

# 2003-04 Student Guide

concern for all human beings and a desire to be responsible stewards of personal and natural resources.

## The Mission of ACU

The mission of Abilene Christian University is to educate students for Christian service and leadership throughout the world.

### Values

Fulfilling our mission is possible because of important values held by all members of the ACU community:

1. **God** is the source of strength, purpose and hope. The only natural response is to glorify Him in all things.
2. **People** are the greatest resource. Members of the ACU community will treat students, parents, colleagues, alumni and friends as they would wish to be treated.
3. **Learning** is the reason for existence as a university. It is a part of everything done at ACU.

### Principles

Achieving our mission depends upon loyalty to God, to the university and to each person in this kingdom matter. Five important principles guide the way people live and learn at ACU:

1. **Integrity:** Conduct as individuals and as a university will be trustworthy.
2. **Service:** The motivating question behind all relationships is “How can I be of service?”
3. **Stewardship:** Being good stewards of the things which God entrusts to us is essential.
4. **Involvement:** Decisions and actions which are beneficial for the university require broad-based participation and teamwork.
5. **Excellence:** Doing the very best requires continuous improvement and learning.

Abilene Christian University is comprised of “people with a purpose.” This is not just a clever motto – it’s who we are. The ACU community is committed to “purpose-full” living.

## The Mission of Campus Life

Campus Life works in partnership with Academic Affairs to integrate living, learning and faith, whereby students learn to live lives of Christian service and leadership throughout the world.

Within the context of a Christian worldview, Campus Life educates the whole student by challenging the intellectual, spiritual, emotional, physical and social development of students through activities and programs by which students:

1. learn to connect concepts and think critically;
2. learn to organize information and solve problems;
3. learn to make informed choices with respect to career and/or graduate study;
4. learn to live healthy lifestyles – mentally, physically, emotionally, socially and spiritually;
5. learn to live with sensitivity toward people of diverse backgrounds and understand the nature of the global community;
6. learn to serve and lead as Christians in every aspect of life – home, profession, church and community; and
7. learn to develop a carefully thought-out philosophy which emphasizes Christian faith and commitment, personal integrity, open-mindedness, respect and

## Philosophy of Discipline

Abilene Christian University maintains a Christian discipline, promoting a way of life that is intended to uphold the teachings of Jesus Christ, calling all people to God’s truth. Therefore, community life at ACU is a disciplined life. Community standards reflect biblical principles, traditional Christian teaching and encourage students, staff and faculty to live lives of holiness, honesty, decency and civility. The intent of all discipline is to enhance growth and maturity, especially responsibility for one’s own behavior and accountability for one’s own actions.

ACU’s philosophy of discipline is neither legalistic nor permissive. Instead, members of our community are called to a high standard of behavior in order to establish and maintain an environment conducive to learning and personal growth. Our desire is that all people reach their greatest potential in Jesus Christ.

### Standards of Conduct

Within the context of ACU’s mission and its determination to be Christ-centered, students are expected to develop and maintain a high standard of personal and behavioral values. These expectations include, but are not limited to, the following:

1. Respect for the personal worth, dignity and rights of others.
2. Respect for the right and necessity of ACU to develop and maintain a Christian atmosphere conducive to academic study and personal growth.
3. Respect for ACU’s longstanding tradition of honesty, moral and ethical integrity, freedom of expression and open inquiry.
4. Respect for the diverse backgrounds, personalities, convictions and spiritual traditions of students, staff and faculty who comprise the ACU community.
5. Respect for local, state and federal laws and ordinances.
6. Respect for the discipline, policy, procedures and authority established by ACU for the systematic management of university activities, the well being of the members of the university community, and the integrity of the institution.
7. Willingness to offer service, support, guidance and friendship to others.
8. Regard for the nature of a moral community by embracing the need to lovingly confront and hold accountable members of the ACU community whose conduct falls outside the boundaries of Christian behavior, university policy, and state and federal laws.

### Purpose of Disciplinary Responses

In order to preserve moral community, it sometimes becomes necessary to confront and hold accountable members of the ACU family. Procedures have been designed to provide a loving disciplinary response, balanced by justice and mercy. Justice requires that those who violate community standards are held accountable, and those who are innocent are protected. Mercy requires an understanding that all people are fallen sinners in need of God’s grace and a mandate to encourage hope rather than condemnation. Therefore, discipline must be both

corrective and restorative. The goal must be to redeem individuals and to restore relationships so that people can grow and develop in knowledge and grace. The purpose of the disciplinary response is:

- to redirect behavior,
- to protect the rights of others in the community,
- to encourage and teach responsibility, and
- to maintain a Christian environment compatible with the educational mission of the university.

This Guide enables students to fully comprehend the university's expectations for student behavior and to know in advance the university's disciplinary response to misconduct. It is hoped that all students will consider their individual responsibility to live in accordance with the teachings of Jesus Christ, the policies of the university, and the laws of the local, state and federal government.

### ***General Regulations***

ACU will cooperate fully with university police, local, state and federal authorities in their efforts to enforce laws related to alcohol use, drugs, and public health and safety. Students are expected to abide by these laws and regulations and to accept responsibility for their conduct. Violations of local, state and federal laws will be investigated by the ACU Police Department when the offenses occur within university jurisdiction. The offenses and investigations may be filed for criminal prosecution through appropriate judicial authorities.

Actions involving a student in a criminal investigation or a civil or criminal court proceeding do not free the student of responsibility for violations of university standards of conduct. In cases where the student is charged in both jurisdictions, the university will conduct its own disciplinary review process according to established procedures.

In addition, the university reserves the right to initiate disciplinary proceedings in cases where a student has been formally charged with criminal violations, on or off campus, by legal or civil authorities, or who may have otherwise committed an offense that has compromised the security of the university or the integrity of the educational process. This discretion rests with the dean of campus life or the president of the university.

The Student Guide is designed to give general notice of the standards of conduct, the sections of misconduct, and the university's disciplinary procedures. It is not the intent of this Guide to define these areas in exhaustive terms. Therefore, the university reserves the right to interpret conduct that is in violation of these regulations.

### ***Off-Campus Jurisdiction***

ACU enjoys a longstanding relationship with the Abilene community. This meaningful relationship has been nurtured for more than 95 years and enables students to acquire jobs while attending school, engage in necessary internships related to their academic course of study, and enjoy the benefits of living in a nationally ranked city. Students are encouraged to live responsible lives and practice the characteristics of excellent citizenship.

In some cases it may become necessary for the university to intervene in instances of student misconduct off campus that adversely affect the ability of students to function well in the university community, at university-sponsored events or in the classroom, or that are in direct conflict with the unique mission of the university. In response to complaints from non-university

citizens or agencies, the university will cooperate fully with local authorities in the performance of their duties, but will not have responsibility for adjudicating the complaint. However, the university does reserve the right to act in any instance should the complaint involve violations of the Sections of Misconduct.

