



# ARIZONA CHRISTIAN

EST. **UNIVERSITY** 1960

2011-2012

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

## Arizona Christian University Academic Calendar 2011-2012

### 2011 FALL SEMESTER

Aug 16	Tues	<i>New Students Move on Campus</i>
Aug 17	Wed	<i>New Student Orientation (9:00am-12:00pm)</i>
Aug 17	Wed	<i>Returning Students Move on Campus</i>
Aug 18	Thurs	<i>Classes Begin / Late Registration</i>
Aug 22	Mon- Fri	<i>Night Classes Begin</i>
Aug 2	Fri	<i>Last Day to register &amp; Drop/Add deadline</i>
Aug 5	Mon	<i>Labor Day Holiday (No Classes, Offices Closed)</i>
Sept 16	Fri	<i>2011/2021 Graduation Filing Deadline</i>
Oct 3-7	Mon- Fri	<i>Academic Alerts Posted</i>
Oct 2 8	Fri	<i>Last Day to Withdraw (W)</i>
Nov 3	Thur	<i>Spring Registration Opens</i>
Nov 24-25	Thur- Fri	<i>Thanksgiving Holiday</i>
Dec 1	Thur	<i>Last day to apply for student loans for fall</i>
December 2	Fri	<i>Last Day of Regular Class Schedule</i>
December 5-9	Mon- Fri	<i>Final Examinations schedules available</i>
December 9	Fri	<i>Last Day of Fall Semester</i>

### 2011 WINTER SESSION

Dec. 12, 2011	Mon	<i>Classes Begin</i>
Dec. 14, 2011	Wed	<i>Drop/Add Deadline</i>
Dec. 14, 2011	Wed	<i>Last Day to Withdraw (unrestricted)</i>
Jan. 3, 2012	Tues	<i>Last Day to Withdraw (W)</i>
Jan. 6, 2012	Fri	<i>Last Day of Classes</i>
Jan. 6, 2012	Fri	<i>Final Grades Due</i>

### 2012 SPRING SEMESTER

Jan. 2	Mon	<i>Signed Spring Registration Invoice due</i>
Jan. 13	Fri	<i>New Student Orientation &amp; Registration</i>
Jan. 14	Sat	<i>New and Returning Students Arrive on Campus</i>
Jan. 15	Sun	<i>New and Returning Students Arrive on Campus</i>
Jan. 16	Mon	<i>Martin Luther King Jr. Day (Offices Closed)</i>
January 17	Tues	<i>Classes Begin</i>
Jan. 17	Tues- Fri	<i>Tuesday-Friday Night Classes Begin</i>
Jan. 20	Fri	<i>Last Day to Complete Incomplete from Fall Sem.</i>
Jan. 23	Mon	<i>Monday Night Classes Begin</i>
Feb. 3	Fri	<i>Last Date to Register for Spring semester</i>
Feb. 3	Fri	<i>Last Day to Withdraw (unrestricted)</i>
Mar. 9	Fri	<i>Day of Outreach (Attendance is Mandatory)</i>
Mar. 12-16	Mon- Fri	<i>Spring Break</i>
March 23	Fri	<i>Last Day to Withdraw (W)</i>
April 5	Thurs	<i>Fall &amp; Summer Session Registration Opens</i>
April 6	Fri	<i>Good Friday (No Classes, Offices Closed)</i>
May 3	Thurs	<i>Last Day to apply for student loans for Spring</i>
May 7	Mon	<i>Last Day of Regular Class Schedule</i>
May 8-11	Tues-Fri	<i>Final Examination schedules available</i>
May 11	Fri	<i>Last Day of Spring Semester</i>
May 12	Sat	<i>Commencement - 11:00am</i>
May 15	Tues	<i>Final Grades Due by 5:00pm</i>

## IMPORTANT PHONE NUMBERS

- Life threatening/Emergency 911
- Police/Non-Emergency 602-262-6151
- Poison Control 1-800-222-1222
- Suicide Hotline 1-800-273-TALK
- **Campus Security**  
Cell 602-366-5268
- **Director of Residence Life**  
Number: 602-386-4122  
Email [anthony.suarez@arizonachristian.edu](mailto:anthony.suarez@arizonachristian.edu)
- **Student Services**  
Number: 602-386-4133  
Email [chuck.hunter@arizonachristian.edu](mailto:chuck.hunter@arizonachristian.edu)
- **Student Life**  
Number: 602-386-4148  
Email [brady.steenhoek@Arizonachristian.edu](mailto:brady.steenhoek@Arizonachristian.edu)
- **Spiritual Life**  
Number: 602-386-4175  
Email [jimmy.farley@arizonachristian.edu](mailto:jimmy.farley@arizonachristian.edu)
- **Counseling Center** 602-386-4163  
Email [counselingcenter@arizonachristian.edu](mailto:counselingcenter@arizonachristian.edu)
- **Academic Advising** 602-386-4119  
Email [kerri.pentti@arizonachristian.edu](mailto:kerri.pentti@arizonachristian.edu)
- **Maintenance**  
Email [maintenance@arizonachristian.edu](mailto:maintenance@arizonachristian.edu)
- **Technical Support**  
Number: 602-386-4127  
Email [helpdesk@arizonachristian.edu](mailto:helpdesk@arizonachristian.edu)

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**\*Special Note**

All policies and dates of the ACU Student Life Handbook and Calendar are subject to change without notice. However, when making changes, ACU will make every effort to inform students, faculty and staff in a timely matter through published addendums. By going to <http://arizonachristian.edu> and clicking on "handbook & calendar," you can view events and the handbook online.

## **ARIZONA CHRISTIAN UNIVERSITY MISSION STATEMENT**

Arizona Christian University provides a biblically integrated education that prepares its graduates to serve the Lord Jesus Christ in ministries and professional occupations.

### **STUDENT SERVICES: PHILOSOPHY**

Arizona Christian University seeks to provide a safe environment where students can trust God with who they are and realize that He has blessed them with special talents, giftings, and personalities. Students should possess a craving for a close relationship with God and, like any relationship in life, it takes time and effort to develop. This must be cultivated through prayer, the study of God's Word and healthy relationships. Growth and maturity in our love relationship with God has a natural by-product, trusting God with who we are. Student Services seeks to guide the student into growth and maturity. The true believer can say with Paul, "I joyfully concur with the law of God in the inner man" (Romans 7:22).

Arizona Christian University is based on the philosophy that Christianity affects the whole person. Consequently, we believe that our students, as new creatures in Christ will desire the things of God and desire to live in accordance with who they are in Christ. Our student policies, therefore, do not reflect an assumption that the characteristic desires of our students are for the things of the world and if left unrestrained, they will automatically seek gratification for fleshly desires.

We recognize the dangers of allowing our relationship with God to degenerate to the externals without a love for God as the motivation. Our focus should be a deeper and more mature relationship with God, for when that is accomplished, a right behavior will follow and new life will be evidenced by spiritual, mental, social, emotional, and physical growth in the individual.

We believe that the majority of the regulations of ACU will already be a part of each student's life, but some behaviors may have to be learned. This is due, in part, to the living space and number of individuals involved in our University community as well as the varied backgrounds of each student. We believe that the necessity for external regulations diminishes as Christ lives His life through the student. Those whom God regenerates, He also brings to maturity (Romans 8:29-30).

At Arizona Christian, we believe that true righteousness cannot be legislated in the life of a Christian. The rules of the student handbook cannot keep a determined student from sin. At best, this approach only acts as a general deterrent to sin because of the fear it creates in potential offenders who fear the consequences. The focus then has shifted from personal accountability to Christ toward a focus on the administration's actions. It also focuses on punishment rather than restoration, which is our real goal. Most of all, this approach creates an unhealthy dependency upon an external support system and the student fails to develop an internal motivation to obedience which reduces the Dean and support staff to the role of an enforcement agency rather than the helpful servants they desire to be.

The most important aspect of life for a student at a Christian university is his/her personal relationship with God. It is the purpose of Arizona Christian University to maintain an atmosphere that will be conducive to the development of spiritual maturity, an awareness of sin and a repentant heart that should produce a godly sorrow.

ACU believes its policies and programs reflect appropriate application of biblical truth for the good of the whole University community. Students are, therefore, required to follow the policies of the University and must sign a Statement of Commitment when they enter the University, indicating a willingness to live in harmony with the policies. Ignorance of the policies will not be accepted as an excuse for misconduct.

Enrollment in Arizona Christian University indicates that the student agrees to live in harmony with policies published in the ACU Student Life Handbook and any updated addendums. These guidelines remain in effect for all registered students, living on or off campus during classes. When not taking classes, at ACU during the Christmas and summer breaks students are under the authority of their parents and local churches and are expected to live by those community standards. Behaviors while on break may affect a student's ability to re-enroll or continue as a student at ACU.

**However, it is our desire that an Arizona Christian University student will display Christ-like character in all things. Personal convictions may occasionally differ from these policies; however, enrollment at ACU assumes the student's willingness to submit to the school's convictions and community standards.**

#### **NON-DISCRIMINATORY POLICY**

Arizona Christian University does not discriminate on the basis of gender, race, national or ethnic origin, handicaps, or age in administration of its educational policies, admissions policies, financial aid programs, athletics, and other university-administered programs. The financial aid officer is the university's Title IX and Section 504 coordinator.

### **STUDENT SERVICES: GOALS AND OBJECTIVES**

Goals:

The goal of Student Services is to support & enhance what is being taught in the academic setting. Our desire is to help develop the whole student through providing a safe campus community and engaging programs.

#### **Community:**

A safe environment where people can learn, grow and develop who they are in Christ.

