approved release after the second week of classes will be released from the housing requirement but issued a \$250 administrative penalty.

Students living off-campus who submit a formal Housing Petition or Appeal for an unapproved exemption at any time will be denied a release from the housing requirement, assigned to a room on campus, and be held financially responsible for housing and meal plan charges for the entire academic year.

The following chart outlines the potential penalties discussed above:

	Approved exemption	Unapproved Exemption
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Before 2nd Week of Classes	No penalty	Assigned a room; Charged full housing and dining
After 2nd Week of Classes	\$250 fine	Assigned a room; Charged full housing and dining

### Students Living On-Campus

Students currently living on-campus who wish to be released from housing should refer to the housing contract for information on that process.

The Department of Residence Life reserves the right to refuse housing to students who (1) are not in good standing with the University based on conduct and/or finances (2) violate the Housing Contract and/or (3) have a criminal record. It is the policy of the University to carefully screen students who have been charged and/or convicted of a crime and make a determination on a case-by-case basis.

For more information and details regarding the policies of living on campus such as refunds, cancellations, terminations, etc. please review the Housing Contract and Agreement.

## Residence Life Policies

This Student Handbook contains policies that pertain to all or most of the ACU community, including students that both live on and off-campus. For other detailed policies related to living on campus, please consult the Residence Life Handbook or contact [reslife@arizonachristian.edu](mailto:reslife@arizonachristian.edu).

## Safe Environment

Arizona Christian University is committed to providing a safe environment, insofar as possible, in which all students, staff, and faculty, are able to pursue social, emotional, and spiritual development. In doing so, ACU will not tolerate bullying or cyber-bullying of any kind. ACU reserves the right to implement a disciplinary process, which may culminate in the suspension or dismissal of any student who initiates this type of behavior.

### **Bullying**

Bullying is defined as an intentional act that causes harm to others, and may involve verbal harassment, verbal or non-verbal threats, physical assault, stalking, or other methods of coercion such as manipulation, blackmail, or extortion. It is aggressive behavior that intends to hurt, threaten or frighten another person. An imbalance of power between the aggressor and the victim is often involved. Examples may include the following:

- Physically harming a student or damaging a student's property.
- Placing a student in reasonable fear of physical harm or damage to his/her property
- Substantially disrupting the instructional program or the orderly operations of the school
- Severe, persistent, or pervasive creation of an intimidating, hostile educational environment for the student who is bullied.

### **Cyber-Bullying**

Cyber bullying is defined as the process of using the Internet, cell phones or other devices to send or post text or images intended to hurt or embarrass another person. Cyber-bullying could be limited to posting rumors or gossip about a person in the internet bringing about hatred in other's minds; or it may go to the extent of personally identifying victims and publishing materials severely defaming and humiliating them.

## **Hazing**

Hazing will not be tolerated by the University under any circumstances. The definition of hazing includes any intentional or reckless act, on or off the property of Arizona Christian University, by one student, that endangers the mental or physical health or safety of another student or which induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions and is pertaining to those actions taken and situations created in connection with initiation into or affiliation with any organization. Regardless of intent or motive, any student participating in an activity which potentially endangers or adversely affects another is subject to disciplinary action.

## **Clery Act**

In compliance with federal regulations, Arizona Christian University annually reports all criminal activity mandated by the Clery Act. As outlined by the Clery Act, criminal acts that must be reported include Murder and Non-negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arson. In addition to these offenses, Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property must be reported if those offenses are Hate Crimes. Arizona law provides for the possibility of enhanced penalties for hate crimes. Arizona Revised Statute 13-701 says, in part, that for the purpose of sentencing the court shall consider a number of aggravating circumstances. One of the identified aggravating circumstances is "evidence that the defendant committed the crime out of malice toward a victim because of the because of the perpetrator's bias against the victim's identity.

Incidents of a criminal nature shall be submitted to the proper authorities for prosecution. All incidents involving hate crimes or discrimination will be reported to Campus Safety, Human Resources, or Student Development. The Department of Campus Safety will conduct the initial investigation, and forward the findings to Students Development for review. Student Development will determine the discipline for each incident ranging from No Action to Expulsion.

## **Anti-Harassment Policy and Procedure (SAVE Act and Stalking)**

Arizona Christian University is committed to securing and maintaining a safe environment that encourages academic success and social integration. Arizona Christian University recognizes the human dignity of all individuals and works to ensure all students, faculty, staff and other community members are valued and treated with the utmost respect. Arizona Christian University rejects and strictly prohibits all forms of harassment among students, faculty, staff, and other community members. Violations of this anti-harassment policy will result in disciplinary action.

Harassment can take on many forms, including verbal or physically conduct. Examples of verbal harassment could include, but not limited to, jokes, rumors, name-calling, unwelcome comments, or threats in written, spoken, or digital forms. Examples of physical harassment could include, but not limited to, unwelcome touching, assaults, or acts of violence. Generally, harassment involves any unwanted or unwarranted conduct that violates another individual's dignity or creates an offensive, intimidating, hostile, degrading, or humiliating atmosphere for another individual.

Students with knowledge of or who have experienced harassment should report the incident to the Student Development Division by emailing [studentconduct@arizonachristian.edu](mailto:studentconduct@arizonachristian.edu). *Note: If the incident is related to Sexual Harassment, please consult the Title IX/Sexual Misconduct Process section of this Student Handbook.*

In the report, individuals must provide the following information:

- Description of the alleged violation(s).
- Date, time and place of the alleged violation(s).

- Name of the individual(s) involved in the alleged violation(s) and their connection to the University
- Name of the student organization(s) involved in the alleged violation(s) (if applicable).
- Name of witness(es) to the alleged violation(s).
- Name, phone number, and email address of the individual filing the report
- Any other supporting documentation or information related to the incident

Individuals wishing to report an incident in full confidentiality or anonymity should refer to the “Reporting Confidentially” and “Reporting Anonymously” sections of this policy. Upon receipt of the report, a Student Development staff member will begin reviewing the incident and determine the appropriate action and notify the individual(s) who reported the incident of next steps.

## Sale and Solicitation

ACU prohibits solicitation, sales, or door-to-door canvassing by students or non-students on university property, except with permission of the Dean of Students or his/her designee.