**SPECIAL NOTE:** All policies and regulations of the Student Guide apply to all students, including students living off campus, on-campus students in any off-campus situation in the Abilene metropolitan areas and/or Study Abroad experiences, and to any student representing ACU in academic, social or sporting events, regardless of the location.

## **Sections of Misconduct**

**1. Section One violations.** These violations will result in disciplinary warnings with or without additional conditions or alternative requirements. They include, but are not limited to, the following:

- 1-01. Violations of the quiet hour policy in university residences halls, University Park apartments, or other incidents of minor disturbance of the peace.
- 1-02. Violations of curfew policies for freshmen and for sophomores pledging a social club during the pledging period.
- 1-03. Violations of general residence life policies including, but not limited to, student-empowered community agreements, checkout procedures, cleanliness, burning of candles and/or incense, and misuse of residence hall equipment and/or furnishings.
- 1-04. Engaging or threatening to engage in behavior that would cause minor damage to university property or to the personal property of others.
- 1-05. Violation of dress code principles.
- 1-06. Gambling in any form.
- 1-07. Use of profanity, vulgarity or obscenity in any form.
- 1-08. Failure to respond to a summons to any administrative office or to appear at a university disciplinary hearing (including mediation/arbitration).
- 1-09. Failure to present official ACU identification cards upon request of university authorities, including all administrators, deans, members of the faculty, operators of university installations, ACU police officers, and residence hall and University Park staff.
- 1-10. Failure to accurately list with the university a current place of residence and to promptly inform the university of any subsequent changes in the listing.
- 1-11. Knowledge of a violation of certain university policies or of students who are in violation of certain university policies without notifying proper university officials.
- 1-12. Use of tobacco in any form on campus or at any university-sponsored event. (This violation automatically includes a fine for each violation.)
- 1-13. Displaying any alcoholic beverage/drug paraphernalia, including but not limited to, bottles, cans, personal photographs, posters and T-shirts.
- 1-14. Minor instances of disorderly conduct during Chapel or any other public assembly or class.
- 1-15. Other violations of university housing policies, general university policies, or parking/safety regulations.

**2. Section Two violations.** These violations will result in a minimum disciplinary response of probation on the first

occurrence or suspension/dismissal on the second occurrence, with additional conditions or alternative requirements. They include, but are not limited to, the following:

- 2-01. Failure to comply with disciplinary decisions, conditions of probation (including terms of mediation/arbitration), or the directive of a university official acting in the performance of his or her duties.
- 2-02. Lying to a university authority, including all administrators, deans, members of the faculty, operators of university installations, ACU police officers, and residence hall and University Park staff.
- 2-03. Failure to observe requirements concerning Chapel attendance.
- 2-04. Engaging or threatening to engage in behavior that would cause major damage to university property or to the personal property of others.
- 2-05. Engaging or threatening to engage in behavior which poses a danger of causing physical and/or emotional harm to self or to others, including hate speech and sexual harassment.
- 2-06. Continued violation of dress code principles.
- 2-07. Misuse of fire or safety equipment, that is using such equipment for other than its intended purpose under circumstances justifying that use. Automatically includes fines for such misuse of fire extinguishers and knowingly making false notifications of emergencies, including the pulling of fire alarms.
- 2-08. Possession or use of fireworks or chemicals which are of an explosive or corrosive nature. Automatically includes fines for possession or use of such agents.
- 2-09. Unauthorized possession or use of university keys.
- 2-10. Unauthorized entry or use of university buildings, facilities, equipment, supplies or resources.
- 2-11. Misdemeanor theft.
- 2-12. Possession of stolen property.
- 2-13. Forgery, alteration or misuse of university documents, forms, records, identification cards or meal tickets/plans.
- 2-14. Cohabitation and/or sexual immorality, including homosexual behavior.
- 2-15. Possession and/or use of pornography of any kind.
- 2-16. Unauthorized use of the Personal Identification Number of a department or another individual.
- 2-17. Violation of law or university policy for computer use.
- 2-18. Failure to meet financial obligations to the university.
- 2-19. Theft of services, including failure to meet financial obligations for professional services and rental agreements.
- 2-20. Violations of the visitation policies of residence halls and University Park apartments.
- 2-21. Repeated violations of curfew policies for freshmen and for sophomores pledging a social club.
- 2-22. Attending any establishment or event at which the principal purpose(s) is known to be the sale and/or consumption of alcoholic beverages or the sale and/or consumption of alcoholic beverages and dancing, including dance clubs, private parties and bars.
- 2-23. Dancing is a matter of personal choice for students (except as described in 2-22 above), although the university will not allow sponsorship of dances by any of its organizations, either on or off campus.

- 2-24. Possession or consumption of alcoholic beverages on or off campus or at university-sponsored events or activities.

**Note:** Second violations of possession or consumption of alcoholic beverages on or off campus or at university-sponsored events or activities, including second violations occurring after first-violation probations have been completed, will automatically result in a Category Five dismissal from the university.

- 2-25. Providing alcohol to minors.

**Note:** Second violations of providing alcohol to minors, including second violations occurring after first-violation probations have been completed, will automatically result in a Category Five dismissal from the university.

- 2-26. Possession, distribution or sale of drug paraphernalia.

**Note:** Second violations of possession of drug paraphernalia, including second violations occurring after first-violation probations have been completed, may automatically result in a Category Five dismissal from the university.

**3. Section Three violations.** These violations may result in dismissal from the university for one or more semesters, including indefinite dismissals, on the first occurrence. These include, but not limited to, the following:

- 3-01. Possession, use, distribution or sale of illegal drugs, including controlled prescription drugs and steroids.
- 3-02. Hosting an event or private party (or otherwise allowing such an occasion to occur) at a student's residence, whether apartment, house or other facility, or at any other location, public or private, at which ACU students are in violation of possession or consumption of alcoholic beverages.
- 3-03. Second violations of possession or consumption of alcoholic beverages on or off campus or at university-sponsored events or activities, including second violations occurring after first-violation probations are fulfilled.
- 3-04. Participation in hazing. (See "A Summary of the Law Against Hazing" on page 20 of this Guide for a statement required by Texas law.)
- 3-05. Intentionally causing physical or emotional harm to another person (including, but not limited to, hazing) on or off campus or at university-sponsored events or activities, unlawful detention of another person against his or her will, or seriously threatening harm or harassment, including stalking.
- 3-06. Rape, sexual assault or other non-consensual sexual activity.
- 3-07. Repeated cohabitation and/or sexual immorality, including homosexual behavior.
- 3-08. Arson or attempted arson.
- 3-09. Intentionally giving a false warning of a campus emergency, including a second offense pulling of fire alarms.
- 3-11. Possession, use or discharge of any weapon on campus or at university-sponsored events or activities.
- 3-12. Intentionally interfering with university events, business activities or educational purposes.