\*Draw students into commitment to our community

\*Establish relationships of trust and grace through sharing our lives with one another

\*Provide opportunities of spiritual and developmental growth through

- Discipleship/Mentoring/Tutoring
- Chapel
- Community Outreach
- Missions
- Social Activities
- Residential Living

\*Confront, walk, encourage, challenge, and restore students to the community through our disciplinary process.

### **ACADEMIC**

#### **ACADEMIC AND BUSINESS POLICIES**

Please consult the *ACU Catalog* for procedures and policies

## **ACADEMIC GOALS:**

### **1. Communication**

This goal stresses the need for students to articulate acquired foundational knowledge within a biblical worldview. Students must realize that oral and written communication skills are fundamental attributes required in all ministries and professional occupations.

### **2. Critical Thinking**

This goal focuses on the importance of analysis and problem solving skills. Students must understand research methodology and be able to evaluate differing points of view.

### **3. Biblical Literacy and Integration**

This goal emphasizes the requirement for competence in biblical knowledge and systematized theological principles. It presumes utilization of literal-grammatical-historical interpretative principles and thoughtful personal application in both vocational and non-vocational commitments.

### **4. Technological Literacy**

Technology is the fastest growth area in today's culture. This goal mandates the integration of computer skills with academic programs and ministry. Students must be able to respond to the rapid changes in production and transmission of information in order to be responsible citizens in the global community

### **5. Personal and Professional Ethics**

This goal accentuates the need for students to develop a mindset and lifestyle that conforms to the image of Jesus Christ. It presupposes the dignity of all persons created in the image of God. Students are mentored to live a life of integrity, to grow and mature in Christian character, to serve the body of Christ, and to live as responsible citizens.

### **6. Interpersonal Skills**

This goal affirms the need for students to interact thoughtfully and compassionately within a team. It presumes the ability to develop listening skills and manifest sensitivity to cultural, racial and gender differences. Students who emerge as leaders within the group must serve others with humility as modeled by Jesus Christ.

## **ACADEMIC WORK**

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. Examples of dishonesty include cheating, plagiarism, and fabrication of information.

### **ACADEMIC INTEGRITY**

Academic honesty is expected of all ACU students. Violations will 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, suspension from the course, failure for the course, and suspension or expulsion from the academic program or university.

Incidents of academic dishonesty include, but are not limited to cheating, fabrication (making up information or sources), plagiarism (copying), alterations or misuse of university documents and records, facilitating academic dishonesty by knowingly helping or attempting to help another student commit an act of academic dishonesty and unauthorized collaboration, such as working together when doing so has been prohibited by the instructor.

University policy requires that whenever faculty or staff observe an act of academic dishonesty, a Student Academic Conduct Incident Report be completed and forwarded to the Academic Dean. 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 are referred to the Academic Standards Committee for further review. If this is the first offense, it is up to the instructor in consultation with the Academic Dean to determine if the incident should be referred to the Academic Standards Committee for a more formal hearing.

### **ACCOMMODATIONS AND SPECIAL NEEDS**

Arizona Christian University complies with the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and Americans with Disabilities Amendments Act of 2008. We are committed to providing an equal opportunity educational experience for our students. Reasonable access accommodations will be granted to students who qualify. ACU prohibits discrimination on the basis of disability.

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 Academic Advising and Disability Services Office 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 Advising and Disability Services Office. Formal complaints are reviewed in keeping with ACU policies as described in the Catalog and Student Handbook. To register with Disability Services, please contact Kerri Pentti, 602-386-4107 or [kerri.pentti@arizonachristian.edu](mailto:kerri.pentti@arizonachristian.edu).

### **CLASS ATTENDANCE POLICY**

Class attendance is mandatory. Students are expected to be on time for all sessions of each course in which they are enrolled. Instructors will provide more specific expectations with regard to attendance and penalties for absences in the course syllabus. Unexcused absences may result in lowered grades, administrative withdrawal from the course, or a failing grade.

University policy states that students will be excused from classes and laboratories to participate in official college activities such as athletic events, rehearsals and performances that conflict with other courses. For an excused absence, Students must provide instructors with signed and dated documentation.

Note that an excused absence does not excuse the student from completing assignments missed because of the absence. Students are responsible for informing instructors prior to all absences of the dates they will be gone. Instructors are responsible for providing students with an equitable way to make up all missed assignments, quizzes, labs or examinations. Instructors may not penalize students for absences excused by this policy.

Prior to the published withdrawal deadline, students may be withdrawn for unexcused absences in excess of 10 percent of the total hours of instruction as counted from their first day of enrollment in that class. The instructor will make a reasonable effort to communicate with students before initiating an administrative withdrawal. However, such withdrawals are at the discretion of the instructor. Students who stop coming to class and do not officially withdraw may receive a grade of F in the course. Students must be registered in a class in order to attend. Visitors, including children of students are not allowed. This policy is strictly enforced.

### **TEXTBOOKS/LEARNING MATERIALS**

Students are expected to purchase required textbooks and other course materials prior to the start of class. Textbooks may be purchased from the online ACU bookstore. Students are expected to bring their own textbooks, paper, and pencil or pen to class. Students may be required to purchase scantrons for exams. Because publishers revise textbooks often, students are

encouraged to purchase textbooks and course materials from the online ACU bookstore to obtain the correct editions for their classes.

<http://bookstore.mbsdirect.net/acu.htm>.

## UNIVERSITY COMMUNITY LIFE

### ACADEMIC ADVISEMENT

The academic advisement program is designed to help students plan and achieve their educational goals at Arizona Christian University. Students are assisted in the areas of academic issues, course registration, academic program planning, campus resources, and career planning. For more information, contact Kerri Pentti at 602-386-4107 or [kerri.pentti@arizonachristian.edu](mailto:kerri.pentti@arizonachristian.edu).

### ACADEMIC CENTER

The Academic Center (AC) consists of a Tutoring and Testing Center, as well as a Study Hall. Tutors are available either during drop-in hours during or by appointment via e-mail ([academiccenter@arizonachristian.edu](mailto:academiccenter@arizonachristian.edu)). Students with proper accommodation documentation may be eligible to take tests in the Academic Center. The Academic Center is open to all students. Please contact Kerri Pentti, Academic Advisor & Disability Services with further questions: 602-386-4107 or [kerri.pentti@arizonachristian.edu](mailto:kerri.pentti@arizonachristian.edu).

### ACADEMIC PROBATION

Students whose GPA falls below a 2.0 for a semester are put on academic probation for the following semester. They are required to meet with the Academic Advisor and are limited to 12 credit hours for that semester.

### ALCOHOL/TOBACCO/DRUGS

As representatives of Arizona Christian University, students are expected to "live a life worthy of the Lord" and to "please him in every way" (Col. 1:10a NIV).

### ALCOHOL AND DRUGS

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 drug- and alcohol-free campus.

Students involved in any illegal activity related to drugs or alcohol may be referred to the appropriate law enforcement agency. Possession of drugs or any drug paraphernalia will result in severe disciplinary measures, including the possibility of suspension. Possession of any illicit drugs for personal use or for resale will result in immediate suspension from the University.

Legal sanctions under local, state and Federal law for the unlawful possession, use, or distribution of illegal drugs and alcohol encompasses a wide range of penalties in the form of fines, loss of driving privileges and prison terms.

The University exercises its right to require drug testing of students suspected of drug use. Searches of students, their rooms, possessions and automobiles will be conducted if reasonable cause exists to suspect possession of illegal drugs or alcohol. **Refusal of a drug screen will be considered grounds for suspension.** In the event a drug test is

required, the student will be charged for this screening process. This policy applies to students living in apartments and auxiliary housing as well. Should a student be found to be in violation of the alcohol policy, on- or off-campus, he/she will be assigned 25 community service hours. A second offense will result in immediate suspension from the University. Consuming, possessing, holding for others or purchasing alcohol or drugs will constitute as a violation of the alcohol/drug policy. **Any student convicted of a DUI offense will be suspended from the University. Any student 21 or over who purchases, serves or supplies alcohol to a minor will be subject to immediate suspension from the University.**

The health risk associated with the use of illicit drugs and the abuse of alcohol are numerous. Educational literature is available in several Student Life offices including: Dean of Women's Office, Counseling Center and Campus Pastor. Counseling and treatment services are available both on- and off-campus: **On Campus:** Counseling Center; Dean of Women; Campus Pastor.

#### **TOBACCO USAGE POLICY**

Arizona Christian University is a tobacco free campus and the use of tobacco products is not permitted anywhere on campus. With the realization that the use of tobacco is harmful to the health of an individual as well as to the passive bystander exposed to second hand smoke, Arizona Christian University does not allow the use of tobacco in any form on campus or while participating in any school related functions/activities. Due to the fire hazard of smoking, a \$125 fine will be assessed for smoking inside university facilities.

Smoking awareness classes are available for those desiring to discontinue the use of tobacco. Because the Arizona Christian University community is interested in the well-being of each student, resources will be made available to assist with this process.

The following judicial procedures will be followed for those who choose to disrespect the Lee University community and use tobacco in any form:

##### ***First Offense:***

Verbal and written warning. Required to attend tobacco awareness classes (student will cover all expenses). Should student fail to comply, he/she will be summoned before the Student Care Committee.

##### ***Second Offense:***

Student will be summoned to appear before the Student Care Committee.

The SCC will have flexibility based on the situation to administer any or all of the following consequences:

- Administer 25 accountability hours
- Repeat tobacco awareness classes (student will cover all expenses)
- Write a 4-5 page paper (i.e., dangers of smoking, interview someone who has successfully quit smoking or the dangers of chewing tobacco, etc.)

##### ***Third Offense:***

Student will be subject to suspension from the university.

#### **BOOKSTORE**

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 work closely with our textbook partner, MBS Direct, to guarantee that students have the correct course materials. Book orders can be placed online. The link is <http://bookstore.mbsdirect.net/acu.htm>. Students are encouraged to order books at least 2 weeks prior to the beginning of each semester to allow time for shipping.

