



ARIZONA CHRISTIAN

EST. **UNIVERSITY** 1960

Student Handbook 2016-2017

Each student, by enrolling at Arizona Christian University, is responsible for reviewing and adhering to all published student life policies and University standards.

New, updated, modified policies are effective immediately upon publication (including online publication) unless otherwise noted.

For information about this handbook, please contact the V.P. of Student Services at 602-386-4148.

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
- **Residence Life** 602-386-4177
Email Wendy.Clyde@Arizonachristian.edu
- **Student Engagement** 602-386-4148
Email jared.black@arizonachristian.edu
- **Spiritual Life** 602-386-4140
Email Justine.Bunger@Arizonachristian.edu
- **Campus Pastor** 602-386-4123
Email Tim.Reed@Arizonachristian.edu
- **Counseling Center**
Email counselingcenter@arizonachristian.edu
- **Academic Services** 602-386-4828
Email Brenda.Spear@Arizonachristian.edu
- **Maintenance**
Email maintenance@arizonachristian.edu
- **Technical Support** 602-386-4127
Email 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. The Student Handbook is available through MyACU by clicking "Campus Life" then "Forms."

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 have an understanding that, like all relationships, it takes time and effort to develop. Our Christian faith is cultivated through prayer, time in God's Word, living in community, and participating in opportunities to serve. Student Services seeks to guide the student into growth and maturity through these types of processes. 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. Therefore, students are 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 classes are not in session (during Winter 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, genetic information, race, national or ethnic origin, mental and/or physical disability, or age in administration of its educational policies, admissions policies, financial aid programs, athletics, and other university-administered programs. As a religious institution, the University is exempted from certain provisions of laws and regulations relating to discrimination on the basis of religion.

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.

COMMUNITY LIFE POLICIES STANDARDS

COMMUNITY COVENANT

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

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

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

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

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

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

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

ACU STUDENT CONDUCT

We believe that the Word of God lays the foundation for a student's life at Arizona Christian University. Arizona Christian's 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 become 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)

The University considers the following to be inappropriate:

- Unlawful behavior or the possession and/or use of alcohol by minors, tobacco (in any form), narcotics, or any other substance is prohibited.
- Dishonesty in any form including but not limited to: plagiarism, cheating, lying, forgery, alteration, or misuse of documents
- Attempt, actual theft, or damage to any University property or member(s) of the University community.
- Possession or use of pornographic material, regardless of the media type
- Inappropriate behavior including (but not limited to) drunkenness, disorderly/indecent behavior, disruption to the ACU community, use of obscene language, and bullying.
- Patronage of or employment at gambling establishments, secular dance clubs, or entertainment places that sell alcohol (e.g. bars, pubs, nightclubs, or similar places)
- 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 academic breaks, students are under the authority of their parents and local churches and are expected to live by those community standards. Off-campus conduct that does not adhere to the ACU Student Handbook may result in disciplinary action.

Student Services seeks to guide the student into growth and maturity. Students who display a personal conviction regarding their decisions of behavior and who take personal responsibility for the consequences resulting from their decisions, may receive leniency in the discipline process. Student Services reserves the right to alter consequences based on the student’s response to the policy violation and the discipline process.

COMMUNITY LIFE POLICIES

ALCOHOL/TOBACCO/DRUGS

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

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, alcohol, and tobacco free campus.

All ACU students are strictly prohibited from possession, manufacture, use, and/or distribution of illegal drugs. Possession of or being under the influence of any type of illegal substance will be grounds for suspension or expulsion and will be turned over to the authorities for further action.

All ACU students are strictly prohibited from possession, use, and/or distribution of alcohol and tobacco (including but not limited to chewing tobacco, vapor, and/or hookah) on property owned or used by the University, or serving alcohol or tobacco as part of any University sponsored activity or function (including mission trips, music recitals, or athletic events) whether on or off campus.

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 may face University disciplinary action. Any student 21 or over who purchases, serves, or supplies alcohol to a minor will be subject to disciplinary action.