## Sexual Harassment Policy

Arizona Christian University is committed to providing an environment free of discrimination. In implementing this commitment, Arizona Christian University maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important to note that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others. All students and employees are required to report any incident of harassment they witness or they are subjected to.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and request for sexual favors where either; (1) submission to such conduct is made an explicit or implicit term or condition of employment or of the individual’s status in a program, course or activity; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions, a criterion for evaluation, or a basis for academic decisions or other decisions affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance and/or educational experience and/or creating an intimidating, hostile, and/or offensive work and/or educational environment. Employees and/or students who violate this policy are subject to discipline, up to and including termination of employment, and expulsion for a student.

If you believe that you have been harassed, you should promptly report the facts of the incident(s) and the names of the individuals involved to your supervisor, Human Resources, or the Dean of Students. Supervisors should immediately report any incidents of harassment to Human Resources, or the Dean of Students. The Dean of Students will investigate all such claims and ACU will take appropriate corrective action, including disciplinary action when it is warranted.

Sexual harassment is also prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. Title IX complaints will be forward to Dr. Jared Black, the University’s Title IX Coordinator and Dean of Students, who will initiate the University’s investigation.

The University does not condone retaliation against any member of the faculty, staff, student body, or other employee of the University who has made a report of alleged sexual harassment or against anyone that has testified, assisted, or participated in the investigation of such a report. Retaliation is a violation of Title VII and Title IX and also will lead to disciplinary action by the University against the offender.

## Social Media

The University reserves the right to investigate and take action against any Campus group or student for posting of material on an internet site that violates, or appears to violate, University code of conduct. Internet postings, chats, or messaging that may violate these guiding principles include but are not limited to: postings of information, images or language that inappropriately represent the University to the public, including but not limited to partial or total nudity, sexual misconduct, violations of the University's alcohol and substance abuse policies, hazing activities, indecent or obscene behavior, language, or gestures, racist or offensive racial imagery, and/or threatening or violent content.

Campus groups (clubs, organizations, teams, etc.) or students who would like to create a blog or social media account branded with the ACU name, logo, implied name, or ACU brand (including a Facebook page, Twitter account, Instagram, Snapchat, Google+ page, Vimeo account, or YouTube channel, etc.), must seek prior approval through the Advancement Department. A representative from the Advancement Department must be provided with administrative access to the account. Consultation for social media promotion is available upon request.

## Spiritual Formation Program (Campus Students)

The mission of the Spiritual Life Department is to engage and equip the ACU Community in following Jesus through Worship, Discipleship and Service. Spiritual Life at ACU complements the classroom experience and the local church in spiritual formation. The Spiritual Life office works with students, faculty and staff in creating opportunities to love God and others through gatherings, events, programs and community partnerships.

All full-time campus students (12 or more credit hours) are automatically enrolled and required to participate in SSR100 Chapel each semester. SSR100 Chapel is a 0-credit Pass/Not Pass co-curricular course that has no impact on a student's academic grade point average (GPA). SSR100 Chapel has two parts: 1) Chapel attendance, and 2) service hours. To receive a Pass grade, students must attend at least 22 Chapels and participate in at least 2 service projects each semester (22 & 2). The 22 & 2 requirement must be completed by the Monday of Finals week.

### Chapel

Arizona Christian University gathers for chapel every Tuesday and Thursday from 10:00 a.m. to 11:00 a.m. during the Fall and Spring semesters (except during holidays or breaks). The purpose of Chapel is to gather for worship, fellowship, personal development and spiritual formation. Therefore, chapel is considered a vital part of a student's academic and spiritual experience at ACU. Speakers include pastors, youth pastors, missionaries, faculty members, Christian leaders, and students. Its purpose is to bring us closer to our primary goal of loving God.

### Chapel Attendance Policy

There are 30 chapel gatherings each semester and students must attend at least 22. Students are welcome and encouraged to attend more than 22 chapels each semester, but only 22 will be counted toward their 22 Chapel requirement. Students will only receive chapel credit for attending chapel – no other outside programs (e.g. attending church, seminars, etc.) will count as chapel attendance.

Students are required to present their own physical photo Student ID to swipe in at the computer to record attendance. Students may not swipe in another student for chapel. Students without a Student ID will not be counted. Students engaging in deceptive behavior as it pertains to chapel attendance will be subject to having attendance revoked, as well as disciplinary action. Students may swipe in between 9:50 a.m. and 10:10 a.m. Students arriving after 10:10 a.m. are welcome to

stay for Chapel but they will not be able to swipe in and attendance will not be counted. Students who are disruptive or leave Chapel before it concludes will be subject to having chapel attendance revoked, as well as disciplinary action.

The University allows students to miss up to eight (8) chapels each semester for any reason without penalty. The University does not consider any absence to be excused or unexcused. All absences from chapel, including those attributed to illness, personal matters, or extracurricular activities (including athletic team travel), must be within the 8 absences permitted by the University. Students with between 9-12 absences may request to complete up to four (4) Spiritual Formation make-assignments to bring their total absences back to eight (8). Please see the “Request to Complete Chapel Make-Up Assignments” section for details and guidelines. Students with 13 or more absences will fail the Spiritual Formation requirement for that semester.

### **Checking Your Chapel Attendance Progress**

To check your chapel attendance progress, including how many chapels you have attended and/or number of chapel absences you have accrued, go to the chapel course in Populi (SSR100 Chapel).

Chapel attendance is collected and saved upon scanning in at the beginning of each Chapel with your Student ID. Attendance is formally recorded and uploaded to the student’s attendance report in Populi within 2-3 business day of that chapel date.

Students should regularly check their attendance reports to confirm that attendance is recorded accurately. If there is a dispute or error regarding attendance, students have three (3) business days from the date of the chapel in question to request a review. Requests for review must be sent to [spiritual.formation@arizonachristian.edu](mailto:spiritual.formation@arizonachristian.edu). The Spiritual Formation team will review the request and determine if the student was present or absent based on the original chapel scan records. The Spiritual Formation team’s decision is final. Requests to review attendance more than three (3) business days after the date of the chapel in question will not be considered and the student’s original attendance determination will stand.

It is the student’s responsibility to keep track of their chapel attendance progress and ensure all chapel attendance records are accurate and up to date.