For the convenience of students, ACU also sells logo merchandise at the Enrollment Center on campus.

### **CAMPUS COMMUNITY**

We believe that community is formed when we begin to experience life with others.

"Make every effort to live in peace with all men and to be holy; without holiness no one will see the Lord. See to it that no one misses the grace of God and that no bitter root grows up to cause trouble and defile many." (Hebrews 12:14-15)

Community is more than a place it is a way of living. It is recognizing that we need each other, and that our community does not exist other than through the commonality of Jesus Christ. Community is not something we are pursuing, rather the question is, how are we experiencing or embracing community? It is recognizing not only do the weak need the strong, but the strong need the weak. Community is a realm where we are free to fully be ourselves, while allowing others to be fully themselves as well. At the heart of community is forgiveness. Forgiveness is what allows community to flourish.

We as believers have the opportunity to choose to live life with integrity, to practice the confession of sins and experience forgiveness. When we hurt our brothers or sisters in Christ we need a desire to reconcile the relationship and accept the hurt and pain that was caused. We need to confront those we love instead of ignoring the issue. As children of God, we need to submit our lives to the truth of God's word more than our own truth. This is not an easy process, but it allows us to see our strengths, weaknesses, and who God has designed us to be. This process is instrumental to developing a mature believer of Christ, healthy with our head, heart, and hands.

### **CHAPEL**

The Arizona Christian University community gathers twice a week (Tuesday and Thursday) for worship, fellowship, personal development and spiritual formation. Therefore, chapel is considered a vital part of a student's academic and spiritual experience at Southwestern. 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. It is for this reason that attendance is required of all students taking twelve (12) hours or more. Students who receive an F (Fail) for semester will be placed on Disciplinary Probation.

### **CHAPEL ATTENDANCE**

Chapel is a Pass/Fail course required of all students enrolled in twelve (12) hours or more. Students must attend twenty-two (22) chapels in order to pass the semester. The student's transcript will show either a P (Pass) or F (Fail) for each semester. In order to receive a P (Pass) for chapel attendance, students must present a valid student identification card. Chapel attendance will be posted at the end of each academic week on edline. If students have a concern with their attendance record they must set up a meeting with the Dean of Students within two weeks of the absence.

- Students who are unable to present an identification card may talk to the Dean of Students to receive credit. You are allowed to do this 2 times per semester.
- Students must swipe in by using their Student ID card to receive credit.

- Students may make up one (1) chapel per semester by attending the Wednesday night chapel.
- Students who arrive later than 10:40 a.m. will NOT receive credit for that respective chapel.
- Students who depart from chapel prior to the official conclusion will NOT receive credit for that respective chapel.
- Students who falsely swipe into chapel will receive a chapel warning and be counted absent. If a student receives 2 chapel warnings during the semester they will fail chapel for the semester.
- Disruptive behavior in chapel will result in no credit for the chapel in which the disruptive behavior took place.
- Students involved in University related academic and/or athletic events will receive credit for the specific chapels they missed. An email from the Professor or Coach must be sent to the Dean of Students.

#### **CHAPEL PETITIONS**

Students should plan their work, study schedules, and observation/mentoring requirements so as not to conflict with chapel. Chapel is a requirement for all students taking twelve (12) hours or more. If a student believes their work schedule should be an exception to our chapel policy, they are to fill out a petition to that effect. The petition is to be submitted to the Dean of Students. If work related, the student must submit a letter from their employer along with a work schedule with the petition. Education students who are observing/mentoring must have their chapel petition signed by the chairperson of the Education Department. Petitions must be submitted prior to the end of the fourth week of class. Any petitions submitted after the fourth week of school may not be considered. Failure to do so will result in chapel absences being recorded until a petition is submitted and approved.

#### **CHAPEL DISCIPLINARY PROBATION**

Disciplinary Probation is put in place when a student receives a failing grade for chapel or when a student falsely swipes into chapel. (If a student receives 2 chapel warnings during the semester they will fail chapel) See Disciplinary Probation for more details. Students that fail chapel two semesters in a row will be suspended from ACU for one semester.

#### **CHRISTIAN SERVICE**

Consult the *ACU Christian Service Handbook* for procedures and policies.

#### **CHURCH ATTENDANCE**

Regular attendance at a local evangelical church is required for all students. Active participation is encouraged because Christian growth and edification leads to a balanced life that is both evangelistic and service-centered. Developing a pattern of absenting oneself from the local church leads to spiritual apathy and carnality (Hebrews 3:13; 10:23-25; 1 Peter 2:1-2). Occasional room checks may be made by R.A.'s or the Resident Director throughout the year for the purpose of accountability of church attendance.

#### **CONDUCT**

We believe that the Word of God lays the foundation for student life. Arizona Christians biblically-based curriculum and student life is designed to encourage character development that is pleasing to the Lord Jesus Christ. Character that is dishonoring to the Lord and our community is sought to be transformed through the renewing of the

mind (Romans 12:2, 2 Cor. 10:5). The Faculty and Staff of ACU seek to come alongside our students encouraging them to cultivate their relationship with the Lord through prayer, the study of God's word, and healthy relationships. As a result, trusting God will provide a natural by-product of wholly desiring to live for His glory.

As representatives of Arizona Christian University, students are expected to "live a life worthy of the Lord" and to "please him in every way" (Col. 1:10a NIV). 1 Peter 1:14-16 says, "As obedient children, do not conform to the evil desires you had when you lived in ignorance. But just as he who called you is holy, so be holy in all you do; for it is written: 'Be holy, because I am holy.'" (NIV)

Unlawful behavior, or the possession and or use of alcohol, tobacco (in any form), narcotics or any other substance is prohibited. The University considers the following to be inappropriate for its students: a) possession or use of pornographic material, regardless of the media type, b) use of obscene language, c) patronage of or employment at gambling establishments, secular dance clubs, or entertainment places that sell alcohol (e.g. bars, pubs, nightclubs, or similar places), d) any sexual misconduct (e.g. premarital sex, adultery, or homosexual behavior). In all of their activities, whether service or leisure-oriented, students should seek to make choices that reflect an understanding of Scriptural principles, and that reflect maturity and sound judgment. All actions should reflect the principles found in 1 Cor. 10:23-24: "Everything is permissible" – but not everything is beneficial. "Everything is permissible" – but not everything is constructive. Nobody should seek his own good, but the good of others." (NIV)

These guidelines remain in effect for all registered students, living on or off campus during classes. When not taking classes at ACU during the Christmas and summer breaks students are under the authority of their parents and local churches and are expected to live by those community standards. Behaviors while on break may affect a student's ability to re-enroll or continue as a student at Southwestern.

### **COUNSELING CENTER**

Arizona Christian University Counseling Center operates under the oversight of the University Behavioral Studies Department. 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 prerequisite coursework required by an accredited graduate program in counseling, marriage and family therapy, psychology, 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 professional mental health clinicians.

All services are confidential.

LOCATION: Student Apartment 201 (on the west side of campus).

HOURS: The Counseling Center hours vary according to the needs of the clients. The sessions are by appointment only and the counseling intern will work with clients to find session times that work with the client's schedule.

CONTACT INFORMATION: Appointments may be made by calling the Counseling

Center: 602-386-4163, OR by e-mail: [counselingcenter@arizonachristian.edu](mailto:counselingcenter@arizonachristian.edu). Both the voicemail box and the e-mail box are completely confidential. Only the counseling interns have access to them.

FEES: Arizona Christian University Counseling Center provides services to all students, faculty and staff for NO CHARGE.

### **COUPLE RELATIONSHIPS**

As difficult as this area of student life is to clarify, it is essential that students understand what is expected. It is ACU's purpose to exalt our Savior in every area of our lives. One of the greatest evidences of strong Christian character is self-control. This quality alone sets the Christian world apart from our society. Proper relationships need to be maintained on and off campus. God's Word makes it clear that it is against His will for us to be involved in any extramarital sexual activity. 1 Corinthians 6:18 warns us to "flee immorality." 1 Thessalonians 4 tells us that sexual involvement outside of marriage is anything but an expression of real love. Rather it is the product of "lustful passion," which only defrauds the other person. To defraud someone is to claim, or have, more than you are due--to selfishly attempt to gain what you want at all costs. The reality of sex outside of marriage is nothing more than two people selfishly attempting to gain more than they are entitled to before marriage, without regard for the purity of the one they are violating. Because God has beautifully intertwined the progressive biological aspects of sex with the building of desires for culmination, each drive may fuel the other. For example, if hugging and kissing create desires that can be fulfilled only in the marriage bed, then those activities create sins of the heart and should be discontinued.

Sexual sin exists on two levels: the desires of the heart and the actions of the body. God's standard is toward progressive purity and holiness, with both the desires of the heart and the actions of the body. "For God has not called us for the purpose of impurity, but in sanctification" (1 Thessalonians 4:7).

Because of a love for God, we believe our students will want to keep themselves from temptation and pursue a reputation which is above reproach. For that reason, we would ask students to follow these guidelines:

- Unmarried couples must use wise discretion with where they spend their time. They should not be alone together in questionable places such as the second and third floor lobbies of the new Residence Hall, second floor lobby of the Student Activity Center with the lights out, or alone in a parked vehicle, on or off campus.
- Couples should remain in lighted areas after dark in order to avoid compromising situations.
- Students should not enter the residence of the opposite gender except on specified occasions. Groups of the opposite gender numbering at least 3 (2 males and 1 female or 1 male and 2 females) may only be in rooms during open residency hours set up by the RA's, or in the apartment kitchens.
- Couples must not indulge in the inappropriate display of affection because it is in poor taste, defrauding, and unacceptable. It is also uncomfortable for those exposed to the inappropriate display of affection.
  - It is not our heart to box a student into some legalistic standard.
  - We are not trying to be petty.
  - We are, however, attempting to keep our students from 1) being hurt in relationships, 2) from being lured into sexual temptation, 3) from defrauding a brother or sister in Christ (to defraud means to take claim to more than you

are due...to selfishly gain what you want but don't have a right to), and 4) to keep other brothers and sisters in Christ from feeling awkward in the presence of a couple in a public place.

