



Grand Canyon University
Student Handbook
2012-2013

Student Handbook Version Record

Edition	Updated	Changes Made
v. 1	8/7/2012	<ul style="list-style-type: none">• Original
v. 2	9/1/12	<ul style="list-style-type: none">•

Right to Change Requirements:

The University reserves the right to make changes of any nature to the calendar, admission requirements, degree requirements, fees, regulations, course offerings, programs, or academic schedules whenever they are deemed necessary or desirable, including changes or modification of course content, class scheduling, offering patterns, canceling of scheduled classes, or other academic activities.

The Grand Canyon University Student Handbook does not establish a contractual relationship; rather, it sets forth academic and other requirements that students must meet to be granted a degree and, in some circumstances, to continue to be enrolled at the institution. While advisors and other Grand Canyon University personnel are available to guide students with respect to the requirements, students ultimately bear the responsibility of following the requirements.

Students should view the Academic Catalog for college and program specific information.

Grand Canyon University does not discriminate on the basis of age, race, color, national origin, gender, or handicap in its programs and activities. Please send all inquiries related to the University's non-discrimination policies to General Counsel, 3300 West Camelback Road, Phoenix, AZ 85017, 602-639-6820.

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Academic Services

Grand Canyon University advocates the ideology that a student is responsible for one's own success, and the University strives to provide the knowledge, direction, and tools in support of a student's ability to succeed academically and professionally. An important component of personal and professional achievement begins with taking an active role in the learning process. The role of GCU students is to reach for intellectual challenges, to work to the best of their ability, and to remain true to their values and ethics. The following sections explain processes and resources that can help students achieve academic success.

Academic Advisement Team

Hours of Operation

Monday – Thursday: 7:00 am – 6:00 pm
Friday: 7:00 am – 5:00 pm
Saturday– Sunday: Closed

Phone

1-800-800-9776

Location

Kaibab Enrollment Center

The Academic Advisement (AA) Team is responsible for all student academic advising. All student concerns and inquiries on academic issues are routed through the AA team. The department acts as a customer service point of contact through phone calls, emails, and walk-ins. The AA team counsels on the policies and the procedures for the University, ensures that the student's journey through their degree program at GCU is successful, and leads to a timely graduation. Academic Advisement is available for all students for walk in or via telephone. Each student is assigned to a specific Academic Counselor.

Office of Academic Records

Hours of Operation

Monday – Thursday: 8:00 am – 6:00 pm
Friday: 8:00am – 5:00pm
Saturday– Sunday: Closed

Location

Building 1, Wallace

The goal of the Office of Academic Records (OAR) is to assist students with records maintenance and timely and accurate evaluation of transcripts and admission decisions. The OAR also establishes and maintains the integrity, accuracy, and privacy of the institutions academic records. The OAR manages the services and policies relating to student academic records including, but not limited to:

- Admission/Acceptance Process
- Credentials Evaluations (official and preliminary)
- Grades
- Issuing Official and Unofficial Transcripts

- Degree Audits/Degree Posting and Diplomas
- Overseeing that students satisfy University Academic criteria for admission and graduation
- Work with the Academic Affairs Committee to review and write academic policy
- Ensure GCU adheres to FERPA Compliance

Center for Graduate Studies

Hours of Operation

Monday – Friday: 8:00 am – 5:00 pm
Saturday– Sunday: Closed

Phone

602-639-6202

Location

Fleming Building

The mission of the Center for Graduate Studies is to uphold the highest standards of academic excellence and integrity across all graduate programs and Grand Canyon University. To accomplish this mission, the Center for Graduate Studies works with the deans, administrators, and faculty across the University to ensure consistency of the learning experience for all graduate students. The Graduate Council and the Institutional Review Board are housed within the Center for Graduate Studies department.

Center for Learning and Advancement

Hours of Operation

Monday – Friday: 8:00 am – 5:00 pm
Saturday– Sunday: Closed

Contact Information

602-639-8901 or centerforlearning@gcu.edu

Location

Williams Building (Ken Blanchard College of Business)

The Center for Learning & Advancement (CLA) provides tutoring support services to all students at GCU. It offers several tutoring formats like face-to-face (one-on-one and small group), live online sessions, and

content area clubs. Students are also welcome to use the CLA facilities for studying with their peers or alone. Additionally, the CLA supports student success through tutorials and workshops related to reading strategies, time management techniques, study skills, note-taking strategies, and test-taking techniques, as well as APA Writing Style. As an added resource, Smarthinking is an online tutoring service that Grand Canyon University makes available to all its students. Smarthinking provides tutoring in mathematics (Basic Math through Calculus, including Bilingual Math), Biology, Introduction to Human Anatomy and Physiology, Chemistry, Organic Chemistry, Physics, Economics, Statistics, Spanish, and Writing. Students are encouraged to contact the Center for Learning & Advancement for ways to help them become more academically successful or to connect with a tutor on-ground or online.

The CLA also has an extensive website of support services and ways to schedule an appointment with an online or ground tutor at <http://my.gcu.edu/centerforlearning>.

Career Services

Hours of Operation

Monday – Friday: 8:00 am – 5:00 pm
Saturday– Sunday: Closed

Contact Information

1-877-610-5506 or 602-639-6606
careerservices@gcu.edu

Location

Prescott Hall

Career Services offers several tools and techniques intended to help students match their interests and talents to college majors. Career Services has a variety of free testing tools for students to complete either online or by filling them out at the Career Center.

The Career Services team is dedicated to empowering students as active participants in their own career development. Assistance is provided to students for resume development, cover letters, interviewing tips, internships, and employer connections.

Students may wish to take advantage of opportunities to sharpen their job skills and earn extra money by exploring Student Worker positions on campus. Workers are hired on a short-term temporary basis, usually by semester and work twenty or fewer hours per week.

Computers and Software

The Department of Information Technology Services provides computing services at GCU. Students have free access to computers in several locations on the GCU campus. The PC Computer Lab and the Library are outfitted with new Dell OptiPlex computers and 17" monitors that offer Internet access. Each student has an

individual login that includes secured space on a server for the storage of personal files. This means the student does not have to rely on saving work on a disc. In addition to the lab computers, wireless access is available for students with laptops.

Hours of Operation

Day	PC Lab (Building 28)*	Library Instruction Room (Building 23)
Monday	7:00 am–1:00 am	7:00 am–10:00 pm
Tuesday	7:00 am–1:00 am	7:00 am–10:00 pm
Wednesday	7:00 am–1:00 am	7:00 am–10:00 pm
Thursday	7:00 am–1:00 am	7:00 am–10:00 pm
Friday	7:00 am–10:00 pm	7:00 am–5:00 pm
Saturday	9:00 am–10:00 pm	9:00 am–6:00 pm
Sunday	12:00 pm–1:00 am	1:00 pm–10:00 pm

Contact Information

*The PC Lab is staffed with knowledgeable student workers that provide assistance with the computers, applications, and printing. They can be reached at ext. 639-7700.

Mac Lab (Media Arts Complex)

The Mac lab is only available to students taking Macintosh related classes. Wireless access is not available in this lab.

Wireless Information

Wireless access is available in the computer labs, the Student Union, Commuter Lounge, North Rim Apartments, and Hegel Hall. The SSID for the wireless network is WGPU-US.

Applications Installed on the PCs

Microsoft Office 2003: Access, Excel, Info Path, Outlook, Power Point, Publisher, Visio, Word, Digital Certificate for VBA Projects, iTunes, Quick Time, Roxio Easy CD Creator, Microsoft Photo Draw, Adobe Acrobat Reader 7.0, Internet Explorer, Windows Media Player, Windows Messenger, Windows Movie Maker, Power DVD, Calculator, Notepad, Paint, and Wordpad.

Questions regarding computers, software, and/or the lab environments should be directed to the Computer Lab staff on duty in the PC lab.

Student Portal

The Student Portal is found on <http://gcu.edu>, which is where students can access all GCU information and resources. Included on the site are academic resources such as the University Academic Catalog, University Policy Handbook, information about the colleges, access to Angel or LoudCloud, and electronic Library resources. Student can also access non-academic resources include information about GCU athletic events, employment opportunities, and social functions.

The Student Portal is also the location for the GCU email system where each student will receive an account and to which all official GCU communication will be sent; therefore, it is vital that students log in and check email on a regular basis.

Technical Support

Students should contact Technical Support when they have questions about the online learning environment. When contacting Technical Support, students will need to provide proof of identity, such as address, phone number, and/or birth date.

Hours of Operations

Monday – Friday: 6:00 am – 12:00 am

Saturday– Sunday: 7:00 am – 12:00am

Contact Information

1-877-428-8447

Online Chat: <http://www.gcu.edu/Student-Life/Technical-Support.php>

Email: techsupport@gcu.edu

Twitter @gcutechsupport

GCU Fleming Library

Hours of Operation (GCU Time)*

Monday – Thursday: 7:00 am – 10:00 pm

Friday: 7:00 am – 5:00 pm

Saturday: 9:00 am – 6:00 pm

Sunday: 1:00pm – 10:00pm

*Holidays, summer, and break hours vary. Check with the Library for information.

Contacting the Library:

- Phone: Toll Free 1.800.800.9776, ext. 639-6641, 602.639.6641
- Web Site: <http://library.gcu.edu>
- Ask A Librarian: <http://library.gcu.edu/AskALibrarian>
- Chat live with a Librarian: <http://library.gcu.edu>, Monday-Friday: 9am-4pm (GCU Time)
- Library Walk Through Tutorial: <http://tutorials.gcumedia.com/libraryWalkThrough/vp02.swf>
- Library Webinar Sign Up: <http://www.gcu.edu/Student-Life/Library/Webinar-Sign-Up.php>

The Grand Canyon University Fleming Library serves as the foundation of academic support for all learning and research pursuits of GCU students, faculty, staff and administration, and serves the greater community by providing access to quality research materials. The Library is proud to offer the following library services:

- **Ask A Librarian:** Ask the Library staff directly for research assistance. Contact us via phone, email or chat. We can help with personalized assistance with creating effective search strategies for research

topics, basic database navigation, using the resource tools, including RefWorks & EndNote Web, personalized database accounts, RSS feeds, search alerts, APA formatting, persistent links, and more!

- **Library Databases & Resources:** Search for journal articles, ebooks and physical books, dissertations, streaming video and streaming music, using our extensive collection of databases and resources. Organize and manage your citations with bibliographic management software tools RefWorks or EndNote Web.
- **Help & Tutorials:** Find general Library, database, and technical support tutorials on the Library's web site: <http://library.gcu.edu>. Sign-up for the GCU Library: Introduction webinar, where you will receive a guided tour of how to access and use the Library's resources: <http://www.gcu.edu/Student-Life/Library/Webinar-Sign-Up.php>.
- **Interlibrary Loan (ILL):** Need materials the Library does not own? Request an ILL on the Library's web site: <http://library.gcu.edu>.