**SPECIAL NOTE:** Repeated or aggravated violations of any section of misconduct will result in additional disciplinary responses, especially in cases where the infractions occur during a disciplinary probation. A student's entire disciplinary record will be considered when decisions related to disciplinary responses are made. Terms of any disciplinary response will be set at the conclusion of disciplinary hearings. In most cases the terms will extend to at least the end of the academic semester. The dean of campus life or appropriate designee has responsibility for setting such terms and may extend, reduce or otherwise alter the term according to the specific situation.

**Probation:** An official agreement that informs the student that any subsequent misconduct, during or after the probation term, will result in additional discipline, including but not limited to, suspension or dismissal from the university. The dean of campus life or his designee determines the terms of probation, including length of probation, appropriate to the offense. As allowed by FERPA regulations, parents/guardians may be notified of this decision.

**Suspension:** An official sanction that prohibits a student from attending the university, residing in or entering university-owned or operated housing (including University Park), or participating in any university activities, sports, social and academic organizations, or trips for a set period of time, usually one academic week. Any classes missed due to a suspension will be unexcused and subject to the policies and procedures of the faculty. Notification of suspensions will be sent to appropriate university officials, parents or guardians, including the student's academic advisor, department chair and college dean. Further misconduct during this suspension will result in automatic dismissal from the university.

**Dismissal:** An official decision to terminate a student's enrollment or registration at the university for the remainder of the academic semester in which the offense occurred or for additional semesters as warranted by the circumstances of the offense. In the case of dismissal, the university will make monetary reimbursements for tuition, housing or any other university fee according to the reimbursement policy of Student Financial Services. Notifications of dismissals will be sent to appropriate university officials, including the student's academic advisor, parents or guardians. Students who wish to return to school after the dismissal period has ended must submit a request in writing to the dean of campus life prior to registering for the semester in which they desire to re-enroll. This written request should include a discussion of action steps completed to comply with specific requirements of the dismissal and a statement of intent to comply with the attitudes and behaviors expected of ACU students. Three letters of reference should also accompany this request. Usually a parent; a minister, pastor, elder or church leader; a counselor/therapist; or a personal friend writes these letters. These letters should indicate the relationship with the student and an assessment of the student's progress toward change and completion of re-enrollment requirements.

**Additional Requirements and Conditions:** The university reserves the right to impose additional requirements and conditions in the disciplinary process as determined by the dean of campus life. Such requirements may include, but are not limited to, the following:

1. fees, fines and/or restitution;
2. loss or reduction of university scholarships for subsequent semester(s);
3. on-campus and/or community service;
4. accountability agreements with ACU staff or faculty;
5. participation in educational programming;
6. medical or psychological counseling/treatment and/or assessment by ACU or off-campus professionals, including drug and alcohol testing and/or assessment;
7. restrictions on participation in campus activities, residence visitation, parking privileges, contact with individuals or

## Disciplinary Responses

### 1. Section One violations of the *Student Guide*:

- Category One – Informal warning
- Category Two – Written formal warning and documented service restitution

**Note:** On-campus/community service, fines, restitution, accountability agreements or other requirements may be added to either of these categories.

### 2. Section Two violations of the *Student Guide*:

- Category Three – Disciplinary probation (As allowed by the Federal Education Rights and Privacy Act, [FERPA], parents may be notified; other appropriate school officials will be informed.)
- Category Four – Suspension from the university for at least one week (week (As allowed by FERPA, parents may be notified; academic advisors, professors and other appropriate school officials will be informed.)

**Note:** On-campus/community service, restitution, loss or reduction of university scholarships, fines, restitution, medical or psychological counseling/treatment, drug and/or alcohol testing and/or assessment, accountability agreements, or other requirements may be added to either of these categories.

### 3. Section Three violations of the *Student Guide*:

- Category Five – Dismissal from the university for at least an academic semester or for an indefinite period of time as determined by the dean of campus life according to certain guidelines (As allowed by FERPA, parents will be notified; academic advisors, professors and other appropriate school officials will be informed.)

**Note:** On-campus/community service, loss or reduction of university scholarships, fines, restitution, medical or psychological counseling/treatment, drug and/or alcohol testing and/or assessment, accountability agreements, or other requirements may be added as a condition of re-admission.

## Definitions and Procedures of Disciplinary Responses

**Informal warning:** An official verbal notice of misbehavior with encouragement to refrain from subsequent misconduct.

**Formal warning:** An official written notice of misbehavior documented in a student's disciplinary record with an understanding that subsequent violations will result in probation.

groups on campus, or positions as elected campus leaders; and

8. eviction from university-owned or operated buildings, including University Park.

Additional requirements and conditions will in most cases be assessed along with normal disciplinary responses (i.e. warnings, probation, suspensions and dismissals). Violation of these additional requirements will most likely result in a more serious disciplinary response, up to and including suspension or dismissal, as determined by the dean of campus life without further hearing or review.

**Summary Disciplinary Responses:** Suspensions and dismissals may be imposed without the hearing process outlined in this section should the dean of campus life determine that serious misconduct has occurred and/or that the student's continued presence on campus presents unreasonable risk of danger to himself or herself and/or the campus community as a whole. In these cases a student must leave the campus immediately. Other disciplinary responses, listed under additional requirements and conditions, may also be imposed on a summary basis at the discretion of the dean of campus life. A hearing, in accordance with the Student Guide, will be conducted to determine whether the student should be reinstated and the summary disciplinary response removed. The general guidelines for this process are set forth in the section on Special Administrative Evaluations.

**Decisions of Disciplinary Responses:** Authority for determining and imposing disciplinary responses, requirements or conditions ultimately rests with the dean of campus life. In many cases residence hall directors, the judicial affairs officer, or the director of student organizations will make these decisions. Primary consideration will be given to the seriousness of the offense, intent and the prior disciplinary record of the student when deciding on appropriate disciplinary responses. Whereas the prior disciplinary record is not considered in determining accountability for the incident in question, patterns of behavior will influence actions necessary for correcting a student's conduct and protecting the integrity of university policies and procedures. Other considerations will always include a student's attitude during the disciplinary process, a student's cooperation during the incident being reviewed, and recommendations by university officials.

**SPECIAL NOTE:** The dean of campus life will automatically review all recommendations of suspension or dismissal from the university before the decision is enforced.