### **Chapel Petition Policy**

Students should plan their class and work schedules to be able to participate in the Spiritual Formation Program. In some situations, it may be extremely difficult or impossible for students to attend Chapel. Students may request to be exempt from attending Chapel by filing a petition to [spiritual.formation@arizonachristian.edu](mailto:spiritual.formation@arizonachristian.edu) explaining the student’s circumstances. Petitions must be received by Census Day of that semester, approximately two weeks after the first day of classes (refer to the Academic Calendar for the specific date). By submitting a petition, students are requesting to be exempt from Chapel attendance. Exemption is not guaranteed.

In lieu of completing the 22 & 2 requirement, students who successfully petition out of chapel must complete 36 hours of Spiritual Formation through ACU’s Spiritual Life opportunities, service in the local church, or other approved areas of discipleship and unpaid service. Students with pending petitions should attend chapel until the petition is approved or denied.

Students may be exempt from attending chapel under the following circumstances:

- The student does not have classes on Tuesdays or Thursdays AND is commuting 30 or more miles (must provide residential documentation)
- The student is part-time (11 or fewer credit hours)

- The student is student teaching (must provide documentation from the Roden School of Education)
- Other circumstances will be reviewed by the Spiritual Life Team and approved or denied on a case-by-case basis.

The Spiritual Formation Team will review the petition and decide to approve or deny the request. Petitioning students will be notified via email of the Spiritual Formation Team's decision from [spiritual.formation@arizonachristian.edu](mailto:spiritual.formation@arizonachristian.edu).

Students who do not have classes on Tuesdays or Thursdays AND are commuting 30 or more miles must fill out a petition that includes the student's residential address and send an email with a scanned copy of one (1) of the following to [spiritual.formation@arizonachristian.edu](mailto:spiritual.formation@arizonachristian.edu) in order to establish proof of residency:

- Selective service card, vehicle registration card or title, voter registration card, utility or telephone bill, checking or savings account statement, property tax bill or receipt, mortgage account or proof of home ownership, residential rental contract (apartment lease or other rental of real property), check with printed name and address

Education Majors who cannot attend chapel due to student teaching must fill out a petition and have the Head of the Roden School of Education send an email confirming your student teaching status to [spiritual.formation@arizonachristian.edu](mailto:spiritual.formation@arizonachristian.edu).

Chapel Petitions, if approved, are permitted for one (1) semester. If a student wishes to be exempt from chapel in future semesters, additional petitions must be submitted for each subsequent semester.

*Note:* Providing false information (verbal or written) related to a chapel petition will subject the student to immediately resume chapel attendance, and probable disciplinary action through the Student Conduct Process. If it is determined that false information was provided for past semesters, students will fail the Spiritual Formation requirement for the semester(s) in question and be issued the appropriate sanction(s), including all fines and related disciplinary actions, if applicable.

### **Service Hours**

Outside of the 22 chapel hours, students must participate in two (2) ACU-sponsored service projects each semester. Approximately 20-25 service projects are available each semester through the Spiritual Life Department. Both service projects must be completed by the Monday of Finals Week.

Attendance will be taken at the beginning of the service project and later uploaded to the students SSR100 course in Populi.

It is the student's responsibility to keep track of their Spiritual Formation progress and ensure all Chapel attendance and service hours are submitted and up to date.

### **Chapel Make-Up Assignments**

Students should regularly check their chapel attendance and service hours progress to ensure they will complete the 22 & 2 requirement each semester.

Students in jeopardy of failing to attend 22 Chapels may request to do up to four (4) make-up assignments before final grades are posted. Each make-up assignment is worth 1 Chapel. Information will be provided at the beginning of each semester on the process for requesting to do make-up assignments.



### **Request to Complete Spiritual Formation Make-up Assignments**

A student may request to do up to four (4) make-up assignments at any time between the first chapel of the semester to the last day of classes of the semester. Information will be provided at the beginning of each semester on the process for requesting to do make-up assignments.

Requests to complete make-up assignments cannot be submitted after final grades have been posted (see Academic Calendar for final grade posting dates).

Exemplary, original work is expected for chapel make-up assignments including, but not limited to, grammar, punctuation and content. ACU's Academic Integrity policy applies to chapel make-up assignments. Students are expected to put forth an honest, respectful, and thoughtful effort. Failure to complete make-up assignments under these standards and instructions may result in failing Spiritual Formation hours for that semester as well as further disciplinary action under the University's Failure to Comply policy, with sanctions including disciplinary probation, suspension or expulsion.

### **Late Submissions and Final Grade Posting**

All 22 & 2 requirement, including make-up assignments, must be submitted by the Monday of Finals Week each semester. Students who submit make-up assignments late from the Tuesday of Finals Weeks through the next Monday (7 days) will be issued a \$50 administrative fine. On the next Monday, final grades will be posted to the student's transcript. Make-up assignments will not be available for submission after final grades have been posted and the student will fail the Spiritual Formation requirement for that semester.

### **Failing to Meet Spiritual Formation Requirements**

The Spiritual Formation Program is a Pass or Not Pass program. Students who fail to attend a minimum of 22 Chapels and complete 2 service projects will be subject to the following disciplinary sanctions. The University reserves the right to review each situation on a case-by-case basis and determine the appropriate sanction or response.

#### First Semester Failed

- \$375 fine, 'NC' (No Credit) on student record.
- Failing to pay the \$375 fine will result in a Student Services Hold placed on the student's account. Student Services Holds prevent students from registering for classes, graduating, receiving a diploma, or obtaining transcripts.

#### Second Semester Failed

- \$500 fine, Spiritual Formation probation, 'NC' (No Credit) on student record.
- Spiritual Formation probation is a status in which a third failure of Spiritual Formation hours could result in escalated sanctions by the University, as determined by the Dean of Students. Spiritual Formation probation will remain on the student's record for the duration of his/her enrollment.
- Failing to pay the \$500 fine will result in a Student Services Hold placed on the student's account. Student Services Holds prevent students from registering for classes, graduating, receiving a diploma, or obtaining transcripts.

#### Third (or More) Semester Failed

- \$500 fine, 'NC' (No Credit) on student record, review by the Dean of Students.
- The Dean of Students will review the student's case and determine the appropriate action or sanction, which might include suspension or expulsion from Arizona Christian University.

- Failing to pay the \$500 fine will result in a Student Services Hold placed on the student's account. Student Services Holds prevent students from registering for classes, graduating, receiving a diploma, or obtaining transcripts.

