



Grand Canyon University  
Supplemental University Policy Handbook:  
COVID-Affected Terms  
2020-2021

# Supplemental University Policy Handbook

## Version Record

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After carefully monitoring the spread of the coronavirus disease (COVID-19) and the recent developments that are impacting the entire country, Grand Canyon University has been working diligently to ensure we are protecting the health and well-being of our campus community. In order to keep the health and safety of our students at the forefront, new temporary policies, including short-term modifications to current University policies, have been implemented in response to the rapidly-changing pandemic. The University reserves the right to rescind the items outlined in the Supplemental University Policy Handbook at any time. All other policies outlined in the University Policy Handbook remain in full force and effect.

The following is a record of the inclusions made pursuant to these temporary provisions:

Version	Updated	Changes Made
1	6/24/2020	• Initial Publication of Supplemental University Policy Handbook: COVID-Affected Terms
2	7/31/2020	• Updated University Calendar for Fall 2020

## Right to Change Requirements

The University reserves the right to supplement, amend, modify and update the University Policy Handbook in order 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 for any reason including but not limited to university decisions, acts of nature, or pandemics. The current version of the Grand Canyon University Policy Handbook, along with any supplements, is posted and available to students at all times on the GCU website at <https://www.gcu.edu/academics/academic-policies.php> and students can also request an electronic copy from the Office of Academic Records at 1-800-800-9776 or by email at [academicrecords@gu.edu](mailto:academicrecords@gu.edu). The Grand Canyon University Policy Handbook, together with any supplements, 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.

The following Supplemental University Policy Handbook is hereby incorporated into, and is made a part of, the University Policy Handbook.

- Grand Canyon University Supplemental University Policy Handbook: COVID-Affected Terms 2020-2021

## Statement of Non-Discrimination:

Grand Canyon University does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, sexual orientation, gender identity or any legally protected status. Title IX regulations require non-discrimination on the basis of sex or gender, which includes unlawful discrimination based on pregnancy and/or disability discrimination based upon complications related to pregnancy. As a religious institution, Grand Canyon University expressly reserves its rights, its understandings of, and its commitments to Christian principles, and reserves the legal right to hire and employ individuals who support the values of the University.

Inquiries concerning the application of Title IX discrimination or the application of Title IX harassment policies may be submitted to the Title IX coordinator and/or to the Office of Civil Rights for the United States Department of Education:

Title IX Coordinator  
Shanna Milonas  
Assistant Vice President, Academic Affairs  
3300 W Camelback Rd  
Phoenix, AZ 85017  
(602) 639-6389

[TitleIX@gcu.edu](mailto:TitleIX@gcu.edu)

U.S. Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson, Department of Education Building  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: 800-421-3481  
FAX: 202-453-6012; TDD: 800-877-8339

[OCR@ed.gov](mailto:OCR@ed.gov)

Effective 5/4/2020



# Letter from the President

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June 24, 2020

Dear GCU Students,

These are unprecedented times. Most people have never lived through a pandemic, and it is causing the world to change how humans transact and navigate a new reality.

But we know that life must still go on. How we do that will require participation and responsible action on everyone's part. For traditional students, we heard from you and your parents that you wanted to return to campus. And we have invested a lot into the campus infrastructure to keep everyone as healthy and safe as we can. But we also genuinely need your help and leadership.

Students will have to participate in keeping our community safe. You can show this care to the faculty and staff of the University – many of whom are in a higher-risk COVID category – as well as one another by being diligent with physical distancing. Classrooms are configured at specific capacities that adhere to physical distancing requirements and faculty will be in designated spaces. Please show faculty your support by respecting those parameters. Also, please go only to your designated class times, as we cannot go above the capacities set per room, which will be posted in each area.

We know that the number one reason students attend GCU outside of academics is the community atmosphere that exists on campus. We recognize that, depending on the COVID conditions at the time, campus events may need to be modified in order to meet CDC and Arizona health guidelines. Our student leaders, faculty and staff are working hard to work within those parameters to ensure that these events are as close to the original as possible. In other words, while they may need to be different, they will still have a distinct GCU feel.

That is a reflection of the Christian spirit that pervades this university. I am confident that everyone will demonstrate the grace and compassion for one another that will allow our campus community to thrive this semester, just as faith is refined when difficulties arise.

Thank you. I look forward to seeing you all back on campus!



Brian Mueller, MEd  
President  
Grand Canyon University

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# Fall 2020 University Calendar

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## Instruction/Grade Calendars (15-Week Classes)

### All Programs

<b>Labor Day</b>	September 7, 2020
<b>Instruction begins Blended LMS</b>	September 8, 2020
<b>Move In</b>	September 21, 2020 (Starts/Varies based on sign-up time)
<b>Instruction Begins Blended On Campus</b>	September 28, 2020
<b>Final Drop Date</b>	November 22, 2020
<b>Face-to-Face Instruction Ends</b>	December 18, 2020
<b>Thanksgiving Break</b>	November 26-27, 2020
<b>Move out Date for Fall</b>	December 19, 2020: 3:00 PM
<b>End of Term</b>	December 20, 2020
<b>Final Course Grades Due</b>	December 27, 2020
<b>Christmas Eve/Day</b>	Dec. 24 – 25, 2020
<b>Christmas Break</b>	December 21, 2020 – Jan. 3, 2021