**The following are appropriate actions:**

- Holding hands.
- Walking with arms around one another (see further clarification below)
- While sitting on the couches, a young man may have his arm around his girlfriend's shoulders (keep in mind, you must be sitting up on couches and seen!).
- Side hugs.
- A quick hug & kiss goodnight.

**The following are inappropriate actions:**

- Lingered frontal hugs.
- Lying in one another's laps.
- Being alone in out of the way, dark places.
- Sitting between one another's legs.
- When walking – hands in pockets, hands on butts, or hands in belt loops.
- When sitting beside one another, please keep hands off of the other person's leg.

As Christians, we have been called to a higher standard of living. God calls us for the purpose of purity and sanctification (1 Thess. 4:7); He requests that there not even be a *hint* of sexual immorality (Eph. 5:3). While at Arizona Christian University, it is our hearts that we help one another in a spirit of Christian love and mutuality.

**DANCING**

Choreographed and/or performance dancing is allowed on campus. Each member of the ACU community is expected to exercise individual judgment, and with full recognition that some dancing is morally degrading. Organized dancing for a school event must be approved by the Dean of Students. (Example: Swing dancing at a Welcome Week event)

**DISABILITY**

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.

**DRESS CODE AND PERSONAL APPEARANCE**

Arizona Christian students are expected to dress in good taste and in a manner which reflects the atmosphere of the University. While a standard of modesty is not a measure of one's spirituality, we desire to promote a holistic witness and comfortable community atmosphere. It is our desire that we avoid any hindrance to one another's growth in our knowledge and love of Christ. While we realize that there is freedom for personal choice; the way one dresses should echo a commitment for both men and women to pursue modesty\* in dress at all times. The following Biblical principles are a guideline for the Arizona Christian University criterion of modesty: to glorify God and to recognize a sense of personal responsibility to and consideration of fellow believers (1

Corinthians 10:31-32).

Regardless of intent, the following items *may be* perceived as inappropriate on our campus:

- Short shorts (standing straight, shorts should fall below fingertips)
- Halter tops
- Short, or tight dresses, skirts and shorts
- Tight, strapless, backless, spaghetti-straps, or low-cut shirts and dresses.
- Under shirt tank- tops
- Tops that reveal a mid-riff
- See through clothing
- Visible under-garments
- Shirts must be worn at all times in public settings/areas of campus
- T-shirts or any other garments with wording/images considered to be in poor taste or advertising tobacco or an alcoholic beverage. All messages should reflect the heart of the Arizona Christian University community.
- Dirty or torn clothing (holes in Jeans, pants, shorts or shirts)
- Low cut pants, which reveal midribs or underwear
- Swimwear must be a modest 1 piece
- Bare feet are prohibited in the Administration Building, classrooms, dining hall and chapel.

*Body Piercings and Tattoos:* Individuals are encouraged to discuss body piercings and tattoos with parents and employers prior to acquiring them. Because piercings and tattoos are long lasting items, please use discernment in making choices to pierce or receive tattoos. Supervisors of groups representing the University have the right to ask students to remove their piercings and cover tattoos for public appearances.

#### **ELIGIBILITY REQUIREMENTS**

##### ***Extracurricular Campus Activity***

Participation in any extracurricular activity requires that the student meet the following criteria:

- Be registered for a minimum of 12 semester hours.
- Be free from Disciplinary Probation.

These requirements generally cover the entire year; however, an ineligible student may become eligible at the beginning of a semester pending an approved petition.

##### ***Intercollegiate Athletics:***

#### **SECTION A. DEFINITIONS**

1. Term of Attendance: Refers to any quarter, semester, or trimester (excluding Summer or inter-terms) in which the student becomes identified at the institution.
2. Full-Time Status: A student is considered full-time when he/she enrolls in 12 or more credit hours during a semester.
3. Non-Term: Enrollment in fewer than 12 institutional credit hours during a semester, summer session or inter-term.
4. Normal Progress: The accumulation of academic credit at a rate which systematically will lead to a student's graduation.
- 5 Season of Competition: Participation in one or more intercollegiate contests whether in varsity, junior varsity, or freshman program.
6. Transfer: A student who becomes identified with an institution after having previously identified with a two or four-year institution.

## **SECTION B. ELIGIBILITY REQUIREMENTS**

All student-athletes will meet the academic eligibility requirements of Arizona Christian University, the National Association of Intercollegiate Athletics (NAIA), and the National Christian University Athletics Association (NCCAA). Please see the following link for the *Guide for the University Bound Student Athlete* from the NAIA.

Link: <http://graphics.fansonly.com/schools/naia/member-services/marketing/University%20Bound%20StudentAthlete%20Sheetupdated.pdf>

## **SECTION C. ELIGIBILITY REQUIREMENTS**

For a student to be eligible for any intercollegiate competition, a member institution must ensure that the student conforms to the following regulations:

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 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.
6. After accumulating 24-48 credit hours, the student must have achieved a 1.75 cumulative GPA.
7. After accumulating more than 48 credit hours, the student must achieve a 2.0 cumulative GPA.
8. Summer and inter-term credit hours can be used to satisfy the 12/24 credit hour rule. Summer credit hours should be attached to the preceding spring term for eligibility purposes. Winter term credits should be attached to the first semester.

## **E-mail/INTERNET POLICY**

### ***Illegal Internet Downloading Policy***

Under copyright law, it is illegal to download or share copyrighted materials such as music or movies without the permission of the copyright owner. The music and movie industry in recent years has taken an aggressive approach to stopping illegal downloading and file sharing. This has put many students at the nation's universities and universities at risk legally. Unless the music or movie files you want to download explicitly indicates they are not copyrighted, you **cannot download** them without putting yourself as well as Arizona Christian University at risk. Your actions when downloading or sharing files are traceable and can result in high fines and or even jail time.

As children of the Lord we should be living to better ourselves, as well as looking to grow and become better Christian's every day, by illegally downloading we are not helping anyone. Although no one may be around when you are downloading the Lord knows if you are doing right or wrong. Illegal downloading is not different than stealing; Exodus 20 number eight in the Ten Commandments states, "You shall not steal". Stealing is a sin and in doing such you are hurting yourself and the others around you. It has been said that illegal downloading has cut the national music sales by 1/3 since 1999.

An example of illegal downloading and the trouble that follows it comes from the *Boston University* paper.

*In May of 2009, Joel Tenenbaum was in Venice, worrying that his preliminary oral exam, part of his Boston University graduate work in physics, wouldn't make the grade. Titled "Correlation Networks of Earthquakes," it describes a way to use a fancy physics concept to connect (maybe even predict) seismic rumbles.*

*Now Tenenbaum has a different worry: a verdict in Federal District Court in Boston ordering him to pay \$675,000 to four record companies because he illegally downloaded and shared 30 copyrighted songs.*

This example is just one of several examples that just goes to show, illegal downloading can land you into **Serious Trouble**.

### **ELECTRONIC PRIVACY**

ACU has the right to monitor and log any and all aspects of its networks and computer systems, including but not limited to Internet sites visited by users, chat and newsgroup activity, application and network bandwidth usage and file transfers.

#### **Email:**

Every student and staff is provided with an email account that ends in '@arizonachristian.edu.' The email account is created using the user's legal first name and legal last name. For example, Chuck Hunter's email is [chuck.hunter@arizonachristian.edu](mailto:chuck.hunter@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](mailto:gmail.arizonachristian.edu)

1. If you forget your login information please contact the ACU Helpdesk at [helpdesk@arizonachristian.edu](mailto:helpdesk@arizonachristian.edu) or (602)489-5500.
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.

#### **WiFi:**

1. There is 24/7 network coverage and it is available in every ACU building.
2. Although the network can be access throughout the campus there can still be network failures that occur.

3. Please refrain from downloading large files on the wireless network so that others may enjoy the fast wireless network here at ACU.
4. The use of ACU network will be primarily reserved for ACU related activities such as course work, email, and or other educational studies.
5. ACU wireless network is compatible with all up to date laptops including all PCs, Macintosh and Linux equipment that can support encryption.

**LAB:**

1. Please limit computer use to ACU activities, like homework or research for class.
2. When printing in excess (10 pages or more) please contact Courtney Rose @ courtney.rose@arizonachristian.edu in order to purchase the pages needed at a nominal fee.
3. If students over use the paper limit in the computer lab we reserve the right to charge for excess paper usage. If it continues to be a problem, the university reserves the right to remove the printing privileges in the computer lab.
4. Students will have to bring in a USB flash drive to save documents. Documents that are saved to the computers will be deleted on a daily basis.
5. There is a strict rule on no food or drinks in the computer lab. The only approved liquid is water in a sealed container like a water bottle.
6. The computer lab will be closed several times each week when classes are scheduled in the lab. During this time, anyone that is not in the class will be asked to leave.
7. Since our computer lab has 25 stations, we ask that you respect others and their space.

**VIOLATION OF POLICY**

An appropriate ACU official will review alleged violations of this policy on a case-by-case basis. Violation of policy may result in disciplinary action, in the case of students and employees and/or restriction of access to the networks or to network-based services.

**EMPLOYMENT AND JOB PLACEMENT**

Job openings and opportunities are emailed out to the ACU community through their school email address. Students interested in working on campus should check with the Financial Aid office for open campus positions.