*\*Note: Students must attend a minimum of 22 chapels and complete a minimum of 2 service projects each semester.*

### **Appeals Procedure**

Appeals of Spiritual Life Team decisions may only be heard if one of the following grounds are met:

- **Procedural error:** The University did not follow its own published procedures.
- **New Information:** New information not considered during the request becomes available and could significantly alter the outcome, including evidence of bias.

Appeal requests must be submitted in writing by the student to the Dean of Students no more than five (5) business days after final grades have been posted. Written requests must include the following information. Requests failing to meet these instructions will not be considered:

- Name, address, telephone number, and University identification number of the appellant;
- The grounds for appeal and any supporting documentation;
- Signature of the appellant and date of submission

The Dean of Students will respond to the appeal within five (5) business days of receipt. If criteria for an appeal are not met, the Dean of Students will notify the Appellant that the request is denied and the original decision is final. Additional requests are not permitted. If criteria for an appeal are met, the Dean of Students will review all documentation and either uphold or reverse the original decision within ten (10) business days. The decision of the Dean of Students is final and no other appeals may be submitted. Students will be notified via email of the Dean of Students decision.

### **Changes to Spiritual Formation Requirements**

The University reserves the right to modify the requirements or structure of this Spiritual Formation program at any time in order to meet its educational and operational objectives. In the event a change is necessary, the University will communicate those changes to students.

## **Student-Employee Relationships**

Arizona Christian University generally prohibits dating or romantic relationships between students and employees of the University (i.e. faculty or staff). Consensual relationships between students and employees potentially create an environment where trust and authority of employees are compromised or power differences between employees and students may be exploited.

Inappropriate or unwelcome behavior initiated by an employee can be reported to the University's Title IX Coordinator or to [Human.Resources@arizonachristian.edu](mailto:Human.Resources@arizonachristian.edu) for review.

## **Student Employment**

The University offers several opportunities for employment on-campus, including opportunities under the Federal Work Study program. In order to qualify for positions under the Federal Work Study program, students must demonstrate financial need and show academic promise sufficient to maintain good standing. Further information regarding on-campus student employment may be obtained by contacting the Career Services offices within the Student Development Division. Enrolled students may be restricted in the total number of hours per week they are authorized to work. The limitations are determined by the number of semester credits they are carrying in any given semester.

In addition to employment opportunities at ACU, many opportunities exist for employment in the local community. Businesses near the campus have been a source of jobs for Arizona Christian University students. Students and alumni can also contact ACU's Career Services program for information on job opportunities on and off-campus by emailing [jobs@arizonachristian.edu](mailto:jobs@arizonachristian.edu).

## Student Organizations

Arizona Christian University highly encourages students to become involved in extracurricular leadership opportunities, including student clubs and organizations. Student organizations are required to apply annually for formal recognition by Arizona Christian University through the Student Development Division. Formal recognition provides Arizona Christian University the ability to extend resources and support to student organizations and to manage opportunities to enhance the student experience, enrich the campus community, and advance the mission and vision of the University. After receiving University recognition, student organizations must remain in good standing.

Students are highly encouraged to start student organizations that fit their interests and align with the mission and vision of Arizona Christian University. In order to start a club or organization, students must:

1. Attend a student organization orientation
2. Submit a student organization application, and
3. Receive a decision from Student Development

In the student organization application, petitioning student organizations must provide:

1. Organization information
2. Student leader information
3. Faculty/Staff Advisor information
4. An organization constitution
5. Agreement to the Student Organization Rights and Responsibilities

To begin the process of creating a student organization or for more information about student organizations, contact Student Development at [studentorganizations@arizonachristian.edu](mailto:studentorganizations@arizonachristian.edu).

## Student Leadership Opportunities

Arizona Christian University is committed to training and equipping the next generation of Christian leaders who will transform culture with the truth. Arizona Christian University offers numerous opportunities for students to lead on campus, including opportunities within Student Development Division and Athletics. Examples of student leadership opportunities include:

- Resident Assistants
- Campus Activities Board
- Flock Council and Flock Leaders
- Small Group Leaders
- Spiritual Life and Service Coordinators
- Campus Recreation and Intramurals
- And more!

Students can also participate in leadership opportunities by joining or starting student organizations. Students interested in leadership opportunities should contact Student Development for more information.

# Student Code of Conduct

## Philosophy

The purpose of the disciplinary system of Arizona Christian University is to promote personal godliness and to maintain an atmosphere conducive to maximum academic and spiritual growth. Student Development personnel, staff and faculty are ready to help.

Through our system, we desire to demonstrate and incorporate personal accountability and biblical restoration. We believe that a truly Christian community will be accepting of its members who are struggling with sin. At the same time, however, the community will not condone sin by ignoring it. We are committed to accountability and restoration by consistently speaking the truth in love. Our primary focus is the heart. Behavior is important, but only as an indicator of the condition of a person's heart. Our accountability and restoration system targets heart change, not mere external conformity or compliance.

The system is here for the welfare of all students. Failure to adhere to the system renders the student liable to discipline.

Arizona Christian University is committed to conducting its Student Conduct Process in a way that is centered on fairness, education, and respect.

- **Fairness.** Arizona Christian University will structure its Student Conduct Process in a consistent manner that is free of bias or favoritism, providing all students with a fair hearing and decision.
- **Education.** Arizona Christian University will structure its Student Conduct Process in a manner that promotes the education, development, and spiritual growth of students into personally responsible members of the ACU community.
- **Respect.** Arizona Christian University will structure its Student Conduct Process in a manner that respects the privacy and dignity of all individuals participating in the process.

## Jurisdiction

The Arizona Christian University Student Code of Conduct applies to all conduct on-campus, all conduct at University-related events off-campus, and any conduct on or off-campus that adversely affects the University, its objectives, and/or the health, safety and welfare of the members of the ACU community, as determined by University officials. All student conduct occurring on social media, email, text, or other forms of electronic communication are subject to this Student Code of Conduct. In addition to the rules and policies outlined in this Student Code of Conduct, students are expected to obey and uphold all local, state, and federal laws with violations subject to disciplinary action. Students are responsible for their conduct and subject to this Student Code of Conduct beginning at the time of enrollment through graduation or date of withdrawal. All questions regarding the Student Code of Conduct should be directed to the Student Development Division.

