



**2024-25**

# **Institutional Information**



# 2024-25 INSTITUTIONAL INFORMATION

## UNIVERSITY FACILITIES

GCU's roughly 300+ acreage campus, located in the heart of Phoenix, continues to experience an incredible expansion. This expansion includes residence halls, classroom buildings, dining facilities and student amenities. Please visit GCU Campus Map at <https://www.gcumedia.com/mediaElement/interactive-campus-map/v3.1/> and use our interactive map to explore our campus.

## STUDENT HOUSING

GCU is dedicated to creating more housing in order to meet the needs of our growing student population. GCU offers a variety of housing options for new and returning students. There are 12 residence halls and 19 apartments on campus.

Conveniently located within close proximity to campus amenities and services, each of our dorm buildings offer suite-style living with personal bathrooms, laundry facilities and gathering rooms. Most of our dorms feature a landscaped center courtyard and barbecue grills. As the campus has expanded, amenities such as additional pools, fitness facilities and a small convenience store have been added within some of the buildings.

To view these housing options, please visit the GCU Student Housing at <https://students.gcu.edu/student-affairs/housing-operations#h-student-housing>.

## CLASSROOM BUILDINGS

For our students living on and commuting to campus, new modern classrooms and office space have been constructed over the past few years. Students in the nursing and health sciences programs will study in modern lab facilities including nursing simulation and skills labs as well as forensics and chemistry labs. Flexible space is integrated throughout the buildings for students to meet, study and relax.

### COLANGELO COLLEGE OF BUSINESS

This 149,100-square-foot academic building consists of four floors with four lecture halls, 53 classrooms and 98 offices. The business building, located at Colter Street and 30<sup>th</sup> Drive, is the campus epicenter for entrepreneurialism and learning business as a force for good.

### HUMANITIES AND SOCIAL SCIENCES BUILDING

The College of Humanities and Social Sciences is where students engage in research, creativity, ethical formation and inquiry through critical, analytical and interdisciplinary study. The college cultivates leaders in various fields through critical thinking, applied exercise and linking theoretical foundations with practical application. Students can pursue careers in human service, communications, counseling, and psychology.

### EDUCATION BUILDING

The College of Education offers a variety of education degree programs to provide the essential knowledge and skills needed for today's most demanding, diverse classrooms. Our faculty and staff understand the importance of student-driven learning and technology in the classroom. The curriculum meets the need for students to develop critical thinking skills that they can apply to the real world.

### ARTS AND MEDIA BUILDING

In the College of Arts and Media, students can explore their artistic talents and pursue their dreams. The college is recognized for its vibrant learning environment, thrilling on-stage experiences and creative production opportunities. Ethington Theatre is home to student performances, plays, choral, dance and music concerts, digital film screenings and art events. Offerings feature the advertising and graphic design program, as well as digital design and film programs in various emphases.

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## **NATURAL SCIENCES BUILDING**

The College of Nursing and Health Care Professions operates in the Natural Sciences Building that includes classrooms and laboratories.

The College of Nursing and Health Care Professions has been providing outstanding health care education for over 25 years. The college is proud to design and offer degree programs based on the demand for highly qualified health care professionals, including the BSN, programs in health care administration, master's programs in various emphases and the DNP. Students develop into compassionate servant leaders who are prepared to help improve patient outcomes and change the face of health care.

## **THEOLOGY BUILDING**

As a Christian university, GCU encourages students to find their purpose in Christ with an emphasis on applying Christian values and ethics to their studies and the workplace. The College of Theology offers several undergraduate and graduate Christian Studies degrees that focus on ministry, servant leadership, biblical and theological knowledge, practical application of that knowledge and the development of character and integrity in all aspects of life.

## **ENGINEERING**

In support of our investment for campus growth, GCU built two classroom buildings dedicated to STEM learning. Our first STEM facility is 150,300 square feet and has over 96,000 square feet of hands-on learning spaces in addition to classrooms and study areas. This provides an engaging, inquiry-based environment. A second engineering building has over 173,000 square feet which also serves as an innovative space for students to develop into a STEM-prepared professional.

## **LOPES PERFORMANCE**

The Lopes Performance Center (LPC) is a 55,000-square-foot athletic recreation center and training facility made up of three full-length basketball courts, a practice facility and two weight rooms. The LPC also houses the state-of-the-art strength and conditioning Performance Athletic Center (PAC) on the ground floor of the facility.

## **STUDENT UNION**

The remodeled, four-story Student Union opened in the fall of 2013. The Student Union is a hub where students may dine, study, hang out or visit the library (third and fourth floors), GCBC and Copper State Credit Union ATM (second floor).

## **STUDENT ADVISING CENTER**

The 83,100-square-foot Student Advising Center was completed in 2019 and houses the Antelope Reception Center (ARC), Student Services Center, classrooms, faculty offices, Student IDs, Alumni Office, Discover Headquarters, Automated External Defibrillators (AED), Admissions, ACE Center (2<sup>nd</sup> Floor), and Quiet Space. It's located along the Promenade, between the Student Life and College of Humanities and Social Sciences buildings and will continue to provide services for our existing students and new students.

## **GCU ARENA**

Arguably the main attraction of the campus expansion is the 7,000-seat Grand Canyon University Arena, home to the men's and women's basketball teams as well as the host of other sporting events, national concerts tours and community events.

## **LIBRARY**

The GCU Library serves as a campus and online resource for students, faculty, and staff providing personalized, on-demand research consultations and group instruction in addition to access to databases, journals, physical and digital books. Located in the Student Union on the third and fourth floor, the library features 21 group study rooms, 52 computer stations, wireless internet and printing, 543 seats, and tabletop charging stations.

