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- Definition and Examples of Conduct Prohibited Under this Policy
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- Resolution of a Filed Grievance
- Appeals
- Rights of Complainants and Accused Parties
- Disciplinary/Corrective Actions for Violations of this Policy

Appendix

- CAS Discipline Guide Sheet
- SGA Bylaws
Dear MACU Student:

On behalf of the University faculty and staff, “Welcome! We’re so glad you’re here!”

I want to set the tone for this year by reminding you of something very important that’s at the heart of MACU student life, and it’s this: **You were created to do “Great Things!”**

It’s absolutely true, but not just because I say so, but because Jesus says so. In the book of John, Jesus told his followers, “I tell you the truth, anyone who has faith in me will do what I have been doing. He will do even greater things than these, because I am going to the Father” (John 14:12, NIV).

Maybe you have some questions about what Jesus’ words mean. Perhaps you doubt whether He could have meant them for you. Many people have dreams, but aren’t sure how to make that dream a reality, or how to persevere through the obstacles.

But I like what Dr. Bruce Wilkinson said in his book *The Dream Giver*, “Great things aren’t the legacy of unusually gifted Great Men and Women. Great things are what you will accomplish when you put God first and make Him owner of all you care about most.”

Whether you are in full pursuit of God’s calling in your life, or in the process of discovering His plans for your life, you have come to the right place! Put God first, keep God first, and see what happens!

We have been praying and preparing for your arrival in order to provide for you the optimum programs and opportunities purposefully designed to prepare you for greater things—to help you grow in the knowledge of your discipline, your devotion to God, and your service to others.

I urge you to make the most of every opportunity—and get ready to Dream Bigger, Do Greater!

John Fozard, Ph.D.
President
Who is MACU?

create  •  collaborate  •  innovate
Mission Statement

Mid-America Christian University prepares students through a Wesleyan perspective to create, collaborate, and innovate to solve local and global problems for the glory of God through Jesus Christ and the good of society.

Core Values

WESLEYAN-ARMINIAN: We are faithful to the heritage of the Church of God Reformation Movement and to the Wesleyan-Arminian interpretation of Scripture.

MISSIONARY: Christian higher education encompasses evangelism and discipleship of our constituencies so that graduates are prepared to fulfill the Great Commission.

- CHANGE-AGENTS: We prepare Christian leaders to bring about positive social change by sharing their Christian faith, demonstrating ethical character in their vocation, and being actively engaged in community leadership.

- HOLISTIC: Our educational system is designed to develop the whole person, spirit, soul, and body.

- DIVERSITY: We are committed to being a redemptive community that respects racial, gender, and cultural diversity.

- LIFELONG LEARNERS: We are engaged in experiences and programs that encourage lifelong learning.

- RELEVANCY: We provide relevant curriculum established upon biblical principles, best practices, and rigorous standards.

- STEWARDSHIP: We practice faithful stewardship of God-given resources to ensure they are employed for maximum efficiency.

- INNOVATION: We utilize innovative methods to make Christian higher education accessible.

Statement of Non-Discrimination

Mid-America Christian University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Jessica Rimmer, Vice President for Student Engagement and Success
3500 SW 119th, Okc, Ok 73710
405-692-3275
September 14, 1953, marked the opening of South Texas Bible Institute in Houston, Texas, under the leadership of Dr. Max R. Gaulke, using the facilities of First Church of God. The State of Texas chartered the institution and recognized it as an institution of higher education. The first class began with twenty-six students. In the fall of 1955, the curriculum was expanded to that of a four-year college and the name was changed to Gulf-Coast Bible College.

In 1966, Gulf-Coast Bible College became an associate member of the American Association of Bible Colleges. Full membership was granted in 1968. The Southern Association of Colleges and Schools, the regional accrediting association, granted full accreditation in 1978.

In June of 1968, Gulf-Coast Bible College became a general agency of the Church of God, Anderson, Indiana. As a result of the action by the General Assembly, the College was granted representation on the Executive Council of the Church of God and full membership on the Commission on Higher Education of the Church of God.

In the summer of 1985, Gulf-Coast Bible College moved to Oklahoma City, Oklahoma, and became Mid-America Bible College. Moving to Oklahoma City placed the College under a new regional accreditation body, the Higher Learning Commission of the North Central Association of Colleges and Schools. In 2003, the College became Mid-America Christian University.

Since its inception, the University has had four presidents. Dr. Gaulke, the University’s founder, served as president of the University for twenty-two years until he retired. At that time, Dr. John W. Conley became president and served the University for fourteen years. In 1989, Dr. Forrest Robinson succeeded as president of Mid-America Bible College until his retirement in the summer of 1999. The General Assembly of the Church of God ratified the University’s fourth president in June of 1999, Dr. John D. Fozard.