## Authority

Arizona Christian University reserves the right to initiate the Student Conduct Process for any reported student or student organization conduct occurring during or between any periods of enrollment. The Student Conduct Process is under the authority of the Dean of Students and the Student Development Division, as delegated by the President and the Provost and Chief Operating Officer of Arizona Christian University. The Dean of Students, as well as Student Development staff members or other designees appointed by the Dean of Students, may initiate the Student Conduct Process, conduct hearings, determine responsibility, and issue sanctions. The Dean of Students and his/her designees may determine the most appropriate action for handling student conduct violations, including initiating the formal Student Conduct Process or speaking informally to the

student. The Dean of Students and his/her designees reserve the right to place a Student Services hold on student accounts of students who fail to comply with the Student Conduct Process or fail to carry out the assigned sanctions. Student Services holds prevent students from registering for classes, graduating, receiving a diploma, or obtaining transcripts.

### **Level of Proof**

Arizona Christian University's Student Conduct Process is separate from Criminal or Civil Systems. As an educational institution, Arizona Christian University has created its Student Conduct Process to promote the education, development, and spiritual growth of its students and it is not to be equated with Constitutional Due Process. With that, Arizona Christian University's Student Conduct Process does not adhere to the standard rules of evidence used in Criminal Systems when determining guilt or responsibility (i.e. beyond a reasonable doubt). Instead, Arizona Christian University's Student Conduct Process utilizes a Preponderance of Evidence standard (i.e. 50.1%; more likely than not) when determining responsibility.

### **Confidentiality**

Incidents involving student conduct are part of student's educational record and are therefore protected under the Family Educational Rights and Privacy Act (FERPA) of 1972. Individuals involved in the Student Conduct Process are permitted to only discuss the matter with the student, unless permitted under FERPA, Title IX, Clery Act or other federal regulation related to student privacy. All individuals involved in the Student Conduct Process are prohibited from making public comments on the matter. All requests for public comments should be referred to the President of the University.

### **Standards of Student Conduct**

Arizona Christian University students are expected to uphold all rules, policies, and expectations described in this Student Handbook, including the University's Core Values, Core Commitments, Statement of Faith, and Community Covenant. Upon enrollment, students are expected to be familiar with these rules, policies, and expectations described in this Student Handbook, as well as other documents related to student behavior or expectations (e.g. Residence Life policies, Course Syllabi, etc.). Student Conduct policies fall within one of the University four core values: Faith, Influence, Relationship, and Excellence. Examples of standards of conduct within these values include, but are not limited to:

#### Faith

- Chapel attendance, conduct, and completion
- Spiritual Formation participation and completion
- Other violations related to ACU's value of Faith

#### Influence

- Internet and Computer Use Policy
- Copyright Policy
- Assisting and/or Condoning Conduct Policy
- Deceptive Behavior
- Visitation and Guest Policies
- Alcohol Policies
- Drug Policies
- Tobacco Policy
- Other violations related to ACU's value of Influence

### Relationship

- Non-Discrimination Policy
- Harassment Policy
- Hazing Policy
- Physical Conflict Policy
- Marriage and Human Sexuality Policy
- Title IX/Sexual Misconduct Policy
- Stalking Policy
- Bullying/Cyberbullying
- Hate Crimes/Incidents
- Other violations related to ACU's value of Relationship

### Excellence

- Fire Hazards Policy
- Weapons Policy
- Theft Policy
- Unauthorized Areas of Entry Policy
- ACU ID Policy
- Failure to Comply Policy
- Keys/Key card Policy
- Quiet Hours/Noise Policy
- Pets and Other Animals Policy
- University Posting Policy
- Damage to University Property Policy
- Security Equipment Tampering Policy
- Dress Code
- Room Check Violation
- Health and Safety
- Other violations related to ACU's value of Excellence

### **Reporting a Code of Conduct Violation**

Any individual, both inside and outside the ACU community, may report an alleged violation of the Student Code of Conduct by contacting the Student Development Division. In the report, individuals are asked to provide as much information as possible, including but not limited to:

- Description of the alleged violation(s).
- Date, time and place of the alleged violation(s).
- Name of the student(s) involved in the alleged violation(s).
- Name of the student organization(s) involved in the alleged violation (if applicable).
- Name of witness(es) to the alleged violation(s).
- Name, phone number, and email address of the individual filing the report.
- Any other supporting documentation or information related to the incidents

Upon receiving a report, the Dean of Students (or his/her designee) will review the allegation and assign the case to the appropriate Hearing Officer within the Student Development Division, including Student Life and Residence Life staff. These Hearing Officers are trained by the Dean of Students to oversee the University's disciplinary processes. These individuals will serve as the official Hearing Officer through the entire disciplinary process, from the time an incident is reported through completion.

## **Student Conduct Process**

As a Christian university, ACU strives to offer loving accountability and to be redemptive in its approach to students who have violated the Community Standards.

Every situation is handled on a case-by-case basis.

The student will be referred to one of the following processes:

- Meet with a Resident Director
- Meet with the Student Conduct Board
- Student will be given the opportunity to further discuss the incident in order to determine involvement and possible sanctions. Sanctions can be enhanced all the way up to being banned from campus housing
- Meet with the Dean of Students or their designee

If the Student Conduct Board deems it appropriate based on the circumstances, a student can be referred to the Dean of Students for suspension or expulsion from the University.

The Student Conduct Coordinator will determine the composition of the Student Conduct Boards and determine which process is appropriate for the student. Any student serving on the Student Conduct Board is bound by a strict confidentiality agreement. The Student Conduct Coordinator will develop policies for the administration of the Student Conduct Board Hearings that are not inconsistent with the provisions of the Student Conduct Process. Decisions made by the Student Conduct Board or the Student Conduct office will be final, pending the normal appeal process. If a student fails to report to an assigned Resident Director and/or hearing, a fine may be assessed up to \$50.00 for the first occurrence.

Serious offenses for which the Dean of Students may recommend suspension or expulsion from the University will be heard and decided by the Dean of Students.

If a student is subject to State or Federal court fines and/or community service hours, the Student Conduct Coordinator will make the decision to whether or not to allow those fines and hours to replace that of the Student Conduct Board.

Any question of interpretation or application of the Community Standards and Student Conduct Process will be referred to the Dean of Students or his/her designee for final determination.

### Student Conduct Board Hearing

At a Student Conduct Board Hearing, the technical rules of evidence, process and procedure used in a civil or criminal court will not apply.