Online Courses

During their program of study at Grand Canyon University (GCU), students may choose to take all or some of their courses online. The following sub-sections address topics that are specific but not necessarily exclusive to online courses whether the student is enrolled in an online program of study or combining online courses with campus-based or off site-courses.

Performance Standards

There are several performance standards common among all courses in the GCU online learning environment. In addition to academic content assessments, students are evaluated on other criteria, including participation, and are expected to engage in learning activities, including but not limited to the following:

1. Read all announcements posted in the Announcements section of the LoudCloud classroom to stay abreast of information pertaining to course content, changes in assignments or due dates, and other information or directives necessary for successful completion of the course.
2. Complete and submit assignments as directed by the due dates defined by the curriculum and instructor.
3. Communicate with the instructor via the LoudCloud classroom internal email system or the appropriate forum for questions in LoudCloud in regards to clarification about assignments, course content, resources, grades, or other issues pertaining to the course or the LoudCloud learning environment.
4. Participate and contribute to the LoudCloud classroom in a meaningful and substantive way through the class discussions, communicating openly and appropriately with fellow students and the instructor, and contributing to the Collaborative

Learning Community by delivering on commitments to members.

5. Adhere to the GCU Code of Conduct policy located within the University Policy Handbook.

Writing Standards

Written communication is one of the ways by which GCU students' cognitive ability and level of comprehension are evaluated. In addition to providing students with the opportunity to express their ideas, written assignments demonstrate students' mastery of course content and critical thinking skills, as well as their ability to write clearly, accurately, professionally, and with the intended tone and quality.

Although students may write less formally and with a more conversational structure in LoudCloud classroom discussions, all GCU students are required to use either the GCU format (100 and 200 level courses) or the American Psychological Association (APA) format (300 and 400 level courses) in their formal written assignments unless otherwise noted in the assignment. The purpose of applying a recognized formatting and style guide to academic assignments is to ensure proper citation of sources and to develop an understanding of the importance of presentation and consistency in written work. However, whether the writing is conversational or formal, GCU students are expected to write with organization, thoughtfulness, appropriate tone, and grammatical correctness, proofreading messages and documents prior to submission.

The Collaborative Learning Community (CLC)

One of the important features of the GCU online curriculum is the Collaborative Learning Community. The purpose of the CLC is to bring the challenges professionals face in the collaborative workforce setting into the classroom environment. The CLC can be a vehicle for connecting people through sharing of experiences or perspectives, mentoring, or engaging collectively in the exploration of a new topic, all of which accelerate learning of tacit knowledge and the development of collaboration skills. The CLC is held together by operating norms, delegated and/or informal roles, mutual respect and trust, and a sense of purpose. Each CLC member has vested responsibility in the success of the CLC. CLC members share in the responsibility to do the following:

1. Introduce yourself.
2. Clarify strengths that would benefit the outcome of a project.
3. Define time commitments that can be made for the CLC.
4. Use appropriate communication (netiquette).
5. Foster trust by following through on commitments made to the CLC in a timely manner.

6. Work towards sound cognitive unanimity using consensus rather than majority rules tactics.
7. Attempt to resolve CLC issues through open communication and mutual respect.
8. Provide the instructor an honest evaluation of fellow CLC members if requested.

Additionally, CLC members may consider using the CLC Group Projects Agreement document housed in the Resources section of each GCU LoudCloud classroom.

Four to six individuals are assigned to a CLC group page in the LoudCloud learning environment in which members work collaboratively and asynchronously on group projects. The instructor may monitor CLC activity. In the event that CLC members collectively and unanimously choose to work outside of their CLC group page, minutes documenting participation and contribution should be posted to the group page. CLC members may not mandate synchronous activity unless all CLC members unanimously agree.

An instructor may choose to reassign CLC members whose CLC size has diminished below four members due to attrition in enrollment; a functional CLC must have at least two members. It is a discouraged practice for instructors to reassign a CLC member to another group due to internal conflicts or problems. Though CLC members may move forward on a project when a fellow CLC member has not met his or her responsibilities or commitments, CLC members may not actively exclude a CLC member from contributing to or participating in a CLC project. Participation, contribution, and the quality of the final project are considered in the performance evaluation of a CLC member. Therefore, each CLC member, under expressed circumstances, may earn a score or grade that differs from those of fellow CLC members for the same project.

Online Class Participation

In the online learning environment, class attendance is evidenced by posting messages or assignments to the LoudCloud classroom each week of class. Participation is a graded activity in the learning process that may encompass the expectation that students post well-developed responses to weekly discussion questions, contribute actively and substantively to class discussions, submit quality assignments on time and to the correct place in the LoudCloud classroom, and become engaged in CLC projects or activities. Students need to pay particular attention to the syllabus and understand the instructor's expectations to earn full participation credit, as lack of participation according to these expectations will result in a lower grade.

Participation is measured differently in each course. However, participation is measured by how well a student meets the expectations of the course requirements by demonstrating comprehension of the course topics. In the event of prolonged internet

disconnection to the online classroom, students must communicate with their instructors to establish any accommodation, which is at the sole discretion of the instructor.

Substantive participation enhances the learning process for all students in the online learning environment. Substantive participation includes, but is not limited to, comments that add depth or insight to content, that add relevant personal experiences to affirm key concepts, and/or that propose an alternative perspective of the issue to progress the discussion in a meaningful way. Substantive participation does not include posting generic comments such as “I agree” or “Tell me more” or any similar message that does not demonstrate a thoughtful response to the topic.

Support Services

Finance Counselors

Hours of Operation

Monday thru Friday: 7:00 am-6:00 pm

Contact Information

Telephone: 1-800-800-9776 ext. 6600
Fax: 1-800-886-3637
Email: financialaid@gu.edu

Location

Kaibab Enrollment Center

Each assigned Finance Counselor handles student financial transactions with the University, including but not limited to:

- Counseling on payment options
- Accepting payments for tuition, fees, room/board charges, add/drop fees, health service fees, student health insurance, etc.
- Counseling students with the completion of the FAFSA and any required supplemental paperwork
- Counseling students in completing their Master Promissory Note and Entrance/Exit Counseling
- Explaining the different types of Financial Aid and application process associated with each type
- Educating students and parents about the financial implications of borrowing loans
- Informing students of outstanding responsibilities such as missing paperwork
- Students can also complete the following transactions with through the Student Portal, which is accessible to the student after logging into the Student Portal:
 - Bill payment using a credit card
 - Viewing the current financial statement

Students can complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Please feel free to contact your finance counselor if you have any questions about completing the FAFSA form.

The Office of Financial Aid's website, which can be accessed by clicking the Financial Services link on <http://gu.edu>, allows students and parents to access important forms and applications such as the following:

- Entrance & Exit Counseling (Electronic Form)
- Application for a Private Alternative Loan (Electronic Form)
- Find out important information regarding Scholarships and Grants

- Access important documents which may be required if a student is selected for verification.

For more information about the Office of Financial Aid, see the Financial Services page on the GCU website. For specific policy information, see the Financial Information section of the University Policy Handbook.

Dining Services

Hours of Operation

Sunday-Saturday: 7:00am-7:00pm

Location

Student Union

All resident students are required to purchase the Block Plan C, 130 meals per semester, but may elect to purchase any of the other plans. Commuter students may purchase any of the meal plans if they choose to do so. Changes to a meal plan may only be made during the first two weeks of the term. Once a plan has been purchased, it may not be transferred from the purchasing student to another individual.

Meal plans are designed for food consumption on-site in the dining area. If a patron desires a meal to-go, additional charges may apply.

Students who have special dietary needs should contact Dining Services in person or at (602) 639-6924.

Students may pay cash for meals at the entrance to the Dining Area, or place funds on their Lopes card and then use the card as a debit card to purchase meals in the Dining Area. The Student ID Card serves as the meal card when purchasing meals in the Dining Area.

Canyon Health and Wellness Clinic

Hours of Operation

August-April: Monday–Friday	8:00 am–5:00 pm
May-July: Monday–Thursday	9:00am–4:00 pm
Friday	9:00am-12:00pm.

Contact Information

Phone: 602-639-6215
Fax: 602-639-7830

Location

Prescott Hall (Northeast Corner)

Canyon Health and Wellness Clinic provide basic health care services to all students. Visits with health care

providers are handled on an appointment basis. The clinic also takes emergencies and walk-ins.

All appointments and records are held in complete confidentiality according to HIPAA laws. We will gladly share your medical information with parents and other medical providers with written consent from the student.

Services include, but are not limited to, the following:

- Primary care including but not limited to :upper respiratory conditions, asthma, strep throat, flu, diabetes, allergies
- Primary health care, including visits with family nurse practitioners
- Lab tests as ordered by the medical providers
- Prescription medications as ordered by the medical providers
- EKGs and other procedures as ordered by the medical provider
- Health education and health promotion including Health Fair, workshops, etc.
- Limited vaccines (i.e. Tetanus, Hepatitis B, PPD skin testing for Tuberculosis)
- Current travel information from the Centers for Disease Control
- Counseling
- Well-Woman Clinic and Well-Man Clinic
- Rapid strep throat testing, pregnancy testing, blood sugar testing
- Certain conditions may be referred to the Emergency Room or specialists when deemed necessary

The Canyon Health and Wellness Clinic also help students with their health insurance management. This includes helping students to access their insurance carrier's claim website, to understand their Explanation of Benefits (EOB) sent when a claim is paid, and to understand and settle claims that have been denied.

The clinic is staffed by a Family Nurse Practitioner. Patients may be seen by a student nurse practitioner prior to seeing the nurse practitioner.

For information regarding the University's mandatory Health Insurance Policy, please see the University Policy Handbook.

Mail and Copy Center

Hours of Operation

Monday – Thursday: 8:00 am – 5:30 pm
Friday: 8:00 am – 5:00 pm
Saturday– Sunday: Closed

The Mail and Copy Center lobby is open from 7:00am-11:00pm 7 days a week for students to access their mailboxes.

Contact Information

602-639-7905

Location

Student Union

The Mail and Copy Center exists to serve both departmental and personal needs, and provides service to the school's students and staff. While we are unable to provide the range of service available through such providers as the US Postal Service and Federal Express, we do offer many services; while on-campus students can receive their mail and packages through our office, we can also mail out letters and packages, and provide photocopying services.

Payment Options

The Mail and Copy Center can accept cash, check and credit cards (excluding American Express).