### ***Disciplinary Process***

Incident reports alleging behaviors listed in the Sections of Misconduct or other violations of the Student Guide will be forwarded to Campus Life from university officials, and from other members of the university community, including students, staff and faculty. If the university receives reports, complaints or other information possibly involving violations of the Student Guide from local, state and federal agencies, they will be forwarded to Campus Life and investigated. A preliminary review of the facts of the case will be conducted to determine whether sufficient evidence exists to warrant a hearing. Students will be summoned to a meeting where allegations will be reviewed and a disciplinary response will be determined. The disciplinary response will become part of the student's official disciplinary file, and immediate enforcement will follow.

### ***Non-disciplinary Process/Administrative Agreements***

In keeping with the redemptive nature of ACU's disciplinary philosophy, students who come forward confessing an addictive lifestyle (including, illegal drugs and controlled substances, steroids, alcohol, sexual misconduct, pornography, Internet abuse and eating disorders) will be afforded an opportunity to submit to a range of possibilities outside the disciplinary process, including counseling or medical treatment. The following conditions must be met in order for students to take advantage of this non-disciplinary policy:

1. The student must take the first step by discussing his or her situation with the judicial affairs officer or the dean of campus life in order to negotiate an appropriate response. Once a violation is identified or reported, the normal disciplinary process will ensue, and the student will no longer have the option of a non-disciplinary response.
2. The student must be willing to submit to any intervention deemed appropriate.
3. The student must understand that in cases where the behavior is repetitive, self-destructive or endangering to others or involves legal issues, the university has the responsibility to take appropriate action, including suspension or dismissal from the university.

**SPECIAL NOTE:** The university maintains the right to require the student to enter into professional counseling and/or medical treatment if the behavior in question warrants such a response, as indicated by the Special Administrative Evaluation.

### ***Deliberation/Standard of Proof***

In deliberating disciplinary responses, the dean of campus life or an appropriate designee will make a decision on facts based on a preponderance of the evidence, including, but not limited to, all testimony from witnesses, written statements and other relevant information. In evaluating conflicting testimony or statements, the dean of campus life or an appropriate designee will determine in good faith and reasonably which version of events is more credible.

### ***Appeal Process***

Disciplinary decisions will be made at the lowest level possible. Following any formal discipline, students are guaranteed the right to an appeal to the next highest level. Decisions made by a residence hall director may be appealed to the judicial affairs officer. Decisions made by the judicial affairs officer or the director of student organizations may be appealed to the dean of campus life. Decisions made by the dean of campus life may be appealed to the president of the university.

Appeals will only be granted on the following grounds:

1. The disciplinary response is unreasonably disproportionate to the misconduct (including consideration of the student's prior offenses or willingness to cooperate in the disciplinary process).
2. The student was not accorded his or her rights as outlined in the Student Guide, and this failure significantly affected the student's right to receive a fair hearing.
3. The disciplinary decision was not supported by substantial evidence.
4. New evidence has become available since the initial hearing that would have significantly altered its results.

In most cases the dean of campus life will only review a written appeal, the case file and written findings of a university official. The case will not be re-heard by the dean of campus life. In cases involving suspensions or dismissals, the dean of campus life may also wish to review the case with the student, any witnesses or other appropriate parties prior to making a decision. The decision of the dean of campus life will then be reviewed by the president of the university or his designee for final authorization. Under normal circumstances, imposition of disciplinary responses will be deferred pending the review of the appeal.

Following review of the appeal, the dean of campus life or president may elect to void the disciplinary decision, uphold the decision, alter the disciplinary response or return the case for a new hearing. The decision of the dean of campus life, as authorized by the president of the university or his designee, will be final.

The procedure for an appeal to the president from a decision of the dean of campus life is as follows:

1. Within two working days from the decision, the student shall file a written notice of appeal with the chairman of the Disciplinary Review Board (Hardin Administration Building, Room 111). Appeal forms are available in the Campus Life Office. Students involved in a disciplinary process will be notified by Campus Life at the time the disciplinary decision is announced to the student(s) of his or her or their right to appeal.
2. The chair shall promptly provide the Campus Life Office with a copy of the notice. Within one working day thereafter, the dean of campus life shall file with the chair a written statement of the facts and summary of the appealed decision and applicable policy. A copy shall be provided to the student.
3. Within two working days of receiving a copy of the dean's statement, the student shall file with the chair a response, including his or her statement of the facts, reasons for the appeal and such other statements and documents he or she believes appropriate to the issues relevant to the appeal. A copy shall be provided to the dean of campus life.
4. The chair may request from any party further information and statements he or she deems appropriate to the reasonable completion of the record.
5. The chair (or in his or her absence, the associate general counsel) shall schedule a hearing before the Disciplinary Review Board if he or she determines from the record that the appeal involves a substantial dispute of material facts and/or a substantial issue with the existence, publication and/or implementation of applicable policy. If the chair does not find substantial cause for appeal, he or she shall submit the appeal to the president for his decision on the record.
6. If the Disciplinary Review Board is convened, it shall undertake such inquiry as the chair may direct, including a study of the record, and it shall serve as an advisory committee to the president. The principal duty of the board shall be to report to the president its decision as to whether there is

substantial basis in fact and policy to support the decision from which the appeal has been taken. In addition, the board may offer such other comments and recommendations it deems appropriate.

7. The president will consider the appeal on the record and any report from the Disciplinary Review Board. He may solicit additional information he deems appropriate and uphold, reverse or otherwise modify the previous decision. The decision of the president shall be communicated to the student in writing.

### ***Special Administrative Evaluations***

The university reserves the right to deny admission to any applicant and continued enrollment to any student it determines is unqualified on the basis of personal conduct, character or academic preparation inconsistent with the nature and mission of the university.

In addition, a student may be subject to special requirements or disciplinary responses, including suspension or dismissal from the university, for actions not otherwise covered in the Student Guide, if it is determined from the student's behavior that he or she:

1. lacks the capacity to understand the nature of the charges against him or her, or the ability to respond and participate in the disciplinary process;
2. poses a danger to self or to others;
3. has become gravely disabled—that is, lacks the ability to care for himself or herself.

In such instances, the case will be referred to the dean of campus life who will schedule an evaluation of the student by appropriate medical or mental health care professionals, on or off campus. The student may also elect to seek an independent medical or mental health evaluation for purposes of this review.

The dean of campus life will then convene an evaluation team to review the case and make appropriate recommendations. The team will normally consist of:

1. the director of the University Counseling Center;
2. the university physician;
3. the student's counselor or therapist;
4. a faculty member or administrator designated by the dean of campus life;
5. the judicial affairs officer; and
6. the chief of ACU police.
7. the dean of campus life.

The team will review all issues and information relevant to the student's condition and his or her ability to continue at the university. In conducting an evaluation, the team will:

1. have access to all records concerning the student, including the results of the professional medical or psychological assessments;
2. have the right to interview any person who can supply additional information relevant to their analysis; and
3. conduct all of its proceedings in strict confidence and in compliance with state and federal non-discrimination laws.