**ENTERTAINMENT**

ACU seeks to focus the student on a Christian lifestyle that provides for continued growth in holiness and submission to God's Word. Therefore, students are expected to use discretion in entertainment choices and realize that the University expects students to act responsibly and "above reproach".

The movie industry has adopted a rating code which is becoming more permissive with the passage of time. The University does not encourage the use of the code for the determination of what is "acceptable" for a Christian's viewing. Rather, the admonition of Paul in Romans 16:19b (NIV) "...I want you to be wise about what is good, and innocent about what is evil," should be our guide. Paul also reminded us to dwell on those things which are true, honorable, right, pure, of good repute, excellent and worthy of praise. Because it is difficult to regulate what can and cannot be seen, it is expected that ACU

students will not participate in the viewing of any unwholesome television programs, movies, video/DVDs, and Internet sites. In Ephesians 4:29, we are commanded to "let no unwholesome word proceed from your mouth." The Greek word translated "unwholesome" is the same word translated "bad" in Matt. 7:17 ("So every good tree bears good fruit, but the bad tree bears bad fruit." NASB) It is in this context that we use the word "unwholesome." An unwholesome movie, television program, or Internet site cannot produce "good" fruit in our lives. The following "E's of Decision Making" may be useful to you in deciding your entertainment choices:

Expedience – Will it be to my spiritual advantage? 1 Cor. 6:12

Edification – Will it build me up? 1 Cor. 10:23

Excess – Will it slow me down in the race? Heb. 12:1

Enslavement – Will it bring me to bondage? 1 Cor. 6:12

Equivocation – Will it be covering my sin? Gal. 5:13

Encroachment – Will it go against what I understand to be the Lordship of Christ?

Rom. 14:7-9 Example – Will it set a helpful pattern for others to follow? Rom. 14:14-23

Evangelism – Will it lead others to Christ? 1 Cor. 10:32-33

Emulation – Will it be like Christ? 1 Jn. 2:6

Exaltation – Will it glorify God? 1 Cor. 10:31

(*Thinking Through Gray Areas* by John MacArthur, excerpted from tape 80-84, copyright 1986, Grace to You. Used by permission)

According to federal copyright law students are not allowed to show movies in public areas (outdoors on "big screen"), SAC lobby, dining hall, or dorm lobbies.

#### **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 gymnasium, classrooms, and dining hall may be reserved for special occasions and larger groups of guests, but only with the approval of the Facilities Coordinator. "Facilities Use Request" forms are available from the Facilities Coordinator, and the receptionist's desk in the Administration Building. Forms should be filled out and submitted for approval two weeks in advance. Under certain circumstances, there may be a rental fee.

#### **FIELD TRIPS AND TRAVEL**

Students are required to complete a field trip Liability Release Form prior to any off-campus trip. 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, 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.

#### **FIREARMS AND EXPLOSIVES**

The use, possession, storing, or detonating of firearms, fireworks, or any other dangerous weapons (including BB, air soft and pellet guns, knives, swords, and blowguns) on ACU property is strictly prohibited. Sports weapons must be kept in the custody of the University.

#### **FITNESS CENTER**

The Fitness center is located in the Student Activity Center and houses free weights, machine weights, and cardiovascular equipment.

Eligibility – In order to use the Fitness Center, one (1) of the following requirements must be met:

1. The user must be a current student, faculty/staff member, or an alumnus (graduate of Arizona Christian University).
2. An immediate family member (dependent, parent, sibling, or spouse) of a current student, faculty/staff member, or alumnus, who is sixteen (16) years of age or older. The immediate family member must be present with the guest.

Policy – 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 to 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. 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.

#### **GRIEVANCES AND APPEALS - STUDENT AND ALUMNI**

Any student or alumnus who has a concern about ACU student life should first address their concern verbally and/or in writing to the person or student life organization directly

responsible within 30 class days of the point in time when the grievant had knowledge or should have had knowledge of the problem being grieved. The student/alumnus will be informed within 15 class days of a decision. If the student/ alumnus believes the concern has not been resolved at this point, then the student/alumnus should address the concern to the Dean of Students. The Dean will then present the concern to the person or student life organization within 15 class days. If the concern is still not resolved, the Dean's Council will review the concern and respond within 5 class days. Any appeal must follow the proper step-by-step line of appeal. Failing to follow the correct sequential line of appeal will invalidate any other appeals.

#### **Appeals Chart**

- Dean of Students
- Dean's Council
- Administrative Cabinet
- Arizona Christian University President
- Campus Life Committee of the Board of Trustees
- Executive Committee of the Board of Trustees

If the complaint cannot be resolved after exhausting the grievance procedure stated in the above paragraph, 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 address is:

Arizona State Board For Private Postsecondary Education  
1400 West Washington, Room 260

Phoenix, AZ 85007

(602) 542-5709

<http://ppse.az.gov>

#### **HAZING**

Hazing will not be tolerated by the University under any circumstances. "Hazing" means 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 limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

#### **HEALTH**

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.

#### **HOUSING**

Students are encouraged to live on campus so they can gain the greatest benefits from the total ACU educational experience. All single, enrolled students 21 years of age and younger (carrying 12 hours or more) are required to live on campus unless living with parents in the greater Phoenix area. All single students 21 and younger that live in housing off campus must fill out and return a Residence Verification form to the Dean of Students prior to the beginning of the first day of class. Students that desire to live on

campus who are younger than 17 and older than 25 must petition to live on campus.

\*Graduating seniors may complete a written petition to the Dean of Students to vacate a residence early if they feel that they have found a place to live that will take care of a permanent housing need after graduation. Exceptions to this policy must have the approval of the Dean of Students and meet any requirements prescribed. Petitions should be obtained and addressed to the Dean of Students and meet one of the following conditions:

- The student will be living with a person(s) or family member mutually approved by the family and the University.
- The student's housing is an obvious provision from the Lord through the University, local church, or source approved by the University (and also mutually approved in some cases by the student's main source of financial support).
- The student has an approved medical release from a physician.
- The student's employment responsibilities require off-campus housing.

Permission to live off campus is limited only to the academic year for which it was granted. Permission to live off campus one year in no way guarantees that a student will be granted permission to live off campus the following year.

#### **I.D. CARDS**

Each student is issued an I.D. card. The card is needed for identification, use of university facilities (library, cafeteria, etc...), admission to athletic events, chapel attendance, and discounts offered by local businesses. I.D. cards are issued in the first weeks of the semester through the Campus Safety office. Replacement cards will be issued for a fee of \$5.

#### **INSURANCE**

All ACU students enrolled in 9 or more units are required to have medical insurance. Proof of insurance will be collected each semester through the business office. Students not providing required insurance information will be enrolled on the student insurance and charged the appropriate fee.

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

#### **LIBRARY**

Please consult the *ACU LIBRARY HANDBOOK* for procedures and policies.

#### **LOST AND FOUND**

Check with the receptionist in the Administrative Building if you have lost or misplaced something on campus. You may also want to contact the Student Services offices.

#### **MAILBOXES**

A mailbox is assigned to each student. Mailboxes are located in the first floor lobby of the Residence Hall. Mail is placed in student boxes on regularly scheduled delivery days during the week. No mail is delivered on weekends. Students should check their mailboxes at least once a week. Outgoing mail should be left in the mailbox outside the East End of the Administration Building. Stamps may be purchased and small packages shipped from the Receptionist in the Doerksen Administration Building.

#### **MEDICAL MARIJUANA**

Although Arizona state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards; 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 sponsored event or activity off campus.

### **MUSIC**

Due to the variety of tastes and preferences among Christians regarding music and the diversity of songs found within individual albums, many artists are considered acceptable on a limited basis. Use discretion in listening to recordings. One should genuinely voice personal concern regarding the possible offensive nature of some songs or artists to the listener first, as well as to the Lord (Psalm 142:2; Romans 15:2; Philippians 2:3-4). To condone or condemn a particular recording artist or station is not the issue; the University is more concerned that its members reflect a maturing Christian faith and discerning wise judgment.

### **PHOTOCOPY MACHINE**

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.

### **POSTING RESTRICTIONS**

Posting advertisements on campus for events, jobs, concerts, camps, etc... must be approved by a Student Services staff member. Any unauthorized postings will be removed.

### **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. This includes the hosting of candle parties, "make-over" parties and the like.

### **SPIRITUAL LIFE @ ACU**

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 compliments 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. Student leadership positions include Director of Campus Ministries, Chapel Coordinator, Prayer Coordinator, Missions Coordinator, Discipleship Leaders and two Ministry Coordinators. These students represent the campus by sitting on the Student Life Council.

#### **Worship**

Chapel gatherings are on Tuesday and Thursday morning and Waiting Room is our late night Wednesday gathering. These opportunities are to engage and equip us in Worship and the Word. Chapel speakers include students, faculty, staff, local pastors, seminary professors and the University Chaplain. Spiritual Life Week is in the spring semester and is an emphasis week on connecting with God and being renewed in our trust and service for His Kingdom.

Prayer infiltrates all of our classrooms, gatherings and events to engage and equip in God's presence. Arizona House of Prayer (AHOP) is a dedicated prayer room

which hosts weekly meetings for men's and women's groups, hall gatherings, commuters, and individual prayer time. Special events like 24/7 prayer, President's Prayer Meeting and community gatherings are hosted there as well.

### **Discipleship**

Discipleship Leaders facilitate our small groups at ACU. These students desire to engage and equip others in developing intentional relationships. These groups meet weekly to focus on the word then dive deep into dialogue to affirm, encourage and support what God is doing in each other's lives.

Everyone needs a mentor. Faculty, Staff and student leaders are resourced with mentoring materials to help others wrestle with questions of being and becoming. Mentors are listeners who create space so you can discern how God is leading and offer Biblical insight from their experience.