Campus Mail Box Services

On-campus students are provided a free mailbox during their stay at Grand Canyon University. However, students must come in to activate their mailbox, and receive their mailbox key, as well as to sign off on acknowledgement of that receipt. The best address for students to use when they receive mail and packages is below. It is extremely important that the student's name is located on the package as well as their box number.

Grand Canyon University
(Student Name)
3300 W. Camelback Rd.
Student Box # _____
Phoenix, AZ 85017-3030

Please do not use a dorm room or apartment number in place of the student mailbox number. Also, students will need to check their student mailbox at least weekly to pick up mail and packages.

Packages too large to fit in the student mail box, or which need to be signed for, will be shelved for pick-up. A notice will be placed in the student mailbox to show that a package has arrived for the student to pick up. Students will need to bring the notice or a photo ID to pick up the package.

Students that lose their key may purchase a new key from the Mail and Copy Center. Students will be charged a \$25.00 fee to pay for the cost of replacing the key. Students will receive a receipt that needs to be submitted to the Mail and Copy Center to receive their new key.

Students need to notify the Mail and Copy Center if they are going to be gone from campus for an extended period of time. Students are required to return their key to the Mail and Copy Center. Students may be required to pay a fee if they fail to notify the center. In order for students to forward their mail after they move off of campus, they will need to notify the companies and persons who are sending them mail of their new address. A change of address form will not be accepted. Once the student mailbox is closed, the Mail and Copy Center will begin returning mail to sender unless an arrangement for pickup has been made.

Sending and Receiving Packages

The Mail and Copy Center is not able to give out information to students about packages without a tracking number. The Mail and Copy Center is able to receive packages from DHL, UPS and Federal Express. However, they are only able to send out Federal Express and United States Postal Service (USPS) packages. The Mail and Copy Center does have mailing supplies available to both students and staff.

Photocopying Services

In addition to receiving and shipping mail, we also have a wide range of photocopying and printing services available. We can print and make photocopies in both black & white and color; bind; laminate; trim; as well as numerous other related services. Please call if you have questions about a copy request

International copyright laws provide for both high fines and federal prison time, if convicted. Please bear in mind that we are not allowed to copy or print any copyrighted material without the express, written permission of the author or publisher.

Items that may be photocopied for classroom use will bear a disclaimer that states that fact that the material is for classroom use does not automatically allow it to be legally reproduced.

Public Safety

Contact Information

602-639-8100

Location

First Floor, Camelback Hall

The GCU Office of Public Safety is available to assist students, faculty, and staff with issues relating to campus and public safety. Officers are on-call 24 hours a day, seven days a week, and a 24-hour on-campus security escorts are available for students, faculty, and staff as needed.

The Office of Public Safety also issues parking permits that are required for all vehicles regularly parked on

campus. Proof of vehicle insurance must be presented when applying for a GCU parking permit. Students, faculty, and employees are subject to city ordinances including assessed fines for failure of compliance. Campus violations, as listed below, will be assessed a fine ranging from \$15 to \$50 per violation. The City of Phoenix issued citation will be due and payable at the stated City of Phoenix rate.

- No permit displayed
- Parking in a visitor's space
- Parking in a reserved space
- Parking in no parking zone
- Parking on sidewalks or pedestrian paths
- Parking in a handicap space without proper permit
- Driving on unpaved areas, i.e. lawns and landscaping
- Speeding and reckless driving
- Parking illegally (on painted lines)
- Failure to observe stop signs

The University reserves the right to impound any vehicle in violation of parking policies and suspend driving privileges on GCU property.

At no time are bicycles permitted inside buildings. Violations will result in impounding of the bicycle and a fine. The use of skateboards, roller blades, and scooters in an uncontrollable manner are not tolerated on the campus at any time, and their use is prohibited inside buildings and on the promenade.

GCU Bookstore

Hours of Operation

Monday-Thursday: 8:00am-5:00pm
Friday: 8:00am-4:00pm
Saturday-Sunday: Closed

Contact Information

1-877-866-8917

The GCU Bookstore carries materials required in GCU courses. In addition, the bookstore offers a selection of University-branded apparel and gifts, as well as school supplies, snacks, and drinks. Students are responsible for acquiring the textbooks and other required course materials prior to the start of the course. Purchases may be made at the GCU Bookstore on campus or via the GCU Bookstore website (www.gcubooks.com) found in MyGCU under Academics. The bookstore accepts all major credit cards, book loans, and student Lopes cards both in the store and on the Web site.

Office of Spiritual Life

Hours of Operation

Monday-Friday 8:00am-5:00pm

Contact Information

602-639-6750

Location

Student Life Offices, Prescott Hall

The Office of Spiritual Life provides basic pastoral care services and ministry opportunities to all students.

Services include, but are not limited to, the following:

- Spiritual Guidance
- Prayer
- Ministry Assessment
- Ministry opportunities and placement

Campus Ministries

The Office of Spiritual Life, which is located in the Student Union, exists to encourage and equip the University community in the lifelong process of being shaped into the image of Christ for the sake of others. Weekly chapel services for the campus community are designed to provide a rich diversity of spiritual

opportunities for the entire University community. For campus students, a full description of ministry opportunities and responsibilities are available at <http://my.gcu.edu/SpiritualLife>, or by stopping by the Office of Spiritual Life.

Campus Chapel Services (UNV-115)

Ground campus students can earn a ½ credit for attending 12 of 15 weeks of Chapel and writing a summary paper. This credit is a pass/no pass class but can be used towards degree completion. To register for Chapel Service, contact your Academic Advisor.

Online Ministries

Both campus and online students may access the virtual Chapel, which is available in MyGCU at <http://my.gcu.edu/SpiritualLife>. A Virtual Ministry site is also built in the LoudCloud environment, so students may actively participate with one another and in the Online Bible Study. Online students are also encouraged to join the ground students in the Spring Break and Summer Mission trip opportunities available through the Office of Spiritual Life. For information regarding *Global Outreach*, email Jacob Page at jpage@gcu.edu.

Living on Campus

The Living on Campus section of the Student Handbook is designed to help students settle into their new home at Grand Canyon University. It contains information regarding many aspects of Residential Life and Student Housing. The University Policy Handbook, Academic Catalog, the complete GCU Student Handbook/University Calendar, and Housing Contract provide a more complete understanding of GCU policies and guidelines.

Introduction to Housing Operations

The Office of Housing Operations at Grand Canyon University exists to manage the logistical and infrastructure needs of the residential community on campus. The online housing application, student placement, regular maintenance, building security and facility upgrades and improvements are all aspects that Housing Operations oversees. It is the goal of the Office of Housing Operations to create a safe and secure environment for all residents to live in, in order to further grow the community on the campus of Grand Canyon University.

Any traditional campus student officially admitted to Grand Canyon University is eligible to apply to live in campus housing. All campus-based undergraduate students carrying less than 60 credit hours or under the age of 21, who do not live with a parent or guardian in Maricopa County, are required to live on campus in a residence hall and have, at minimum, a meal plan. Students meeting the above requirements that live with a parent or guardian in Maricopa County must fill out an Off-Housing Application. Non-traditional students (married students or those over 24 years of age), students having completed 60 credit hours or more and at least age 20 or traditional students 21 to 29 years of age, may apply for housing in the North Rim Apartments. Students between the ages of 17 and 20 who have less than 60 completed credits must live in one of the campus dormitories.

The University provides each student in the residence halls with an extra-long twin sized bed, desk, and chair. In addition, each bedroom has a dresser, as well as a loveseat, a chair and an end table in the living room. North Rim Apartments are furnished with extra-long twin sized beds and built-in desks. All utilities in the dorms, including basic cable, are included in the semester housing charge. Residents in the North Rim Apartments must pay for their own internet through Cox Communications. All other utilities are provided for Apartment residents.

Students must maintain full-time enrollment status (12 credits) to be eligible to remain in campus housing. Students who reduce their class load and fall below full-time status may petition to remain in campus housing.

Students must also maintain at least 8 credits of their overall 12 in the traditional ground modality. Students who reduce their class load and fall below ground traditional status may petition to remain in campus housing.

Summer housing is provided on a limited basis in the North Rim Apartments for those students working on campus or taking summer courses at Grand Canyon University. Information regarding summer housing is available in the Office of Student Life.

Residents' Rights and Responsibilities

The purpose of residential living at Grand Canyon University is to encourage a sense of community and the acknowledgement of the worth and dignity of individuals through the development of personal responsibility, spiritual growth, basic living skills, self-discipline, and physical wellness.

As a Christian university, Grand Canyon offers an alternative to a secular university atmosphere. In addition to the acquisition of knowledge, an integral part of students' personal development at GCU will be the maturation of their values and lifestyles. Concern for the rights of others is expected. Student behavior shall be consistent with the mission of the University.

Living Communities

Living Communities represent individual floors within the larger residential halls. This intentional focus on smaller community helps students stay connected and establishes specific identity within their own living communities. The name of a living community represents the main purpose and identifying characteristics that have been established on that floor. For instance, Kairos is a girl's living community that focuses on community service and caring for others. The Living Communities at GCU help build camaraderie among students through social activities, outings, Bible studies, etc., in residence halls as well as GCU intramural sports.

All Living Communities are required to participate in philanthropic efforts at GCU. Philanthropy efforts are events or fundraisers that give back to the community. Examples include fundraisers for GCU Global Outreach,

community revitalization projects, volunteering for the Community Fall Festival, etc.

Adhering to the vision and goal of Living Communities, a minimum of 20 students are required to form a Living Community. New students may join individually or in sets of four as roommates or suitemates. No more than 40 students are allowed in each Living Community. Students who become part of a Living Community get first choice in the spring Housing Lottery.

Residence Life Staff

Hours of Operation

Monday – Friday: 8:00 am – 5:00 pm
Saturday– Sunday: Closed

Phone

602-639-6284

Location

Student Services Offices in Prescott Hall

The Residence Life Staff includes the Director of Residence Life, two Resident Directors in each residential dorm and two Resident Directors in the North Rim Apartments.

If there is an emergency, students are encouraged to contact Public Safety at 602-639-8100.

After Hour Assistance

Resident Assistant On-Call Phone Numbers

Hegel Hall: 602-358-4735

Canyon Hall: 602-768-3800

Prescott Hall: 602-403-9163

Camelback Hall: 480-467-8149

Sedona Hall: 480-321-9226

North Rim Apartments: 602-358-4734

Resident Assistants (RAs) carry an on-call phone Sunday through Thursday, 5:00 pm – 8:00 am, and Friday at 4:00 pm through Sunday at 8:00 am. In addition, Resident Assistants are available at the lobby front desks on weeknights and weekends from 8:00 p.m. – 12:00 a.m. to check out games and/or sports equipment.