All evidence presented to the team will be given due consideration in the decision-making process. Following the review of all relevant information, the team will report findings along with recommendations of the continuing enrollment status of the student to the dean of campus life.

The dean of campus life will then make the final determination as to whether the student should remain at the university, and if so, under what conditions. In the event that a student is suspended or dismissed, the dean of campus life may also elect to impose conditions for the student's re-enrollment.

In cases where it is believed that the student's behavior poses danger of causing imminent harm to self or others, the student may be summarily suspended or dismissed from the university immediately. Typically, appropriate medical and law enforcement agencies, as well as family members, will be notified. The evaluation procedure should then take place following the student's suspension and removal from campus. **SPECIAL NOTE:** A student who fails to cooperate with either the evaluation process or with the conditions set for his or her continuance at the university may be suspended or dismissed on a summary basis as noted above.

#### ***Procedures for Reviewing Misconduct by Student Groups***

Student groups may be charged with violations of the Student Guide, and the group may be held responsible, either individually or collectively, if violations by those associated with the group received implicit or overt consent or encouragement from the group or its officers. Alleged violations will be referred to the director of student organizations for processing under the provisions of the Student Guide. Disciplinary responses for a student group may include revocation of the group's right to exist at the university, as well as other appropriate measures. Student groups will be accorded the same hearing and appeal procedures provided for individual students.

#### ***Graduation Eligibility***

Students are not eligible for graduation or release of transcripts until the completion of disciplinary proceedings and the performance of all disciplinary requirements. Graduation and release of transcripts will be held until all requirements are fulfilled.

#### ***Demonstrations***

ACU recognizes the right of students to dissent as long as such behavior does not limit the freedom of others, damage university property or delay the opportunity of the student body, faculty or staff to proceed regularly with their work, school or scheduled activities. Students may use public areas for assembly as long as they do not restrict the movement of traffic. When a rally or other such gathering requires building space or public areas, clearance must be obtained in advance from the dean of campus life. Such clearance must be obtained at least 48 hours prior to the event, and the university reserves the right to make reasonable restrictions of location, time or format for such events, using the following guidelines:

1. to alleviate potential problems with safety or potential disruption of university activities;
2. to facilitate a free exchange of ideas consistent with the academic environment and the university's mission; and
3. to comply with local, state and federal laws or ordinances.

The university reserves the right to review, alter or otherwise restrict events, demonstrations, speakers or groups whose nature

or presentation is contrary to or inconsistent with the university's mission and Christ-centered character. This determination shall be the sole discretion of the president or his designee.

#### ***Deadlines for Initiating Disciplinary Procedures***

The university shall not necessarily have any responsibility to process cases of alleged misconduct if the procedures herein are not initiated within 90 calendar days after the day of the alleged misconduct. Decisions to pursue such incident reports will be made by the dean of campus life.

#### ***Responsibility for Disciplinary Records***

The dean of campus life, in accordance with the university's Family Education Rights and Privacy Act, retains responsibility for the maintenance, storage and release of student records related to disciplinary proceedings. In most cases, student disciplinary records will remain on record for a period of five years, at which time minimal statistics will be retained and the full document will be destroyed.

### **General University Policies and Regulations**

#### ***Adding and Dropping Courses***

Students may add and drop classes during the first three days of a regular term with no charge and with 100 percent tuition refund. However, a fee will be charged for each add and each drop beginning with day four. The add/drop period ends on the third day of a regular term, the first day of a summer session or Maymester term and the day before the first day of the term for short courses. Students may not drop a class beyond Friday of the 12th week of a long term and the corresponding day (80 percent of the course completion) of a short term. No withdrawal is allowed after a weekend course begins. At any point in the semester faculty may withdraw a student from their course with a withdraw failing (WF) for excessive absences. Withdrawing from courses may affect financial aid status. Students should consult with student financial services prior to withdrawing from a course.

#### ***Address Changes***

Students are responsible for maintaining current and accurate local and permanent addresses. Any changes of address should be communicated to the Registrar's Office, the ACU Post Office and Campus Life.

#### ***Alcohol Policy***

The university is concerned about national statistics on use and abuse of alcohol among college students. Moreover, many health concerns and societal problems have been associated with alcohol abuse. In keeping with the educational mission of the university, alcohol use and abuse by ACU students is prohibited. Whereas the law allows adults over the age of 21 to responsibly consume alcohol, ACU students, by their enrollment in the university, agree to suspend this right for the good of the entire university community.

For the safety of students and the integrity of the educational mission, the university requires that students refrain from attending local night/dance clubs and certain bars where alcoholic beverages are served. The history of many activities associated with these establishments has been less than desirable for Christian lifestyles. Moreover, students found in violation of Section 3-02 of the Student Guide may be automatically dismissed from the university.

### **Chapel Attendance Policy**

The university desires that students engage Chapel as a significant experience in their educational and spiritual development while attending ACU. "In keeping with the mission of the university, daily Chapel will be held as a part of the curriculum. Regular attendance by undergraduates is required." (ACU Board of Trustees Policy Manual, Policy Number 2.6.4)

### **Chapel Attendance Procedures**

Chapel meets everyday, Monday through Friday, from 11:00 to 11:30 a.m. during the fall and spring semesters, except on university approved holidays (Fall Break, Thanksgiving Break, Christmas Break, Martin Luther King Day, Spring Break, and Good Friday). Chapel on the first day of classes during the fall semester is the official Opening Assembly for the university.

### **Attendance Requirements**

Undergraduate students under the age of twenty-five are required to attend Chapel each semester of fulltime enrollment (12 or more hours), except when exempt from Chapel for one or more days during a given semester for student teaching or for some work related reasons. BAS students are not required to attend Chapel.

Students are required to attend fifty-five (55) of the seventy (70) Chapel programs scheduled each semester, unless otherwise exempt for one or more days per week for the above mentioned reasons. Each regularly scheduled Chapel counts toward the fifty-five (55) Chapel credits required each semester. Additional Chapel credits are offered to students who attend approved programs at alternative times (forums, guest speakers, debates, or Lectureship). These programs are approved by the Assistant Provost for Student Development and Dean of Campus Life and are listed on the Chapel web site, including the number of credits offered for each program.

### **Attendance Requirement Exemptions**

Students exempt one or more days per week for some work related reasons have their required number of Chapel credits per semester adjusted according to the following scale:

<u>Number of Days Exempt</u>	<u>Required Credits</u>
0 days per week	55 of 70
1 day per week	48 of 70
2 days per week	36 of 70
3 days per week	24 of 70
4 days per week	12 of 70
5 days per week	00 of 70

Students are required to apply for exemptions each semester, and exemptions must be processed within the first three weeks of any semester, or within two weeks from the beginning date of any reason given for exemption. Any exemption filed after this deadline is subject to a \$50.00 administrative charge. The process and required forms for exemptions are available on the Chapel web site.