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## THUNDERGROUND

Located between the Student Union and Recreation Center, Thunderground is a dining facility offering Taco Bell, Market Station and Sweet Disciple. Downstairs is a hangout space with a lounge area and game room featuring billiards, ping pong, air hockey and more. Thunderground is also an intimate venue for students to unwind and enjoy concerts performed by popular artists.

## CANYON ACTIVITY CENTER

The 135,000-square-foot Canyon Activity Center offers 10 multipurpose courts, a rock-climbing wall, a new strength and conditioning facility, available to all club athletes. It also has a separate room dedicated to the Thundering Heard Pep Band.

## CODE OF CONDUCT AND ACADEMIC STANDARDS

Grand Canyon University endeavors to create an atmosphere of value-based liberal arts education. All students who enroll in the University are expected to accept the responsibilities of university citizenship and to show consideration and respect for personal freedom and property rights of members of the civic and academic community. Students are expected to abide by ethical, professional, and academic standards that are conducive to a positive learning experience.

At GCU, we encourage students to develop practices that support academic integrity, such as independent learning, developing study skills such as note-taking and time-management, and respecting the ideas of others by utilizing proper citations and references. It is the responsibility of all GCU students to be familiar with the specific policies that are outlined in the University Policy Handbook under Code of Conduct and Academic Standards at [https://www.gcu.edu/sites/default/files/media/documents/academics/handbook/2024-25/university\\_policy\\_handbook\\_fall\\_2024\\_v3.pdf](https://www.gcu.edu/sites/default/files/media/documents/academics/handbook/2024-25/university_policy_handbook_fall_2024_v3.pdf).

GCU will continually plan for improvement of academic programs as the need is determined and make this information readily available to enrolled and prospective students.

## COPYRIGHT INFRINGEMENT

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be subject to the following penalties:

- Actual damages or “statutory” damages affixed at **not less than \$750 and not more than \$30,000 per work infringed**.
- For “willful” infringement, a court may award **up to \$150,000 per work infringed**. A court may, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504 and 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of **up to five years and fines of up to \$250,000 per offense**.

For more information, please visit the website of the U.S. Copyright Office at <https://copyright.gov>, especially their FAQs at <https://copyright.gov/help/faq/>.

## PEER-TO-PEER (P2P) FILE SHARING

P2P file sharing refers to the use of any technology/application that allows users to make media on their computers available for other users to download and use. This may involve direct file sharing between friends or random file sharing between all users of the Internet. Some examples of P2P file sharing software include but are not limited to PirateBay, Mega Downloader, ShareMe and BitTorrent.

Besides the danger of using P2P software to knowingly or unknowingly share copyrighted material, there is also considerable personal and security risk to the P2P software user, as improperly configured software could potentially share out the contents of a user’s computer hard drive to the public Internet or infect the user’s system with malicious software.

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While P2P software is legal, to use it for sharing copyrighted material is illegal. Illegal sharing of copyrighted material subjects the users to hefty civil and criminal penalties. Copyrighted materials include music, videos/movies, photos, software, e-books and other written works, etc.

## LEGAL ALTERNATIVES

Grand Canyon University routinely receives copyright infringement notices from the Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA) and other parties delegated to protecting copyrighted material.

Below is a small sample of what is available as a legal alternative:

- Amazon Music
- Amazon Prime Video
- Hulu Movies and TV
- Apple: Music and TV
- Netflix Movies and TV
- Pandora
- Spotify
- YouTube: Movies, TV and Music
- Disney +

For a more comprehensive list of other suggested legal alternatives, visit <https://www.educause.edu/legalcontent>.

## NOTIFICATION OF AN INFRINGEMENT

When copyright infringement notifications are received by GCU at the office of the Chief Information Officer, the information is provided to the Information Security Office (ISO) so it may be correlated via network logs to a specific user. Once the user is identified, network access is immediately revoked, and the user is contacted to remediate the alleged infraction. It is the ISO's discretion to reinstate network privileges based on the severity of the alleged infraction. Further disciplinary actions may be imposed as outlined in the disciplinary procedures within the Student Handbook, up to and including removal from Grand Canyon University and potential civil and criminal penalties.

## GENERATIVE AI IN CREATIVE WORKS

Note that the legal impact of Generative AI (e.g., ChatGPT) is still being addressed; new regulations and case law guidance are likely to emerge constantly over several years. On an interim basis, GCU should consider derivative works of output from Generative AI as difficult or impossible to copyright. Additionally, if an AI model produces an output, which constitutes copyright infringement, some responsibility may be shared by the organization publishing that content, in addition to any legal liability on the part of the company who owns the AI model. Please review the AI policies and procedures for the company along with those provided by your specific department for more detailed guidance on the use of Generative AI.

## FACULTY

Faculty members are listed in the GCU catalog and may be accessed on the GCU website under each college at <http://www.gcu.edu/faculty-list/>.

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## STUDENT BODY DIVERSITY

Information about student body diversity, including the percentage of enrolled, full-time students in the following categories: Male, Female, Self-identified members of a major racial or ethnic group and Federal Pell recipients may be accessed on the College Navigator website at <http://nces.ed.gov/collegenavigator/>.

For all undergraduates enrolled, full-time in Fall 2023:

1. Percent Male	40%
2. Percent Female	60%
3. Percent received a Federal Pell Grant*	29%
4. Percent self-identified member of a racial or ethnic group	98%

\* This is net received between 7/1/23 - 6/30/24 for award year 23-24

## COHORT RETENTION RATE

Full-time, first-time Fall 2022 bachelor's cohort retention rate is 68%.