### **Service**

Project 032 and Urban Outreach Ministries are avenues to engage and equip students in local service. 032 is focused on our zip code and serves 4 Saturdays per semester through yard work, house work, retirement homes and neighborhood transformation. Urban Outreach partners with local non-profits in the city to supply volunteers and resources from ACU. Partners include Phoenix Rescue Mission, Streetlight and a teen community center to name a few.

Missions are still at the heart of ACU. We have partnered with Delta Ministries to engage and equip staff and students in global service. Our fall semester Missions Emphasis Week kicks off our training time for upcoming summer mission trips. In addition to these larger trips there are shorter opportunities during Christmas and Spring Break.

## **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 registered students, living on or off campus. This does not include Christmas and summer breaks.

## **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.

## **SECURITY**

The mission of Arizona Christian University Security is to lead the campus community in the areas of safety and security, partnering with our students, faculty and staff to keep our campus safe and secure. The safety and security on the campus of Arizona Christian University is continuing to grow and develop. With the growing population at

our school, safety and security is increasingly becoming a higher priority. We are making efforts in many different areas to help keep and protect this safe environment. Members of the University are encouraged to be alert to suspicious or criminal activity and to promptly report criminal actions and other emergencies that occur on the campus to campus security or Phoenix Police.

- Campus Security (602) 366-5268
- Phoenix Police (602) 262-6151
- Emergency 911

### **CAMPUS CRIME REPORTS**

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 Security 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 PLAN**

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, the procedures outlined in this guide will help prepare you should an emergency arise.

#### **Be sure to:**

- Familiarize yourself with your surroundings.
- Know the locations of all exits from your area or building in case fire or debris should block one.
- Know the location of fire alarm pull station.
- Know the location of fire extinguishers and first-aid kits.
- Know where to find the nearest phone to notify the on campus security or 911 in case of emergency.
- Be aware of what is going on around you.
- Lock your car and conceal valuable items. Never leave personal property unattended.
- Keep this guide handy, either close or under your phone.

### **FACULTY, STAFF & STUDENT RESPONSIBILITIES**

- Know your Security Coordinator and emergency contacts.
- Learn the proper procedures to follow when an emergency condition exists.
- Follow established procedures when an emergency condition exists.
- Learn the location of all building exits.
- Learn the location of all alarm pull stations and fire extinguishers.
- Report fire hazards to campus security
- Do not block fire doors in an open position.
- Do not block corridors or passageways with chairs, desks, inventory, etc.
- During emergencies, follow the instructions from this guide and campus security and remain calm, remain quiet and listen for further instructions.

## **SAFETY EQUIPMENT**

Fire extinguishers and alarms are to be used only in case of a fire. Fire safety equipment is expensive to replace. Rendering safety equipment nonfunctional (such as removing the battery from smoke alarms) may jeopardize the lives of others. Exit signs in buildings clearly mark exit routes for emergency situations.

## **SUSPICIOUS PERSONS**

Because we are a diverse community, it is sometimes difficult to determine who does or does not belong on the ACU campus. There are occasions, however, when we encounter an individual who does not appear to have a valid reason to be on campus. There are other situations where a person's actions, such as prowling parking lots and peering into vehicles, or their verbal comments, raise suspicion. We depend on faculty, staff and students to notify campus security immediately if you encounter an individual or situation you feel is out of place or suspicious, and provide a description, an explanation of the person's actions and any other pertinent information. Campus security will attempt to identify the individual to determine if they have a legitimate reason to be on campus.

### **Suspicious behavior may include:**

- Going from door to door, office to office
- Loitering in a hallway or area
- Entering a private office unescorted
- Offering items for sale in buildings
- Entering a secured area
- Asking for an unknown person or department
- Asking for money
- Leaving an unrequested package
- Excessive accessories (bags, backpacks, etc.)

## **MEDICAL EMERGENCIES**

If you feel the injury or illness constitutes an emergency call 911 immediately to hasten the response of paramedics. Contact campus security, resident director or resident assistant after calling 911. If the injury or illness is not an emergency contact campus security, the resident director or a resident assistant for help. If you are hesitant or unsure if the illness or injury is an emergency or not, contact campus security, the resident director or a resident assistant for help.

## **FIRE**

### **If you discover a fire:**

- Vacate fire area and close doors.
- Activate nearest wall-mounted fire alarm.
- Evacuate the building. (Do not use elevators)
- Report all fires to the Phoenix Fire Department by calling 911. Be sure to give the following information: Building, your name and phone number
- Report the whereabouts of anyone suspected to be in a building, which has been evacuated.
- Notify the Security/Facilities Coordinator as soon as possible after calling 911 and evacuating the building.

### **When you hear the fire alarm:**

- Evacuate the building quickly and respond to every alarm as though it is a real emergency. Evacuation is mandatory when an alarm sounds.

- When the building alarm is sounded, take your valuables, close the door(s) and walk quickly to the nearest exit. Alert others to do the same.
- Assist persons with disabilities to exit the building.
- Do not use elevators.
- If you are unable to leave due to smoke or fire conditions in the building or due to a physical condition, call 911 and give your exact location.
- Once outside, move to a clear area at least 100 feet away from the affected building. Keep area clear for emergency vehicles and personnel.
- If safe to do so, building management personnel should turn off all utilities.
- Do not re-enter an evacuated building unless authorized by the Fire Department.

**If you are in a...**

**Classroom:** The instructors will order their students to evacuate the building, through the nearest and safest exit, in an orderly and quick fashion. The instructor should stay until all students have evacuated the classroom and the building. Then, and only then, the group should move to the designated evacuation area. Stay in a group, and wait until an "all clear" is given for the proper authorities. DO NOT re-enter the building for any reason until the "all clear" is given.

**Residence Hall – Day:** In the event of a fire alarm the Resident Assistants shall proceed to their floors to make a room check for the possibility of any students remaining in their rooms. They shall make sure the resident hall is empty before proceeding to the evacuation area.

**Residence Hall – Night:** in the event of a fire alarm the Resident Assistants (or other university officials) shall gather all the students from their assigned floor to the predetermined point not less than 100 feet from the building. At this time, they shall account for all students on their floor, and then proceed to the evacuation area.

**Evacuation Area:** The designated area for all buildings will be the gymnasium. If any part of the Student Activity Center is on fire, the evacuation area will be the parking lot on the west side of the sand volleyball courts.

**EARTHQUAKES**

Although the possibility of an earthquake in the Phoenix area is slim, we need to know what to do in the event one does occur. WHEN AN EARTHQUAKE STARTS, TAKE COVER WHERE YOU ARE! DO NOT TRY TO RUN OUT OF THE ROOM DURING AN EARTHQUAKE.

- **Classroom, Office or Library** – Instructors, supervisors or monitors shall shout, "Earthquake! Take cover!" Students should duck under a desk or table and hold onto the furniture supports.
- **Chapel** – The person in charge shall shout, "Earthquake! Take cover!" All students shall move away from the glass windows and duck under the chairs.
- **Residence Hall** – When a quake starts, remain where you are. If in bed, stay there. If in a room or hall, find cover and brace yourself.
- **Hallway** – When an earthquake starts, brace yourself in an interior doorway or drop to the floor and cover your neck and head.
- **Outdoors** – Look for an open area away from buildings, cars and utility lines and drop to the ground.

*Remember: Do not panic or try to run outdoors. There is not time to exit safely while an earthquake is in progress.*

**After an earthquake, take time to think and restore calm.**

- Check for injuries. If you are uninjured, assist those who need help. **Do not light matches, lighters, or turn on light switches.** If there is immediate danger instructors should keep class members together in order to evacuate the building as a group.
- Never use the elevator in the event of an earthquake or fire. Do not use the campus telephones; keep them open for "911" or other emergency calls.
- If a large earthquake occurs during evening classes students and faculty should evacuate the building as a group **after the shaking has stopped.** Assemble outside and proceed to the evacuation area as a group. Stay together as a group and do not try to navigate through the dark campus without help.

### **SEVERE WINDSTORM**

This area has experienced severe wind storms in the past. Damage incurred has ranged from minor to severe, with power outages and impaired services.

- Move away from windows, especially in the chapel, dining hall, and library.
- Sit next to inside walls.

### **BOMB THREATS**

Bomb threats have become a common event in public organizations. The vast majority of bomb threats are hoaxes, but the seriousness of the threat cannot be ignored. All bomb threats will be taken seriously, but will not be cause for an automatic evacuation.

**DO NOT HANDLE THE OBJECT.** Clear the area and call the police. If you receive a telephone call that a bomb or other explosive device has been placed on campus, ask the caller:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does the bomb look like?
- Why did you place the bomb?

Keep talking to the caller and record the following, if possible:

- Time of the call.
- Age and sex of the caller.
- Speech pattern or accent.
- Emotional state of the caller.
- Background noises, if any.

**REMAIN CALM.** Immediately notify the police and campus security with the above listed information. If there is a need to evacuate the building, an administrator or police officer will announce the evacuation. Proceed with all other people in the building to the appointed assembly area for that building and wait for further instructions. Do not return to the building until an "all clear" has been given.

### **EXPLOSIONS**

While the possibility of this incident may be considered rare, it cannot be ignored. Whether due to accident or sabotage, there is the possibility of a natural gas explosion. In case of explosion, the first evidence will be an extremely intense light. A blast wave may be anticipated almost immediately.

The following must be done immediately.

Inside the building:

- Move away from the windows.

- Drop to your knees, take cover under the tables and chairs.
- Clasp your hands behind your head, covering your neck.
- Bury your face in your arms, protecting your head.
- Close your eyes and cover your ears with your forearms.

Outside the building:

- Crouch or lie down behind the nearest building, yard bench, curb or in the gutter if such protection is within a step or two.
- If there is no such protection, drop to the ground on your abdomen and lie flat.