### **Attendance Registration**

Attendance for Chapel in Moody Coliseum is registered by sliding a student ID through the card reader between 10:50 and 11:00 a.m. and again within 15 minutes after Chapel is dismissed. A student must slide his or her card at the beginning and the ending of Chapel in order to be counted present.

Attendance is not registered for any student sliding in late or sliding out early. A Campus Life official slides an administrative ID card in one card reader after the closing prayer. Any student who slides his or her card before this official time stamp will not receive attendance credit.

Attendance for approved small group Chapel, class Chapel, or departmental Chapel is registered by portable card readers or by signing in with the approved advisor. Sign in sheets are processed within 24 to 48 hours after receiving them from the advisor of any small group or breakout Chapel.

Should a student forget or lose his or her ID card, he or she is permitted to sign in with a Campus Life official for an assigned seat in the lower area of Section A, closest to the southeast corner of Moody. Lost ID cards should be replaced within one week.

### **Chapel Probation and Suspension**

Students are responsible for monitoring their own Chapel credits online in the myACU portal. The online process for challenging Chapel attendance is outlined on the Chapel web site. Upon the completion of any semester, students who do not attain sufficient Chapel credits will be placed on Chapel probation and notified by certified mail to their permanent address during the week following the last day of finals. Such notification will come from the Assistant Provost for Student Development and Dean of Campus Life. Students placed on probation have the opportunity to contact and meet with the Assistant Provost for Student Development and Dean of Campus Life or designee in order to discuss their Chapel probation and determine appropriate strategies for attaining sufficient Chapel credits during the following semester. This process is clearly outlined in the probation letter mailed to the student's permanent address and also on the Chapel web site. An informational hold for "Chapel Probation" will be placed on the student's record in Banner.

Students on Chapel probation who do not attain sufficient Chapel credits during the following semester will be notified of their suspension from ACU by certified mail to their permanent address during the week following the last day of finals. A registration hold for "Chapel Suspension" will be placed on the student's record in Banner. Students will only be allowed to appeal their suspension if they have previously partnered with the Assistant Provost for Student Development and Dean of Campus Life or designee in the probation process. The process for appealing any suspension is clearly outlined in the suspension letter sent to the permanent address and also on the Chapel web site.

Students may only be placed on Chapel probation twice during their career at ACU. The third failure to attain sufficient Chapel credits may result in immediate suspension.

### **Academic Integrity Probation and Suspension**

Students are not permitted to slide their card and not attend Chapel, or in the case of small group and breakout Chapel, sign their name and not attend. Such "slide and glide" offenses may result in probation upon the first occurrence and immediate suspension from the university upon the second, as indicated in the university academic integrity policy.

### **Computer Crime/Abuse**

The use of university computers and Internet access is limited

to the educational purposes of the university. Computer and Technology Support and Campus Life will address any abuse or crime concerning the use of this privilege. Criminal offenses will be referred to ACU police for investigation and possible filing of charges.

### ***Class Attendance and Campus Residency***

Students who are living in residence halls, University Park or other campus housing and have stopped attending classes will be asked to vacate their residence unless expressed permission is given by the dean of campus life for students to remain in campus housing.

### ***Club Guidelines***

Any second- third- or fourth-year student may consider membership in a social club in accordance with policies and procedures governing social clubs. Interested students should consult Campus Life for a copy of the current policies and procedures.

### ***Curfew***

Curfew for freshmen and for sophomores pledging a social club is 11:30 p.m. on Sunday through Thursday and 1 a.m. on Friday and Saturday nights. Residence halls open daily at 6 a.m. The entire campus is subject to this curfew except for “come and go” traffic of students living in University Park apartments, sophomore residence halls and Sherrod apartments. No one is allowed to loiter on campus during curfew hours.

### ***Directory Information***

Please consult the current university catalog for information about a student’s rights concerning directory information. Directory information includes name, local and permanent telephone listing and address, official school email address, ID card photo, major field of study, date and place of birth, dates of attendance, degrees and awards received, most recent previous schools attended, and participation in officially recognized activities and sports. Directory and other public information may be released unless a student requests that this information be withheld. Requests to withhold directory information from the Hello Book (the university phone book) can only be made during the first 12 days of the fall semester. Once the Hello Book is printed a student can only request that directory information be withheld by the ACU operator. Any requests to withhold directory and other public information can be made in the Campus Life.

### ***Dress Code***

Students are encouraged to demonstrate by their dress and appearance a mature Christian attitude and the ability to discern propriety. The university also seeks to prepare students for professional careers where certain standards of dress are required for employment. Part of the educational process, then, is learning to dress appropriately. The following standards and guidelines will assist students in making decisions about their dress and appearance on campus, in class, in Chapel and at all university-sponsored activities, including athletics events.

1. All students, staff and faculty are expected to dress with Christian appropriateness. Dress should be modest. Some extremes are not acceptable, including halter tops, crop tops/open midriffs, and short and/or revealing skirts and shorts.

2. Body piercing is a growing concern among healthcare professionals and in some cases is considered by the university as outside the bounds of Christian appropriateness. Extreme, or otherwise distracting or harmful, body piercing is discouraged and will be addressed by Campus Life officials.
3. During work periods, student workers are expected to conform to the dress code set by the department in which they work.
4. Shorts may be worn on campus, during classes and in Chapel. However, shorts (and skirts) must be modest and conform to a standard of mid-thigh or longer.
5. Athletic clothing appropriate to the sport may be worn while participating in athletic classes/activities in designated athletic areas.
6. Clothing with inappropriate advertising, pictures and/or sayings that are contrary to the mission and Christian standards of ACU are prohibited.
7. Each faculty member will announce whether men may wear hats during class. Students are asked to remove their caps during times of prayer.
8. Individual faculty members may have additional dress requirements or preferences concerning appropriate student attire in his or her classroom.

Implementation and enforcement of the dress code are the responsibility of the entire university community. Questions about the interpretation and enforcement of these standards should be directed to the dean of campus life.

### ***Drug Policy***

In keeping with the Drug Free Schools and Communities Act, ACU has implemented a “zero-tolerance” policy prohibiting the unlawful possession, use or distribution of illegal drugs and controlled substances, including steroids. The university upholds local, state and federal laws about the possession, use and distribution of illegal drugs and/or drug paraphernalia. Offenses involving on-campus possession, use or distribution of illegal drugs and controlled substances will be referred to the ACU police for criminal investigation and possible filing of criminal charges. Violations of this policy will be assessed the full range of disciplinary responses, including immediate dismissal from the university. Anyone suspected of or reported to have been using illegal drugs or controlled substances, including steroids, will be required to submit to drug testing. Any student testing positive for any illegal drug or controlled substance, including steroids, or found in violation of Section 3-01 of the Student Guide, will be automatically dismissed from the university.