*Data source 2023-24 IPEDS Fall Enr. Part E. First-time Bachelor's Cohort Retention Rates (Full-time)*

## PLACEMENT RATES

Placement rates are posted on the GCU website only when required by an accreditor for specific programs. GCU does not advertise placement rates. The links to the accreditor required postings are:

1. College of Theology > Statement of Educational Effectiveness:  
<https://www.gcu.edu/sites/default/files/media/Documents/Consumer-Information/COT-Statement-of-Educational-Effectiveness.pdf>.
2. College of Nursing and Health Care Professions > CAATE Annual Report: <https://www.gcu.edu/degree-programs/bachelor-science-athletic-training/accreditation#additional-disclosures>.
3. College of Education > AAQEP Annual Reports for Initial and Advanced Programs:  
<https://www.gcu.edu/academics/accreditation/college-of-education>.
4. College of Humanities and Social Sciences > Vital Statistics Report: <https://www.gcu.edu/degree-programs/master-education-school-counseling/accreditation#additional-disclosures> & <https://www.gcu.edu/degree-programs/masters-clinical-mental-health-counseling/accreditation#additional-disclosures>.

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## STUDENT DISABILITY SERVICES

### HOURS OF OPERATION

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

### CONTACT INFORMATION

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

[disabilityoffice@gcu.edu](mailto:disabilityoffice@gcu.edu) (email)

[gcu.edu/sds](http://gcu.edu/sds) (website)

602-589-2652 (fax)

### LOCATION

Building 47 (Papago)

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.

In order to receive accommodations through the University, students are required to complete the Accommodation Request Form and provide supporting documentation to Student Disability Services. 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 course. All approved accommodation requests turned in after the course has begun will be in place as of the date the form and documentation was received by Student Disability Services. Accommodations will not be retroactive. Processing of accommodations begins after both the request form and the appropriate documentation information is received. Only accommodations that do not fundamentally alter, lower, or substantially modify essential requirements of the course or program can be approved.

Documentation for permanent disabilities will remain on file with Student Disability Services. Students that are approved for Temporary services will be asked to provide additional documentation to extend services. (Please see Temporary Accommodations Policy for more information). Students are required to notify Student Disability Services of any schedule changes that may occur during their program of study, in order to ensure that their accommodations are applied or adjusted accordingly. Students that withdraw from the University or have been dismissed will need to contact Student Disability Services upon their return in order to re-establish their accommodations. This also pertains to students who are out of attendance for any reason for longer than 14 days. Please note that the University cannot provide accommodations that are not requested. Only the SDS Office can approve accommodations.

### Steps to Accommodations:

1. Complete the Accommodation Request Form
2. Supporting documentation is required for all students requesting accommodations through Student Disability Services. 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 should be on letterhead from the provider or service company. The documentation is kept on file in Student Disability Services for verification purposes.
3. Turn in a copy of the above items via one of the options listed below:
4. Fax - 602-589-2652 (All documents must contain the student's name and be addressed: Attn: Disabilities Coordinator)
5. Email - [disabilityoffice@gcu.edu](mailto:disabilityoffice@gcu.edu) please put the student's name in the subject line of the email (last, first)
6. Hand Delivery – SDS Office on the GCU Main Campus (Building 47)

The student is required to provide documentation that demonstrates credible assurance of a disability issue. The documentation should directly support the student's request for accommodations. 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 should include a summary of the student's functional limitations in order for the University to determine the appropriate accommodations. The documentation is kept on file in Student Disability Services for verification purposes.

The documentation should be typed with the appropriate official signature and contact information for the associated facility for verification purposes (on official letterhead is preferred). We do NOT accept documentation that is handwritten or submitted on a prescription note. These documents are scanned into a protected part of your permanent record and therefore, must be legible and

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clear. Documentation can be submitted to Student Disability Services either by fax to 602-589-2652, by email to [disabilityoffice@gcu.edu](mailto:disabilityoffice@gcu.edu) or they can be hand delivered to Student Disability Services at the Main Campus in Phoenix, Arizona.

Once documentation is received it will be reviewed. If the documentation provided does not meet the University's requirements it will not be accepted as the official documentation. Students will receive notice and will be asked to provide alternative supporting documentation. The documentation is kept on file in Student Disability Services for verification purposes. Students requesting additional accommodations after their initial approval may be asked to provide additional documentation.

Once approved for accommodations the student will receive a confirmation of their approved accommodations via email. Official notification to faculty of the approved accommodations will be sent out by Student Disability Services. For non-academic accommodations appropriate departments will be notified in order to help facilitate the approved accommodations. If a student finds that their approved accommodations are not effective, their medical circumstances change, or they need additional supports, it is the student's responsibility to reengage the SDS Office in order to enter into the interactive process.

## Temporary Accommodation Policy

GCU understands that circumstances out of a student's control may occur while attending classes at the University. Temporary accommodations may be granted to students who experience an unexpected or unavoidable major medical issue such as major surgery, hospitalization, or pregnancy. Temporary accommodations may be put in place until the end of a student's current course. Depending on the supporting documentation provided, an accommodation can be extended to six months.

For consideration, to receive temporary accommodations through the University, students will utilize the Steps to Accommodations process as outlined in the University Policy Handbook. The first step is to submit an Accommodation Request Form, and the second step is to provide supporting documentation. It is important to review the documentation criteria for guidance regarding what documentation to provide. Documentation is required for all students requesting accommodations through the University. It is important to note that the University cannot provide accommodations that are not requested. Additionally, in general, accommodations cannot be applied retroactively.

## Accommodation Grievance Policy

Accommodations are determined on an individual basis, as such, students are required to engage directly with the Student Disability Services Office in the interactive process to determine reasonable accommodations. The student of record/individual seeking the accommodation must be directly involved in the process; 3rd party requests cannot be reviewed. If the student feels they need additional or alternate accommodations, other than what was initially approved, the student should follow the accommodation grievance procedure, as outlined below.