Students who are subject to meet with the Student Conduct Board are notified by the Student Conduct Office. The student will be notified of the date, time and place of their hearing through text or email at least 24 hours prior to the meeting.

If a student fails to appear before the Student Conduct Board, the Board will discuss the sanctions they feel are appropriate for the student. In most cases the absent student will be given the same sanction as other students who were involved in the same incident. If a student is the only person involved in the incident, the Board will base appropriate sanctions on the facts found in the RD or Campus Safety report and as they appear in the guidelines for sanctions.

During the Student Conduct Board Hearing, students are not permitted to be accompanied by third parties or attorneys and may not document the hearing by the use of a recording device. The

University will record the hearing and the recording will be University property. Students are introduced to the Board members and informed of the hearing’s agenda. The students will then have chance to speak about the incident, give their account for the incident and accept or deny responsibility for the incident. Students then will be asked any pertinent questions that the Board may have and then the student will then be told the minimum sanctions, if any, for the corresponding incident. Before the student is dismissed, the student is informed of a timeline when they can expect to hear the Board’s decision and to pick up their sanction letter, if applicable.

After the student is dismissed from the hearing, the Student Conduct Board will decide whether to hold the student responsible or not for the incident. The determination of the Board is made on the basis of whether it is more likely than not that the student violated the Community Standards.

As a rule, the student will be informed of the Student Conduct Board’s decision in person or in writing.

A student may be referred to a restorative justice process, where there will be dialogue between the responsible party and the harmed party/community.

Appeals of Student Conduct Sanctions

Appeals of sanctions given by the Student Conduct Board, or a Resident Director (RD) are only accepted within 72 hours of when the student is informed of the decision, either verbally or in writing, whichever is first (except for fines related to missed Hall Meetings, as noted below). Appeals are not accepted after this time. Appeals must include the student’s reason for the appeal, personal contact information, and the sanctions the student is disputing. Appeals not including all this information will not be accepted.

Appeals will only be accepted for the following reasons:

- There was a procedural error in the Student Conduct Process that unfairly and materially affected the outcome of the Student Conduct Board’s decision.
- Evidence has been discovered that was not reasonably available at the time of the hearing.
- The sanctions that were assigned were substantially disproportionate to similar violations.

If a student wishes to appeal sanctions imposed by the Student Conduct Board or a Student Conduct Officer, they can do so by emailing [studentconduct@arizonachristian.edu](mailto:studentconduct@arizonachristian.edu).

Reason for Appeal	Time to Appeal	1st Appeal Level	2nd Appeal Level
<b>Student Conduct Board or Officer decision</b>	72 hours	Director of Res. Life. or designee	Dean of Students or designee
<b>Fine/Charges given by office of Residence Life</b>	30 days	Student Conduct Coordinator	Director of Residence Life or designee

Suspension or Expulsion from the University

It is always the goal of the Student Conduct Board to restore and redeem a student who violates a school policy. However, there may be times when a student’s suspension or expulsion from the University may be necessary for the health and safety of the entire community. In such cases,



suspension or expulsion from the University will occur with a recommendation is made by the Student Conduct Board and the Dean of Students to the University Code of Conduct Committee.

#### Students Who Fail to Complete Sanctions

If a student fails to complete an assigned sanction by the given deadline as outlined in a sanction letter, a hold will be placed on the student's academic and housing accounts. Having the ability to select housing will not be permitted until the sanctions have been completed.

#### Students Who Seek Retaliation after Receiving Sanctions

Students who seek retaliation after receiving their sanctions may be considered in violation and receive additional consequences.

#### Abuse of the Student Conduct Process

Abuse of the Student Conduct Process is strictly prohibited and includes, but is not limited to:

- Failure to obey the notice from the Student Conduct Board or a Resident Director to appear for a hearing or meeting as part of the Student Conduct Process.
- Falsification, distortion, or misrepresentation of information before a Student Conduct Board or Residence Life staff member.
- Disruption or interference with the orderly conduct of a Student Conduct Board meeting.
- Attempting to discourage an individual's proper participating in, or use of, the Student Conduct Process.
- Harassment (verbal, physical, social media) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a Student Conduct Board meeting.

#### **Multiple Violations**

Students found responsible for committing a second (or more) student conduct violation will be subject to the Student Conduct Process under the direction of the Dean of Students. Students found responsible for violating the University's Student Code of Conduct on multiple occasions will be seriously considered escalated sanctions, including disciplinary probation, suspension, or expulsion.

## Student Records

Student records are maintained through the Registrar's office. Each student's academic and personal records are considered a private matter and are open only to the administration and individuals designated by the student. See also the "Family Educational Rights and Privacy Acts of 1974 (FERPA)" section.

## Swimming Pool

Arizona Christian University has established the following rules as it relates to use of the University Swimming Pool

- Swimming Pool hours are open from 10 a.m. to 10 p.m., seven days per week (Sunday thru Saturday).
- Anyone entering the gated pool area must be able to swim.
- All persons visit the pool at their own risk. The University is not responsible for accidents and injuries.
- No persons under 17 years old permitted in the pool area.
- The pool is restricted to current Arizona Christian University staff and students only.
- Use of the pool is first come, first served. The pool may not be reserved for private parties.
- All users must wear conservative swim suit attire (Per Student Handbook) - No street clothes can be worn in the water. No cut-off shorts.

- Personal floatation devices must be U.S. Coast Guard Approved.
- Do not perform hypoxic/breath-hold training. Pool users must take at least one breath for every length of the pool.
- No diving allowed.
- No bags allowed on deck. All personal bags, backpacks, purses, etc. Must be kept in your room.
- No oil-based tanning products allowed on deck.
- No food, drink or gum inside the gated area. Water is permitted.
- Please shower prior to entering the pool.
- Be courteous to other students and staff.
- No unnecessary loud noise or music at anytime.
- No rough play in the water or on deck.
- No alcohol, tobacco, or vape products.
- No glass containers of any kind.
- Respect the facility and equipment.

Any person deemed unsafe and or not adhering to the rules will be asked to leave the pool area and are subject to having their pool privileges suspended, and are subject to other disciplinary action as deemed necessary by the Dean of Students.

Campus Safety guard and other staff instructions and requests must be promptly obeyed and followed. Campus Safety and other staff have the authority to make any decisions not specifically covered in the posted rules.