The university believes that any student involved at any level with illegal drugs and/or controlled substances should be sent to the loving embrace of their family and the supportive environment of their community and church in order to receive appropriate counseling and treatment. Upon documented completion of this process and the recommendation of the dean of campus life, students will be welcome to re-enroll in ACU and receive the appropriate follow-up counseling and advising necessary.

### ***Entry, Search and Seizure***

The university reserves the right to enter residence hall rooms/apartments to check general condition, to perform custodial service, to make repairs, to handle emergencies, to

ensure compliance with university rules and regulations, or if there is reason to believe a health or fire hazard exists. Entry under the above conditions will not be used as a means to search a room for prohibited items. Where there is legitimate reason, however, designated university officials, with authorization from the dean of campus life, will search a room with or without the consent of the occupying student. When possible, it is desirable for the student to be present when a search is made.

### ***Family Education Rights and Privacy Act***

The Family Education Rights and Privacy Act (FERPA) affords students certain rights for their educational records.

1. The right to inspect and review education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, dean of their college, chair of their academic department, or other appropriate official written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the university official, to whom the request was submitted, does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions that relate to post-secondary institutions are:
  - a. To school officials. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - b. To schools in which a student seeks or intends to enroll.
  - c. Concerning financial aid.

- d. To organizations conducting studies for or on behalf of educational institutions.
  - e. To accrediting organizations.
  - f. To parents of dependent students or to students under the age of 21 who have violated university policies related to alcohol. (See Notification of Parents in the Guide.)
  - g. To comply with a judicial order or subpoena. (Must make a reasonable effort to notify student in advance of compliance.)
  - h. Health or safety emergency.
  - i. Directory information.
  - j. To the student.
  - k. Results of disciplinary hearing to an alleged victim of a crime of violence.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by ACU to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
- Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

### ***Hazing***

Hazing in any form is a serious offense and will receive the full range of disciplinary response, including suspension and dismissal from the university. Students are advised that "hazing" as and to the extent defined in the Texas statute on hazing is a crime in Texas. The university reserves the right, for its private disciplinary purposes to define conduct as "hazing" whether or not it would constitute hazing under the Texas law. The following is a summary of the law against hazing. The full text may be found in Chapter 4, Subchapter B of the Texas Education Code.

1. **Definition:** Under the Texas statute "hazing" means intentionally, knowingly or recklessly endangering the mental or physical health or safety of a student in connection with that student's participation or membership in any social, service or similar club, group or organization, including pledging, initiation, holding office or maintaining membership. The law applies whether the hazing occurs on or off campus.
2. **Examples:** Hazing includes whipping, striking or beating; sleep deprivation, exposure to the elements, calisthenics, consumption of food, liquid, alcoholic beverages, liquor or drugs which constitute an unreasonable risk of harm or which adversely affects one's mental or physical health or safety; and any activity that subjects a student to extreme mental stress, shame or humiliation, or that adversely affects the mental health or dignity of a student.
3. **Persons subject to prosecution:** Anyone is guilty of the crime who engages in hazing; encourages, directs, aids or attempts to aid another in hazing; intentionally, knowingly or recklessly permits hazing to occur; or has firsthand knowledge of the planning of a specific hazing incident or has firsthand knowledge that hazing has occurred and fails to report the incident in writing to the dean of campus life or another appropriate official of the university.
4. **Organizations subject to prosecution:** An organization may also be guilty of hazing if it condones or encourages hazing,

or if an officer or any group of members, pledges or alumni commits or assists in an act of hazing.

**5. Penalties:**

- a. A person convicted of the crime of hazing is subject to a fine ranging from \$500 to \$10,000 and imprisonment for a period up to two years, depending on the severity of the offense.
- b. An organization convicted of the crime of hazing is subject to a fine of not less than \$5,000 nor more than double the amount of loss or expenses incurred because of injury, damage or loss to a person or property.

**Hospital Insurance**

A year-round hospitalization insurance program is available to students through the Billing/Receivables Office located in the Administration Building. Students participating in intramural sports and other campus activities do so at their own risk. The university is not liable for accidents incurred during these activities.

**Identification Cards**

Students are issued an official ACU identification card at the beginning of their academic enrollment with the university. Students are required to carry their card with them at all times and to present the card to any university official upon request. Students failing to render an ID card upon request, using an ID card of another student, allowing an ID card to be used by another student, or falsifying information used for identification purposes will be subject to disciplinary response. The ACU identification card issued to each student remains the property of the university and must be returned to Campus Life when a student withdraws, is suspended or is dismissed from the university. Any lost or stolen identification card must be reported to Customer Service and Campus Life immediately.

**Notification of Parents**

If a dependent student receives a disciplinary response of probation, suspension or dismissal, the parents of the dependent student may be notified by mail. Furthermore, parents of any student under the age of 21 may be notified should their student be placed on probation for violating the ACU alcohol policy. A copy of the disciplinary response may be sent with a letter of explanation. Parents of dependent students may be notified of Chapel probation. The university also reserves the right to contact parents when the administration believes that parental contact is in the best interest of the student and/or the university. As stated in the current university catalog, a student's dependency status is determined according to the Internal Revenue Code 1986, Section 152.

**Parking**

Parking is available for students living on-campus and off-campus, as well as for staff and faculty. Parking permits should be purchased from the ACU Police Department and Office of Public Safety. For current policies and procedures for parking and motor vehicle registration, please consult the 2002-03 Regulations for Parking and Operation of Motor Vehicles.

**Personal and Sexual Assault**

Victims of threatened or actual personal and/or sexual assault by another ACU student have the following options available to them:

1. File criminal charges against the suspect. If the incident occurred within university jurisdiction, the victim should file charges through the ACU Police Department. Offenses occurring outside of ACU will be investigated through the Abilene Police Department. In either jurisdiction, criminal charges being filed will require the student to be interviewed by police investigators and prosecuting attorneys. Students may be required to give testimony in court proceedings.
2. File a civil lawsuit or request a restraining order. (A private attorney can assist students with these options.)
3. File a complaint against the student with the dean of campus life. Students choosing this option can expect the following:
  - a. to be interviewed by a Campus Life representative, who will assist the student in developing a written statement and explain the student's rights in the disciplinary process;
  - b. to be notified in writing if the case proceeds to a hearing following the preliminary investigation by university officials;
  - c. to give testimony and to answer questions about the case in front of a disciplinary board or hearing officer, the accused and an advocate for the accused, if the case goes to a hearing; and
  - d. to be accorded the rights expressed in this Guide.
4. Inform the dean of campus life without filing formal charges. In this case the university may:
  - a. discuss with the accused student the potential disciplinary responses if charges were to be filed; and
  - b. keep a record for future reference without informing the accused student of the report.