1. Accommodation Review- Students should discuss the request with their assigned SDS Administrator and Student Disability Services Manager. Students should be prepared to consider alternative solutions. Other University policies and mitigating circumstances may apply when reviewing any request for accommodations.
2. Full SDS Case Review- If the student is not satisfied with the proposed options from step 1, a student may submit their accommodation request/request a meeting with the Director of Student Disability Services. If a satisfactory resolution is not reached, the student may then submit a formal accommodation grievance.
3. Accommodation Grievance- A formal complaint regarding a decision made by the Student Disability Services Office must be made in writing and submitted to the Institutional Access and Compliance Office, at [SDSEDC@GCU.EDU](mailto:SDSEDC@GCU.EDU) Steps 1 and 2 must be completed prior to submitting an accommodation grievance. An accommodation grievance must be submitted within 30 days of Full SDS Case Review Resolution.

The formal complaint must include the following:

1. Student name
2. Course information that relates to the grievance, if applicable
3. The specific accommodation/outcome that is being requested, including any additional supporting documentation, as needed



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Upon receipt of a written complaint, the Institutional Access and Compliance Office will initiate a review, which may include an interview with the complainant, a review of any relevant materials submitted by the complainant, obtaining information from relevant colleges/departments/individuals, etc.

The Accommodation Review Board will conduct a thorough review and issue a determination regarding the student's request. The length of the review may vary. Pending the outcome of the Accommodation Grievance review, the previously approved accommodations will remain in place. The student will be notified in writing of the decision of the Accommodation Review Board. This will be considered the final determination of the University on available accommodations at Grand Canyon University.

Additional information about Student Disability Services can be found in the University Policy Handbook under Student Access at [https://www.gcu.edu/sites/default/files/media/documents/academics/handbook/2024-25/university\\_policy\\_handbook\\_fall\\_2024\\_v3.pdf](https://www.gcu.edu/sites/default/files/media/documents/academics/handbook/2024-25/university_policy_handbook_fall_2024_v3.pdf).

### COSTS

The cost of attendance (COA) takes into account expenses beyond tuition and fees. It provides an average of estimated expenses a student could incur during an academic year. The academic year is determined by the student's modality (campus or online) and program of study.

The costs will include "direct" educational expenses that are paid to the university — those related directly to the program of study — such as tuition and fees. Students who live on campus will also pay for food, housing and other on-campus related expenses directly to the university. Students who live off campus or live with their parents will incur similar living expenses; they are not paid to the university. Other costs are regular living expenses, not related directly to attending the university.

Students should take into consideration all other discretionary costs not directly related to attending school, but incurred during the academic year, such as transportation costs, personal expenses and credentialing fees if you are seeking licensure, certification or accreditation.

GCU cares about the financial wellness of our students and provides several resources, such as our no-cost Financial Literacy Program to prospective students and their families as well as to continuing students.

GCU's Office of Financial Aid uses the estimated costs below to determine the maximum amount of financial aid a student is eligible for each academic year. For more information about GCU's cost of attendance, please visit <https://www.gcu.edu/tuition/cost-attendance>.

**Net Price Calculator** can be accessed directly at <https://www.gcu.edu/sites/default/files/media/documents/npc/index.html> on the

**Tuition and Financial Aid** page at <https://www.gcu.edu/tuition-and-financial-aid>.

**Canyon Connect/Course Material** at <https://canyonconnect.gcumedia.com/v4.1/#/> provides students and faculty with the status of required course materials for all classes. Please note, some course materials are digitally provided, while others may need to be purchased by students. When purchased materials are required students can use any of their preferred vendors.

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## UNIVERSITY OFFICIAL WITHDRAWAL

In the event that students choose to discontinue their enrollment at GCU, they must officially withdraw from the University. Students in this situation lose all of the rights and privileges associated with being GCU students, including maintaining enrollment in their Program of Study (POS). To officially withdraw from the University, students must submit a University Official Withdrawal Form to the Office of Academic Records via the GCU Student Portal. When submitting the University Official Withdrawal Form, students will be asked to identify the reason for withdrawing from the University. If students notify their Student Services Counselor of their intent to withdraw from the University but do not complete the Official Withdrawal form, Student Services Counselors will notify the Office of Academic Records of the Official Withdrawal. Students may also be withdrawn from the University through the Unofficial Withdrawal policy. Students are still subject to the Course Tuition Refund Policy and the grading policy listed above in Course Drop Policy. Before withdrawing from the University, students are strongly advised to speak with a Student Services Counselor to understand the academic and financial ramifications associated with dropping a course. All Financial Aid students are required to complete Exit Counseling for any federal loans borrowed while in attendance at Grand Canyon University. This is in accordance with the Department of Education requirements and students should contact their Student Services Counselor for further information on how to complete the Exit Counseling. Officially withdrawn students must reapply for admission to the University if they decide to return, and enroll in the most current POS.

## SEMESTER OFFICIAL WITHDRAWAL – TRADITIONAL CAMPUS STUDENTS

Traditional campus students, who choose to discontinue their enrollment at GCU for the current semester enrolled, must complete a Semester Official Withdrawal Form, which can be obtained through their Student Services Counselor. Students are subject to the **Course Tuition Refund Policy** ([https://www.gcu.edu/sites/default/files/media/documents/academics/handbook/2024-25/university\\_policy\\_handbook\\_fall\\_2024\\_v3.pdf](https://www.gcu.edu/sites/default/files/media/documents/academics/handbook/2024-25/university_policy_handbook_fall_2024_v3.pdf)) and the grading policy listed above in **Course Drop Policy** in the University Policy Handbook under Official Enrollment Status Change and Withdrawal ([https://www.gcu.edu/sites/default/files/media/documents/academics/handbook/2024-25/university\\_policy\\_handbook\\_fall\\_2024\\_v3.pdf](https://www.gcu.edu/sites/default/files/media/documents/academics/handbook/2024-25/university_policy_handbook_fall_2024_v3.pdf)).