In accordance with the recommendation from the American Red Cross and the National Weather Service, upon the first sighting of lightning, sound of thunder, or detection of lightning within 8 miles (according to a weather tracking app), the pool will be cleared and everyone must evacuate the pool deck until 30 minutes after the last lightning is spotted, thunder is heard or detected.

Additionally, if weather conditions prevent the seeing the bottom of the pool (strong rain, dust storm, hail, etc.) the pool may also be closed until conditions improve.

The University reserves the right to deny use of, and closure of the pool facilities at any time without cause.

## Tampering with Security Equipment

Arizona Christian University has equipment throughout campus that help protect the safety and security of the University and its community members, including doors with key access equipment, surveillance cameras, smoke detectors, etc. Tampering with security equipment is strictly prohibited and could result in disciplinary action.

## Textbooks and Learning Materials

Each semester, Arizona Christian University dedicates itself to ensuring that students have the best education and growth opportunities. To help us deliver the best in education, we recommend the following online outlets for your correct course materials:

Electronic versions: Vital Source - <https://online.vitalsource.com/#/user/signin>

Print versions: Amazon - [www.amazon.com](http://www.amazon.com)

Students are encouraged to order books at least 2 weeks prior to the beginning of each semester to allow time for shipping. Students are expected to purchase required textbooks and other course materials prior to the start of class. Students are expected to bring their own textbooks, paper, and pencil or pen to class. Because publishers revise textbooks often, students are encouraged to purchase textbooks using the ISBN number of the assigned book. For the convenience of students, ACU also sells logo merchandise in the Phoenix Shop on campus.

## Theft Policy

All members of the ACU community are expected to respect property owned by the University, as well as property owned by individual members of the ACU community, including faculty, staff, and students. Students may not steal property owned by the University or other students. Students may not use property that does not belong to them without permission from the rightful owner. Students found stealing property from the University or other individuals will be subject to disciplinary action.

## Title IX

Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act is a federal regulation under the authority of the Office of Civil Rights. According to the Title IX amendments, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving federal financial assistance.

As an institution that participates in federal financial assistance, Arizona Christian University complies with Title IX and prohibits discrimination based on sex or gender in all its programs or activities. Sex discrimination includes sexual harassment, sexual assault, relationship violence and stalking. Responsibility for Title IX Compliance and oversight is under the authority of the University-assigned Title IX Coordinator.

ACU's Title IX Coordinator is:

Dr. Jared Black  
Dean of Students  
1 West Firestorm Way  
Student Success Center #118  
Glendale, AZ 85306  
[Jared.black@arizonachristian.edu](mailto:Jared.black@arizonachristian.edu)  
(602) 489-5300 x.3501

To report an incident related to Title IX, please contact the University Title IX Coordinator, Campus Safety or Student Development. For more information on Title IX or the Title IX/Sexual Misconduct Process, contact the University's Title IX Coordinator or visit ACU's Title IX webpage: <https://www.arizonachristian.edu/campussafety/titleix/>.

## Tobacco

Arizona Christian University is committed to providing a healthy campus environment. To that end, ACU is a tobacco free campus and the use of tobacco products is not permitted anywhere on campus grounds, including inside and outside of buildings (including residence halls), campus walkways, University vehicles, or privately owned vehicles parked on campus. Additionally, ACU faculty, staff, and students are prohibited from using tobacco products off campus while participating in any University related activity or function (e.g. mission trips, music recitals, leadership

retreats, athletic events, etc.). Forms of prohibited tobacco include, but are not limited to, cigarettes, cigars, chewing tobacco, hookah, and/or vapor). Additionally, tobacco paraphernalia, such as pipes, cigarette papers, cigar wraps, vape pens, or other items used for consuming tobacco is prohibited on campus. This policy applies to all ACU faculty, staff, students, and guests on campus. Individuals in violation of this Tobacco policy will be subject to disciplinary action.

### **Potential Sanctions (Tobacco)**

#### First offense (Student)

Consumption, inside: \$150 fine, written reprimand

Consumption, outside: \$75 fine, written reprimand

Paraphernalia (not consuming): Confiscation, written reprimand

Possession (not consuming): Confiscation, written reprimand

#### Second offense (Student)

Consumption, inside: \$250 fine, educational activity

Consumption, outside: \$150 fine, educational activity

Paraphernalia (not consuming): Confiscation, educational activity

Possession (not consuming): Confiscation, educational activity

#### Third offense (Student)

The student will be referred to the Dean of Students who will determine elevated sanctions based on previous incidents and violations.

## **Transcripts**

Please consult the Academic Catalog for all policies regarding transcripts.

## **Travel**

In order to minimize risk and liability to the University, guests are not allowed on academic field trips. Participation on field trips is limited to faculty, staff, and enrolled students and approved volunteers of the University only.

University-owned vehicles are to be used for transportation on all academic field trips and the use of transportation provided by ACU for the field trip is strongly urged. Please note that students who choose to instead use a privately-owned or commercially-rented vehicle and students who choose to be passengers in such a vehicle operated by another private party for transportation on an academic field trip do so at their risk. All individuals who travel to the site of a field trip early, leave the group, and/or remain after the field trip is officially completed, do so at their own risk.

Personal Vehicles may only be used after all parties have a clear understanding of the best practices guidelines related to field trip insurance coverage issues:

- The University does not provide insurance for the use of personal automobiles.
- ACU does not insure or accept liability for any damage, loss or injury resulting from the use of a student participant's own personal vehicle. Students who use personal vehicles should have a valid driver's license and liability insurance on their vehicle.
- Please note that all participants who chose to ride in a private vehicle do so voluntarily and at their own risk.
- When using their own personal vehicle, faculty, staff and volunteers should have a valid driver's license and liability insurance on their vehicle. Under no circumstances will ACU provide coverage for damage to personal vehicles. The faculty, staff or volunteer's personal automobile liability insurance will have to respond up to the limits of its liability.

- All drivers and passengers must abide by all applicable federal, state and local safety standards and laws. All traffic and parking violations are the sole responsibility of the operator of the vehicle.

## Unauthorized Entry Policy

Students are expected to refrain from entering restricted areas throughout campus without permission. Areas that could be considered restricted include, but are not limited to, event center, residence halls, athletic fields, faculty or staff offices, rooftops, or entering or exiting through windows, etc. Students found entering restricted areas without permission may be subject to disciplinary action.