The University Seal

SEAL’S SHAPE: The circle has long stood as a symbol of something that is without end. Our God is eternal and His holiness knows no end. He is the Alpha and the Omega, the first and the last, the beginning and the end. The dynamic life He offers us, through faith in Jesus Christ, is eternal life, as well.

RED COLOR: Red reminds us of the crimson blood of Jesus Christ, shed for the forgiveness of our sins. Red has often symbolized sacrifice. The seal’s color calls us to be Christ-like in our passion and commitment to doing God’s will. Jesus is our example: “For even the Son of Man did not come to be served, but to serve, and to give His life a ransom for many” (Mark 10:45).

GOLD COLOR: Gold is a metal, which comes from a refining and purifying process. Scripture reminds us that God shapes us, molds us, and refines our life into the image of His Son, Jesus Christ our Savior. This color describes holiness, a life which has been purged of self-centeredness to become Christ-centered and Spirit-controlled.

CROSS: The cross symbolizes the redemptive love of God in
giving his Son as the sacrifice for our sins. The cross is centered within the seal, reminding us that to have acquired knowledge without ever knowing and believing in Jesus Christ is the greatest of tragedies. Likewise, the cross reminds us that campus life occurs within a Christian environment.

GLOBE: The globe remind us of our Lord’s Great Commission found in Matthew 28:19-20. MACU students prepare to impact their world for Christ. God calls us to be “world-changers.”

OPEN BOOK/BIBLE: The Open Book has long been associated with the Bible by students and faculty alike. Through His Word, God opens our eyes to the world around us and to the needs of those we are called to serve.

BOOK BENEATH THE BIBLE: The second book (beneath the open Bible) speaks to our dual commitments as a University; it reinforces the importance of the pursuit of academic excellence, in addition to the study of God’s Word.

BRANCHES: In ancient days, the laurel branch symbolized meritorious service and achievement. A crown of laurel often adorned the head of a champion or victor. Receiving a college degree is a true accomplishment. But these branches also resemble heads of ripened grain. Our Lord reminds us that He has blessed us to be a blessing. Jesus gave us our mission to tell the world about Him when He said, “Behold, I say to you, lift up your eyes, and look on the fields, that they are white for harvest” (John 4:35).

BANNER WITH THE WORDS “Scientia, Devotio, Officium”: These three Latin words represent the distinctive MACU educational approach of “Head, Heart, and Hand,” in which students are prepared with the knowledge of their disciplines, their devotion to God, and to be of service to others.
The mascot of the Evangels was selected by the student body several years ago.

The name “evangel” comes from the term “evangelist,” which means:


- One who practices evangelism, especially a Protestant preacher or missionary.

The Evangelist has been seen as a spreader of Good News. As our students go into the world to their chosen vocation/ministry, they spread the Good News of the Gospel of Christ.

The idea of a warrior as a soldier of the cross comes from Ephesians 6:10-17:

"Finally, be strong in the Lord and in his mighty power. Put on the full armor of God so that you can take your stand against the devil’s schemes. For our struggle is not against flesh and blood, but against the rulers, against the authorities, against the powers of this dark world and against the spiritual forces of evil in the heavenly realms. Therefore put on the full armor of God, so that when the day of evil comes, you may be able to stand your ground, and after you have done everything, to stand. Stand firm then, with the belt of truth buckled around your waist, with the breastplate of righteousness in place, and with your feet fitted with the readiness that comes from the gospel of peace. In addition to all this, take up the shield of faith, with which you can extinguish all the flaming arrows of the evil one. Take the helmet of salvation and the sword of the Spirit, which is the word of God.” (NIV)

The Evangel wears the Armor of God as a symbol of our spiritual victory in Christ. Through these armor elements Christ has given us, we can demonstrate our relationship with Him. We can be strong in the Lord. The power of Christ is given to us through the presence of the Holy Spirit in our lives. We must take up each part of the armor so we may courageously and confidently stand for Christ. To leave off any part of it is to invite defeat in the spiritual conflict against the “devil’s schemes.” The armor serves the Evangel as both offensive and defensive equipment. Each piece of the armor is depicted in the full body icon of the Evangel. The typical view of the Evangel does not show all of the elements of the Armor of God.
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<th>Important Phone Numbers</th>
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<th>When Calling from Off-Campus</th>
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<tr>
<td>Main Switchboard/Operator</td>
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<td>405-691-3800</td>
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<td>Academic Affairs Office</td>
<td>3177</td>
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<td>Athletic Office</td>
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<tr>
<td>Business Office</td>
<td>3294</td>
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<td>Campus Police</td>
<td>3100</td>
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<td>Faculty Secretary</td>
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<td>University Bookstore</td>
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<td>Admissions Office</td>
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<td>Student Leadership &amp;</td>
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<td>Activities</td>
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<td>New Hall Resident</td>
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<tr>
<td>Director</td>
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<tr>
<td>NH RA on Duty</td>
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<td>Residence Complex West</td>
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<td>MACU Police Chief</td>
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Academic & Financial Information

create • collaborate • innovate
Academic Information

For Information concerning academic information for the College of Arts and Sciences (CAS) as well as the College of Adult and Graduate Studies (CAGS), please see the following pages in the University Catalog. The Catalog can be found at www.macu.edu.