*If it has been determined that the explosion is within the building, the fire alarm shall be sounded and all persons will leave the building and proceed to safe areas.*

### **TOXIC MATERIALS**

With a major street running adjacent to the campus, and a major freeway less than a mile east of the campus, it is possible that the release of poisonous gas might happen as the result of an accident. If there has been no formal order to evacuate from the university campus, you should:

- Proceed to the building closest to you and secure the door behind you.
- Once inside the building, stuff any opening with clothes or rags to seal the room – protecting yourself from possible fumes.
- Wait until an “all clear” has been sounded before leaving the room.

### **SABOTAGE/ARSON**

In the event of a large scale civic disorder, organized groups may utilize means to purposely disrupt normal programs at the university. If necessary call campus security and/or 911.

### **GANGS**

There is gang activity in the Phoenix area. Their activities vary from social/ethnic, drug trafficking, violent crimes, and vandalizing buildings, street signs and other structures within the area. It is not uncommon for gang members to dress similarly or wear their hair in a similar fashion. Colors or color combinations are also keys to distinguishing gang affiliations. If you see a group of young people on campus meeting the above description, take the following steps:

- Do not take any unnecessary chance.
- Call the police with the following information:
  - Location of the suspicious person(s).
  - Number of person(s).
  - Activity of person(s).
  - Description of person(s) – race, clothing, items carrying, haircut.
  - Provide your name and location to the police dispatcher.
- Wait for a police officer to arrive on the scene.

### **BUILDING EVACUATION**

If it should become necessary to evacuate a building, it is important that you remain calm, leave the building immediately, and exit in an orderly fashion. The evacuation should be conducted immediately upon hearing a fire alarm or if directed by Campus Security or Fire Department. Prior to any emergency, determine exit routes and exit points in your area.

#### **Things to think about when evacuating a building:**

- Help others with disabilities that may need help.

- Attempt to account for all persons that are in your area.
- If time permits, take any personal items with you (keys, purses, medications, glasses).
- Close doors behind you.
- Do not use elevators.
- Do not re-enter building until permitted by Campus Security or Fire Department.
- If possible secure important ACU records before leaving your work area.

#### **KEY INFORMATION**

It is vitally important to the campus of Arizona Christian University that all keys are accounted for at all times. All faculty, staff and students need to understand the importance of the Keys Policy.

##### **Key Policy**

Keys to various campus facilities may be obtained through the Campus Security office after a key request form has been approved and signed by the appropriate personnel. All requests will be handled as quickly as possible but please allow 24-48 hours for key requests to be processed. Important note: Lost or stolen keys must be reported to Campus Security immediately. There is a \$50 charge for any and all lost keys. Key holders will be held responsible for property loss and/or damage due to negligent management of issued keys. (This includes the loaning of keys to unauthorized personnel, loss, or not properly securing keys). Security of the campus must be a priority for all employees. The person to whom the keys are issued is responsible for the keys and the security of the areas opened by the keys. Keys should not be borrowed nor should they be loaned out to other students or employees. Security officer may always be contacted to open any door where there is a genuine need for access by a student or employee.

##### **Student Housing - General**

All students living in school owned housing will be issued a key to their specific residence. Residents who lock themselves out of their room, house, or apartment can call campus security to gain access after they have been properly identified and their residency has been established. School ID cards and/or driver's licenses will be checked before or immediately after access has been granted.

##### **Campus Resident Hall**

Campus dormitories are not open to the public. Exterior hall doors are always locked and never should be propped open. Guests are authorized only when accompanied by a current dorm resident, campus security, resident staff, or recruitment staff. School employed maintenance staff will enter in pairs and announce their presence when entering dorms occupied by the opposite gender. Off campus/contract personnel must be accompanied by a school employee at all times, unless cleared by the Security Coordinator or Maintenance staff. During summer and winter breaks (when the dorms are not occupied) a single maintenance worker can gain access.

##### **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 or the Dean of Students. Supervisors should immediately report any incidents of harassment to the Dean of Students. The Dean of Students will investigate all such claims and 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.

The University also 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 NETWORKING**

The University reserves the right to investigate and take action against any student whose posting of material on an internet site violates, or appears to violate, University code of conduct. Internet postings that may violate these guiding principles are: 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, alcohol consumption, use of illegal drugs or controlled substances, hazing activities, indecent or obscene behavior/language, and obscene gestures.

#### **TRANSPORTATION AND PARKING**

Students who operate motor vehicles (cars, trucks or motorcycles) must pay a registration fee (included in the student fees structure) if they operate their vehicle on campus, either regularly or occasionally. Operation of a vehicle on campus is a privilege which is contingent on observation of regulations concerning vehicles and their operation. All vehicles must be insured in accordance with the laws of the state. In addition, the following policies will govern the use of all vehicles, and will be enforced by Campus Security and Maintenance:

- **All vehicles on campus must have a parking permit!** Parking permits are obtainable through the Campus Security office.
- Parking violations are \$15 and are to be paid to ACU business office.
- The campus speed limit is 10 mph.
- Student's motor vehicles must be parked between the lines and not in

marked handicapped parking spaces, unless they are disabled and have a handicap permit.

- During the school year, disabled vehicles may not be left on campus for more than 30 days. No vehicles may be stored on campus during the summer months unless prior arrangements are made with the Business Office and keys to the vehicle are left with the Maintenance Department. A storage fee may be assessed by the Business Office which must be paid in full before the storage time begins. Otherwise, a stored vehicle is subject to towing fees at the owner's expense. One written notice will be sent to the owner's forwarding address and one written notice will be posted on the vehicle. This action will be taken 10 days after the written notifications are mailed and posted.
- Students' motor vehicles may also be searched in the presence of adequate witnesses when it is believed that University policy is being violated.
- The University **IS NOT** responsible for the security of any vehicle or anything inside any vehicle while it is on school property.
- Parking violations will be issued a parking ticket.

#### **UNIVERSITY PROPERTY**

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.

#### **ACCOUNTABILITY AND RESTORATION SYSTEM**

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. The Dean, consistent with these commitments, maintains regular hours for counseling, and students are encouraged to take advantage of the opportunity. Likewise, the Student Services personnel 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.

#### **STUDENT ALERTS/WRITE-UPS**

An ACU student who violates an item in the *ACU Student Life Handbook* may be given a Student Alert Notice regarding the offense. Alerts are generally given for violation of

curfew lates, dress code, room check and quiet hours. Alerts may be given for other reasons at the discretion of the Dean of Students or the Director of Residence Life, Residence Director or RA's. A student will receive a written warning upon receiving the 4th Alert. Upon receiving a 5th Alert, the student must meet with the Director of Residence Life. Alerts are dropped at the end of the academic year, except in certain cases of prolonged disciplinary action. Students may appeal any Student Alert Notice to the Deans Office. Appeals must be in writing and submitted within five (5) working days after receiving the notice.

#### **DEAN'S COUNCIL**

The Dean's Council deals with the issues, concerns, and discipline of student life. Students may be required to appear before the Dean's Council for appropriate discipline. The Council is chaired and called into session by the Dean of Students. It is composed of at least one Administrator, two Student Services staff members, two faculty members, and one RA.

Depending on the severity of the problem, the Dean's Council may impose various forms of disciplinary action including Disciplinary Probation or Suspension, as well as recommending Expulsion of a student. No information will be released prior to a consultation with the student.

#### **DISCIPLINARY PROBATION**

Disciplinary Probation is a decision reached by the Dean of Students or the Dean's Council to provide a time for the student to prove, by proper conduct and attitude, his/her desire to continue and return to normal status. During this probationary period the student will be prohibited from participation in any university sponsored activity outside the classroom including but not limited to campus leadership positions, clubs, musical and drama performances and university sports teams. Disciplinary Probation is usually imposed for the remainder of the current semester but may also extend through the following semester, as directed by the Dean of Students or Dean's Council. Disciplinary Probation is not noted on any transcript request or on the student's permanent record. Two consecutive semesters of Disciplinary Probation is just cause for one semester or more of suspension. Please note that depending on your academic program or major, disciplinary probation may have a negative impact on the grade that you receive for an individual course(s) and/or your overall academic standing if the program requirements include participation in a prohibited activity.

#### **PROCEDURES FOR INVOLUNTARY/WITHDRAWAL/LEAVE OF ABSENCE**

Arizona Christian University may initiate an involuntary withdrawal/leave of absence when a student exhibits behavior that could disrupt the academic process or present a danger to the student or other members of the College community. This policy may also apply to any student returning from a hospital confinement who needs extended observation or supervision. The following are some situations in which such action would be appropriate:

1. The student's behavior appears to pose a danger to the life, health 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.
2. The student's behavior impedes or disrupts the educational process or the legitimate activities of other members of the University community.

3. The student refuses or is unable to cooperate with a recommended evaluation or treatment procedure, and the student acts or threatens to act in a manner that would interfere with or disrupt the educational process or the legitimate activities of other members of the University community.

When the University has evidence of the behavioral problems listed above, a medical/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 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/leave of absence.

1. The student has the right to be informed of all pertinent information leading to the withdrawal/leave of absence decision.
2. The length of the withdrawal/leave of absence will be determined on a case-by-case basis.
3. The conditions under which a student may return to the University will be identified at the time of the withdrawal/leave of absence.

#### **MULTIPLE PROBATIONS**

Multiple probation occurs when a student is on two probations (academic or disciplinary) at one time. This places the student in jeopardy of suspension.

#### **SUSPENSION**

A student may be suspended by the Dean of Students or Dean's Council from the University for a specified time period or indefinitely. When placed on Suspension, the student has twenty-four (24) hours to leave the campus and not return for the designated period and not without the express authorization of the Dean of Students or Dean's Council. Credit for all course work in progress may be lost.