## University Property and Damages

Preventative maintenance and care for University property is expected from those who use it. Damaged or malfunctioning equipment should be reported via email to [maintenance@arizonachristian.edu](mailto:maintenance@arizonachristian.edu) and typing REQ in the subject line. In the case of emergencies the student should go directly to the Maintenance Supervisor or Business Office. Students who abuse or misuse university property through neglect or knowledgeable carelessness must make arrangements to pay for or replace the property through the Business Office.

At no time should students be on the roof of any University property, unless so authorized by the Maintenance Department or the Dean of Students.

## Residence Life Property and Damages

Whether intentional or accidental, students are held individually responsible for any damage found in their assigned rooms and any damage to or loss of furnishings. All University furniture must stay in the suite upon move-in as additional storage is not available. All room and/or furniture alterations must be approved in writing by the Department of Residence Life. Students are subject to being charged an amount determined by the University if furniture is misplaced or damaged in any way (please see the Fines and Fee List and Checkout Damage/Fine List). Additionally, students are responsible for common areas within the Residence Hall, including hallways and lobbies. Students causing damage or removing University property will be held responsible and subject to disciplinary action. If the Department of Residence Life is unable to identify who is responsible for damage/loss of school property within a shared space, all residents of a room, hall, floor or building will be subject to sharing the cost of the repairs or replacements.

## Visitation and Visitor/Guest Policy

In order to promote the health, safety, and welfare of the campus community, Arizona Christian University has established the following visitation policy within the residential areas:

- A visitor/guest is defined as a nonresident of a particular residential area, and includes both students and non-students.
- Residents, upon agreement with their roommate(s), are permitted to have visitors/guests of the same sex visit in their residence hall room, suite, or in the public areas of their residential floors at any time.
- Residents are not permitted to have visitors/guests of the opposite sex visit in their residence hall room or suite at any time. Members of the opposite sex are not permitted to loiter in the halls of any residential area of the other sex.
- Residents must notify their Residence Director if family members of the opposite sex are visiting prior to their arrival. Visitors/guests under the age of 12 must be accompanied by a parent.

- Residents are encouraged to socialize with members of the opposite sex in common areas throughout campus, including, but not limited to, residential and communal lounges, The Commons, Tower Grill, Library, or other common space.

Visitation is defined as those times which residents may have guests in their rooms, suites, or in the public areas of residential floors. Specific visitation boundaries should be outlined by roommates/suitemates stating the maximum hours during which visitors or guests may visit. Visitation is a privilege but is secondary to a resident's right to privacy within her or his room. Residents may not exercise their visitation privileges if doing so interferes with the rights of the roommate or of other residents.

Visitation privileges can be revoked for an individual, a room(s), a floor(s), or an entire area by the Department of Residence Life and the Student Development Division. Additionally, changes to this visitation policy can be made at the discretion of the Department of Residence Life at any time. Any changes that are made will be communicated.

If an RA, Campus Safety, or an ACU staff member finds a student of the opposite sex in a room/suite, the resident and guest will be subject to disciplinary action. The Director of Residence Life reserves the right to revoke the visitation privileges for repeated violations of this policy, other discipline issues, safety, and/or security reasons. Revoking visitation privileges can be reserved for a room(s), a floor(s), or entire areas.

All visitor(s) should be escorted by a resident when he/she leaves the room/suite. He/she should go with the resident when leaving the building, abide by Residence Life and ACU policies while in the hall and must have permission from room/suitemates to be there. Visitors are not allowed to remain in the Residence Hall when the resident leaves the building.

Overnight visitors must be of the same sex and must be cleared by prior arrangement with the Resident Assistant by filling out a "Guest Registration Form." These forms can be obtained in the Department of Residence Life or by a Resident Assistant. Failure to submit a guest registration form can result in a fine. Overnight visitors are responsible to abide by all residence life policies including quiet hours. There will be a \$25 fine if you guest is not signed in before 6pm of the evening they are staying. If the guest is hear and not signed in the will be asked to leave the property first thing in the morning unless community standards are broken then they will be asked to leave immediately.

Out of respect for ACU residents, non-ACU residents/visitors can stay no more than 6 nights in a semester and no more than 3 consecutive nights at a time. Non-ACU residents/visitors are not allowed access to the room while the assigned occupant(s) are not present. Non-ACU residents/visitors cannot utilize and/or have possession of a key to enter a room that does not belong to them, they cannot use the bathroom and shower facilities as if one lived in that room/suite, and they cannot keep belongings such as clothes, bedding, toiletries and/or books in the room for a long period of time as if one lived there. Any student found in violation of the visitor/guest policy will be subject to disciplinary action.

## Weapons Policy

Arizona Christian University does not allow firearms or any deadly weapon on campus or at events sponsored by Arizona Christian University. Persons possessing a current Carry Conceal Permit may leave/store their weapon as noted in ARS 12-781 in the vehicle locked and not visible to the public.

This policy prohibits students from possessing, use, or sale of BB guns, Air-Soft, paintball guns, ammunition, explosives, fireworks or other dangerous weapons, as defined in Arizona Revised Statutes and Glendale City Codes. Any person violating this policy shall be ordered to leave the

campus. Any person who refuses to leave, shall be subject to arrest under ARS 13-1502 Third Degree, Criminal Trespass. Students and staff who violate this policy are subject to University discipline.

The Department of Campus Safety will conduct the University's initial investigation and forward the report to Student Development for review when the incident involves a student. Student Development will determine the discipline for each incident ranging from No Action to Expulsion.

The Department of Campus Safety will conduct the University's initial investigation and forward the report to the University's Human Resources Manager for review when the incident involves a University employee. The Human Resources Manager will determine the discipline for each incident ranging from No Action to termination.

Faculty, adjuncts, staff, students, volunteers, and guests should immediately notify the Department of Campus Safety when a person is seen on campus with a firearm. If a person appears dangerous, acting suspicious, threatening, or behaving irrationally, stay away from the individual, document what the person looks like, and where they are located on campus. Then call Campus Safety at 602-489-5301 or 911 immediately.

*Exception:*

In state current Police Officers, honorably retired (ARS 38-1102) or Federal Law Enforcement Law Enforcement Agents/Police Officers are exempt from this policy.

## **Withdrawing From Courses**

Please consult the Academic Catalog for all policies regarding withdrawing from courses.