- Enrollment—Page 38
- Provisional Students—Page 38
- Academic Probation and Suspension—Page 38
- Accommodations—Page 39
- Class Attendance—Page 39
- Class Standing—Page 40
- Final Examinations—Page 43
- Registration—Page 44
- Late Registration Fee—Page 44
- Dropping/Adding a Class—Page 44
- Withdrawal—Page 45
- Scholastic Achievement—Page 46
- Academic Appeals Process—Page 53
- Student Academic Honesty & Integrity Policy—Page 54
- Graduation—Page 64
Institutional Refund Policy

A student must officially withdraw or drop to be considered for an institutional refund. Refunds are calculated by the Business Office upon completion of the drop or withdraw through the Registrar office. Any fees associated with a course or program are non-refundable.

College of Arts and Sciences Financial Information

To ensure fair and equitable refunds of unused tuition, fees, and room and board charges to students who withdraw or drop before completions of each semester, the following Institutional refund schedule exists:

Refund policy for 16-week classes
First week.............................. 100%
Second week........................... 90%
Third week............................... 75%
Fourth week............................. 50%
Fifth week................................. 25%
Sixth week.................................. 0%

Refund policy for 5-week to 8-week classes
Prior to the first class.............. 100%
Within the first week................. 80%
Within the second week............. 60%
After the second week ............... 0%

Summer Institutional Refund Policy
(week-long classes)
Prior to the first day of class.... 100%
After the 1st Day...................... 0%

Weekend Class Refund Policy
Prior to the first class.............. 100%
Prior to the third class............. 50%
After the third class has met...... 0%

The date of withdrawal shall be the date on which the student completes and turns in the appropriate forms for the University and not the date of last attendance unless the student never attended.

Room and board charges are pro-rated according to the refund policy for 16-week classes.
College of Adult and Graduate Studies Financial Information

A student shall normally be assessed tuition charges by the course. When a student withdraws during a course, for any reason, the portion of the tuition considered earned by the college shall be in direct proportion to the number of sessions or fractions thereof elapsed since the beginning of the course.

The tuition refund schedule based on the date of withdrawal or drop is as follows:

**Refund Policy for 5-week and 8-week sessions**
- Prior to the first session of the course: 100%
- Prior to the second session of the course: 80%
- Prior to the third session of the course: 60%
- After the third session of the course, there are no refunds.

**Refund policy for 2-week session**
- Prior to the first session of the course class: 100%
- After the first class, there are no refunds.

The date of withdrawal shall be the date on which the student completes a withdrawal request online and not the date of last attendance.

If a student in their first period of enrollment does not participate or attend their first course in the first two weeks, the Registrar is authorized to withdraw the student from all enrolled courses. A student who is withdrawn from the University for this reason will be refunded 100% for the tuition and fee charges on the student's account. The student is responsible for book charges.

If a class is failed, the student shall be assessed the tuition again for the class when repeating the class.

Additional financial information can be found on page 27 of the University Catalog at www.macu.edu.
College of Adult & Graduate Studies
Code of Conduct
create • collaborate • innovate
Mid-America Christian University (MACU) is committed to creating and maintaining a productive living and learning community, which fosters the intellectual, personal, cultural, spiritual and ethical development of its students. As an institution rooted in the Wesleyan-Arminian tradition, we value the biblical principle that our response to loving God is expressed through loving others. Self-discipline and respect for others are essential to the educational process and to good citizenship in and outside of the classroom. By attending MACU, students agree to observe standards consistent with our academic community.

**Behavioral Standards**

- **Citizenship**: Be civically responsible and engaged to improve our campus and/or local, national, and international communities.
- **Academics**: Respect Mid-America Christian University’s commitment to upholding the University’s academic integrity and honesty policy to preserve our academic community.
- **Responsibility**: Accept responsibility for your learning, personal behavior, and future success, appropriately encouraging others to do the same.
- **Diversity**: Behave in a manner that recognizes and respects individual differences.
- **Safety**: Do no harm and help maintain the safety and welfare of the campus community, online and on-ground, by immediately reporting unusual, dangerous, or inappropriate behavior to the MACU Police or other appropriate university personnel.