North Rim Apartment Resident Assistants are located in Building 9-122. If a student is in need of a Resident Assistant after desk hours, he/she is encouraged to call the on-call phone.

Services Offered by Residence Life Team

The following services are offered for students' convenience, safety, and success. GCU Resident

Assistants are here to listen to concerns, answer questions, and respond to student needs. Some of the services offered include:

- Emergency referral assistance
- Conflict mediation for roommate issues
- Maintenance follow-up
- Prayer support
- Campus activities
- Churches and Bible studies
- Campus housing
- Referrals for counseling assistance
- Proactive alcohol and drug awareness programs

The Resident Director(s) provide leadership and supervision for the RAs and are responsible for encouraging a sense of community through the development of personal responsibility, spiritual growth, basic living skills, self-discipline, and a lifestyle of personal excellence within the residential dorms and North Rim Apartments.

Leadership Opportunities

RAs are student leaders with a substantial role in the quality of life for on-campus students. They apply for their position in January and are hired in March for the following academic year. RAs and the Residence Life Staff members create and maintain a holistic atmosphere within the residential areas.

Internet

Internet service is provided by the GCU IT department for the residence halls on campus. Internet service for North Rim Apartments must be set-up through an individual Cox Communication account, which is offered at a discounted rate for North Rim Apartment residents. Students in the residential halls can set-up a personal internet service account through Cox Communication, if desired.

Cable Television Service

Each residence hall suite and the campus apartment are equipped for basic cable television services. Cox Premium Services are available to students' living in the suites for an additional cost. For questions about service, or to report service problems, students should call the Office of Residence Life at 602-639-6248 or talk with the appropriate Resident Director (RD).

Charges, Fines, and Forfeiture

A list of housing-related charges and fines can be obtained from the Office of Housing Operations.

Checking In/Checking Out of Residential Area

Checking In

When students move into their suite or apartment, they are required to sign a form indicating the condition of the suite or apartment at the time of move-in. A Residence Life staff member will co-sign the form. This form will be kept in the student's Residence Life file. Please be sure the form has been completed accurately.

Checking Out

Students are required to follow the move out procedure when checking out of their suite or apartment:

- Notify Resident Assistant about interest in moving out and complete appropriate paperwork (Room Change or Withdrawal from Housing Form)
- Schedule a checkout appointment with RA.
- Prior to checkout appointment, pack belongings, return furniture to its original configuration, and thoroughly clean room or apartment (vacuum, dust, etc.).
- During the checkout appointment, the RA will complete the checkout portion of the inventory form. If there has been any change in the condition of the student's residence or if cleaning is required, charges will be applied to the student's account.
- Failure to remove all belongings prior to the checkout appointment or failure to clean may result in a fine for an improper checkout, as well as cleaning fees.
- Failure to schedule a checkout appointment or leaving without following the checkout procedure will result in a minimum fine of \$150.

Room Alterations

The Resident may not make or cause to be made any alterations to or on the premises of residential facilities including but not limited to the following: painting or wallpapering any residential area, covering windows with any item other than blinds or curtains (on a curtain rod), displaying any signs, exterior lights or markings on windows, halls or doors or changing or altering locks installed on the doors of premises. For student safety reasons, alterations also cannot be made to existing furniture, such as using a professionally manufactured or homemade bed risers or loft kits, whether the kit permanently or temporarily attaches to the furniture or the furniture simply rests on it.

Withdrawing from Housing

To withdraw from University housing, complete a Withdrawal from Housing form available at the Office of Student Life. Please be aware that you will be held responsible for the remaining contractual financial obligations for the semester as follows:

1. Housing refunds will follow the same automated process as tuition refunds:

- a. Before week 1 – 100%
 - b. During week 1 – 90%
 - c. During week 2 – 75%
 - d. During week 3 – 50%
 - e. Beyond week 3 – 0%
2. Students with extenuating circumstances as determined by Housing Operations, may complete an Appeal Form requesting a housing refund.
 3. If an appeal is accepted, the students refund may be prorated at monthly intervals.
 4. Consideration for refunds will take into account the University's ability to place another student in the vacated room for the remainder of the term.

Students must also schedule and complete a checkout appointment with the Resident Assistant prior to moving. Students withdrawing from GCU must checkout no later than the residence hall or apartment closing date and time.

Entering Student Rooms

Students can expect reasonable privacy of their rooms and personal property. However, under specific guidelines, rooms may be entered and inspected by GCU staff members without permission. These guidelines include, but are not limited to, emergency cases, need or request for repairs, health/safety inspections, and reasonable suspicion to believe that a violation of University regulations or federal, state or local laws may be taking place, or has taken place, in the room.

Entrance policy for staff members includes knocking on the door, stating whom they are and why they are entering the room, and allowing approximately 20 seconds for a response before keying into the room or apartment. Students who submit a work request automatically give staff permission to enter their room without notice. For unplanned service or work that has not been requested, staff will attempt to notify students 24 hours in advance. Depending on the severity of the issue and the staff's ability to reach the student, advance notice cannot be guaranteed.

Facility Services

Facility Services is responsible for the condition of each residence hall room or apartment upon move-in. They are here to serve students who have any questions, concerns, and requests about repairs and maintenance. Once students accept the condition of their apartment upon check-in by a Community Life staff member, students will be responsible for the normal maintenance of items such as light bulbs, toilet paper, and other dispensable items. Requests for maintenance can be

submitted via a Resident Assistant, Resident Director or by coming into the Office of Student Life.

Hall Shutdowns

The Residence Hall is closed for Christmas and summer breaks. The apartments remain open year-round. The apartment residents are encouraged to adopt a residence hall resident during the times when residence halls are closed. The policy of same gender guests continues to apply during these times. The Housing Director will take names of those individuals who want to host a resident during the shutdown times. Students needing assistance in finding accommodations should contact the Housing Operations Director or contact the Office of Residence Life.

Housing Committee

Residents may appeal to the Housing Committee in writing for resolution of housing decisions, including but not limited to, housing probation, housing revocation and room and board charges. The Housing Committee consists of the Dean of Students, Director of Residence Life, Director of Housing Operations and one Resident Director. The Housing Committee meets, as needed, to discuss the resolution of student concerns and proposals and the Committee's actions do not negate the rights of the University pursuant to the Housing Agreement unless University counsel specifically waives those rights. Housing Committee decisions are final.

Housing Fee

A onetime housing application fee of \$250 is required of all residents. The application fee is refundable only if written notification cancelling the room assignment is submitted to the Office of Housing Operations a minimum of 45 days before the beginning of the semester of the planned move-in.

Laundry

Debit/Credit Card and Coin-operated washers and dryers are located in the residence halls and in the North Rim Apartment laundry room. You can follow the posted directions in the laundry rooms for real time updates on your phone as well as instructions if a machine malfunctions.

Mail Services

Each residential student may be assigned a mailbox at the time of move in. The box and key are the student's responsibility until check out. Upon checkout, the mail key must be returned to the Mail Center or a fee from the U.S. Postal Service will be charged to your account. For more information please contact the GCU Mail Center at (602) 639-6712.

Medical Emergencies

In case of a medical emergency, call 911 and then Office of Public Safety at 602-639-8100, and then notify your Resident Assistant or Resident Director immediately. Stay with the person until instructed to do otherwise. Public Safety will contact the appropriate medical services if you have not already done so.

The University is not responsible for providing emergency medical transport. The Phoenix Fire Department will be notified and the student may be transported via the Phoenix Fire Department medic units or by private ambulance, depending on the circumstances. In less critical situations, students may opt to be transported by friends or family in a private vehicle.

Lopes Vision – Channel 22

'Lopes Vision allows you to watch recently released movies right on your TV at no cost! Stay connected to 'Lopes Vision and find out all the latest info regarding monthly movie selections, movie times, and local 'Lopes content! Channel 22 can be viewed from any TV on campus. Just turn your TV to Channel 22 to immediately connect to 'Lopes Vision.

Movies — Group Rental

National copyright laws forbid the showing of movies to public audiences without securing a public performance license. A public audience at GCU involves anyone other than the members of your immediate floor or wing. If a one or more floors wishes to show a movie, one may be rented from a local store and shown only to those on the floor(s) in a closed floor lounge or suite. No admission may be charged.

Personal Property

The University will make a reasonable effort to protect the personal property of residents. However, GCU will not be liable for articles that are lost, stolen, or damaged by fire, water, heat, and/or other natural disasters. Students are encouraged to purchase rental property insurance to cover loss or damage to personal property. Information on rental property insurance can be obtained at the Office of Housing Operations.

If you believe that any of your personal property has been stolen, inform your Resident Assistant or Resident Director or call the Office of Public Safety at 602-639-8100 to report the theft. They will assist you in contacting the Phoenix Police Department.

Pets

Pets, other than fish or turtles in a small aquarium, are not allowed in residential facilities or on adjacent grounds. Aquariums may not be larger than 10 gallons

and can only be used for fish or turtles. Snakes and lizards are prohibited.

Residents having pets for any length of time on campus may be subject to disciplinary action, a contract violation fine, and excessive cleaning fees. Minimum fines start at \$150 for the initial violation and may be as much as \$25 per day above and beyond the initial fee.

Pets of visitors are not permitted on campus. The same rules apply regardless of pet ownership. It is the resident's responsibility to make sure guests are aware of the rules and policies of the University.

Students who need to have a service animal reside with them should contact the Student Disability Office to arrange for accommodations.

Room Repairs

For any basic repairs, submit a Maintenance Request Form to your Resident Assistant, Resident Director, or the Office of Student Life.

Emergency maintenance needs should be directed to Facility Services at 602-639-6195 during normal business hours. For after-hours, holiday, and weekend maintenance needs, call the Resident Assistant on call or the Office of Public Safety at 602-639-8100.

Smoking

Smoking is permitted in designated areas only. No smoking is permitted in any building, including the residential halls and apartments. Violators are subject to University sanction.

Safety and Security Office

The Office of Public Safety operates 24 hours a day, seven days a week. Public Safety assists in all

emergency situations, manages all parking and motor vehicle concerns, and offers safety escorts for individuals walking on campus.

GCU seeks to maintain a safe and healthy environment for the campus community. However, because no security system can eliminate all risk, it is expected that each member of the University community contribute to campus safety. Many of the policies and procedures outlined in this handbook were developed in the interest of students' safety. Students can contribute to their safety by following these guidelines and being aware of how they can protect themselves.

Safety Escort

A safety escort service is available for students who need to walk to different areas of the campus. Please note that this service is offered in the interest of safety, not convenience. For an escort, call Public Safety at 602-639-8100.