## MILITARY DEPLOYMENT

In support of U.S. military students, the University offers special circumstance withdrawals for students who find themselves deployed without computer access or experience other circumstances that will make it impossible to complete coursework within the prescribed time frame due to temporary assignments when accompanied with official documentation. Active Duty, Reservists, and National Guard students that are currently enrolled in a degree program will be placed on a deployed status for the duration of deployment. Students will receive a tuition credit to their GCU account for the course(s) from which the University withdraws the student. A DW grade (Deployment Withdrawal) will appear on the student transcript for each class the University approves for withdraw with the expectation that students will re-take the affected courses upon re-entrance. Students seeking this option must submit a completed GCU Deployment Form prior to deployment to be eligible, including submission of official military deployment orders to their Student Services Counselor. It is also the student's responsibility to inform the instructor of the situation. The student assumes responsibility of a course if they post into the classroom after the deployment date indicated on the soldier's Orders. Students out of attendance for greater than 14 days may have a recalculation of financial aid completed, which may result in a balance on the student's account (if student is using Title IV).

Grand Canyon University will defer collections of tuition and fees while in a deployed status.

### Eligibility:

- The student must have been attending the course and completing the assignments up to the point of the deployment request.
- The student's circumstances must involve a military commitment.
- Students who determine their need for a deployment withdrawal must submit the GCU Deployment form prior to any scheduled departure date.
- Students must submit official documentation to confirm deployment and/or circumstance (official orders, letter from Commander, etc.).
- Students using Financial Aid must also complete a Deferment Form.
- Official documentation submitted by the student must confirm that the dates of the deployment and/or special circumstance coincide with the time frame of the course.

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Students who are on Temporary Duty or No-Notice deployment and wish to remain in the course, must provide their instructor and their SSC with a letter from the Commander of the servicemembers unit and/or Deployment Orders if they will be absent from a scheduled course day in order to be considered for an excused absence. In the event the student withdraws from the course without presenting documentation demonstrating deployment, the student will be withdrawn with a grade of W. If the student later provides the University with the necessary deployment paperwork, the W will be changed to DW, reflecting a Deployment Withdrawal. If warranted, DW grades will be honored at any time during the course and are exempt from all other course drop deadlines.

## UNOFFICIAL UNIVERSITY WITHDRAWAL

There are two types of unofficial university withdrawals. The first is administrative withdrawal and the second is the 14-day rule.

### ADMINISTRATIVE WITHDRAWAL

The University reserves the right to administratively withdraw a student for the following reasons:

- Students who do not attend any of their registered classes within the first week of the course may be administratively withdrawn from all classes, current and future.
  - Students who have not returned to the University in 6 months and have not provided any notification of their absence
- Students withdrawn through the provisions below are processed separately from the Code of Conduct Procedures.
- Students deemed ineligible for admission as a result of the Internal Review process.
  - Failing to comply with the Internal Review process

### 14-DAY RULE

An unofficial withdrawal occurs when a student has stopped attending courses for a period of 14 consecutive days or more but has not communicated a desire to officially withdraw from the University.

## INSTITUTIONAL REFUND POLICY

The University will refund tuition according to the following policy unless a student attending courses online is a resident of a state that requires the University to follow different guidelines. These state policies are listed in the State Refund Policies section of the University Policy Handbook at [https://www.gcu.edu/sites/default/files/media/documents/academics/handbook/2024-25/university\\_policy\\_handbook\\_fall\\_2024\\_v3.pdf](https://www.gcu.edu/sites/default/files/media/documents/academics/handbook/2024-25/university_policy_handbook_fall_2024_v3.pdf).

Refer to the Official Enrollment Status Change section of the University Policy Handbook for a complete explanation of the University's Withdrawal Policy.

### NONTRADITIONAL STUDENTS

Nontraditional students include students who are enrolled in a degree seeking program of study, taking single course(s) and/or students enrolled in Continuing Education (CTE) coursework. Students who drop/withdraw from a course/all courses are eligible for the following refund:

Students who drop/withdraw from a course/all courses are eligible for the following refund:

Before Week 1.....100% tuition refund  
During Week 1..... 75% tuition refund  
During or after Week 2.....No refund

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## TRADITIONAL CAMPUS STUDENTS

Students who drop/withdraw from a course/all courses within the 15-week semester at the ground campus in Phoenix, Arizona, are eligible for the following refund. The refund policy is based on the start date of the semester regardless of where the course falls within the semester.

Before Week 1 .....	100% tuition refund
During Week 1.....	90% tuition refund
During Week 2.....	75% tuition refund
During Week 3.....	50% tuition refund
During or after Week 4 .....	No refund

## COURSE FEE REFUNDS

### NONTRADITIONAL STUDENTS

All fees, including materials fees, are non-refundable after the start of a course.

### TRADITIONAL CAMPUS STUDENTS

With the exception of course-related fees and student insurance, which are non-refundable after the start of class, all instructional and ground campus-related fees are refundable during Week 1. After Week 1, all fees are non-refundable.

## MILITARY REFUND POLICY

The Department of Defense has specific regulations that require the University to apply a proportional refund policy on tuition for students that receive Tuition Assistance (TA) benefits. Benefits are earned proportionally during an enrollment period up to 60 percent complete. Upon earning 60 percent of the benefit, no refund will be applied. Unearned TA benefits will be returned to the military department not to the student. If the returned portion creates a balance the student will be required to remit payment. Proportional amounts will be determined by days up to the following amounts. See Appendix B at [https://www.gcu.edu/sites/default/files/media/documents/academics/handbook/2024-25/university\\_policy\\_handbook\\_fall\\_2024\\_v3.pdf](https://www.gcu.edu/sites/default/files/media/documents/academics/handbook/2024-25/university_policy_handbook_fall_2024_v3.pdf).