**Student Conduct Expectations**

**Philosophical Position**

The fundamental expectation is for students and faculty to remember that *the Golden Rule applies*. *These guidelines are important for courteous and valuable discussion; violating them can result in sanctions: Disciplinary warning, suspension, dismissal (expulsion). These sanctions are further explained in the University Catalog and under “Consequences” within this policy.*

**On-Ground Class Student Conduct**

All students are expected to conduct themselves in a professional and courteous manner both in and out of the classroom. This conduct includes being prompt to all class sessions, being prepared for class, and remaining for the entirety of the class session. Classroom discipline is the responsibility of the instructor and/or appropriate administrator.

**Online Student Conduct**

All students are expected to conduct themselves in a professional and courteous manner regarding aspects of online instruction. This conduct includes promptness in response to discussion boards, assignments, and exams. The Virtual Office is for students to ask questions of the instructor regarding course content and should not include personal or confidential information. Disciplinary problems may be referred to the appropriate administrator. Classroom discipline is the responsibility of the instructor and/or appropriate administrator.
One of the basic rights of an individual attending or teaching at a Christian educational institution is that they feel safe and free from discrimination, derogatory or insulting language, or verbal assault, inside, outside of the classroom, and online. The following basic ground rules should be followed by all students and faculty:

- **Content of Conversation:** The content of all in class and online conversation should provide valuable information that offers something new to think about and add to the learning interaction.

- **Resolving Disagreements**
  a. *Prohibited Behavior:* To respond to another student or the instructor about any issue or disagreement, you must *not*:

   i. Use language, conversation, emails, etc. that is offensive and disrespectful (Examples: profanity, slurs, insults, affronts, put-downs, verbal personal attacks or abuse, threats, accusations, bullying, harassing comment or behavior such as repeated telephone calls, emails, etc.), implying personal condemnation, or *other conduct which threatens or endangers the mental or physical health/safety of any person or causes reasonable apprehension of such harm.*

   ii. Use intimidation such as raising the volume of your voice, taking threatening postures, or using intense emphasis in emails, online postings (e.g. typing in all caps) or other forms of electronic communication.

   iii. Make inflammatory statements with the intent of provoking others to include: Racist, sexist, inappropriate, offensive, or other pejorative comments against an individual or group.

   iv. Label anyone in the class, your instructors, or the authors of texts and articles with derogatory terms or names.

  b. *Appropriate Behavior:* To respond to another student or the instructor about any issue or disagreement, you *must*:

   i. Clearly state the nature of the disagreement: What, specifically, do you disagree with? Facts, something left out, conclusions, etc.

   ii. Appropriately address another student’s or an instructor’s actions, comments, etc. you find objectionable or offensive should be addressed to the individuals involved or reported to the Program Director or School Chair. The communication must not be posted in a way that the entire class has access to the communication, either by the online learning platform, email, or in classroom discussions while other students are present.

   iii. Address offensive student comments to the instructor, the Program Director, the School Chair, or the College Dean.
Apparent Inappropriate or Offensive Student Conduct

If there is apparent inappropriate or offensive conduct in the classroom or online, the student(s) involved will be told by the instructor or other university personnel to cease such actions immediately. An incident report will be completed through the central reporting system. Further disciplinary consequences may be assessed by university officials.

Disciplinary Measures

The following measures may be used to assist the Administration to the College of Adult and Graduate Studies with disciplinary actions as deemed necessary. This list is not a hierarchy of discipline; therefore, a student could be subject to any of the following actions at any time.

- **Remediation Meeting:** If the student has an issue the first step is for the student to contact the instructor regarding any grievances. If the instructor observes misconduct, the instructor is to contact the student regarding the nature of the violation with the requested correction of behavior. If the student is not satisfied, then the Program Director can be contacted. Typically the Program Director will investigate by reviewing the class, talking with the instructor, and then contacting the student which can take up to 72 hours. The Program Director will seek to speak to the student regarding the student’s concerns and issues to help resolve the concerns. If the difficulty warrants it the Program Director can contact the School Chair to address the issue. If the student is not satisfied then the College Dean can be contacted to review the matter. Further meetings can be scheduled in order to achieve resolution.

- **Disciplinary Warning:** If the behavior is deemed inappropriate, a warning will be administered to include: A statement of the standard of conduct that has been violated, an explanation of the possible results of further misconduct. A student not responding to a warning will be subject to further disciplinary actions. Severity of the misconduct could result in additional disciplinary actions.

- **Suspension:** Suspension is involuntary separation from the University for a specified period of time. Suspended students shall not participate in any University-sponsored activities and may be barred from University premises or from access to online capabilities. Suspension may also include involuntary separation from MACU under advisement of University officials without the privilege of re-admittance for a specified period of time. Other sanctions or conditions may be required before re-admittance is granted.