Special Accommodations

If you require special housing accommodations due to a documented disability, please contact the Coordinator for Disability Support Services at 602-639-6342. If your disability or impairment requires that you have special assistance in an emergency, please note it on your Emergency Contact Card and notify your Resident Assistant, Assistant Resident Director, or Resident Director when you arrive on campus. To make a formal request for other disability support services or accommodations, please contact the Coordinator for Disability Support Services.

Community Covenant

Grand Canyon University is first and foremost a Christian University and as such upholds a commitment to maintaining an atmosphere on campus that honors God. While students do not have to sign a Statement of Faith or be a Christian to attend GCU, they are expected to abide by a code of conduct. This code, or community covenant, upholds certain University standards that are believed to enhance the overall moral fabric of the community.

A community covenant means that GCU students are expected to show mutual respect and courtesy to one another, faculty and staff. Our expectation is that students would reflect what is known as the “fruit of the Spirit” in their behavior. This includes demonstrating: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Our vision is that students would strive to treat others as they would want to be treated.

Community Expectations

Our goal is to develop a community based on the Biblical principles of respect and honor. We as covenant members will strive to encourage one another, respect one another’s differences, speak truthfully, and create lasting relationships. We understand that these actions are most possible as a result of choosing to put others above ourselves and to look out for the interests of others.

University Expectations

More specifically, the GCU Community Covenant includes the following:

1. All students demonstrate courtesy for all others in regard to choice of language. Foul and abusive language does not help to build community, but tends to intimidate and alienate others. Our goal is that students encourage others.
2. All students respect others by demonstrating love in confronting others. Each student has the right to confront those who they may have an issue with; but in so doing each student should do so in manner that helps to build community and not cause division.
3. All students consider others when choosing their actions. It is an act of disrespect to place others in the position of having to defend University policies being broken because one student chooses to break those policies. GCU students are expected to obey University policies as a matter of respect for others in the community.
4. All students obey the following University policies as a matter of respect for the community as a whole:
 5. Grand Canyon University is committed to maintaining a drug and alcohol free community. Being under the influence of, using, possession of or distributing illegal drugs or possessing drug paraphernalia on campus or at university sanctioned events will not be tolerated. Failure to comply with these policies will result in police involvement as well as University sanctions.
 6. GCU also maintains a dry campus and as such alcohol is not permitted on GCU property. Consuming or possessing alcohol on campus, engaging in under aged drinking, providing alcohol to minors, disorderly or dangerous conduct due to intoxication, or driving under the influence are strictly prohibited. Violations of the alcohol policy will be taken seriously and consequences include University sanctions and police involvement if under-aged consumption or serving is involved.
 7. GCU affirms that sexual activity is reserved for those in a committed marriage relationship. Therefore, sexual activity of any kind, except between married couples, is not acceptable on campus. Violations will result in University sanctions.
 8. Guests are the responsibility of the student they are with. Their actions and behavior are viewed as a reflection of the student. GCU’s Guest Policy requires guests visiting residents on campus to abide by all the policies and rules of the University. Guests must depart residential areas when visitation hours end. If they are spending the night, they must complete a Guest Registration Form.

Student Life

Student involvement is essential to the University experience, and Grand Canyon University strives to develop an environment that is student-led and staff-supported. Students have numerous opportunities to make new friends and shape their university experience. The Student Life Office exists to help students pursue authentic relationships and engage in community so they may impact the world. Student Life encompasses student events, intramural sports, student body government, and student organizations. To learn more about Student Life, stop in the office located on the North side of Prescott Hall or visit www.gcu.edu. Stay connected with GCULife through www.twitter.com/gculife or www.facebook.com/gculife.

Associated Students of Grand Canyon University

Contact Information

602-639-6871

asgcu@gcu.edu

Location

Office of Student Life, Prescott Hall

The Associated Students of Grand Canyon University (ASGCU) is responsible for serving and advocating for the students of GCU and providing programs that contribute to GCU student life. The election and hiring process for ASGCU is held in the spring semester of each year for the following student positions:

- Student Body President
- Vice President
- Chief of Staff
- Activities Director
- Intramural Director
- Intramural Assistants
- Student Relations Director
- Communications Director
- Multicultural Director
- Commuter Director
- Media Manager
- Historian
- Commuter Representatives
- Support Team Members

Event calendars and information on how to get involved with the ASGCU and all its committees are found online at www.gcu.edu and in the Student Life Office.

GCU Today (news.gcu.edu)

Contact Information

- Doug Carroll, Communications Manager, doug.carroll@gcu.edu, 602.639.8011
- Michael Ferraresi, Senior Writer, Michael.ferraresi@gcu.edu, 602.639.7030
- Bob Romantic, Senior Writer, bob.romantic@gcu.edu, 602.639.7611

GCU Today is the news and events source for Grand Canyon University students, updated daily. GCU Today and the quarterly print publication GCU Today Magazine are produced by the Office of Communications and Public Affairs. If you are interested in writing or taking photographs for GCU Today, or if you have story ideas, email doug.carroll@gcu.edu.

Activities & Events

Contact Information

602-639-6244

studentlife@gcu.edu

Location

Office of Student Life, Prescott Hall

Throughout the academic year, there are a variety of student activities and events for every GCU student to participate in. These events provide students with an opportunity to get involved, build community, and have fun. For upcoming activities and events, check out the Student Life Activities and Events Calendar in the Student Life office or at www.gcu.edu.

Intramural Sports

Contact Information

intramural@gcu.edu

Location

Office of Student Life

Intramural sports are a way for students to have fun, unwind, compete against fellow students and build community through a variety of sports and recreation events. The goal of Intramurals is to build relationships and community through the medium of sports. Intramural schedules, rules, sign-ups and up-to-date information can be found on <http://www.imleagues.com/gcu>. Students involved in Intramurals must abide by the rules and regulations found in the Intramural Handbook and Student Handbook, available in the Office of Student Life, ASGCU, or on the Student Life website at www.gcu.edu.

Athletics

The Antelopes compete in twenty-one NCAA Division II intercollegiate sports. Men's teams include baseball, basketball, cross-country, golf, lacrosse, soccer, swimming, tennis, track and field (indoor and outdoor), volley ball, and wrestling.

Women's teams include basketball, cross-country, soccer, swimming, tennis, volleyball, golf, track and field (indoor and outdoor), and softball. For up-to-date schedules and information, access the Athletic Department page at <http://gculopes.com>.

Student Organizations

Contact Information

602-639-6244, clubs@gcu.edu

Location

Office of Student Life

The student organizations at Grand Canyon University play a vital role in campus life by encouraging students to pursue interests, develop leadership skills, create meaningful relationships, and enhance academic achievements. There are over 30 different student organizations to be a part of spanning from professional development to extracurricular activity. A few student organizations to choose from can be seen below. For a complete list of student organizations please visit www.gcu.edu

GCU AZHOSA; 'Lopes Justice Society; Latino Student Union; International Club; Journalism Club; Alpha Psi Omega; TEACH Club; Student Nursing Association; Lindy Lopes.

The Student Organization handbook along with the forms required for chartering a new student club can be obtained online or from the Student Life Office. Once the paperwork has been completed, it should be submitted to the Student Life office.

Grievance Process

Grievance of Disciplinary Procedures

One of the foundations of GCU's Christian environment is integrity. All students, faculty members, staff, and administrators are expected to possess a high standard of conduct. Grievance procedures should be followed when there is a non-resolvable disagreement between at least two parties concerning matters of grades, harassment, academic dishonesty, or discrimination. The disciplinary procedure applies whenever the University suspects that a student has violated student conduct rules.

Academic Standards

GCU ensures strict compliance of academic integrity in all of its programs.

Students who do not believe they are fairly graded in a course or wish to appeal an academically related University policy may seek redress through their academic counselor (who may forward the issue to Academic Compliance).

This Academic Compliance department also enforces the rules of academic integrity, to include plagiarism, self-plagiarism, unauthorized assistance, copyright violations, and other forms of cheating. Penalties for these behaviors range from a warning to expulsion from the University.

Academic Integrity processes are outlined in the University Policy Handbook.

Student Disability Office

Hours of Operation

Monday-Friday 8:00am-5:00pm

Contact Information

602-639-6342 or 1-800-800-9776 ext 6396342

disabilityoffice@gcu.edu

602-589-2652 (fax)

Location

First floor, Prescott Hall

Grand Canyon University (GCU) seeks to serve all of its students equally. This plan is established in order to provide all students with equal access to GCU's programs, systems, and facilities.

Students seeking disability services are required to self-identify by contacting the University's Disability Office.

To allow the University sufficient time for processing, requests should be submitted no later than two (2) weeks (10 working days) prior to the start of the semester for those with permanent disabilities. All accommodation requests turned in after a course has begun will be in place as of the date the form and documentation were received by the Disability Office but will not be retroactive. Processing of accommodations will begin

after both the request form and the appropriate documentation information is received. Temporary accommodations may be available for those encountering a significant medical problem leading to major medical intervention. Documentation is required for all students requesting accommodations through the University. The documentation must be from a medical provider (such as a doctor, psychologist, psychiatrist, etc.) or from testing services (such as Wechsler Adult Intelligence Scale and other tests). The documentation must state the specific disability and show cause for why a student's disability significantly limits their ability to complete their educational goals at GCU. The documentation is kept on file in the Disability Office for verification purposes. Please note that the documentation cannot be handwritten or submitted on a prescription note. Students must complete and submit the Accommodation Request form along with documentation either to the Disability Office email or by fax to 602-589-2652. If a student would like to hand deliver their paperwork, they can drop it off in a sealed envelope to the Traditional Campus Advising Team located in the Kaibab building on the Phoenix, Arizona Campus.

Grand Canyon University reserves the right to deny a student's request for accommodations or to suggest alternative accommodations if the student cannot provide appropriate documentation of a disability or if the student's request impacts the academic integrity of the Institution as outlined in *Wynne v Tufts University School of Medicine*, (1991). "If the institution submits undisputed facts demonstrating that the relevant officials within the institution considered alternative means, their feasibility, cost and effect on the academic program, and came to a rationally justifiable conclusion that the available alternatives would result either in lowering academic standards or requiring substantial program alteration, the court could rule as a matter of law that the institution had met its duty of seeking reasonable accommodation."

ADA Executive Decision Committee

Students have the opportunity to request accommodations above and beyond the normal scope of the Disability Office. At such times, students submit requests for additional accommodations through the

Disability Office who then presents the request to the ADA Executive Decision Committee for their determination. If the student is unsatisfied with the determination made by the ADA Executive Decision Committee they can request a final determination from the Provost of Grand Canyon University. As the second decision, the Provost's decision will stand as the final decision of the University. Grand Canyon University does not discriminate based on age, race, color, national origin, sex, or handicap in its programs and activities. More information on accommodations can be found in the University Policy Handbook.