### Prelicensure Nursing Only

<b>Move In</b>	
<b>Instruction begins</b>	Aug. 24, 2020
<b>Labor Day</b>	Sept. 7, 2020
<b>Veteran's Day</b>	Nov. 11, 2020
<b>Final Drop Date</b>	Nov. 15, 2020
<b>Face-to-Face Instruction Ends</b>	Nov. 20, 2020*
<b>Thanksgiving</b>	Nov. 26, 2020
<b>Thanksgiving Break</b>	Nov. 23 – 29, 2020
<b>Move out Date for Fall</b>	December 21, 2020: 3:00 PM
<b>End of Term</b>	Dec.13, 2020
<b>Final Course Grades Due</b>	Dec. 20, 2020
<b>Christmas Eve/Day</b>	Dec. 24 – 25, 2020
<b>Christmas Break</b>	Dec. 14, 2020 – Jan. 3, 2021

# University Policies and Guidelines for COVID Related Terms

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Grand Canyon University (GCU) is closely monitoring and responding to the coronavirus (COVID-19) outbreak and following the guidance and recommendations from the Centers for Disease Control and Prevention (CDC), the State of Arizona, the City of Phoenix, and the Maricopa County Department of Public Health. GCU has enacted specific health and safety policies and measures to mitigate the risk to those students, faculty, and staff returning to campus for the 2020-2021 academic year. These policies and measures may change at any time at GCU's or the direction of the above agencies, and Students will be notified of any such changes by GCU via email and will be responsible for adhering to such rules as if incorporated herein.

Students acknowledge their understanding and agree to follow this policy. before returning to campus.

## *Traditional Students Choosing to Return to Campus*

### **Acknowledgment of Understanding**

- Students understand the risks associated with on-campus residence, activity, and instruction, including awareness of the current COVID-19 virus pandemic and the symptoms associated with the virus, which can vary, but may include, fever, coughing, shortness of breath, loss of smell or taste, and/or gastrointestinal issues, as well as the risks of transmission. Students understand that COVID-19 is a highly contagious virus and it is possible to contract it, even if students follow all the safety precautions recommended by the CDC, local health department, and GCU
- Students with any underlying medical conditions, medical history, take any medication, or have any illness or ailment whatsoever (including but not limited to, asthma, any heart, lung or kidney condition, diabetes, any auto-immune disease or history of cancer or other illness).may be more vulnerable if exposed to COVID-19 and/or place the student at a higher risk for severe illness or death.
- Students in a vulnerable population or determined by GCU to be in a high-risk student category may be required to undergo more extensive monitoring or testing, either by a primary care physician or by GCU's Student Health Clinic, and/or abide by appropriate restrictions to reduce the risk of becoming infected or spreading the COVID-19 virus.
- Students must follow guidelines in place to reduce the risk of becoming infected or spreading the COVID-19 virus, as set forth by the CDC (which can be found at <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>), state and local government, and GCU policies in place for slowing the spread of COVID-19 (i.e., physical distancing, face coverings, gatherings, etc.).
- Students understand that campus may be affected due to the COVID-19 outbreak and circumstances, including but not limited to the illness, exposure, or quarantining of GCU faculty or staff, necessary facilities maintenance, or other COVID-19-related protocols. These changes may include alteration of students' class schedule, transition in learning modality from in-person to online, inability to access classroom resources, or closure of the campus.
- Students understand that CDC, state and local rules, and/or GCU policies might force the closing of certain campus amenities such as recreation centers, swimming pools, arena and food venues, or closure of the campus.

### **COVID-19 Exposure or Illness**

- Students must immediately report any COVID-19 symptoms, including but not limited to: fever above 100.4°, cough, or shortness of breath, to the GCU Canyon Health and Wellness Clinic at 602-639-6215 or email them at [healthcenter@gcu.edu](mailto:healthcenter@gcu.edu). If the Clinic is closed, call the COVID hotline at 844-391-1949.
- Students must immediately notify the GCU Canyon Health and Wellness Clinic if they become aware that they have been in contact with an individual known to have COVID-19 or otherwise been exposed to COVID-19.
- If a student travels to or has traveled to an area designated by CDC as having community spread of COVID-19 (either international or domestic), they must adhere to all then-applicable federal, state and local government and/or the GCU's rules for health requirements and/or self-quarantine for the stated duration required upon my return.
- If a student is exposed to the virus, they must abide by current COVID-19 rules, which may require that they quarantine for up to 14 days and/or agree to testing as determined by the Clinic, even if symptom free.
- Resident Students who experience symptoms of COVID-19 during the semester, or test positive, may be placed in isolation on-campus or required to isolate off-campus for the recommended period until recovery, which may be several weeks. ***Isolation is a period of time when you may be the most contagious and will not be allowed to have any in-person visitors or contact with anyone except a healthcare provider.*** During the isolation period, students will be confined to a designated room (which may be separate from my assigned on-campus housing), unless my condition worsens and requires transportation to a medical facility.
- If students are required to quarantine or isolate, or recover from the virus, it may affect my ability to complete the necessary coursework. Although reasonable accommodations may be requested through Student Disability Services and reviewed on an individual basis, if accommodations cannot be made, there is a risk that students will be unable to complete the coursework, including grades and tuition fees and costs, as set forth herein.

- Students required to quarantine may seek reasonable accommodations through Student Disability Services. If accommodations cannot be made, students risk an inability to complete coursework and will be subject to grades and tuition fees and costs.
- If the University is required to cease face-to-face classes at any point in the term, students will complete their courses in the learning management system. Letter grades will be earned and no refunds outside the Supplemental Refund schedule will be given.

Students returning to campus who fail to follow GCU health and safety direction will be subject to disciplinary action, up to and including referral to Code of Conduct for suspension or expulsion from the University and/or termination of Housing privileges.

*Traditional Students Not Returning to Campus*

Traditional students may continue their GCU education online, provided their program of study and classes allow remote learning.



# Admission Policies and Application Procedures

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The following section outlines policy adjustments regarding admission requirements and application procedures to the University for any term deemed affected by COVID-19. Policies may change at any time based on requirements by governments, accreditors, and the University.