- **Dismissal (Expulsion):** Dismissal is the immediate separation from the University with appropriate notation on student’s behavioral file. No refunds are made and the student will suffer disciplinary consequences. MACU reserves the right to restrict a dismissed student’s access to, or bar his or her presence from, the University premises or activities.

The Student University Catalog presents procedures for grievances, complaints, and concerns.

Threatening Behavior

Any perceived threatening behavior or language by an on-ground student is to be reported to the Campus Police.
Community Covenant

All students enrolled in classes in the College of Arts and Sciences (CAS), as part of their enrollment at MACU, are required to sign, agree to, and abide by the Community Covenant listed below. This form should be signed at the beginning of each academic year in the Student Life Office prior to the start of classes.

Mid-America Christian University desires a community of integrity that brings honor to God. We are committed to growing the individual and strengthening the student body. The foundation of our principles is directed from our mission and community values. The Christian Bible is the foundation of the values that form our community. Though we are not all believers, as a community we work to hold each other accountable as we follow the teachings of Christ.

The values that guide the Student Life are listed below with a brief description:

- **Honest Community**: not hiding from oneself or others
- **Personal Growth**: spiritual, emotional maturity, self-worth
- **Campus Safety**: physically, emotionally, socially safe
- **Student Success**: striving toward personal excellence
- **Practical Relevance**: significant life application

We expect students to be committed to the MACU community and through the practice of these values. Detailed information about these values and policies that relate to them are printed in the Student Handbook. Students are expected to familiarize themselves with and abide by university policies and regulations, including those in the Student Handbook and academic catalogue. Students who cause a breach in community by violating these values and the policies related to them will be subject to disciplinary action, which may lead to suspension or dismissal from the University.

**Drugs and Alcohol**

MACU considers the possession and/or use of alcoholic beverages, hallucinogenic drugs (including but not limited to marijuana), and synthetic narcotics or other controlled substances (not properly prescribed and used), tobacco products and paraphernalia (including vapors and electronic cigarettes), as being contradictory to the Christian life and/or harmful to the MACU community. The Drug-Free Workplace Act of 1988 and the Drug-Free School and Communities Act Amendment of 1989 supports this conviction by prohibiting the possession, distribution, and/or use of alcoholic beverages, any controlled substance or illicit drug, or tobacco product on University property or at any University event or activity and at all times.

In addition to the use of the above products, MACU regards the display of paraphernalia representing alcohol, drugs, and/or tobacco as incongruent with the University’s policy. Any student who chooses to engage in the use of alcoholic beverages, hallucinogenic drugs (including but not limited to marijuana, and synthetic narcotics or other controlled substances (not properly prescribed and used), tobacco products and paraphernalia (including vapors and electronic cigarettes) is subject to disciplinary action. This policy applies to a student's conduct both on and off campus during any period of enrollment.
Testing Policy

MACU officials may conduct drug and/or alcohol testing of students with probable cause or reasonable suspicion (defined as suspicion a reasonable person could conclude based on specific and articulable facts or evidence). If a student’s drug and/or alcohol test results are positive, the student is responsible for the cost of the test. Drug and/or alcohol tests are conducted without notice in order to ensure accurate testing. Any student may be drug or alcohol tested at any time in order to support MACU’s drug and alcohol free policy. If a student refuses to submit, fully and honestly, to either of these tests, or to sign a release of information form, MACU assumes the student is admitting responsibility for a violation and proceeds accordingly: Any student refusing to take a drug test, or otherwise interfering or failing to cooperate with any such test, is held responsible for the violation of MACU’s policy regarding drugs and is disciplined accordingly. Likewise, any student refusing to take a Breathalyzer test or participate in field sobriety tests performed by Campus Police is responsible for the violation of the alcohol policy and will be disciplined accordingly. Positive tests are considered conclusive evidence that a student was in an environment where the prohibited drug or alcohol activity occurred and/or participated in such activity. Challenges to positive drug test based on “second hand smoke,” or similar arguments, are therefore not valid. If a student feels the test was erroneous due to a medical condition or medication, he or she can utilize the disciplinary appeals process which is outlined on page 80 of the Student Handbook.

Amnesty Policy

At MACU, efforts are made to assist students who are struggling in areas that violate the Community Covenant and behavioral expectations of the university community. Such areas might include un-wed pregnancy, drugs, alcohol, pornography, physical relationships, and sexual identity. Understanding that many students struggling with these types of issues may be fearful to ask for help because of potential consequences, an Amnesty Policy has been set in place. This policy allows students to be held accountable for such behaviors without going through the discipline process. Those who seek help from Student Life will be given assistance in an appropriate manner.

Through the Amnesty Policy, students can admit struggles, accept accountability, and receive help and support needed to work through issues. Students seeking amnesty will be required to sign a behavioral contract and/or to seek professional help. Students desiring amnesty must initiate contact with a Student Life Staff Member. Students intending to seek shelter from punishment will not be considered for amnesty. Contact the Office of Student Life at (405) 692-3242.