Students may pursue these options concurrently or separately. The choice always belongs to the individual student in consort with the student's parents and/or family members. Personal counseling is available to any victim of crime in the University Counseling Center. The university can only pursue disciplinary action if formal charges are filed; however, every consideration will be afforded students to assure their safety and well being.

**SPECIAL NOTE:** Victims of stranger or acquaintance rape should immediately phone 911 before showering, changing clothes or destroying evidence in any other way.

**Police Department and Office of Public Safety**

Students assume ultimate responsibility for their safety and security. The ACU Police Department and Office of Public Safety maintains a 24-hour patrol of the campus and all university property. Students should exercise caution when walking or jogging around the perimeter of the campus. Emergency phones are located near the women's residence halls and the intramural field. Students may dial 911 from any campus phone to be connected with the local emergency agencies and the ACU Police Department.

**Pornography**

All materials of a pornographic nature, including magazines, videos and the Internet, are considered immoral and therefore not conducive to the mission of ACU. Students who struggle with addictions to pornography should seek confidential counseling from the counseling center.

### ***Racism***

ACU deplores racism and will not tolerate behaviors associated with expressions of hatred or intimidation. Scripture teaches that all people are created in the image of God and have been purchased by the sacrifice of His only Son, Jesus Christ. Attitudes and behaviors acting against these truths are unacceptable and will be subject to the full range of disciplinary action, including dismissal from the university.

### ***Residence Life***

Please consult the 2002-03 Residential Life Guide and the 2002-03 Catalog for current information about on-campus and off-campus housing policies and procedures.

### ***Sexual Harassment***

Sexual harassment is a serious violation of the Standards of Conduct. Engaging in sexual harassment of any university employee or student is a violation of Title VII, Section 703 of the Civil Rights Acts. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors and other physical and expressive behavior of a sexual nature in which:

1. submission to such conduct becomes a term or condition of an individual's employment or education;
2. submission to such conduct becomes a basis for academic or employment evaluation; or
3. the conduct creates a hostile or demeaning employment or educational environment.

Employees experiencing or witnessing harassment in the workplace should immediately report these situations to the director of human resources. Students should immediately report such behaviors to the dean of campus life.

Appropriate disciplinary responses, including suspension and dismissal or termination of employment, will be assessed against anyone found to have violated this policy. Students or employees reporting incidents of sexual harassment will be treated with compassion and confidentiality. Personal counseling is available in the University Counseling Center.

A full description of the university's sexual harassment policy is available in Human Resources or Campus Life.

### ***Smoking and Smokeless Tobacco***

Students should be aware of the many physical dangers associated with the use of tobacco products. To maintain a healthy environment and to encourage healthy lifestyles for all students, staff and faculty, use of all tobacco products (including smokeless tobacco) is strictly prohibited on the ACU campus and other university property and at all university-sponsored activities, including sporting events. As part of the university disciplinary response, fines will automatically be assessed for all violations of this policy. Smoking in the residence halls and in University Park is a serious violation of this Guide. The safety of all residents requires that students and their guests respect this policy. Students should be aware that they will be held responsible for the actions of any of their visitors or guests.

### ***Solicitation***

Privately-owned business enterprises may not be operated on campus. The dean of campus life must approve solicitation by any individual student, student group or outside entity, including advertisements, donations, patrons or any other type of financial support for any ACU or outside activity.

### ***Stalking***

Stalking is a serious offense of the Sections of Misconduct and will receive the full range of disciplinary response, including dismissal from the university. The university upholds the definition and the law for stalking as found in the Texas Penal Code, Section 42.071. Violations may result in referral to the ACU police for criminal investigation.

### ***Statement of Student Role in ACU Decision-making***

ACU students are encouraged to seek involvement in campus committees and organizations, and to participate in the process of helping to continually improve ACU and her efforts to fulfill the mission of educating students for Christian service and leadership throughout the world.

Committees formed by the Office of the President, the Office of the Provost, the Office of Alumni Relations, the Office of the Assistant Provost and Dean of Campus Life, and the office of each college dean have student representatives who serve to offer the voice of the student in institutional decision-making. Moreover, the Students' Association, the Graduate Students' Association and a number of campus organizations offer excellent opportunities for students to be involved in activities and conversation which help to shape the ACU campus culture.

If you are interested in being considered as a member of a specific committee, or you would like to become more significantly involved in student focus groups and other areas of the university that provide on-going feedback for improvement, register your name and request with the Dean of Campus Life in McKinzie Hall.

### ***Theft or Loss of Personal Property***

The university is not liable for the theft or loss of personal items housed in campus facilities or taken on university property. Students are encouraged to take every precaution against theft, such as locking their doors, identifying personal property and carrying private property insurance. Most students are covered for loss or theft by their parents' homeowner's insurance policy. If this is not the case, students are strongly encouraged to consider a renter's insurance policy for protection. Valuable property should be secured before leaving campus for holidays. All reports of lost or stolen property should be initiated with the ACU Police Department and Office of Public Safety.

### ***Weapons***

It is a felony to possess or carry a firearm of any kind on university property, including parking lots, regardless of a handgun license. Anyone found on university property (other than police officers) carrying or possessing a handgun or other firearm will be subject to university disciplinary response and will be arrested and incarcerated. Anyone convicted of carrying a firearm on campus faces up to 10 years in prison.

Firearms for the purpose of hunting may be checked with ACU Police Department and Office of Public Safety. City ordinance prohibits the firing of any air gun, including pellet guns and BB guns. Students are not allowed to possess or fire any air gun on university property, including parking lots, or at any university activity off campus.

### ***Withdrawal from the University***

Students deciding to withdraw from the university will initiate this process with the dean of campus life in Campus Life.

To withdraw from specific classes, but not from the university, students should consult the Adding and Dropping Courses section of this Guide. Refunds of tuition and fees are clearly articulated in the Schedule Bulletin.

It is the responsibility of each student to obtain, read and comprehend the purpose, policies and procedures of the Student Guide. As stated in the Application for Admission, the signing of the application constitutes acceptance of and an agreement to abide by the policies and regulations of Abilene Christian University. The university reserves the right to make changes to the Student Guide at any time. Such changes will be communicated with students by means of email, Chapel announcements and the Optimist and will be updated on the Campus Life Web site, which serves as the official Student Guide. Ignorance of ACU's policies and procedures will not excuse misbehavior or be acceptable as a defense in judicial hearings. The university reserves the right to deny the enrollment of any student whose attitudes and actions do not represent the Christian mission of the university.