## STATE REFUND POLICIES

Many states have regulations that require the University to apply a specific refund policy to students taking courses in these states. State refunds will be processed in two steps. The General Refund Policy will be recorded first on the account, and then the state's policy will be recorded second as a separate credit. Note that each transaction may be recorded on a separate day. The specific state refund policies are listed below.

### 3-Day Cancellation Notice

An applicant who provides notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid no later than 15 days of the notification. Students may contact the Office of Academic Records in writing to Grand Canyon University, Office of Academic Records, P.O. Box 11097, Phoenix, AZ 85061-1097 within three (3) business days after the date of original signature. Students may also contact their University Counselor (UC) or Student Services Counselor (SSC) via email, or in writing. The UC or SSC will then notify the Office of Academic Records to expunge the record and the school shall provide the 100% refund.

### 7-Day Cancellation Notice for Alaska Residents

The following information replaces the 3-Day Cancellation Policy exclusively for Alaska residents. An Alaska resident who provides notice of cancellation within seven (7) days of signing an enrollment agreement is entitled to a refund of all monies paid no later than 30 days of the notification. Students may contact in writing Grand Canyon University, Office of Academic Records, P.O. Box 11097, Phoenix, AZ 85061-1097 within seven (7) days after the date of original signature. Students may also contact their enrollment representative or student services counselor via email or in writing. The enrollment representative or student services counselor will then notify the Office of Academic Records to expunge the record and the school shall provide the 100% refund.

# 2024-25 INSTITUTIONAL INFORMATION

## 7-Day Cancellation Notice for Ohio Residents

The following information replaces the 3-Day Cancellation Policy exclusively for Ohio residents. An Ohio resident who provides notice of cancellation within seven (7) days of signing an enrollment agreement is entitled to a refund of all monies paid no later than 30 days of the notification. Students are advised to contact their University Counselor or Student Services Counselor to facilitate a complete withdrawal.

### Non-Traditional Course Tuition Refund

The University will refund tuition according to the following policy unless a student attending courses online is a resident of a state that requires the University to follow different guidelines. These state policies are listed in the State Refund Policies section of the University Policy Handbook. Refer to the Official Enrollment Status Change section of the University Policy Handbook for a complete explanation of the University's Withdrawal Policy.

Nontraditional Students who drop/withdraw from a course/all courses are eligible for the following refund:

Before Week 1.....100% tuition refund  
During Week 1..... 75% tuition refund  
During or after Week 2.....No refund

### Traditional Course Tuition Refund

The University will refund tuition according to the following policy unless a student attending courses online is a resident of a state that requires the University to follow different guidelines. These state policies are listed in the State Refund Policies section of The University Policy Handbook. Refer to the Enrollment Status Change section of the University Policy Handbook for a complete explanation of the University's Withdrawal Policy. Traditional Students who drop/withdraw from 16-week courses at the ground campus in Phoenix, Arizona, are eligible for the following refund:

Before Week 1.....100% tuition refund  
During Week 1.....90% tuition refund  
During Week 2.....75% tuition refund  
During Week 3.....50% tuition refund  
During or after Week 4 .....No refund

With the exception of materials fees, which are non-refundable after the start of class, all instructional and ground campus related fees (such as insurance and facilities fees) are refundable during Week 1. After Week 1, all fees are non-refundable.

## Missouri Refund Policy – ABSN Missouri Students

Students who drop/withdraw from a course/all courses within the 15-week semester applies to students attending the St. Louis campus are eligible for the following refund. The refund policy is based on the start date of the semester regardless of where the course falls within the semester.

Before Week 1.....100% tuition refund  
During Week 1.....90% tuition refund  
During Week 4.....50% tuition refund  
During Week 8.....25% tuition refund  
After Week 8 .....No refund

### Online Missouri Students

6-week courses

Before Week..... 100% tuition refund  
During Week 1..... 75% tuition refund  
Week 2 Through Week 3 ..... 25% tuition refund  
After Week 3..... No refund

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7 and 8-week courses

Before Week 1..... 100% tuition refund  
During Week ..... 75% tuition refund  
Weeks 2 Through Week ..... 25% tuition refund  
After Week 4..... No refund

## Course Tuition Refund for Students Enrolled in the Nevada ABSN Program

Students in the Nevada-based ABSN program who cancel their enrollment any time before the start of the first class session will receive a full refund of all monies paid, less 10% of the tuition agreed upon in the enrollment agreement or \$150, whichever is less. A student who withdraws, who doesn't return from a leave of absence, or is suspended/expelled by the University after the start of the course and before the completion of more than 60% of the course will be refunded a pro rate amount of the tuition agreed upon in the enrollment agreement, minus 10% of the tuition agreed upon in the enrollment agreement of \$150, whichever is less. The completion percentage is based on the total number of calendar days in a course and the total number of calendar days completed. All refunds are made in full to the student within 15 days of the date of official withdrawal.

If the University must change a program, the University will attempt to find the most favorable resolution for the student including transferring to a comparable alternative program for the same tuition, or teaching out the program. Please refer to Program of Study, Course Availability, and Cancellation policy in the University Policy Handbook. If the University fails to substantially furnish the training program as agreed to in the Enrollment Agreement, in situations according to Nevada law NRS 394.449, the University shall refund to a student all the money the student has paid.