Appearance and Dress Code

It is expected that members of the MACU community will be mindful of their overall appearance and will dress modestly and appropriately. Realizing that dress code policies are often subjective, students should comply with the request to change attire from any faculty, staff, or Resident Assistant. With fashion constantly changing, the following are general guidelines that are to be followed:

- Wear clothing that covers the stomach region and lower back.
- Shorts and skirts should reach the mid-thigh.
• Tank tops must be modest and at least one inch wide at the shoulder and cover any undergarments completely.

• Ball caps, hats, and other head coverings must be removed when entering the Chapel.

• Clothing serving as undergarments should be covered by outerwear.

• Clothing that displays slogans or images that promote sexuality, discrimination, alcohol, illegal drugs, tobacco, or are generally offensive should not be worn at any time.

• Footwear must be worn at all times in all non-residential buildings.

• MACU does not allow facial or tongue piercings for students while in a role officially representing the University such as, but not limited to: RA’s, Student Government Association (SGA) Officers, athletes, students performing in music groups and worship or camp teams. Representation of MACU begins when a student leaves the campus for an officially sponsored event. RAs and SGA Officers serve as student leaders whether on or off campus and therefore may not have facial or tongue piercings at any time.

• MACU officials shall determine whether a student’s attire or jewelry is immodest or inappropriate (this includes dress that technically passes all standards above). If deemed immodest or inappropriate, the student will be required to conform to the Appearance and Dress Code and may be subject to disciplinary actions.

**Bulletin Boards and Announcements**

Students or student organizations may need to publicize an upcoming event to the entire MACU community. In order to accommodate flyers or other announcements, approved bulletin boards and windows may be used to post a flyer or announcement provided the flyer or announcement has been approved with a signature by the Office of Student Life or the person responsible for the bulletin board. Flyers and signs are not to be hung directly on the wall or doors. Unapproved signs will be removed. Any exceptions must be acceptable to the Office of Student Life and the Director of Facilities. All signs should be hung using staples (cork boards) or sticky tack.

University clubs, organizations and events can be advertised through chapel slides, Cafeteria table tents and bathroom newsletters. Announcements should be emailed to announcements@macu.edu. All announcements are subject to the approval of the Office of Student Life.

**Disturbing the Peace & Destruction of Property**

Whenever a student, student organization, or group of students disturb, damage, destroy, deface, or remove the property or operations of the University without permission, all involved parties will be subject to appropriate discipline from the University and civil authorities where applicable.
Entertainment

The community of Mid-America Christian University seeks to encourage personal growth and spiritual maturity. Media that dishonors community values is discouraged. MACU community members are encouraged to utilize critical thinking and scriptural principles as they choose their entertainment. Student Life reserves the right to make judgments concerning which entertainment may be prohibited. Material that is deemed inappropriate or prohibited may be confiscated or the student will be asked to remove the object(s) from campus.

Falsification of Information

Any student who participates in forgery, unauthorized alteration, unauthorized use of any university document or instrument of identification, and/or intentionally lying or providing false information, written or oral, to university officials will be subject to disciplinary action.

Gambling

Gambling, including online gambling, betting pools, and any activity requiring cost to the possible winners and where the prize awarded is based on chance is prohibited for students of Mid-America Christian University. Any gambling that takes place on or off campus may result in disciplinary action.

Lost and Found

The Main Campus lost and found is located in the Student Life Office in the Main Building. Any items found should be brought to the Student Life Office and any items may be reported lost at the same location.

Harassment & Discrimination

MACU is committed to maintaining a humane atmosphere where race, color, gender, age, national origin, marital status, and cognitive or physical disability are not disparaged. The University will not tolerate language or behavior directed against particular persons or groups the intent is to degrade, humiliate, embarrass, frighten, or otherwise dehumanize. Students who violate this policy or the spirit of this policy may be subject to immediate suspension or expulsion.

Bullying & Cyberbullying, Harassment

Mid-America Christian University (MACU) expects that all members of the MACU school community will treat one other with civility and respect.

It is the policy of MACU to provide and maintain a living-learning community that is free of bullying/harassment and any other verbal, physical, or electronic misconduct that disrupts the community, or creates a hostile or unsafe environment at MACU.

The MACU Bullying/Harassment Policy, set forth below, is intended (1) to prevent bullying/harassment among the members of the MACU community, (2) to encourage students and
their parents to have confidence in MACU's procedures and to come forward promptly any time a student is subject to conduct that is prohibited by this or any other MACU policy, and (3) to implement appropriate discipline and other corrective measures when they are found to be warranted.