This policy applies to students living in the residence hall and off campus housing as well. If alcohol is found in a residence hall room, the residents of that room, and those present, are all held responsible. The potential sanctions are decided by the Council for Student Care (CSC) and the Head of Student Services. Should a student be found to be in violation of the alcohol policy, on- or off-campus, he/she might expect to receive (but is not limited to) the following consequences:

ALCOHOL:

First Offense:

- \$250 fine
 - Two professional counseling sessions within one month of the offense
- *Student athletes may receive additional consequences administered by the Athletic Department

Second Offense:

The student will meet with the Council for Student Care. The Council for Student Care will have flexibility based on the situation to administer any or all of the following sanctions. Sanctions may include, but are not limited to:

- Accountability hours
- Financial fine (starting at \$250)
- Loss of privileges
- Additional counseling evaluation sessions
- Eviction or relocation from University owned and operated housing
- Temporary suspension
- Disciplinary Probation

*Student athletes may receive additional consequences administered by the Athletic Department

Should the student fail to comply, he/she may be suspended for the remainder of the semester.

Third Offense:

Student will be subject to suspension or expulsion from the University.

DRUGS

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.

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.

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 (including but not limited to cigarettes, chewing tobacco, hookah, and/or vapor) on campus or while participating in any school related functions or activities. Due to the fire hazard of smoking, a \$250 fine will be assessed for smoking inside University facilities or on University property.

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

First Offense:

Verbal and written warning.

Second Offense:

The student will meet with the Council for Student Care. The Council for Student Care will have flexibility based on the situation to administer any or all of the following sanctions. Sanctions may include, but are not limited to:

- Accountability hours
- Financial fine (starting at \$250)
- Loss of privileges
- Additional counseling evaluation sessions
- Eviction or relocation from University owned and operated housing
- Temporary suspension
- Disciplinary Probation

*Student athletes may receive additional consequences administered by the Athletic Department

Should the student fail to comply, he/she may be suspended for the remainder of the semester.

Third Offense:

Student will be subject to suspension or expulsion from the University.

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 on or off campus.

SAFE ENVIRONMENT

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

Bullying

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

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

Cyber-Bullying

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

HAZING

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

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 V.P. of Student Services. Supervisors should immediately report any incidents of harassment to the V.P. of Student Services. The V.P. of Student Services 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.

RESPECT FOR OTHERS

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.

Because of a love for God, we believe our students will keep themselves from temptation and pursue a reputation which is above reproach. For that reason, ACU asks students to follow this guideline: 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.

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 ACU community standards. While a standard of modesty is not a measure of one's spirituality, we desire to promote a holistic witness and comfortable community atmosphere. Violation of this policy could result in disciplinary action.

SELF HARM POLICY

At ACU we want to create a safe environment for authentic discovery of our true selves in Christ, holistic development of loving relationships and strengths-based discernment of our vocation as members of the body of Christ. The University recognizes that along this journey students will experience hurt and pain, guilt and shame. ACU also recognizes that the actions of any student not pose an objective danger to self, not pose a direct threat to the health and/or safety of others, and not significantly jeopardize the educational process of other students.

Danger to Self

Danger to self is defined as any direct act, or threatened act, that places a person at reasonable risk of self-induced bodily harm or loss of life. Danger to self may also include a situation where a person is unable to cater to their nourishment, shelter or self-protection without supervision or assistance of another person. Without such supervision and adequate treatment, it is probable that the individual may succumb to death, substantial bodily harm, or serious physical debilitation or disease. Examples would include actual and/or planned acts of suicide, self-mutilation, substance overdoses, consistent purging, unhealthy dietary restrictions, etc.

Danger to Others

Danger to the health and safety of others is defined as any conduct that threatens or endangers the health, physical or emotional safety of an ACU community member or guest. This may also include any conduct violation motivated by bias, prejudice, or insensitivity toward personal characteristics. Furthermore, a student may be considered to pose a direct threat to the health of others if current medical information indicates that the student's behavior and/or medical condition could reasonably expose others to illness or disease. This exposure risk must exceed that commonly found in community environments and would include a student's possession of a presently contagious illness or disease and/or failure to maintain appropriate hygiene.