## Baccalaureate Admission Requirements

The following policies apply to baccalaureate admission.

### Acceptance

#### Admissions GPA- Traditional Campus

Students who were unable to take or retake the SAT/ACT test due to COVID-19 closures will be granted admission to GCU with a 2.8 un-weighted High School GPA or higher. Scholarships, if eligible will be awarded according to the 2020/2021 scholarship requirements.

## Baccalaureate Degree and Undergraduate Certificate Programmatic Admission Requirements

The following policies apply to specific baccalaureate program admission.

### College of Nursing and Health Care Professions

#### Bachelor of Science in Nursing (RN to BSN)

Due to the emerging national crisis related to COVID-19, ADN students still enrolled in their community college program, are eligible to enroll in the RN-BSN program and complete the following courses, provided they are in the following blocks:

Block 1: NRS 430V, NRS 440VN

Block 2: NRS 429VN, NRS 434VN, PHI 413V

Final Block: NRS 451V, NRS 410V

ADN students who are in graduated status (as demonstrated through an official transcript) but unable to complete their NCLEX testing, can be enrolled and complete any course except those designated as clinical. Only Associate Degree Graduates with an RN License may enroll in clinical course including NRS-428VN and NRS-493.

Students must submit transcripts and license in order to be matriculated.

## Master's degree and Graduate Certificate Programmatic Admission Requirements

### College of Education

#### Teacher Verification Form and Teaching Certificate Deferral

If a student is applying for a degree program that requires one of the following documents:

- Teacher Verification Form
- Teaching Certificate

but is unable to supply the appropriate documentation at the time of application, the student needs to complete the Acknowledgment document in order to begin their Program of Study. This is not a waiver of the requirement, it is only an exception to allow the student to begin their coursework. Students will not be fully accepted or matriculated into their Program of Study until the proper documentation is received and approved by the university so students should obtain the required documentation as soon as possible. Students must adhere to all other University policies in order to be accepted and matriculated.

### College of Humanities and Social Sciences

#### Master of Science in Clinical Mental Health Counseling (Expiration Date: June 29, 2020)

Candidates seeking admission to the following programs:

- Master of Science in Clinical Mental Health Counseling (all emphases)
- Master of Education in School Counseling (IL),

and who cannot provide two letters of recommendation as part of the admission process will need to complete the Acknowledgment document in order to begin their Program of Study, as well as a statement outlining the rationale for not being able to supply the letter(s) of recommendation. Candidates must provide the letters of recommendation by the end of the first course in their respective program. Once the letters are submitted and approved by the admission committee, the student will be allowed to continue with their coursework. In line with the current approval process, students are permitted up to two attempts for the letter of recommendation submission. If a candidate's letters are not approved after the second attempt, the candidate will not be allowed to continue in the program.

# General Academic Regulations

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The following section outlines policy adjustments regarding general academic regulations any term deemed affected by COVID-19. Policies may change at any time based on requirements by governments, accreditors, and the University.

## Registration Policy

## Class Presence

### Traditional Campus Classrooms

### Online Classrooms

### Cohort Classrooms (Campus and Satellite Locations)

### Residency Classrooms (Campus and Satellite Locations)

#### College of Theology:

##### *MDiv Residency Credit Hour Requirements*

If MDiv students have residencies canceled due to the COVID-19 pandemic, then the College of Theology will extend the time required for them to complete residency requirements in order to avoid impeding academic progress in non-residency coursework. Students will be granted this extension based on an appeal. All such extensions are temporary. Students will be required to adhere to credit hour guidelines associated with residency requirements once precautions associated with COVID-19 and related to in-person instruction have been lifted.

### Absence Verification Policy (Traditional Campus Only)

Information on absence verification and quarantine protocols will be forthcoming.

## Class Participation

Information on traditional campus student class participation will be forthcoming.

### Student Participation in Face-to-Face (F2F) and Blended Classes

Students should first always review the faculty announcements in LoudCloud to get the most up-to-date information regarding each class.

Students are expected to participate in their F2F sessions (one day per week) and the blended learning session during the same week, as well as complete blended and regular class assignments per instructions and rubrics located in LoudCloud. Students absent from F2F or blended learning sessions will not receive participation points and may not make up participation points unless the absence is excused. Blended learning assignments may be made up at the discretion of the instructor.

#### • Face-to-Face Classroom:

- Health and Safety: Students must ensure they follow the directive of their faculty and the University as it pertains to health and safety measures to keep fellow students, faculty, and staff safe.
  - Faculty will provide an interactive learning process by ensuring students maintain the required physical distancing. Students must attend face-to-face courses per the class schedule as it appears in the individual Student

Portal. This is to adhere to the maximum number of students permitted in the classroom during each class session for safe physical distancing.