Disciplinary Procedures for Student Life Related Incidents

As a Christian university GCU strives to offer loving accountability and to be redemptive in their approach to students. It is understood that many times this approach flows out of relationship and therefore behavior which involves a minor violation of the Student Code of Conduct or other GCU policies will be addressed by the Resident Director(s) over the area in which the violation occurred.

Students involved in serious offenses (alcohol, illegal drugs, weapons, etc.) will be sent to the Student Life Discipline Committee. The purpose of this meeting is to investigate alleged policy violations, issue disciplinary sanctions as outlined by the university and to decide rehabilitative measures that will be in the best interest of the student and the GCU community. The Student Life Discipline Committee includes the following members; Director of Residence Life, Director of Housing Operations, two members of the Student Life staff and two student leaders. All students serving on the Student Life Discipline Committee are bound by a strict confidentiality agreement.

Student Life Discipline Committee Meeting Procedures

Students who are subject to meet with the Student Life Discipline Committee are notified at the time of the corresponding incident by the RD on-call or incident manager. If a student is not present during a search where the outcome makes it necessary to appear before the Student Life Discipline Committee, the student will be contacted appropriately through their contact information as it appears in StarRez, the university housing management system. The general due process is that a letter will be placed on the resident's door the Monday before the corresponding Student Life Discipline Committee Meeting.

During the Student Life Discipline Committee Meeting, students are not permitted to be accompanied by third parties or attorneys and may not document the meeting by the use of a recording device. Students are introduced

to the committee members and informed of the meeting's agenda. The students will then have chance to speak into the incident details and give their account for the incident. Students then will be asked any pertaining questions that the committee may have and then the student will then be told the minimum sanctions, if any, for the corresponding incident. Before the student is dismissed, the student's phone number is obtained and the student is informed of a timeline when they can expect to pick up their sanction letter.

After the student is dismissed from the meeting the committee members discuss the incident and the student's past incidents, if necessary, in detail. Minimum sanctions are addressed and there is a motion for adding sanctions if applicable. Once the committee members come to a unanimous decision, the sanctions and meeting note are documented and put on file in StarRez.

When the sanction letters have been written and documented, the student is informed that the letter is ready. The sanction letter is explained to the student and a community service log (if applicable) is given to the student. If a student fails to appear to the Student Life Discipline Committee Meeting or fails to obtain the sanction letter within five business days, the approved sanctions then are placed in the student's university mail box.

Appeals

If a student wishes to appeal their sanctions, they can do so through e-mailing the Student Life Judicial Officer who will then forward the appeal to the Director of Student Life and the Dean of Students. Students have five business days after their sanction letter is completed to submit an appeal. Appeals are not accepted after this time. Appeals must include the student's personal contact information, the sanctions the student is disputing, why the student feels the sanctions are inappropriate and what sanctions the student does feel are appropriate. Appeals not including all this information will not be accepted. In the case where sanctions require removal from campus housing, the appeal timeline will be outlined in the sanction letter that is given to the student.

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

Students Who Fail to Appear

If a student fails to appear before the Student Life Discipline Committee the committee will discuss the sanctions they feel are appropriate for the student. In most cases the absent student will be given the same

amount of sanctions as other students who were involved in the same incident. If a student is the only person involved in the incident, the Student Life Discipline Committee will base appropriate sanctions on the facts found in the RD or Public Safety report and as they appear in the following guidelines for sanctions.

Minor Offenses

First and second time minor offenses will be addressed by the Resident Director(s) that supervise the area in which the violation took place. Minor offenses include but are not limited to visitation violations, quiet hours, vandalism, disrespect toward RAs, other students or staff/faculty, and minor housing policy violations (improper check-outs, patio violations etc)

Minor Offense	Consequence
Failure to Comply	Consequences will vary based upon the circumstance.
Falsification of Information (verbal or written)	Consequences will vary based upon the circumstance.
Inappropriate Language (profanity & vulgarity)	Consequences will vary based upon the circumstance.
Patio Trash	<ul style="list-style-type: none"> 1st time: Warning 2nd time: \$50 fine
Smoking in undesignated areas	<ul style="list-style-type: none"> 1st time: Verbal Warning 2nd time: \$50 fine <p>Student may also have to pay cleaning & damage fines if they have smoked in their room/apartment.</p>
Throwing Food in Cafeteria	<ul style="list-style-type: none"> 1st time: 5 hours of community service (in cafeteria) 2nd time: 10 hours of community service, \$50 fine & written apology
Visitation Violation	<p>Minor Violation – (during hours, in living room but door not open, a few minutes past hours etc.)</p> <ul style="list-style-type: none"> 1st time: Verbal Warning 2nd time: 5 hours of community service 3rd time: Sent to Student Life to meet with the Discipline Committee <p>Major Violation – (in bedroom w/door closed, significantly after</p>

	<p>hours etc)</p> <ul style="list-style-type: none"> 1st time: 10 hours of community service 2nd time: 15 hours of community service & loss of visitation for a determined time 3rd time: Sent to Student Life to meet with the discipline committee
Alcohol Paraphernalia	Consequences will vary based upon the circumstance.

Major Offenses: Drug/Alcohol Infractions

Grand Canyon University is committed to maintain a drug-free community. Being under the influence of, using, possession of or distributing illegal drugs, un-prescribed medications or corresponding paraphernalia on campus or at university sanctioned events will not be tolerated. Failure to comply with these policies will result in police involvement.

Illegal drugs are defined as any controlled substance banned by the State of Arizona and/or the United States Federal Government. In addition to these banned controlled substances, GCU also prohibits the possession of synthetic marijuana products such as “Spice” or “K2”, prescription medication not prescribed to the possessor and synthetic substances categorized as “Bath Salts” by law enforcement. Drug Paraphernalia is described as any equipment, product, or material that is modified for making, using, or concealing drugs. This includes but it is not limited to the use or possession of a Hookah pipe, glass smoking pipe or items altered to assist in the making, using or concealing drugs.

Medical Marijuana – Although the state of Arizona has medical marijuana statutes in place, the United States Federal Government does not currently recognize those statutes. The “Drug Free Schools and Communities Act of 1986 (20 U.S.C. 1145g)” prohibits illegal possession of controlled substances on the campus of institution of higher education that receive Title IV funding. As Grand Canyon University is one such institution the possession and use of medical marijuana is prohibited in all campus areas.

Individuals found selling or distributing illegal drugs will be subject to immediate expulsion from campus housing and referred to the Code of Conduct Committee for suspension or expulsion from the university. Individuals in violation of the drug policy will be referred to the Student Life Discipline Committee for suspension or expulsion from campus housing on the first offense.

GCU also maintains a dry campus and as such alcohol and/or alcohol paraphernalia is not permitted on GCU property (GCU Arena may serve Alcohol for outside events; student will not be allowed to purchase alcohol in the Arena). Consuming or possessing alcohol and/or paraphernalia on campus, engaging in under aged drinking, providing alcohol to minors, disorderly or dangerous conduct due to intoxication or driving under the influence are strictly prohibited. Alcohol paraphernalia is defined as any product whose primary function is for containing or drinking alcohol; paraphernalia is not actual alcohol bottles or containers. Alcohol bottles or containers will be treated as alcohol, opened or sealed. Alcohol paraphernalia includes but is not limited to shot glasses, yard (or half yard) glasses, decorative alcohol displays, mixers or shakers, etc. Alcohol paraphernalia will be treated as a minor sanction if alcohol is not present, sanctions detailed in minor violation sections. Violations of the alcohol policy will be taken seriously and consequences include university approved sanctions up to and including police involvement, suspension or expulsion from the university. Any drug or alcohol related offense could be grounds for expedited sanctions that could result in suspension or expulsion from the university.

Every situation is handled on a case-by-case basis. Consequences can be enhanced all the way up through removal from campus housing and recommendation for expulsion if the Student Life Discipline Committee deems it appropriate based on the circumstances.

Arizona revised statutes make it unlawful:

1. For a person under the age of twenty-one years, to buy, receive, have in possession or consume spirituous liquor. A.R.S. 4-241.
2. For a person to buy for resale, sell or deal in spirituous liquors in this state without first having procured a license duly issued by the Arizona State Liquor Board. A.R.S. 4-244(1).
3. To consume spirituous liquor in a public place, thoroughfare or gathering as set forth in A.R.S. 4-244(20).
4. For any person to serve or to furnish spirituous liquor to an intoxicated or disorderly person, or for any person to allow or to permit an intoxicated or disorderly person to come into or to remain at an event where spirituous liquor is being served or consumed. A.R.S. 4-244(14).
5. For a person to operate a motor vehicle on any highway while consuming spirituous liquor. A.R.S. 4-244(21).
6. To conduct drinking contests, or to sell or provide to a person an unlimited number of spirituous liquor beverages during any set period of time for a fixed price or to provide more than two spirituous liquor

beverages to one person at one time for that person's consumption as set forth in A.R.S. 4-244(23).

Major Offense	Consequences
Selling or Distribution of Illegal Drugs	In addition to legal consequences which may result from the involvement of the Phoenix PD, minimum consequences: <ul style="list-style-type: none"> • Student will be immediately expelled from housing. • Referred to the Code of Conduct Committee for suspension or expulsion from the university.
Illegal Drugs First Offense	In addition to legal consequences which may result from the involvement of the Phoenix PD, minimum consequences: <ul style="list-style-type: none"> • Student will lose housing privileges and will be banned from all residential areas of campus. • \$250 fine to be charged to the students' account. • 30 hours of community service to be determined by the Discipline Committee Six hours must be completed in Chapel. Failure to complete community service hours within designated time, will result in a hold on the student's school account until community service hours are completed. • Mandatory Alcohol Awareness Class • A parent or guardian will be required to call and speak with the Judicial Office regarding the incident. • Reinstatement of the housing privileges may be available if conditions are met, which may include but are not limited to drug testing, treatment, and counseling.
Illegal Drugs Second Offense	In addition to legal consequences which may result from the involvement of the Phoenix Police Department, minimum consequences: <ul style="list-style-type: none"> • Referred to the Code of Conduct Committee for suspension or expulsion from the university.
Alcohol First Offense	<ul style="list-style-type: none"> • \$150 fine to be charged to the students' account • 20 hours of community service to be determined by the Discipline Committee. Six hours must be

	<p>completed in Chapel. Failure to complete community service hours within designated time, will result in a hold on the student's school account until community service hours are completed.</p> <ul style="list-style-type: none"> • Mandatory Alcohol Awareness Class • If the student is under the age of 21 a parent or guardian will be required to call and speak with the Judicial Office regarding the incident.
Alcohol Second Offense	<ul style="list-style-type: none"> • \$200 fine to be charged to the students' account • 30 hours of community service to be determined by the Discipline Committee. Six hours must be completed in Chapel. Failure to complete community service hours within designated time, will result in a hold on the student's school account until community service hours are completed. • Mandatory Alcohol Awareness Class • If the student is under the age of 21 a parent or guardian will be required to call and speak with the Judicial Office regarding the incident.
Alcohol Third Offense	<ul style="list-style-type: none"> • Student will lose housing privileges and will be banned from all residential areas on campus. • Possible suspension from the university. • Any additional offenses may result in expulsion from the university.
Theft	<p>In addition to legal consequences which may result from the involvement of the Phoenix Police Department, the minimum consequences:</p> <ul style="list-style-type: none"> • Repayment of stolen goods • 25 hours of community service • If theft took place in their room student may be required to move rooms & may be required to live in and pay for a single room. • Student will lose housing privileges and will be banned from all residential areas on campus.