Jeopardizing the Educational Process

Jeopardizing the educational process of others is defined as any disruptive act that within reason impedes another student's functioning within an academic or community life setting. A violation may include a single disruptive act or ongoing acts and will usually involve complaints from students, faculty, or staff. In determining violations, an assessment will be made of the nature of the disruption, the content and frequency of the complaint(s), and the number of complainants.

The University's Response

While students are expected to abide by the policies and standards set forth in the handbook, ACU recognizes that some students possess medical or psychological conditions that may affect functioning within the behavioral rules of the University.

Additionally, students may not be discriminated against on the basis of verified physical or psychological disability as determined with regard to applicable federal and/or state law provided that they remain otherwise qualified, which is defined as being able to meet the fundamental academic and behavioral standards of the University. The University thus reserves the right to determine whether medical or psychological intervention (e.g. medication, counseling) is necessary in order for the student to meet the minimal behavioral standards.

If medical or psychological intervention is needed to assist the student in meeting the behavioral standards, the University may choose to offer the student the opportunity to comply with an intervention plan as a partial or complete substitute for disciplinary action. The student may also be placed on a contract that clearly identifies the behaviors of concern, the accompanying behavioral expectations, and the length of contract. If the student does not meet the behavioral standards after assenting to an intervention plan, or if the student violates the contract, the University may take disciplinary action up to, and including, suspension or dismissal.

SEXUAL IDENTITY

Arizona Christian University believes that students are best supported if they are able to share their questions, struggles, or their self-understanding with trusted others, including those in Student Services. Concerns about sexuality may be difficult to disclose, but struggling in silence is a far greater challenge. In all such personal issues, Student Services staff members are committed to discretion, sensitivity, confidentiality, compassion, and redemption.

Arizona Christian University does not affirm the resolution of tension between one's biological sex and one's experience of gender by the adoption of a psychological identity discordant with one's birth sex. Similarly we do not affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. As a Christian residential institution of higher learning we will respect those whose moral views diverge from ours, and seek to embody the gentle and patient love of Christ for all. We will make institutional decisions in light of this policy regarding housing, student admission and retention, employment hiring and retention, and other matters.

In regards to behavior, all students are responsible for their actions, sexual and otherwise. At Arizona Christian, we are committed to helping our students develop toward Christ-like maturity in their daily practices. With this said, sexual behavior contrary to ACU's community standards will be addressed through a conversation with a Student Services staff member and may result in a disciplinary process. As noted earlier, in all disciplinary matters we will seek to be redemptive and developmental in the lives of the individuals involved.

All members of the ACU community are expected to treat one another with respect and Christ-like compassion. Insults, slurs and other forms of derogatory speech are strictly prohibited in the ACU community.

Due to the complexity of issues related to same-sex behavior, same-sex attraction and sexual orientation, we are committed to engaging this conversation with courage, humility, prayerfulness and care. A primary goal of Student Services at ACU is to help

each student find God in the midst of their unique story and struggles and discern how to walk with Him and others along the way.

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.

This requirement generally covers the entire year; however, an ineligible student may become eligible at the beginning of a semester pending an approved petition.

Intercollegiate Athletics:

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

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

ACADEMIC STANDARDS FOR NAIA AND GSAC CONFERENCE

A. The course load, satisfactory progress, eligibility, residency, and transfer rules must be in accordance with appropriate NAIA Constitutions, Bylaws, and Policies, as well as GSAC Constitution, Bylaws and Policies. For more information on NAIA eligibility regulations, please visit www.naia.org and for GSAC Eligibility Rules visit <http://gsacsports.org/>. If you have further questions, please contact Compliance Coordinator, Mike Holder at mike.holder@arizonachristian.edu.

B. GRADE POINT AVERAGE: To be eligible to compete in any sport at a GSAC institution, a third (3rd) semester or a fourth (4th) quarter student and thereafter, must have at the time of competition a cumulative grade point average of 2.0 (computed over the usual 4.0 scale) for all college level units attempted, completed, and awarded a letter grade. Letter grades included in these calculations shall be A, B, C, D, and F.