- Students will be required to wear masks in all academic buildings and classrooms. If a student does not adhere to this policy, they will be submitted to Code of Conduct for sanctioning, up to and including suspension for the semester
- Students must refrain from attempting to access faculty one-on-one in the face-to-face classroom to keep the faculty safe. As always, faculty will assist students one-on-one; however, during COVID affected terms students are instructed to schedule time during a faculty's virtual office hours via video conference, phone call, or other synchronous communication methods (office hours will be posted in LoudCloud).
- Students are expected to use provided hand sanitizer prior to entering the classroom.
- Students are expected to clean and sanitize a table, chair, and any other classroom materials used before and after each class session.
- If a faculty becomes ill, the faculty may teach remotely. If the faculty is unable to teach remotely, a substitute will be assigned to teach either face-to-face or remotely.
- Students suffering from illness should contact the Health Center immediately, who, upon examination, may refer the student to Student Disability Services.
- LoudCloud Classroom (and Related Technology):
  - Schedule: Faculty will create blended learning sessions that provide applicable, deeper learning experiences and assignments relative to weekly course content (based on best practices for blended learning). Students must attend each blended class time per the class schedule as it appears in the Student Portal. Students should continue to utilize the assigned class instructor, Instructional Assistant (IA), or Blended Learning Assistant (BLA) as a resource for learning course content and assignment questions.
  - Technology: Students are expected to have access to technology necessary for instruction and to complete assignments, such as a computer with Microsoft Office Suite, Webcam, microphone, and internet access. See "University Technology Requirements" in the University Policy Handbook for specific technology requirements. Students should consult tutorials, their professor, the Blended Learning Assistant (BLA) or Instructional Assistant (IA) and the student Help Desk for technology questions. Technology issues not related to personal computers should be directed to GCU Help Desk and a ticket number should be forwarded to faculty via the Individual Forum in LoudCloud.
  - Video Conferencing Etiquette: Students are expected to follow proper video conferencing etiquette during virtual office hours, appointments, etc. To ensure a conducive learning environment for all students, and to be consistent with the expectations students would normally adhere to in the classroom, the following are required in a video conference:
    - Start synchronous classroom on mute.
    - Live video picture, not static photo.
    - Maintain GCU dress code and decorum.

- Post first name/last initial in group chat upon entering remote classroom.
- Consider the use of private, appropriate background location for learning free of distractions and other individuals in proximity of remote instruction.

Students must meet all requirements of the course including face-to-face participation, blended learning participation, completion of assignments, discussion questions, per the faculty and syllabi in order to receive a letter grade.

## Baccalaureate Programmatic Progression Requirements

### Teacher and Administrator Preparation Programs (All Colleges)

#### Fingerprint Clearance

If a student is applying for a degree program that requires Fingerprint Clearance but is unable to supply proof of Fingerprint Clearance at the time of application, then the student needs to complete the Fingerprint Clearance Exception Form in order to begin their Program of Study. This is not a waiver of the requirement, it is only an exception to allow the student to begin their coursework.

Students will be permitted to take a maximum number of courses without supplying the documentation as outlined below:

- Undergraduate Students can take up to 2 non-practicum education core courses at the undergraduate level
- Graduate Students can take up to 3 non-practicum classes at graduate level

### College of Nursing and Health Care Professions

#### Pre-Licensure BSN: Required General Education and Prerequisite Coursework

Traditional students in the Bachelor of Science in Nursing Pre-Licensure degree program are typically not permitted to take prerequisite coursework through an online format. However, due to COVID-19, students will be allowed an exception to take prerequisite coursework through an online format. The required general education and prerequisite coursework for the Bachelor of Science in Nursing Pre-Licensure program includes the following courses:

- UNV-103: University Success
- CWV-101: Christian Worldview
- MAT-144: College Mathematics
- ENG-105: English Composition I
- ENG-106: English Composition II
- PSY-357: Lifespan Development
- SOC-102: Principles of Sociology
- PSY-102: General Psychology
- NSG-310: Introduction to Professional Nursing
- BIO-201/L: Human Anatomy & Physiology I Lecture & Lab
- MAT-274: Probability & Statistics
- BIO-202/L Human Anatomy & Physiology II Lecture & Lab
- BIO-205/L: Microbiology
- BIO-319: Applied Nutrition
- BIO-322: Applied Pathophysiology

- CHM-101/L: Introduction to General, Organic, and Biochemistry Lecture & Lab

This exception allows students to complete the above courses via an online format through Grand Canyon University. This exception does not permit students to transfer the coursework from another institution into the GCU Prelicensure program.

#### Pre-licensure Test Proctoring

Pre-licensure program is currently implementing Proctor U for testing purposes during the temporary campus closure. The College of Nursing and Health Care Professions is utilizing existing policy in the graduate programs to implement this temporary change.

Proctored Examinations will be scheduled and administered in an environment that is conducive to success and minimizes the opportunity for academic dishonesty.

If a student Fails to register with ProctorU and the assigned exam is accessed without live proctoring, this will result in failure of the course.

1. Once registration of the exams has been submitted from the faculty, students will be responsible for scheduling the day and time of the assigned exam with the proctoring agency. The designated testing window will follow the assigned timeframe listed in the course syllabus.
2. The proctoring agency needs greater than 72 hours to reschedule an exam to prevent an additional fee. If a student needs to reschedule within 72 hours, charges will apply to the student; rescheduled exams outside of 72 hours may not involve additional charges to the student. Exams must be scheduled within the assigned calendar week of the course.
3. Students who must reschedule their exam must notify the instructor no less than 4 hours prior to the start of their scheduled exam time to be considered excused and allow for exam reassignment. The reassignment date and time must still be scheduled within the calendar week of the course.
4. Rescheduling is limited to no more than 2 times per exam.
5. The technology required will include downloading ProctorU Auto and ProctorU Live+ software. A Web Cam and speakers will need to be purchased if not included with computer. The software will require a browser extension that the student must install from the Chrome Web Store or the Firefox Add-ons site. ProctorU also requires the student to run (not install) a Log Me in Rescue applet prior to each session. Specific directions will be available in the course syllabus.
6. Authentication will be verified by government issued photo ID and a Knowledge Base Verification (KBV) quiz. If student cannot answer the questions or a KBV quiz cannot be generated, a second form of photo ID will be required.
7. The student needs to plan to take the exam in a quiet, private setting. The door to the testing room must always remain closed while testing is in process to ensure academic integrity.
8. If accommodations are needed, please contact GCU's Student Disability Services office or follow steps for accommodations outlined in the University Policy Handbook.
9. The only device permitted in the testing area/room is the computer. Items not permitted include:
  - a. Pencils, pens
  - b. Paper
  - c. Bluetooth enabled devices
  - d. Phones
  - e. Watches