## FEDERAL RETURN OF TITLE IV FUNDS POLICY – OFFICIAL AND UNOFFICIAL WITHDRAWAL

Any federal financial aid recipient who fails all courses in a semester (traditional campus), is terminated by the university for any policy violation (traditional and nontraditional) or withdraws from the University (traditional and nontraditional) is subject to a federal Return of Title IV Aid calculation. This calculation determines both the amount of federal aid that the school is allowed to retain as well as the amount that must be returned to the Department of Education. The R2T4 policy determines the amount of TIV funds the student has earned based on withdrawing before the completion of the period funded and is separate from the Institutional Refund Policy.

An official withdrawal occurs when a student has formally requested to be withdrawn from the University. The student must submit a Complete Withdrawal Form, available on the student portal. If a student notifies his Student Services Counselor of his intent to withdraw from the University but did not complete the Official Withdrawal form, the Student Services Counselor will notify the Office of Academic Records of the official withdrawal request.

An unofficial withdrawal for a non-traditional student occurs when the student has stopped attending any coursework for a period of 14 consecutive days or more but has not communicated a desire to officially withdraw from the University and is not on an approved Leave of Absence.

The federal refund calculation is as follows:

### 1. Withdrawal:

- a. Withdrawal from the University before the first day of classes, 100% of Title IV aid must be returned.
- b. Withdrawal from the University through 60% of the payment period will result in a prorated percentage of aid being earned. Any unearned aid due from the school will be returned to the appropriate funding source. In some instances, a portion of unearned aid may be the student's responsibility. Refunds due to any TIV loan program may be repaid based on the terms of the student's Master Promissory Note. Refunds to grants must be paid, the student should follow the directions on the R2T4 form to make arrangements for repayment. Failure to do so may impact future TIV eligibility
- c. Withdrawal from the University after attending more than 60% of the payment period will result in 100% of the student's Title IV aid being earned. The institution will retain 100% of funding that covers institutional costs; students may retain the remainder of funding.

2. Failing All Courses in a Semester (Traditional Campus): Traditional campus students receiving failing grades in all coursework for the semester will earn 50% of Title IV aid disbursed. If validation can be obtained of a later Last Academic Activity date (LAA), that date will be used in the calculation. The student will continue to owe tuition and fees for the entire semester and will be responsible to the University for any remaining balance on account.

## 2024-25 INSTITUTIONAL INFORMATION

3. Unofficial Withdrawal within a Term Containing Modules (Traditional Campus): Coursework taken within a term where no courses taken span the entire length of the term will be subject to modular refund rules. If the withdrawal from future courses within the term occurs after the student is no longer attending a course, Title IV aid will be earned at a 50% rate and the student will be responsible to the University for any remaining balance on account. If validation can be obtained of a later Last Academic Activity date (LAA), that date will be used in the refund calculation.

4. Students dismissed from the institution will have the refund made based on the earlier of the date the determination was made that the student was to be dismissed due to not meeting an institutional policy or the date the triggering incident occurred.

### Order of Return of Title IV Funds Required to be Returned by the Institution

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans (parent or graduate)
- Federal Pell Grants for which a return of Title IV funds is required
- Iraq and Afghanistan Service Grant, for which a return of Title IV funds is required\*
- FSEOG for which a return of Title IV funds is required
- TEACH Grants for which a return of Title IV funds is required

Note: returns of less than \$1.00 are not required to be made.

\*Though the Iraq Afghanistan Service Grant has been discontinued as a separate program in 2024-25, ED elected to keep it in the order of funds to return in step 6 and step 10 in the R2T4 worksheets due to crossover periods and nonstandard or non-term payment periods that start in 2023-24 but may end later in the 2024-25 award year. ED plans to remove references to the Iraq Afghanistan Service Grants within next year's R2T4 worksheets ([https://fsapartners.ed.gov/sites/default/files/2024-2025/2024-2025\\_Federal\\_Student\\_Aid\\_Handbook/\\_knowledge-center\\_fsa-handbook\\_2024-2025\\_vol5\\_ch2-steps-return-title-iv-aid-calculation-part-2.pdf](https://fsapartners.ed.gov/sites/default/files/2024-2025/2024-2025_Federal_Student_Aid_Handbook/_knowledge-center_fsa-handbook_2024-2025_vol5_ch2-steps-return-title-iv-aid-calculation-part-2.pdf), p. 9).

### Timeframe for the Return of Title IV Funds

GCU will complete the R2T4 calculations within 30 days of the date of determination that the student has withdrawn. Any refunds that are the responsibility of the institution will be made as soon as possible and no later than 45 days from the date of determination that the student has withdrawn.

### Timeframe and Requirements for Payment of Post Withdrawal Disbursements

As part of the R2T4 calculation, a determination will be made regarding any additional Title IV funds the student may be eligible to receive. These funds are considered post withdrawal disbursements (PWD). The student must have submitted a valid FAFSA for the period from which the withdrawal occurred and met all eligibility requirements, including the submission of any required supporting documentation.

The PWD determination must be made within 30 days of the date of determination that the student withdrew. In addition to meeting the PWD requirements, students must also meet the terms of late disbursement regulations (34 CFR 668.164(j)(2), which require GCU to receive a valid SAR/ISIR for the student from the Department of Education by the deadline dates established by the Department. Additionally, for a PWD to be made from an award of Direct Loan or TEACH Grant funds, GCU must have originated the loan or grant prior to the date the student became ineligible. For PWD's made from SEOG funds, GCU must have made the award to the student prior to the date the student became ineligible. If the student is eligible for a PWD, the notification will be included with the results of the R2T4 notification.

If the eligible PWD is from Federal Pell Grant or Federal SEOG funds, the funds will be posted to the student's account. If there is a credit balance on the account, a check will be sent to the student and a disbursement notification will be sent via email. If the PWD is from Federal Loan funds, the student will be notified of the availability of the PWD and the student must authorize the disbursement.