ENTERTAINMENT

According to federal copyright law students are not allowed to show movies in public areas (outdoors on a big screen/wall), SAC lobby, dining hall, or dorm lobbies without written permission. All media (included but not limited to music, movies, television) must be observed in good taste and in a manner which reflects the atmosphere of the ACU community standards. Violation of this policy could result in disciplinary action.

TRAVEL

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

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

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

- The University does not provide insurance for the use of personal automobiles.
- ACU does not insure or accept liability for any damage, loss or injury resulting from the use of a student participant's own personal vehicle. Students who use personal vehicles should have a valid driver's license and liability insurance on their vehicle.
- Please note that all participants who chose to ride in a private vehicle do so voluntarily and at their own risk.
- When using their own personal vehicle, faculty, staff and volunteers should have a valid driver's license and liability insurance on their vehicle. Under no circumstances will ACU provide coverage for damage to personal vehicles. The faculty, staff or volunteer's personal automobile liability insurance will have to respond up to the limits of its liability.
- All drivers and passengers must abide by all applicable federal, state and local safety standards and laws. All traffic and parking violations are the sole responsibility of the operator of the vehicle.

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. Possession of these will result in severe disciplinary measures, including the possibility of suspension.

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 Head of Student Services.

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, chats, or messaging 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.

The Arizona Christian University Marketing Department encourages academic departments, staff offices, and student groups to interact through social media in a Christ-honoring way. Campus groups (clubs, organizations, teams, etc.) or individuals who would like to create a blog or social media account branded with the ACU name, logo, implied name, or ACU brand (including a Facebook page, Twitter account, Google+ page, Vimeo account, or YouTube channel, etc.), must seek prior approval through the Marketing Department and the office of student services. A representative from the Marketing Department must be provided with administrative access to the account. Consultation for social media promotion is available upon request.

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.

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. Student Services personnel, staff and faculty are ready to help.

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

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

It is also important to note that in respect to disciplinary proceedings, formal rules of evidence are not followed, and past conduct may be considered in the discipline process. No particular model of procedural process is required, however we will attempt to structure the procedure so as to facilitate a reliable determination of the truth and be fair and reasonable.

The University reserves the right to review actions taken by civil authorities regarding any student or student organization. University disciplinary proceedings may be instituted against a student charged with violation of a law and may, at the sole discretion of the University, be carried out prior to, concurrently, or following civil or criminal proceedings. Violations occurring during non-enrolled periods may be

considered by the University in determining whether a student will be eligible to continue his/her enrollment in the University and if so, under what conditions.

STUDENT WRITE-UPS

An ACU student who violates an item in the ACU Student Life Handbook may be given a Write-up Notice regarding the offense. Write-ups are generally given for violation of room check, quiet hours and other Residence Life policy violations. Write-ups may be given for other reasons at the discretion of the Head of Student Services, any Student Services Staff or RA's. Students who display continued policy violations or blatant disregard for ACU policies will meet with the Council for Student Care (CSC) and/or any member of the Student Services Staff. Students may appeal any Write-up Notice to the Council for Student Care (CSC). Appeals must be in writing and submitted within five (5) working days after receiving the notice.

DISCIPLINARY PROBATION

Disciplinary Probation is a decision reached by the Head of Student Services or the Council for Student Care 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 representing the University in leadership roles (RA, Student Leadership, Club leadership etc...), sports teams, music/drama performances, and praise bands etc. Disciplinary Probation is usually imposed for the remainder of the current semester but may also extend through the following semester, as directed by the Head of Student Services or Council for Student Care. 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 the student's 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. Student athletes may receive additional consequences administered by the Athletic Department.

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 University community. This policy may also apply to any student returning from a hospital/medical 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 and/or psychological evaluation may be required, the results of which will be provided to the Head of Student Services. In addition, the Head of Student Services or his/her designee may consult with the student about his/her behavior and to the extent permitted by law may also notify the student's parent, guardian or other appropriate adult. The Head of Student Services 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.