It is important that this policy be well understood by all members of the MACU community. The Director of Student Life is responsible for the implementation and administration of the bullying/harassment policy. Questions and concerns related to this policy may be referred to the Director.

If you feel like you are the victim of bullying/harassment, please report your situation immediately to the Director of Student Life or to another member of the Student Life Staff.

Oklahoma State Law Definition of Bullying/Harassment

Mid-America Christian University uses the same definition of bullying/harassment as set forth by the state of Oklahoma. The state of Oklahoma defines bullying/harassment as follows:

"Harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, a gesture or written, verbal, or physical act.

Source: §70-24-100.3. School Bullying Prevention Act Legislative findings - Purpose of act - Definitions.

Bullying/harassment can occur whether or not the victim is aware of the situation. Whether or not the intent of the offense was malicious, if the social perception of the victim is negatively impacted by the offense, the offense can fall under this definition of bullying/harassment. Bullying/harassment can include, but is not limited to, any of the repeated events defined as follows:

- Hitting, slapping, pushing, and other physical conduct that causes bodily harm
- Teasing or threatening in a manner that puts someone down or is cruel
- Deliberately excluding someone, spreading rumors, engaging in gossip, psychological manipulation, and other actions that hurt someone's feelings or demeans them
- Sexually harassing conduct
- Hazing activities
- Cyberbullying

Definitions

The following terms are used in the bullying/harassment policy of MACU and are defined as follows:

Cyberbullying: Cyberbullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, fax machines and the Internet. It includes, but is not limited to e-mail, instant messages, text messages, and Internet
postings, whether on a web page, social media outlet, in a blog, or otherwise. Cyberbullying can include, but is not limited to, the following:

- **Cyberstalking** - Repeatedly sending messages that include threats of harm or are highly intimidating or engaging in other online activities that make a person afraid for his or her safety. This is the most extreme form of cyberbullying and police will be involved.

- **Harassment** - Repeatedly sending offensive, rude and insulting messages to someone via text message or whenever he/she logs into a chat room.

- **Impersonation** - Breaking into another person’s e-mail account, social networking site and the like, to send vicious or embarrassing materials or messages to others by posing as the person.

- **Denigration** - Distributing information about another that is derogatory and untrue. Some examples include posting of such information or digitally altered photos onto a webpage or sending these to others via e-mail or instant messages.

- **Outing and Trickery** - Sharing someone’s secrets or embarrassing information, and/or tricking someone into revealing secrets or embarrassing information about themselves.

*Hostile Environment*: A hostile environment is a situation in which bullying/harassment causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education.

*Retaliation*: Retaliation is any form of intimidation, reprisal, or bullying/harassment directed against a student who reports bullying/harassment, provides information during an investigation of bullying/harassment, or witnesses or has reliable information about bullying/harassment.

**Policy Against Bullying/Harassment**

MACU will not tolerate any form of bullying/harassment to any faculty, staff or student. Nor will MACU tolerate retaliation against any person who reports bullying/harassment, provides information during an investigation of bullying/harassment, or witnesses or has reliable information about bullying/harassment.

Bullying/harassment and cyberbullying are prohibited at any time, at any location and on any device if you are a part of the MACU community. Violation of this bullying/harassment policy is a Level 4 offense on MACU’s Breach in Community Agreement.

In addition, bullying and harassment are prohibited at any location, activity, function, or program that is not MACU-related or through the use of technology or an electronic device that is not owned, leased, or used by MACU, if the bullying/harassment creates a hostile environment at MACU for a targeted student, faculty or staff, infringes on the rights of a targeted student, faculty or staff at MACU, or materially and substantially disrupts the educational process or the orderly operation of MACU.

Students concerned about the well-being of other students or the violation of a MACU policy may speak with a member of the Student Life Staff or fill out a concern report located on the portal. These reports will be handled with confidentiality and the student may report without fear of disciplinary action or retaliation.
Legal Definitions & MACU Policy

It is important to bear in mind that stricter standards of behavior than those provided by law may apply under MACU’s policies so that prevention of inappropriate conduct can occur before a student has been subject to bullying/harassment as it is defined under the law. For example, although the law defines bullying/harassment as “repeated use” of certain expressions, acts, and/or gestures, MACU reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act, or gesture, if MACU determines that it consists of sufficient severity to warrant disciplinary measures or other remedial action.

Health Insurance

At the time of enrollment each year, students are required to sign a waiver of medical responsibility. This waiver states that the student is covered by either personal or parental medical insurance and is solely responsible for any medical expenses incurred while a student at MACU.

Due to recent changes in healthcare, our student health insurance provider is no longer offering student plans. We recommend all individuals seeking student healthcare plans sign up through https://www.healthcare.gov/ or the healthcare exchange of their choice to purchase coverage.