#### **EXPULSION**

A student may be recommended for Expulsion to the President by the Dean or Dean's Council. This action is reserved for offenses that are destructive to the University, local community, serious offenses in which the student has failed to respond to other forms of discipline, or two consecutive semesters of Disciplinary Probation. Expulsion requires the student to leave the University within twenty-four (24) hours and not return. This action may prohibit the student's future enrollment at another university. Expulsion also means that the student will not be allowed to re-enroll in ACU. Credit for all course work in progress is lost. Expulsion is noted on any transcript requests and on the student's permanent records.

#### **APPEALS**

Students may submit a written appeal any time they believe inappropriate discipline has been administered to them. All appeals must be submitted in writing within five (5) working days after the initial disciplinary decision. The penalty assigned may be upheld, lessened, dismissed, or altered as a result of the appeal.

Any appeal must follow the proper step-by-step line of appeal for disciplinary decisions. Failing to follow the correct sequential line of appeal will invalidate any other appeals.

- Appeals Chart
- Dean of Students
  - Dean's Council

- Administrative Cabinet
- Arizona Christian University President
- Campus Life Committee of the Board Of Trustees
- Executive Committee of The Board Of Trustees

If the complaint cannot be resolved after exhausting the grievance procedure stated in the above paragraph, 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 address is:

Arizona State Board For Private Postsecondary Education  
 1400 West Washington, Room 260  
 Phoenix, AZ 85007  
 (602) 542-5709  
<http://ppse.az.gov>

## **ORGANIZATIONS AND EVENTS**

### **ALUMNI ASSOCIATION**

ACU seeks to keep its alumni updated on University news through periodic mailings. Homecoming activities provide annual times of fellowship and opportunities to renew old ties with acquaintances and friends.

### **ATHLETICS**

Students must meet all ACU, National Christian University Athletic Association (NCCAA), and the National Association of Intercollegiate Athletics (NAIA) intercollegiate eligibility requirements in order to participate in intercollegiate athletics.

### **BANQUETS**

The President hosts an annual Roundup, which is a highlight at the beginning of the fall semester. *The Student Life Council* hosts the Christmas and Spring Banquets which provide the University community with opportunities to enjoy fellowship in a semi-formal atmosphere. The Spring Banquet is set aside for the purpose of honoring the Senior class.

### **UNIVERSITY DAYS WEEKENDS**

The Admissions Department of ACU sets aside one or two special weekends each year for the purpose of hosting new and prospective students on campus. Students attend seminars and classes and participate in scheduled social events. On-campus students are asked to host prospective students in their rooms.

### **CONCERTS**

The Music Department of ACU sponsors, produces, and performs in concert for the University family, friends and community at the close of each fall and spring semester. The Music Department also sponsors choir tours.

### **FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)**

The mission of FCA at Arizona Christian University is athletes dedicated to growing and being living examples of Christ. This student-led bible study is open to anybody looking for fellowship from a sports perspective. FCA meets on a regular basis to study the word of God and listen to inspirational messages from ACU athletes, FCA leaders and other Arizona athletes.

## **INTRAMURALS**

The intramural program exists: to bring glory to God through excellence in athletic competition; to teach character qualities and biblical values central to the Christian faith; to promote a spirit of unity, loyalty and commitment within the University community; and to represent the University to its various publics. Possible sports offered are basketball, 3-on-3 basketball, dodge ball, ping pong, softball, soccer, volleyball, 4-on-4 volleyball, flag football, whiffle ball, and ultimate frisbee. Many of the programs are also offered on a coed basis.

## **MUSIC ORGANIZATIONS**

The Music Department offers performing musical groups open to both majors and non-majors. Some ensembles require no audition, some do require an audition, and some ensembles carry a scholarship. For questions about ensembles or for admission to the Music Department, contact Music Department Chair at x134 or assistant at 135.

**Musical Theatre: Performance**, for students (majors and non-majors) who desire to have a role in a musical theatre production. A large production with orchestra is scheduled for fall semester and a smaller production with piano accompaniment for spring semester. Audition is required...but there are a lot of roles to fill!

**Musical Theatre: Production**, for students (majors and non-majors) who desire to do behind the scenes theatre work, such as stage management, make-up design, costume design, set design and set construction. You are highly valued!

**Community Orchestra**, a new ensemble scheduled for spring 2012. For majors, non-majors and Christian community members.

**Praise Band**, may register for the course without audition. Will be placed in an appropriate praise band. For majors and non-majors.

**Chorale**, mixed voice choir for majors and non-majors, may register without audition.

**Harmony**, select voice ensemble for majors and non-majors, may register fall semester without audition.

**Class Piano**, for students who desire to learn piano without the expense of private lessons; may register for the course without audition. For majors and non-majors.

**Applied Lessons**, may be taken by majors and non-majors, must register for the course. Lessons are available on voice, piano, guitar, violin, and bass guitar. May register for the course without audition.

## **RESIDENT ASSISTANTS**

Resident Assistants are students that work closely with the Resident Life Office. There is one RA per floor and they are responsible for a group of 25-40 residents working with them in the areas of advising, programming (social and educational), discipline, administration, and general orientation of the residence hall. This position is scholarshiped and considered to be the student's primary Christian Service.

Full job descriptions are available in the Residence Life office and applications are made available in January. Interviews and selection takes place before students finish

the Spring semester.

Eligibility Requirements:

- Must be a fulltime student (enrolled in 12 hours or more).
- Must possess a current and cumulative GPA of 2.5 or above.

#### **SPIRITUAL LIFE WEEK**

This is a special week set aside during the Fall and Spring semesters for the purpose of spiritual evaluation, challenge, and commitment. Speakers focus on specific areas of the Christian life pertinent to a growing relationship with Christ, the disciplines of university life, and equipping for effective ministry in university and after graduation. Speakers are chosen by the Spiritual Life Committee.

#### **SPIRITUAL LIFE COMMITTEE**

This team of students, faculty and staff meet monthly to assess Spiritual Life on campus and implement our Chapel Theme and programs into every department. This committee advises the University Chaplain and Student Leaders and is a prayer support for their ministries.

#### **SPIRIT WEEK**

Spirit week is hosted by the Student Life Council to boost university spirit and show support for our collegiate athletic program. Spirit Week is normally the week before Homecoming weekend in the fall.

#### **STUDENT LIFE COUNCIL (SLC)**

ACU students are represented and given voice by the Student Life Council (SLC). It is this voluntary group that works closely and meets weekly with the Associate Dean of Student Life and/or the Dean of Students to plan, execute, and evaluate student life and school-sponsored activities. Leadership positions cover areas of student activities, marketing, intramurals, commuters and banquets.

Job descriptions and applications may be picked up in the Student Services office.

Eligibility requirements must be met to hold any of the positions and scholarships are awarded for these positions.

Eligibility Requirements:

- Must be a full-time student (12 hours or more).
- Must have a current and cumulative GPA of 2.5 or above.
- Recommend that students have completed a minimum of two (2) consecutive semesters at ACU.

#### **STUDENT MISSIONARY FELLOWSHIP**

SMF provides students with a view of world and home missions. SMF members challenge students with opportunities for serving the Lord Jesus Christ in a variety of cultural settings through prayer bands and missions chapels. SMF has planning and fellowship meetings throughout the semester and also sponsors periodic mission trips and evangelistic campaigns in coordination with the SLC for students throughout the world.

#### **WELCOME WEEK**

The first week of the university year is set aside for new student orientation. Students take placement exams and enjoy special events planned by the SLC. This week helps students build new friendships and ease into university life by participating with returning students in planned group activities. It is recommended that students take advantage of as many of the events as their schedule will allow.

Arizona Christian University community gathers twice a week (Tuesday and Thursday) for worship, fellowship, personal development and spiritual formation. Therefore, chapel is considered a vital part of a student's academic and spiritual experience at Southwestern. 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. It is for this reason that attendance is required of all students taking twelve (12) hours or more. Students who receive an F (Fail) for semester will be put on Chapel Probation.

## LOCAL INFORMAITON

### CHURCHES

1. *Bethany Bible*  
6060 N. 7th Ave.  
(602) 246-9788
2. *Desert Springs Bible*  
16215 N. Tatum Blvd.  
(602) 996-9000
3. *North Mt. Baptist*  
10202 N. Cave Creek Rd.  
(602) 943-4780
4. *Open Door Fellowship*  
8301 N. 19th Ave.  
(602) 242-4414
5. *Palmcroft Baptist*  
15825 N. 35th Ave.  
(602) 863-0945
6. *Paradise Springs Comm.*  
2841 E. Bell Road  
(602) 788-0234
7. *Paradise Valley Baptist*  
14034 N. 32 St.(602) 992-899
8. *Phoenix First Assembly*  
13613 N. Cave Creek Rd.  
(602) 867-7117
9. *Scottsdale Bible*  
7601 E Shea Blvd.  
(480) 948-7810
10. *Shilo Community*  
19021 N. 32 St.  
(602) 569-0311
11. *First Christian Church*  
6750 N. 7th Ave.  
[www.fcphx.com](http://www.fcphx.com)  
602.246.9206

### EMERGENCY ASSISTANCE

1. *Police & Fire* 911
2. *Phoenix Police Dept.*  
Desert Horizon Precinct  
(602) 469-5006
3. *John C. Lincoln Hospital*  
250 E. Dunlap (Dunlap & 7 St.)  
(602) 943-2381
4. *Paradise Valley Hospital*  
3929 E. Bell Rd. (Bell & 40 St.)  
(602) 923-5000
5. *Poison Control*  
1-800-362-0101
6. *Scottsdale Memorial North*  
9003 East Shea Blvd.  
(480) 860-3000
7. *Thunderbird Samaritan Medical Center*  
5555 W. Thunderbird Rd.  
(602) 588-5555