SUSPENSION

A student may be suspended by the Head of Student Services or Council for Student Care from the University or Residence Hall for a specified time period or indefinitely. Suspension may be imposed: a) to ensure the safety and well-being of members of the ACU community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a credible threat of disruption of or interference with the normal operations of the University. During the suspension, the student may be denied access to the residence hall and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible as the Head of Student Services or Council for Student Care may determine to be appropriate. When a student has been suspended for the semester, they have twenty-four (24) hours to pack up their things and leave campus. Students may or may not be able to stay on campus for the night depending on a, b, and c from above. Students that are suspended for a short period of time must leave campus right away and not return for the designated period. Students that have been suspended may not be on campus without the express authorization of the Head of Student Services or Council for Student Care. Credit for all course work in progress may be lost.

EXPULSION

A student may be recommended for expulsion to the President by the Head of Student Services or Council for Student Care. 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.

GRIEVANCE POLICY

Arizona Christian University wants students to have a positive experience in which their grievances can be expressed openly and honestly. The university is committed to promptly address student grievances, both academic and non-academic. Student

grievance is taken seriously and will be responded to by the university in a timely manner.

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

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

Grievance Procedure Steps

1. Student submits a grievance by writing a formal letter detailing the issue.
2. The grievance is acknowledged within ten (10) business days and reviewed by the director of student life and/or the dean of academic affairs.
3. The Head of Student Services (or designees) will help the student in resolving the grievance.

APPEALS

A student may submit a written appeal any time the student believes a grievance was not resolved or when the student believes an inappropriate decision and/or discipline has been administered. All appeals must be submitted in writing within five (5) business days after the initial decision and/or discipline to the Head of Student Services. The Head of Student Services will respond within ten (10) business days. The Head of Student Services and/or the Provost may uphold, lessen, dismiss, or alter a decision and/or discipline as a result of the appeal.

If the student is not satisfied with the decision of the appeal, a second written appeal may be submitted to the Community Standards Committee within five (5) business days. The community standards committee will respond within thirty (30) business days and may uphold, lessen, dismiss, or alter a decision and/or discipline. The decision of the community standards committee is final.

Appeal Procedure Steps

1. Student submits an appeal within five (5) business days of the initial grievance decision.
2. The Head of Student Services will respond within ten (10) business days and may uphold, lessen, dismiss, or alter a decision and/or discipline.

3. If the student is not satisfied, a second written appeal may be submitted to the community standards committee within five (5) business days.
4. The community standards committee will respond within thirty (30) business days and may uphold, lessen, dismiss, or alter a decision and/or discipline. The decision of the community standards committee is final.
5. If the complaint cannot be resolved after following the grievance and appeal procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education.

Any appeal must follow the proper step-by-step line of appeal for decisions and/or disciplinary actions. Failing to follow the correct sequential line of appeal will invalidate any other appeals. Records of student appeals and their resolutions are maintained by the Head of Student Services.

If the complaint cannot be resolved after exhausting the student grievance and student appeal procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1400 W. Washington Street, Room 260, Phoenix, AZ 85007, phone # 602-542-5709, website address: www.azppse.gov

ACADEMIC SERVICES

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.

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.

Any student accused of violating the institutions academic integrity policy will have opportunity to present their actions in writing or in person according to the scheduled meeting of the Academic Standards Committee. Failure to present information in writing or failure to appear at the hearing will result in loss of opportunity to respond to the violation accusation.

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. The Academic Dean will impose a sanction including but not limited to 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.

ACADEMIC APPEAL

Sanctions imposed by the Academic Dean may be appealed to the Academic Standards Committee. Upon receiving an appeal, the Academic Standards Committee may refuse to hear the appeal for lack of sufficient reason for appeal, uphold the decision of the Academic Dean, or impose alternative sanction(s) no greater than the original sanction. The decision of the Academic

Standards Committee is final.

ACCOMMODATIONS AND SPECIAL NEEDS

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

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

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

Disability documentation must include the following:

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

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

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

The Coordinator of Academic Success will provide the student with a written Accommodation Agreement Memorandum for the student to sign. Students who wish to appeal the decision or who have concerns about their accommodations

should contact the Academic Center. Formal complaints are reviewed in keeping with ACU policies as described in the Catalog and Student Handbook. For more information please contact the academic center at 602-386-4107 or academiccenter@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 University 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>.