- f. Backpacks
  - g. Purses
  - h. Hats with the exception of head adornments of a medical or religious nature are permitted
  - i. Jackets/Sweaters/Hooded Sweatshirts
  - j. Snacks
  - k. Water
10. Students will be asked to pan their camera and show the entire workspace and surroundings to the proctor. Students will be required to close any other software prior to proceeding with the exam. Pockets must be turned out and demonstrated that they are empty.
  11. Once authentication and securing of the environment have been completed, students will log into the LMS. The proctor will verify the account and the correct exam.
  12. Students must always keep their eyes on the exam.
  13. We encourage students to go to the restroom before the scheduled test to help ensure test security.
  14. Students may not leave the room once the exam has begun. If the student must leave, the exam will end, and student will receive grade earned. Video of exam will be sent to the college for review to determine best course of action. If able to reschedule the exam, the student will only be allowed the remaining time of what was originally scheduled.
  15. If IT issues occur and are unable to be resolved by the proctoring agency or GCU Tech Support during the designated test time, a working ticket needs to be obtained and submitted to the classroom. Faculty can then work with the student in reassigning the exam.
    1. If student is unable to access the LMS student will need to contact GCU Tech Support at 602-639-7200.
    2. If student is unable to access ProctorU they will need to login to their ProctorU account and select Chat Now.
    3. If student has a technical issue during exam, student is to work with the Proctor via the Chat Now button.
  16. Once the exam is complete, the student will notify the proctor that the exam has been completed. The student can then log out.
  17. Students who are observed violating any of the above criteria may be asked to stop the exam, given no credit for the exam, and will be reported to the course faculty. The college will review provided video from ProctorU to determine if a violation has occurred and will determine course of action, which may include referral to the Code of Conduct.

## **Bachelor of Arts in Worship Arts**

The studio will remain open and available to students even in a socially-distanced environment. Group sizes, however, are limited and the Songwriters' Lounge will be closed. Most projects will move forward by appointment. Students who choose to study from a distance cannot access the studio (e.g. a student who continues in Trad Remote while living in Colorado) will not have access by choice. A student on campus or in the local area will have access but social distancing measures will apply.

## **Master Programmatic Progression Requirements**

### **College of Education**

#### **All College of Education Graduate Programs**

#### **COE Graduate Certificates**

#### **Fingerprint Clearance**

If a student is applying for a degree program that requires Fingerprint Clearance but is unable to supply proof of Fingerprint Clearance at the time of application, then the student needs to complete the Fingerprint Clearance Exception Form in order to begin their Program of Study. This is not a waiver of the requirement, it is only an exception to allow the student to begin their coursework.

Students will be permitted to take a maximum number of courses without supplying the documentation as outlined below:

- Undergraduate Students can take up to 2 non-practicum classes at UG level
- Graduate Students can take up to 3 non-practicum classes at GR level

## **Doctoral Programmatic Progression Requirements**

### **College of Doctoral Studies**

#### *Residency Attendance Policy*

#### Timing of Residency Requirement

If learners have residencies canceled due to the coronavirus outbreak, then the College of Doctoral Studies will extend the time required for them to complete the residency or must stop online classes by 6 credits or two courses, whichever is greater.

# Financial Services

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The following section outlines policy adjustments regarding financial policies and services any term deemed affected by COVID-19. Policies may change at any time based on requirements by governments, accreditors, and the University. We strongly urge students to confirm all such information with the student's Student Services Counselor before making financial decisions or commitments.

## Premiums

Students that attend College of Theology and College of Fine Arts and Production attending classes on campus and/or those living on campus will pay the per semester premium depending on their program of study. Students who are taking a semester or academic year online will have the premium waived during COVID-Affected terms.

## Refunds

### Deferring Semesters

For all students (i.e. online or traditional ground campus), all published refund tuition policies apply. For traditional ground students deferring to Spring 2021 (continuing and new), any payments made for Fall 2020 will be rolled over to Spring 2021 or refunded upon request.

### Room, Dining Dollars and Other Fees Refund

If a student chooses to leave campus while the campus remains open, published refund policies for all fees will apply.

If face-to-face courses cease but the campus stays open for residents only and we encourage students to leave, then the following refunds and/or credits will apply.

- a. A 50% pro rata credit on account for room charges will be calculated based on percentage of semester remaining. This credit will be applied to any outstanding balances on the student's account and any excess will be refunded.
- b. Dining Dollars roll to next semester based on the amount paid (rolled over credit does not include any discount received as part of the plan purchased). Refunds of Dining Dollars will be provided for students that graduate and will therefore not be returning to campus the following semester.
- c. Parking fees, health fees, activity fees and other similar fees will not be credited or refunded.

### Room, Dining Dollars and Other Fees Refund

If a student chooses to leave campus while the campus remains open, published refund policies for all fees will apply.

If the campus stays open and we encourage students to leave or we shut down campus completely, then the following refunds and/or credits will apply.

- a. A 50% pro rata credit on account for room charges will be calculated based on percentage of semester remaining. This credit will be applied to any outstanding balances on the student's account and any excess will be refunded.
- b. Dining Dollars roll to next semester based on the amount paid (rolled over credit does not include any discount received as part of the plan purchased). Refunds of Dining Dollars will be provided for students that graduate and will therefore not be returning to campus the following semester.

- c. Parking fees, health fees, activity fees and other similar fees will not be credited or refunded.
- d. If a student chooses to leave campus while the campus remains open, published refund policies for all fees will apply.

If the campus stays open and we encourage students to leave or we shut down campus completely, then the following refunds and/or credits will apply.