# 2024-25 INSTITUTIONAL INFORMATION

## DISBURSEMENT OF TITLE IV FUNDS FOR BOOKS AND SUPPLIES

If a Pell grant eligible student meets all requirements to receive Title IV funds at least 10 days before the start of a payment period, any Title IV funds in excess of the amount owed to the school at the that time (Title IV credit balance funds) are to be made available to the student up to the amount needed to obtain books and supplies.

The school must make the Title IV credit balance funds for books and supplies available to the student by the 7th day of the payment period.

If a student has not yet established eligibility to receive Title IV funds at least 10 days before the beginning of a payment period due to outstanding verification requirements, unresolved “C” codes on the Student Aid Report (SAR), or conflicting information, this requirement does not apply.

In determining whether a Title IV credit balance exists, the school considers all Title IV funds that could be disbursed at least 10 days before the term/payment period, regardless if funds have been received by the institution. It is the student’s eligibility to receive Title IV funds at that time, rather than the school’s schedule for receiving or disbursing those funds, that determines the existence and amount of a Title IV credit balance for this purpose.

If a student requires monetary assistance with purchasing books and supplies, he should contact his Student Services Counselor to determine if he meets the qualifications listed above. If the Student Services Counselor determines that the student is eligible to receive assistance in purchasing books/supplies, the student will have a maximum of \$300 available to purchase the required books/supplies.

The student is under no obligation to take advantage of this provision.

## CONSTITUTION DAY AND CITIZENSHIP DAY

Each year, Grand Canyon University recognizes Constitution Day, commemorating the Sept. 17, 1787, signing of the U.S. Constitution. In 2024, Grand Canyon University observed Constitution Day and Citizenship Day the week of September 16th.

Faculty in the College of Humanities and Social Sciences offered various lessons in their classrooms followed by classroom discussions. On September 17<sup>th</sup>, the Pre-Law Society club had an outdoor booth inviting students, faculty, and staff to share and discuss the importance of Constitution Day and Citizenship Day. In addition, an email communication was sent to all employees and students that included a link to the National Archives to learn about the creation and history of the Constitution as well as announcements on social media, digital postings and learning platforms.

Review the following resources to learn more about the U.S. Constitution.

One of the Library of Congress’ repositories for Constitutional documents and information may be accessed at:

<http://memory.loc.gov/ammem/index.html>

In addition, the National Archives has a nationwide network of research facilities, including presidential libraries that welcome students as young as 14 years of age. Information about the facilities (by region and state) can be located online at:

<http://www.archives.gov/locations/index.html>

## VOTER REGISTRATION

As a participant in Title IV federal student financial aid programs, GCU would like to remind students who are U.S. citizens of the importance of registering to vote. National voting information and Arizona voting information are on our Voter Registration document that can be found on our GCU Consumer Information page at <https://www.gcu.edu/sites/default/files/media/Documents/Consumer-Information/voter-information-2024-v1.pdf> .



# 2024-25 INSTITUTIONAL INFORMATION

## NET PRICE CALCULATOR

The net price calculator for Grand Canyon University may be accessed under GCU's Tuition and Financial Aid page at <https://www.gcu.edu/admissions/tuition-and-financing.php>.

## TEACHER PREPARATION REPORT

The Institution and Program Report Card (IPRC) is submitted annually for Initial Teacher Licensure programs. The report provides information on program requirements, certification exam pass rates, and additional program details. The report can be accessed by going to: <https://title2.ed.gov/>

## STATE EDUCATIONAL REQUIREMENTS

Each licensure program has a "State Disclosure" under the program's Accreditation & Compliance drop down located at the top of each program's page that will direct students to each state to view the licensure determination. A list of GCU's Majors and Programs are listed online at <https://www.gcu.edu/degree-programs>.

## CONTACT PERSONS

The following persons are designated to assist enrolled or prospective students in obtaining information:

### STUDENT SERVICES COUNSELORS

**Responsibility:** Assist students with planning financial assistance and resources needed to fund their education. A detailed description of available federal and state financial assistance is located in the Financial Information link on the Consumer Information page of the GCU internet. In addition, they assist students with planning and maintaining their program of study. Phone: 602-639-7500 or 800-800-9776

### OFFICE OF ACADEMIC RECORDS

**Responsibility:** Track student progress to degree completion, evaluate transcripts, and admit students to the University. Information on completion and graduation rates may also be obtained from this office.

Phone: 602-639-7500 or 800-800-9776

Email: [academicrecords@gcu.edu](mailto:academicrecords@gcu.edu)

### PUBLIC SAFETY DEPARTMENT

**Responsibility:** To ensure safety on the campus of GCU. To obtain school security policies and crime statistics you may go to the Consumer Information section of our web site at <https://www.gcu.edu/academics/academic-policies.php> or contact Public Safety.

### STREET ADDRESS

Grand Canyon University  
3300 W. Camelback Road  
Phoenix, AZ 85017-3030  
602-639-8100 or 800-800-9776

## OTHER INFORMATION

Information on the following may be located on the Academic Catalog and Policies at: <https://www.gcu.edu/academics/academic-policies.php>

- Academic programs
- Evaluation for transfer of credit
- Admission policies and application procedures (including vaccination policies)
- University technology requirements, including copyright infringement policies and sanctions
- Drug free campus and workplace policy
- Names of associations, agencies, and/or governmental bodies that accredit, approve, or license GCU and its programs. Additional informational such as reports required by the accreditor may be available online for review.

To receive a copy for review of the school's accreditation, licensure or approval, please send a detailed request to:

### Office of Academic Compliance

Grand Canyon University  
3300 W. Camelback Road  
Phoenix, AZ 85017-3030  
[academicrecords@gcu.edu](mailto:academicrecords@gcu.edu)