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 please contact the academic center at 602-386-4107 or academiccenter@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). Students with proper accommodation documentation may be eligible to take tests in the Academic Center. The Academic Center is open to all students. For more information please contact the academic center at 602-386-4107 or academiccenter@arizonachristian.edu.

ACADEMIC WARNING

Students whose GPA falls below a 2.0 for a semester are put on Academic Warning for the following semester. They are required to meet with the Academic Advisor to develop an Academic Contract before registering for subsequent semesters or sessions. Please see the current ACU catalog for details.

RESOURCES/FACILITIES

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 in the Phoenix Shop on campus.

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 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: IT building

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 emailing: counselingcenter@arizonachristian.edu. 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.

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.

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 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.

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

Login for ACU email - gmail.arizonachristian.edu

1. If you forget your login information please contact the ACU Helpdesk at helpdesk@arizonachristian.edu or (602)489-5500.
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 V.P. of Student Services. 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 V.P. of Student Services 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 EMAIL/INTERNET 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.

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.

FITNESS CENTER

The Fitness center is located in the Residence Hall and houses free weights, machine weights, and cardiovascular equipment.

The user must be a current student, faculty/staff member, or an alumnus (graduate of Arizona Christian University).

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 and play music that is appropriate for all ages/audiences. Please be considerate of other individual's sensitivities.
6. Classes and athletic teams will be given priority of use during their scheduled class and practice times.
7. Failure to abide by these policies may result in the loss of Fitness Center privileges.

HEALTH SERVICES

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

or off campus.

ACU 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 office of campus safety. Replacement cards will be issued for a fee of \$5.

INSURANCE

ACU is concerned about the health and wellness of our students. All ACU students enrolled in 9 or more units are required to have medical insurance that covers health visits Arizona. Proof of insurance will be collected each semester through completing MyACU portal as well as providing a copy of health insurance card to 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

Lost items may be retrieved 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.

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.

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, director of residence life or resident assistant after calling 911. If the injury or illness is not an emergency contact campus security, the director of residence life 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 director of residence life 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.

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.

ACU Key Policy

Keys to various campus facilities may be obtained through the Campus Safety 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 Safety immediately. 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 and students. 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 employees or students. Safety officers may always be contacted to open any door where there is a genuine need for access.

Student Housing - General

All students living in Arizona Christian University housing will be issued a key/key card to their specific residence. Residents who lock themselves out of their room can call campus safety 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.

Residence Hall Key Policy

The Residence Hall is not open to the public. Exterior doors are always locked and should never be propped open. Important note: Lost or stolen keys must be reported to the Residence Life Office immediately. There is a \$5 card replacement fee for any and all lost key cards. Guests are authorized only when accompanied by a current ACU Res Hall resident, campus safety officer, 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 Director of Campus Safety. When a residence room is not occupied, a single maintenance worker can gain access.

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 Safety office.
- Parking violation fines vary 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 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 V.P. of Student Services.

STUDENT LIFE

STUDENT LEADERSHIP COUNCIL (SLC)

ACU students are represented and given voice by the Student Leadership Council (SLC). This group works closely with the Director of Student Life to plan, execute, and evaluate student life and school-sponsored activities. Leadership positions cover areas of student activities, marketing, intramurals, commuters and banquets.

SLC is comprised of students both receiving scholarships and volunteers. SLC provides leadership and programming in the following areas:

- | | |
|------------------|-----------------|
| *Campus Events | *Discipleship |
| *Welcome Week | *Chapel |
| *Intramurals | *Missions |
| *Commuter Life | *Project 032 |
| *Athletic Events | *Urban Outreach |
| *Banquets | *Prayer (SHOP) |

SLC Directors and Coordinators are selected the 2nd semester of each school year for the following year. SLC Directors and Coordinators all receive stipends or scholarships. To be eligible students must:

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

To be selected as a Director or Coordinator, students must complete a written application, and attend a group and individual interview. More information can be found by contacting the Student Services Office.