	<ul style="list-style-type: none"> • Possible suspension from the university, any additional offenses may result in expulsion from the university.
Fighting, Violence, Threats	<p>Threats involving physical violence would report to the disciplinary committee.</p> <ul style="list-style-type: none"> • First Offense- Fine and community service hours, possible counseling, and revocation of on-campus living privileges at the discretion of the Student Life Discipline Committee. • Second Offense- Removal from housing and possible suspension or recommendation for expulsion. <p>Threats not involving physical violence would report to the Resident Director.</p> <ul style="list-style-type: none"> • First Offense- Mediation with both parties involved • Second Offense – Written warning, possible community service hours • Third Offense- Loss of on-campus housing, potential removal from Grand Canyon University and possible Law Enforcement involvement.
Physical- 1 on 1 Fight	<p>Report to Discipline Committee</p> <ul style="list-style-type: none"> • First Offense- Fine and Community Service Hours, possible counseling, revocation of on campus living privileges at the discretion of the disciplinary committee, possible Law Enforcement involvement depending on severity of physical harm. • Second Offense- Loss of on-campus housing, potential removal from Grand Canyon University possible Law Enforcement involvement
Extreme Physical- Multiple people vs. 1 person, hate crimes, etc.:	<p>Report to Discipline Committee</p> <p>First offense – Fine and Community service hours, counseling assessment, loss of on-campus housing, potential removal from Grand Canyon University, possible Law Enforcement involvement</p>
Commuter	The above offenses will apply to

Violations	commuter students as well. Commuter students need to be aware of the University Policies.
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Hazing

Any and all forms of hazing and initiation are illegal whether voluntary or involuntary. The University takes very seriously any alleged forms of hazing and strictly prohibits this behavior. Hazing includes, but is not limited to:

- All forms of physical activity deemed dangerous or harmful
- The application of foreign substances to the body
- Scavenger hunts involving illegal activities, kidnapping, or ditching a member of the community
- Depriving students of sleep
- Not providing decent and edible foods
- Depriving students' means of maintaining personal hygiene
- Forcing, coercing, pressuring, or requiring students to consume alcohol, or foreign or unusual amounts of substances
- Nudity or forcing students to dress in a degrading manner
- Psychological hazing: any act which is likely to compromise the dignity of a student; cause embarrassment or shame to a student; cause a student to be the object of ridicule or malicious amusement; or inflict psychological or emotional harm.

Consequences for hazing would include:

- Report to Discipline Committee
- First Offense - \$100 fine and 15 hours community service, possible counseling, possible revocation of on campus housing at the discretion of the Discipline Committee, possible Law Enforcement involvement depending on severity of physical harm.
- Second Offense - Loss of on-campus housing, possible Law Enforcement involvement, and possible expulsion from the University

Pranks

Students who participate in any activity on or off campus that threatens and intimidates and/or endangers the health, physical, or emotional well-being of a community member; results in damage, malicious or non-malicious vandalism, or general disregard for University or private property; or involves a violation of University policy is strictly prohibited.

Consequences would include:

- Report to Discipline Committee

- First Offense - \$100 fine and 10 hours community service
- Second Offense - \$100 fine and 15 hours community service, possible revocation of on-campus housing at the discretion of the Discipline Committee, possible Law Enforcement involvement depending on severity of the prank.

Sexual Misconduct

Grand Canyon University will be guided by the understanding that human sexuality is a gift from the creator God and that the purposes of this gift include the uniting and strengthening of the marital bond. These purposes are to be achieved through heterosexual relationships within marriage.

Misuses of God's gift will be understood to include, but not be limited to, sexual abuse, sexual harassment, sexual assault, incest, adultery, fornication and homosexual acts. In an effort to minimize awkward situations, and to protect their personal relationships, students are expected to refrain from inappropriate or lingering public displays of affection or confrontation.

Grand Canyon University will strive to deal in a constructive and redemptive manner with all who fail to live up to these standards. Dealing individually with each case, efforts will be made to counsel and assist those involved. Constructive forgiveness will guide all efforts. Sexual misconduct as described above, depending on the facts and circumstances of each case, may result in disciplinary action.

Students who engage in sexual misconduct will be subject to the disciplinary process as follows:

- 1st time - 10 hours community service
- 2nd time - 15 hours community service
- 3rd time - 20 hours community service and possible loss of campus housing privileges.

Sexual Harassment

The University is committed to fostering a positive learning, working, and living environment. Members of this community condemn sexual harassment of any kind by any employee or student.

Sexual harassment is conduct that (1) is sexual in nature, (2) is unwelcome, and (3) denies or limits a student's ability to participate in or benefit from the University's education program.

Sexual harassment can take different forms depending on the harasser and the nature of the harassment. The conduct can be carried out by University employees, other students, and non-employee third parties, such as a visiting speaker. Both male and female students can be victims of sexual harassment and the harasser and the victim can be of the same gender.

Sexual harassment can occur in any University program or activity and can take place in University facilities, in a University vehicle, or at other off-campus locations, such as a University-sponsored field trip or a training program at another location. The conduct can be verbal, nonverbal, or physical. Sexual harassment includes conduct that is criminal in nature, such as rape, sexual assault, dating violence, and sexually motivated stalking.

Some other examples that may constitute unlawful sexual harassment include:

- Making sexual propositions or pressuring students for sexual favors
- Touching of a sexual nature
- Writing graffiti of a sexual nature
- Displaying or distributing sexually explicit drawings, pictures, or written materials
- Performing sexual gestures or touching oneself in front of others
- Telling sexual or dirty jokes
- Spreading sexual rumors or rating other students as to sexual activity or performance
- Circulating or showing emails or Web sites of a sexual nature

Legitimate nonsexual touching or conduct generally will not be considered sexual harassment. However, it may rise to that level if it takes on sexual connotations.

Conduct is considered unwelcome if the student did not request or invite it and considered the conduct to be undesirable or offensive. The age of the student, the nature of the conduct, and other relevant factors affect whether a student was capable of welcoming the sexual conduct. A student's submission to the conduct or failure to complain does not always mean that the conduct was welcome.

Two general types of sexual conduct can deny or limit a student's ability to participate in or benefit from the University's educational program. As discussed below, faculty and other University employees can engage in either type of conduct, while students and third parties can engage in only one type.

1. **Quid pro Quo:** One form of sexual harassment occurs when faculty or other University employee conditions an educational decision or benefit on the student's submission to unwelcome sexual conduct. If this occurs, it does not matter whether the student resists and suffers the threatened harm or submits to and avoids the threatened harm.
2. **Hostile Environment:** Sexual harassment also occurs when a faculty member, University employee, other student, or third party creates a hostile environment that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the

University's program. Whether such a hostile environment has been created depends on the particular circumstances of the incident(s). Relevant considerations include, but are not limited to:

- how much of an adverse effect the conduct had on the student's education
- the type, frequency, or duration of the conduct
- the identity, age, and gender of the harasser(s) and the victim(s), and the relationship between them
- the number of individuals who engaged in the harassing conduct and at whom the harassment was directed
- the size of the school, location of the incidents, and context in which they occurred
- Whether other incidents occurred at the University involving different students

The conduct does not necessarily have to be repetitive. If sufficiently severe, single or isolated incidents can create a hostile environment.

Anybody who sees sexual harassment occur should report it; the individual need not be the victim of the harassment. All complaints of sexual harassment will be investigated by the University and appropriate corrective action, including disciplinary measures, taken when warranted. All students are responsible for maintaining an appropriate environment for study and work. This includes taking appropriate corrective action to prevent and eliminate harassment. Even if the University reports possible criminal conduct to the police, the University will still conduct an investigation to determine what happened and take appropriate steps to resolve the situation.

A student has the legal right, at any time, to raise the issue of sexual harassment without fear of reprisal or retaliation. Any student who feels that s/he has been sexually harassed should immediately bring the matter to the attention of the Dean of Students or Human Resources providing written documentation of the facts of the incident(s) and the name(s) of the individual(s) involved.

Suspension or Expulsion from the University

It is always the goal of the Discipline Committee to restore and redeem a student who violates a school policy. However, there may be times when a student's suspension or expulsion from the University may be necessary for the health and safety of the entire community. In such cases, suspension or expulsion from the University for violation of the school's discipline policy will occur with a recommendation for suspension or expulsion is made by the Discipline Committee and the Dean of Students to the University Code of Conduct Committee.

Emergency Mental Health Policy

There are times when the University may need to require a student to seek professional mental health help if there is sufficient evidence that the student is engaging/likely to engage in behavior that represents a real danger or harm to her/himself or others, or substantially disrupts the learning environment and activities of the campus community. There are limits to the University's ability to care for students with serious physical or psychological conditions and the University reserves the right to decide, in certain circumstances, when it cannot provide educational and/or other services to a particular student that creates an emergency situation.

In emergency situations, the University reserves the right to do any or all of the following:

- Consult with and refer the student to a mental and/or healthcare facility or provider (University's Counseling Center, an area hospital, licensed mental health or healthcare professional, or Urgent Psychiatric Care Center) for a mental health or other medical evaluation. The cost for any off-campus referral will be at the expense of the student.
- If a student refuses to voluntarily seek help, the Maricopa Crisis Line (602-222-9444) and/or Urgent Psychiatric Care Center (602-416-7600) will be called. They will assess the student and determine if transportation to a facility is necessary.
- Remove the student from campus (including on-campus housing) until such time that a full mental health and/or medical evaluation is completed and the Dean of Students approves the student's return to campus.
- Require the student to sign appropriate release forms allowing designated staff at Grand Canyon University to consult clinician(s) serving the student.
- Refer the student to the University discipline process if the student's behavior has violated any rules, policies or procedures.