- a. A 50% pro rata credit on account for room charges will be calculated based on percentage of semester remaining. This credit will be applied to any outstanding balances on the student's account and any excess will be refunded.
- b. Dining Dollars roll to next semester based on the amount paid (rolled over credit does not include any discount received as part of the plan purchased). Refunds of Dining Dollars will be provided for students that graduate and will therefore not be returning to campus the following semester.
- c. Parking fees, health fees, activity fees and other similar fees will not be credited or refunded.

## Institutional Aid (GCU Scholarships and GCU Grants)

### *Traditional Campus Students Scholarship Awards*

If students choose to attend and live off-campus in the Fall 2020 semester, the scholarship off-campus rates will apply for both new and continuing students. For continuing students that choose to defer enrollment until Spring 2021 (i.e. not attend Fall 2020 under any modality), their scholarship will roll over to Spring 2021. New students that choose to defer their start to Spring 2021 semester will receive their direct scholarship rate if they sign a Letter of Intent to start Spring 2021 and do not transfer in any credits from another institution for Fall 2020. If they don't sign the Letter of Intent and/or transfer in outside credits, the indirect scholarship rates will apply.

## Federal Financial Aid

### Verification

#### V4 and V5 Financial Aid Verification

Students can start courses without V4 V5 clearance. However, students who do not have the verification documents submitted and approved will not receive financial aid disbursements and creating a balance on the student's record. The limit is two classes until the student must suspend classes without documentation.

# International Student Medical Insurance

If an F1 student will be taking all their coursework via an online format and will not be physically present on campus in any

capacity, they will qualify for an exception to the F1 Insurance requirement. If a student is participating in any on campus functions in person or resides on campus for any portion of the semester, they will not qualify for this exception.

# Graduation Requirements

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The University understands that Graduation and Commencement are an important achievement for our students. While the University considers one of its most important events to be graduation, in COVID-Affected terms, we are unable to offer the ceremonies our graduates have become accustomed to. Therefore, the following changes are being made, during the COVID-19 pandemic.

## **Eligibility to Participate in Commencement**

Eligibility to participate in commencement remains the same. The change the University is making is students participating in the virtual ceremonies during COVID-Affected terms will also be allowed to participate in a physical commencement once those ceremonies resume based on guidance from federal, state, and local authorities,

## **Attendance at Commencement**

For the GCU Commencement ceremonies scheduled in October 2020, students and family members will travel far and many even

internationally to participate. GCU has decided to hold a virtual Commencement celebration, instead of an in-person ceremony, on Oct. 17 at 10 am MST. Details about the virtual ceremony will be forthcoming via email invitation and/or listed on our GCU Commencement homepage at [gcu.edu/commencement](http://gcu.edu/commencement).

For students who still wish to participate in an in-person ceremony and on-campus celebration, we will have more details soon about those opportunities in the Spring of 2021.

# Academic Services and Resources

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The following details any adaptations or additions of Academic Services and Resources for students during COVID-Affected terms.

## Mental Health Resources

In uncertain times, anxiety and stress can be felt by all of us, our students, and our families. Please use the following resources as you feel necessary.

- Centers for Disease Control and Prevention information on Stress and Coping at <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>
- Substance Abuse and Mental Health Services Administration information on Public Health Emergency Response, Social Distancing, Quarantine, and other resources. Hotline: 1-800-662-4357
- American Psychological Association Help Center information on Coping, National Alliance on Mental Health <https://www.apa.org/helpcenter/>
- National Alliance on Mental Illness Updates, Helpline, & Tips at <https://www.nami.org/>

## Career Connections

The Career Connections application is available to traditional undergrad students through their student portal. It helps students manage their academic and career progress, including: setting academic goals, following the Purpose Plan, building their career portfolio, applying for career opportunities and/or internships via the online job board, improving interviewing skills, registering for events or workshops.

## Academic Resource Appointments

Academic & Career Excellence Centers (ACE), the Writing Center, the Math Center, the English Language Learners (ELL) Center, Science Center, and Theology Commons are available for traditional ground students and provide academic support and career assistance appointments through an RSVP process in Career Connections. Face-to-Face appointments may be available as deemed necessary.



# Campus Policies & Other Information

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## Student Acknowledgement and Release

Grand Canyon University (GCU) is closely monitoring and responding to the coronavirus (COVID-19) outbreak and following the guidance and recommendations from the Centers for Disease Control and Prevention (CDC), the State of Arizona, the City of Phoenix, and the Maricopa County Department of Public Health. GCU enacted specific health and safety policies and measures to mitigate the risk to those students, faculty, and staff returning to campus for the 2020-2021 academic year, and those policies and measures may change at any time at GCU's or the direction of the above agencies.

Students acknowledge their understanding by signing the 2020-2021 Campus Policy (COVID-19) Student Acknowledgement and Release before returning to campus.

## Campus Hours

Residents are only permitted to have guests in their room who are fellow GCU residential students with an active housing reservation. The only exception would be a family member or friend who is actively assisting in unloading or loading a vehicle as part of the move-in/move-out process. No overnight guests are permitted. Failure to abide by this policy will result in possible university level sanctions

## Housing and Residence Life Policies

### Sports, Club Sports, and High-Risk Activities

GCU has determined that based on the physical and congregate nature of certain activities, those activities are deemed "High-Risk" for purposes of possible COVID-19 exposure and transmission. The following activities have been identified as High-Risk activities: **Athletics, Club Sports, Cheer, Dance, and COFAP Performing Ensembles (which includes theatre, choir, and all bands)**. Students who wish to participate in these activities must be aware of and acknowledge the risks of participation in the activities and must agree to the terms outlined in the 2020-2021 Student Activity Policy COVID-19 Supplemental Acknowledgement and Release.