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.

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

Student Leadership hosts the fall and Spring Banquets which provide the University community with opportunities to enjoy fellowship in a semi-formal atmosphere.

UNIVERSITY DAYS WEEKENDS

The Admissions Department of ACU sets aside 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.

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.

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, basketball, dodge ball, softball, soccer, volleyball, flag football, whiffle ball, and ultimate frisbee. All 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.

Student Organizations & Leadership

SPIRITUAL LIFE

SPIRITUAL LIFE at 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 mornings. A Wednesday night, once-a-month gathering in the Residence Hall is also available. These opportunities are to engage and equip students in Worship and the Word. Spiritual Emphasis 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. Student House of Prayer (SHOP) is a dedicated prayer room which hosts weekly meetings for men's and women's small groups, hall spiritual gatherings, commuters, and individual prayer time. Special events like 24/7 prayer and community gatherings are hosted as well. All outside groups wishing to visit or use the SHOP must be approved by the Director of Spiritual Life.

Small Groups

Small Group 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.

Service

Project 032 and Urban Outreach Ministries are avenues to engage and equip students in local service. Project032 is focused on ACU's zip code and serves 3-5 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.

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 Global Opportunity Week kicks off our emphasis and promotion for upcoming summer mission trips. In addition to these larger trips, there are shorter opportunities for service during the school year.

CHAPEL

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 ACU. Speakers include pastors, youth pastors, missionaries, faculty members, Christian leaders, and students. Its purpose is to bring us closer to our primary goal of loving God. 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.

SPIRITUAL FORMATION PROGRAM

All students must complete 36 hours of spiritual formation per semester.

A minimum of 22 hours will be completed through Chapel attendance. There are 28-32 Chapel gatherings per semester. Attending Encounter Wednesday services do not count towards chapel attendance.

The additional hours of spiritual formation can be completed through your local church or ACU's Spiritual Life opportunities of discipleship and service.

Examples:

If you attend the minimum 22 Chapel gatherings, you will need to complete 14 hours of additional formation through your local church or ACU Spiritual Life.

If you attend the maximum 30 Chapel gatherings, you will need to complete 6 hours of additional formation through your local church or ACU Spiritual Life.

Opportunities @ ACU:

SHOP Prayer Gatherings
Project 032
Urban Outreach
Mission Trips
Small Groups
Mentoring (by ACU faculty/staff)
FCA

Opportunities @ Your Church:

Children and Youth Ministry
Worship and Media Teams
Service Projects
Mission Trips
Sunday School
Small Groups
Mentoring

Petitions:

Students should plan their study and work schedules to be able to participate in the Spiritual Formation Program.

If you believe your work schedule should exempt you from Chapel attendance and you do not have classes on Tuesday and Thursday you must file a petition through MyACU explaining the student's circumstances.

Petitions can be found online at <http://arizonachristian.edu/myacu>. Log in, click on "Campus Life" then "Forms" and select "Chapel Petition".

Petitions must be received by **Census Day** and you will be emailed approval/disapproval from spiritual.formation@arizonachristian.edu.

Education Majors who must miss Chapel due to observation hours or student teaching must fill out a petition or have the Education Department Chair send an email confirming your student teaching status to spiritual.formation@arizonachristian.edu.
If you successfully petition out of Chapel you must complete 36 hours of spiritual formation through your local church or through opportunities for service at ACU.
It is wise to attend Chapel until your petition is responded to.

Tracking:

When you arrive at Chapel you will need to use your Student ID to swipe in at the computer to record your attendance. If you leave Chapel before it concludes, are late to chapel or are disruptive it will not count towards your attendance.

If you complete your additional hours through ACU Spiritual Life opportunities, the Office of Spiritual Life will record your attendance.

If you complete your additional hours through your local church, your pastor or supervisor will need to email spiritual.formation@arizonachristian.edu detailing your work and hours by the Monday of Finals Week.

The 36 hours of Spiritual Formation must be completed by the Monday of Finals week.