If a student experiences serious psychological difficulties that become chronic, dangerous, or excessively disruptive, the Dean of Students in conjunction with the Student Life Judicial Officer may require the student to be assessed off-campus by an appropriate psychological provider. The purpose of this assessment is to assure:

- The student is safe to return to campus and does not pose a threat to him/herself or others and is able to adequately care for him/herself.
- The student is able to function both socially and academically and will not cause any disruption to the community or normal functioning of the University.

After receiving the written assessment, the Dean of Students will make a decision about the student's status, which may include the following options:

- Immediate return to the campus, providing the student follows a plan for care with on- or off-campus providers. Failure to follow the plan will result in review with the University Code of Conduct Committee.
- Student's return to campus deferred until additional assessment or treatment can be obtained.
- Student's return to campus deferred indefinitely due to significant and specific concerns about continued danger to him/herself or others and/or disruption to the community.

In some circumstances, Grand Canyon University reserves the right to notify the parents of the student and appropriate University officials, including academic deans and faculty, due to the potentially serious nature of the situation.

Appealing a Code of Conduct Decision

All students are entitled to the opportunity to appeal judicial decisions made at every level except when made by the Vice President of Academic Compliance and Regulation or Provost but only under certain circumstances. The basis for an appeal of a decision must be based on one or more of the following reasons:

1. The severity of the decision
2. A violation of the prescribed judicial procedures that prevented the student from receiving a fair hearing
3. Insufficient evidence
4. Discovery of new evidence following the rendering of a decision

All appeals must clearly identify which of the reasons is being used as a basis for the appeal.

Time Limits for Filing Appeals

Appeals of all disciplinary decisions made by the Student Life Discipline Committee must be made in writing to the individual or board responsible for hearing the appeals within five (5) business days of the time the initial judicial decision is deposited in the student's campus mailbox. See the University Policy Handbook for timelines relating to decisions made by the Code of Conduct Committee.

Levels of Appeals

All appeals must be made only to the next higher judicial level. Procedures for appealing violations of sexual misconduct differ from those described in the following. Specific guidelines for appealing those decisions are

found with the information related to those policies. For all other types of violations, the following applies:

1. Non-Academic Disciplinary decisions made at the Resident Assistant level may be appealed to the Resident Director.
2. Non-Academic Disciplinary decisions made at the Resident Director level may be appealed to the Peer Review Board. (Peer Review Board consists of the President of the ASGCU, the ARD, an RA, an athlete, and a student from the general student population. Student may waive their right to have their case reviewed by the Peer Review Board and go directly to the Community Review Board.)
3. Non-Academic Disciplinary decisions made at the Peer Review Board level may be appealed to the Community Review Board. (The Community Review Board consists of the ARD, one of the student's professors, the Student Development Manager, the Residence Life Manager, and a staff member representing the affected area. An example of the latter could be a facilities manager or worker if the disciplinary issue involved facilities on or around campus.)
4. Non-Academic Disciplinary decisions made by the Community Review Board may be appealed to the Executive Director of Student Life.
5. Non-Academic Disciplinary decisions made by the Executive Director level may be appealed to the Code of Conduct Committee. Students appealing the decisions made by the Code of Conduct Committee must file an official University Appeal.

Harassment/Discrimination Grievances

Internal Complaint Procedure

This procedure provides a method for resolving complaints by students who feel they have been adversely affected by illegal discrimination or sexual harassment by the University or their students or employees. Complaints may be brought under this procedure for sexual harassment or discrimination because of age, race, color, national origin, sex, or handicap.

Informal Resolution of Complaints

1. Students wishing to utilize an informal method of resolution rather than filing a formal complaint under this procedure may attempt to resolve the problem through discussions with the person claimed to be responsible for the harassment or discriminatory action and/or that person's supervisor or department head. A student may wish to ask the Executive Director of Student Life to assist in the informal resolution process.

2. Internal informal complaints must be raised by the student within 30 calendar days of the occurrence of the alleged harassing or discriminatory event.
3. If the complaint is resolved informally and if the student utilized the assistance of a Student Life, that professional will prepare a report of the allegation and resolution that will be filed in the respective office.
4. A student who has a complaint dealing with an alleged discrimination or harassment beyond the 30-day period must file a written complaint under the formal resolution procedure of this policy.
5. If a complaint cannot be informally resolved to the satisfaction of the complainant, the complainant has the right to file a written complaint and precede under the formal resolution procedures.

Formal Resolution of Complaints

1. A student who contends that discrimination or harassment has occurred may file a formal complaint by contacting the Executive Director of Student Life. This official will accept complaint filings within 45 days of the occurrence of the alleged harassing or discriminatory event. Complaints must be signed by the student.
2. The complaint must identify the action, decision, conduct, or other basis that constitutes an alleged act or practice of discrimination or harassment. For allegations of discrimination, the complaint must also allege that the action, decision, or occurrence was taken or based on the complainant's age, race, color, national origin, sex, or handicap.
3. Upon receipt of a complaint, the receiving official will notify the VP of Academic Compliance and Regulation.
4. The receiving official or his or her designee will, within 30 working days from receipt of the complaint:
 - a. Conduct a fact-finding investigation, which will include, at a minimum, a review of evidence and interviews with appropriate students and/or staff;
 - b. Review the investigation's findings with the Provost's Office; and
 - c. Issue a written finding to the complainant and the Provost's Office.
 - d. Where the investigation confirms the allegations, appropriate corrective action will be taken. Appropriate corrective action is determined solely by the University and, except as provided herein, cannot be appealed.

University Administrative Review Process

1. A complainant who is not satisfied with the findings has ten (10) working days to appeal the finding in writing to the University's Code of Conduct Committee.
2. Within ten (10) working days of receiving the appeal, the Office of Academic Compliance will notify the student of their right to due process before the Code of Conduct Committee.
3. The complainant may be required to appear in person before the Code of Conduct Committee to discuss the issue and the nature of the appeal.
4. The Code of Conduct Committee may require others involved in the complaint to appear in person to discuss the allegation.
5. The Code of Conduct Committee will then issue a written finding to the complainant.
6. Students may appeal a decision made by the Code of Conduct Committee by following the Grievance Procedures outlined in the University Policy Handbook.
7. The second level of appeal decision is considered the final decision of the University.

Maintenance of Documentation for Harassment/Discrimination Procedures

1. All documentation resulting from the complaint will be sent to The Provost's Office. These records will not be considered as a part of the record of the student.
2. Every effort will be made to protect the confidentiality of the parties during the processing of complaints under this procedure.
3. Retaliation against a person who has filed a complaint is strictly prohibited.

External Filing of Discrimination/Harassment Complaint

GCU encourages students to utilize the Internal Complaint Procedure for resolution of discrimination or harassment concerns. Individuals also have the right to file civil rights complaints with appropriate external agencies, in addition to their internal complaints. The following agency accepts discrimination charges filed by students.

United States Department of Education
Office of Civil Rights, Region VII
Federal Office Building
7244 Speer Boulevard
Denver, CO 80204

Money Management

Banking

When you arrive, you may want to open a local banking account to safeguard your money. Most banks will require you to personally visit a local branch to open an account. Banks often have multiple branches, and some are located inside grocery stores for convenience. You will be required to show identification. The bank may have certain types of accounts that are geared toward students, so it is best to take your school identification card with you. Banks are competing for your business and will offer different types of services, so ask questions to compare and find what is best for you. If you are asked to give a Social Security Number (SSN) and do not have one, don't worry. It is not a requirement for opening an account.

List of banks near campus:

- Bank of America: <http://www.bankofamerica.com/>
- Chase: <http://www.chase.com/>
- Compass Bank: <http://www.compassbank.com>
- M & I Bank: <http://www.mibank.com/>
- Washington Mutual: <http://www.wamu.com>
- Wells Fargo: <http://www.wellsfargo.com>

International Students

In addition to the forms of identification mentioned above, international students may want to take their passport and I-20.

Checking Account

A checking account is known as a "current account" in many countries. A monthly service charge may be assessed to the account unless you keep a specified minimum monthly balance. Interest is not paid on balances. Checks can be written against the account. The banking staff will explain to you in detail the characteristics of the checking accounts they offer. It is very important to keep a running balance of your account each time you write a check or withdraw money so you know how much is there. If there are insufficient funds to cover the check or withdrawal, a charge is levied each time you "overdraw" your account. These charges can add up very quickly.

Paying bills through the mail with a personal check is a convenient and common practice. Personalized checks will have your name, address, and telephone number printed on them. You must pay for the supply of personalized checks, so it may be wise to wait until you have an address and telephone number before having checks printed. Many banks offer bill paying through the internet, as well.

Most banks offer "debit cards" which are like credit cards but automatically deduct the charges you make

directly from your checking account. Debit cards are very commonly used for purchases and cash withdrawals.

Savings Account

A savings account earns interest at a relatively low rate. If you have money above your routine living expenses, a savings account is a safe way to invest it. If you have a savings and a checking account in the same bank, you can ask the bank to transfer funds between your savings and checking account.

Automatic Teller Machines (ATM)

ATMs are computerized devices through which bank customers can make deposits or withdrawals at any time of the day, any day of the week. To operate an ATM, the customer needs a plastic card issued by their bank and a personalized identification number (PIN) that the bank provides secretly to you. Never tell your PIN to anyone. ATMs are located at banks, supermarkets, shopping centers, and many other convenient locations.

Money Management Hints

1. Do not carry around large amounts of cash. Deposit it in a bank.
2. Keep accounts by keeping track of expenditures in various categories (food, books, etc.) so you can pinpoint areas of heavy spending which might surprise you. Done on a monthly basis, this can give you an incentive to economize in certain areas.
3. Budget carefully. Be aware of your income and basic expenditures so that you will be able to pay your bills at the time they are due.
4. Beware of credit cards. For many students this may be the first exposure to credit on a large scale. It can be a lifesaver in times of need, but be careful of over-extending yourself.
5. Food costs – If you do not live in a dorm room where meals are included, it is very tempting to go out to eat regularly. Doing so can double your food bill.
6. Take advantage of sales. Newspaper advertisements will tell you when a store is having a sale on something, meaning it is being sold at a lower price than usual.
7. The Sunday and Wednesday newspapers contain coupons which can be used to save money on food and household goods.
8. Buy used. Garage and yard sales are frequent events where you can buy used appliances and household

goods at a very reasonable price.

Student Account Balances

Please be aware that students are required to have paid the balance on their accounts before being able to register classes for the next semester.