#### *Traditional Students Returning to Campus*

- Students accept the implied risks, known or unknown, associated with residence, activity, and instruction based on their personal decision to return to on-campus.
- Students with any underlying medical conditions, medical history, take any medication, or have any illness or ailment whatsoever may be more vulnerable if exposed to COVID-19 and/or place me at a higher risk for severe illness or death (including but not limited to, asthma, any heart, lung or kidney condition, diabetes, any auto-immune disease or history of cancer or other illness).
- Students determined by GCU to be high risk or part of a vulnerable population may be required to undergo more extensive monitoring or testing, either by a primary care physician or by GCU's Student Health Clinic or abide by appropriate restrictions to reduce the risk of becoming infected or spreading the COVID-19 virus.
- Students must follow guidelines determined by the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>), state, local government, and GCU rules regarding physical distancing. This includes but is not limited to:
  - Quarantining for the stated duration, and in GCU designated spaces, required either from traveling to an area designated by CDC as having community spread or from exposure to an individual known to have COVID-19 or otherwise having been exposed to COVID-19 at GCU's discretion.
  - Reporting to the GCU Student Health Clinical contact:
    - COVID-19 symptoms, including but not limited to any significant change in your baseline of pre-existing condition such as a fever above 100.4°, cough, loss of smell, gastrointestinal issues, or shortness of breath, to the Health Center COVID-19 hotline at 602-639-7300.
    - Exposure to an individual known to have COVID-19 or having otherwise been exposed to COVID-19.
- Students required to quarantine may seek reasonable accommodations through Student Disability Services. If accommodations cannot be made, students risk an inability to complete coursework and will be subject to grades and tuition fees and costs.
- If the University is required to cease face-to-face classes at any point in the term, students will complete their courses in the learning management system. Letter grades will be earned and no refunds outside the Supplemental Refund schedule will be given.

Students returning to campus who fail to follow GCU health and safety direction will be subject to disciplinary action, up to and including referral to Code of Conduct for suspension or expulsion from the University and/or termination of Housing privileges.

#### *Traditional Students Not Returning to Campus*

Traditional students may continue their GCU education online, provided their program of study and classes allow remote learning.

# Community Standards for Ground Campus

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The University has adopted guidelines to minimize health and safety risks during the COVID pandemic. The following guidelines were developed in alignment with recommendations from the Centers for Disease Control and Prevention, and the State of Arizona.

1. It is recommended that residents and staff keep appropriate physical distancing (6 feet between individuals) in the living area community spaces (e.g. pools, study rooms, laundry rooms, lobbies, hallways, stairways).
2. Residents are expected to practice good hygiene habits such as regularly washing hands, not touching their face, coughing into their elbow, etc.
3. Residents are expected to clean community spaces after use (e.g. study rooms, laundry rooms, lobbies). They should sanitize with provided supplies.
4. Residents are expected to follow all GCU guidelines and policies including any posted rules and guidelines in the living areas.



# Absence Verification Form

By completing this form, I understand that the University will verify the documentation provided for accuracy and give permission to them to verify this information with my provider as needed.

**Failure to complete this form accurately and provide all required information may result in a delay or negation of the verification process.**

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Instructor/Course/Section (required):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Absence:

\_\_\_\_\_

Dates Asking to be Excused:

\_\_\_\_\_  
\_\_\_\_\_

Please note that providing false, forged, altered or invented information to the University is a violation of the Code of Conduct and will be sent to Code of Conduct for review.

***\*\*Form continues on back with acknowledgement of policy\*\****



## Absence Verification Policy (Traditional Campus)

When students see a provider for illness, students must submit documentation to the Student Disability Services Office for verification, as a service to faculty. Provider documentation will be verified from the day seen, going forward, and may not be considered retroactively. Documentation must be submitted within 2 weeks from the first missed class and include date seen, dates excused, the signature of the provider, and list any specific restrictions. Please note that providing false, forged, altered, or invented information to the University is a violation of the Code of Conduct and will be sent to Code of Conduct for review.

Faculty make the determination of whether an absence is considered excused or unexcused based on the verification process. Absences are subject to course specific policies, any missed points, including participation, may or may not be able to be made up and will be reviewed by the faculty member.

If students have a medical need to miss more than 5 days, they may be referred to the Steps to Accommodations process as outlined in the University Policy Handbook for requesting accommodations.

Prescheduled appointments do not qualify under this policy, and students should schedule appointments outside of their class time, as tests, exams, quizzes, etc. cannot be made up.

**\*\*If you are experiencing COVID like symptoms, you are encouraged to stay home per health and safety guidelines. Within the same 24 hours, you are **required** to call the GCU COVID Hotline (602-639-7300) for next steps.**

*By signing below or submitting the information electronically I acknowledge understanding of the above process.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please follow up with your Instructors for any updates on your verification status.

# Student Acknowledgement and Pledge

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## GRAND CANYON UNIVERSITY 2020-2021 Campus Policy (COVID-19) Student Acknowledgement and Pledge

**Last updated June 24, 2020 (subject to change prior to the start of classes)**

Grand Canyon University (GCU) is closely monitoring and responding to the coronavirus (COVID-19) outbreak and following the guidance and recommendations from the Centers for Disease Control and Prevention (CDC), the State of Arizona, the City of Phoenix, and the Maricopa County Department of Public Health. The health and safety of GCU's students, faculty, and staff are of utmost importance, and GCU has enacted specific policies and safety measures to mitigate the risk to those students, faculty, and staff choosing to return to campus for the 2020-2021 academic year.

We understand that the decision to return to on-campus instruction during this time is a personal decision, and GCU is honoring the decisions of individual students about whether that choice is right for them to attend classes on campus or online. If a student chooses not to continue with on-campus instruction, GCU will continue to offer students the opportunity to resume their GCU education online, provided that the chosen program of study and classes allow remote learning.