The Spiritual Formation Program is a **pass or fail program** in which a failure results in disciplinary probation. This excludes the student from participating in extracurricular activities. If the student fails to meet the 36 hour requirement two semesters in a row, it results in suspension from ACU.

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.

DAY OF OUTREACH

The Spiritual Life Office sets one day aside each spring semester in which the students, faculty, and administration participate in a *Day of Outreach*. Opportunities include cross-cultural evangelism, community service projects, or other religious/humanitarian concerns that can serve as pre-evangelism.

RESIDENCE LIFE

College isn't just about classrooms, textbooks, homework, and exams. At Arizona Christian University, the time you spend in the residence halls will be one of the most significant and unique aspects of your college experience. Living on campus affords each person the opportunity and responsibility to begin to learn how to live in community with others who, most definitely, will be different than you are.

The Department of Residence Life at Arizona Christian University strongly believes that formational learning takes place within the living communities of our residents. Where a student lives has an unparalleled effect on their academic, spiritual, social, and developmental experience. It is our hope that, when you leave the Arizona Christian University community, you would have a healthy understanding of your Christ-given identity. Our Residence Life staff is committed to creating a safe culture in which you have the freedom and opportunity to ask the hard questions of faith and life, to discover

your gifts and talents, and begin to learn to trust Jesus and others with who you are. We intentionally seek to communicate God's truth in every conversation we have, discipline issue we oversee, programs we plan, or meetings we facilitate.

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 20 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 20 years of age and younger that live in housing off campus must fill out and submit a Housing Exemption Petition form along with a letter of verification (when residing with parents). Students that desire to live on campus, who are younger than 17 and older than 25, must petition to live on campus.

Exceptions to this policy must have the approval of the Director of Residence Life and/or Housing Committee. Petition forms and all required documentation should be submitted to the Director of Residence Life before any decision on the petition is made. Below are the only exceptions to the on-campus housing policy:

1. **FINANCIAL HARDSHIP – A petition form must be submitted.** Financial Hardship exceptions are determined in conjunction with the Financial Aid office and the information stated on the student's FAFSA. Anyone expecting to qualify for a financial hardship must have applied for financial aid. You may not be eligible for financial hardship unless all loan, scholarship, and grant opportunities have been exhausted. If you or your family experienced an unplanned financial crisis; serious illness, death, job separation, or other life changing event after completing the FAFSA then you must provide a letter from a family member detailing the financial hardship.
2. **DISABILITY – A petition form must be submitted.** Disability exemptions are determined in conjunction with the Disability Services office. Students requesting exceptions to the housing policy because of special medical problems must have filed all proper documents to the Disability Services office prior to petitioning the on-campus housing policy.
3. **RESIDING WITH PARENTS – A petition form must be submitted.** Parent(s) must be living in the place of residence with the student full-time. Students living by themselves in a house owned by the parent(s) do not qualify for this housing exception. A written 1-page letter from the parent(s) must also be attached to the petition form. The letter must address the following: (1) The academic, social, and behavioral benefits of living at home as opposed to living on-campus; (2) what protections and accountability are in place at home that will ensure academic success; (3) the specific relationship to the student; (4) the full address and telephone number of the parent(s); and (5) a statement verifying that a parent or guardian will also be living full-time in the residence.
4. **FINAL SEMESTER – A petition form must be submitted.** Seniors who have only one semester until graduation can apply for Senior Status Exception. The student must provide a copy of their official progression sheet (academic check list) attached to the Off Campus Housing Request Form. The Official Progression Sheet must be accurately completed and approved by the Registrar's Office before the request will be considered.

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

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 that same permission to live off campus the following year.

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

HOUSING PLACEMENT CONSIDERATIONS

Some students with disabilities may receive special consideration regarding their housing placements. Such considerations may include placement in specific dormitories or rooms, specific floors, and private rooms. In most cases, a recommendation from Disability Services is required for students to receive these considerations on the basis of disability.

RESIDENCE LIFE POLICIES

For a complete list of residence life policies, please see the Residence Life Handbook. Students can obtain a copy upon move-in, at the Residence Life Office, or by emailing residencelife@arizonachristian.edu.

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.