If choosing to return to campus, GCU wants to ensure that each student understands and acknowledges the risks of on-campus access and instruction, and pledges to do his or her part to keep our campus, students, faculty, staff, and community safe by following the requirements and guidelines in place during this time. Therefore, as a condition of returning to campus, GCU is asking our students to pledge to take responsibility to help stop the spread of COVID-19 .

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I have read and understand the following and freely choose to attend GCU for in-person academic instruction for the 2020-2021 Academic year. I have consulted with my parent or guardian regarding this matter, as appropriate.

I understand and acknowledge the following:

- I am aware of the current COVID-19 virus pandemic and familiar with the symptoms associated with the virus, which can vary, but may include, fever, coughing, shortness of breath, loss of smell or taste, and/or gastrointestinal issues, as well as the risks of transmission.
- I understand COVID-19 is a highly contagious virus and it is possible to contract it, even if I follow all of the safety precautions recommended by the CDC, local health department, and GCU.
- I understand that if I have any underlying medical conditions, medical history, take any medication, or have any illness or ailment whatsoever (including but not limited to, asthma, any heart, lung or kidney condition, diabetes, any auto-immune disease or history of cancer or other illness), this might increase my vulnerability if exposed to COVID-19 and/or place me at a higher risk for severe illness or death.
- I understand that if I am in a vulnerable population or determined by GCU to be in a high-risk student category, I may be required to undergo more extensive monitoring or testing, either by a primary care physician or by GCU's Student Health Clinic, or abide by appropriate restrictions.
- I understand that if I live on-campus and experience symptoms of COVID-19 during the semester, or test positive, I may be placed in isolation on-campus or required to isolate off-campus for the recommended period until recovery, which may be several weeks. ***Isolation is a period of time when you may be the most contagious and will not be allowed to have any in-person visitors or contact with anyone except a healthcare provider.*** During the isolation period, I will be confined to the room that I am placed in (which may be separate from my assigned on-campus housing), unless my condition worsens, and I require transportation to a medical facility.
- I understand that if am required to quarantine or isolate, or recover from the virus, GCU will make every effort to make reasonable accommodations for my coursework in order to allow me to complete my classes. Requests for accommodation will be reviewed on an individual basis by Student Disability Services pursuant to the University Policy Handbook. In order to request reasonable accommodations through Student Disability Services, I understand that I must have initially reported the exposure or illness to the GCU Canyon Health and Wellness Clinic.
- I understand that for some specific classes (i.e., clinicals, labs, field experience), which require in-person participation, accommodations may be difficult to replicate online or make-up, and my coursework may be affected. If an accommodation cannot be made, I understand that I may have to withdraw from the class.
- I understand the day/time options of courses will be more limited during the COVID-Affected terms to accommodate for physical distancing requirements, thus requiring more flexibility from students.

- I understand that GCU policies regarding program, grades, and tuition fees and costs refunds, as set forth in the Supplemental University Policy Handbook: COVID Affected Terms, will apply if no accommodation can be made.
- I understand that the current COVID-19 outbreak is a fluid situation and that CDC, other federal, state, and local rules, and GCU's policies may change at any time. I will be notified of any such changes by GCU via email, and will be responsible for adhering to such rules as incorporated into this Acknowledgement and Pledge.
- I understand that my experience on campus may be affected due to the COVID-19 outbreak and circumstances, including but not limited to the illness, exposure, or quarantining of GCU faculty or staff, necessary facilities maintenance, or other COVID-19-related protocols. These changes may include alteration of my class schedule, transition in learning modality from in-person to online, inability to access classroom resources, or closure of the campus.
- I understand that CDC, state and local rules, and/or GCU policies might force the closing of certain campus amenities such as recreation centers, swimming pools, arena and food venues, or closure of the campus.
- I understand that this acknowledgment is incorporated into the Supplemental University Policy Handbook: COVID Affected Terms and that failure to uphold this pledge could subject me to disciplinary action, up to and including referral to Code of Conduct for suspension or expulsion from the University and/or termination of Housing privileges.

With the above-stated understanding, I pledge to do my part to keep the GCU community safe, as follows:

- To abide by all current guidelines in place to reduce the risk of becoming infected or spreading the COVID-19 virus. I understand these guidelines have been set forth by the CDC (which can be found at <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>), as well as state and local government and GCU policies in place for slowing the spread of COVID-19 (i.e., physical distancing, face coverings, gatherings, etc.).
- To immediately report any COVID-19 symptoms, including but not limited to: fever above 100.4°, cough, or shortness of breath, to the GCU Canyon Health and Wellness Clinic at 602-639-6215 or email them at [healthcenter@gcu.edu](mailto:healthcenter@gcu.edu). If the Clinic is closed, call the COVID hotline at 844-391-1949.
- To immediately notify the GCU Canyon Health and Wellness Clinic if I become aware that I have been in contact with an individual known to have COVID-19 or otherwise been exposed to COVID-19. If this occurs, I agree to abide by current COVID-19 rules, which may require that I quarantine for up to 14 days and/or agree to testing as determined by the Clinic, even if symptom free.
- If I travel to or have traveled to an area designated by CDC as having community spread of COVID-19 (either international or domestic), I will adhere to all then-applicable federal, state and local government and/or the GCU's rules for health requirements and/or self-quarantine for the stated duration required upon my return.
- To take my pledge seriously and do my part to protect the GCU campus and community.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Student ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_

***[IF STUDENT IS UNDER THE AGE OF 18] I, PARENT/GUARDIAN OF STUDENT, SUPPORT HIS/HER DECISION TO RETURN TO CAMPUS AND HONOR THIS PLEDGE.***

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_