Language

“You must rid yourselves of all such things as these: anger, malice, slander, and filthy language from your lips,” Colossians 3:8 (NIV). The Scriptures remind Christians to encourage each other in all that is said or done; therefore, inappropriate language, vulgarity, slanderous statements, gossip, profane expressions, using God’s name in vain, obscene jokes, discrimination, and/or sexual innuendos are not acceptable. This policy extends to the realm of social media. Students should not participate or encourage conversations that are slanderous in any form. Students who violate this policy may be subject to disciplinary action.

Occult Practices

Possession of occult paraphernalia and/or the practice of occult or satanic rituals are a clear violation of biblical principles and are expressly forbidden at MACU. Students who violate this policy may be subject to disciplinary action.

Personal Electronic Devices

We ask that, as a courtesy to the campus community, all cell phones, Mp3 players, and similar electronic devices are silenced and/or turned off and not used during all classes, unless otherwise noted by the instructor, and chapel. Please check your syllabi for the specific consequences associated with personal electronic devices in the classroom.
Physical & Emotional Harm

At MACU, the sanctity of human life is of extreme importance; therefore, any attempts and/or actions that cause or place one’s self or others in the way of physical or emotional harm will not be tolerated. Students who exhibit suicidal behavior may be required to enter off-campus observation and/or counseling to ensure personal safety. Additionally, in situations involving a suicidal or homicidal student, the Campus Police will be in charge of the response protocol in cooperation with the Office of Student Life. Behavior that is disruptive to the learning environment of other students may be subject to the discipline process.

University Care Team

Students experience a wide-range of adjustments throughout college. While most students’ needs are addressed through the everyday services of the University, a growing number of students require further attention. The Care Team brings together administrators from Student Life, Public Safety, Academic Affairs and Behavioral Science to offer an informed and caring response to students of concern. Annually, the Care Team members are:

- Director of Student Life; Chair
- Campus Pastor
- Complex West Residence Director
- New Hall Residence Director
- Chief of Police
- Chair of Behavioral Science Department
- Dean for the College of Arts and Sciences (CAS)

The Care Team discusses exceptional cases involving CAS undergraduate students presenting concerns that are best addressed by the combined attention of these University offices. Exceptional cases are defined as:

- Students who may be threats to themselves
- Students who may be threats to the campus community
- Students who have experienced traumatic personal events
- Students whose behavior and/or emotional state raise significant concerns

Students who create these concerns may manifest their difficulties in the classroom, in the residence halls, and in many other settings within the University. When faculty or staff members encounter students whose behavior or situation is analogous to the cases described above, they should communicate their concerns and observations to the Director of Student Life. The Director of Student Life will communicate the concerns to the Care Team. If a faculty or staff member feels that there is imminent danger either to an individual student or the campus, the Public Safety Office should be contacted immediately at 642-3100.

The Care Team will be available to consult with faculty about any student, whether or not the faculty member is sure about the level of concern that should be given. Each student case will be regarded with the utmost respect and privacy as the team seeks to serve and support the student. The Care Team adheres to the federal privacy guidelines of the Federal Educational Rights Protection Act (FERPA). The team will meet on an as-needed basis.

If individuals encounter a student whose actions or behavior are disruptive to class, but are
not “exceptional cases” as defined above, then it is appropriate to use the Early Alert System that is located on the homepage of the University Intranet or contact a member of the Student Life staff.

Care Team recommendations range from recommended counseling or mentoring to suspension or expulsion from the University in extreme cases. The focused concern of this committee is the well-being of the student. Care team recommendations are developed in conjunction with student input. Students refusing to respond to the care recommendations of the team may be required to take mandatory leave until the proper amount of support and stability are in place for the student. It is the express desire of this team that students are restored and supported to live a healthy life within the University community.

The Care Team will also be responsible for coordinating counseling support for the student body during incidents of campus trauma or national issues that may necessitate grief or distress counseling.

The Care Team is a function of the Office of Student Life. The Director of Student Life will report Care Team actions to the Vice President of Engagement and Success in alignment with described duties. No CAS student may be expelled or suspended without the written authorization of the Vice President for Student Engagement and Success or the University President.

**Pornography**

The utilization and proliferation of media that represents and/or presents an individual(s) in a sexual context is considered to be contradictory to the Christian lifestyle and the behavioral expectations of MACU community members. Individuals who are found to be viewing, in possession of, subscribing to, and/or distributing material that is pornographic will face immediate action by university officials.

**Public Displays of Affection**

MACU recognizes that dating relationships will develop between students and encourages students to be mindful of the following:

Each person and their dating partner are members of a greater community, and with respect for others, should be considerate in public displays of affection.

Sexual relationships are expected to occur only in the context of marriage. Students must avoid behavior that may reasonably be interpreted as creating an appearance of impropriety or a sexually compromising position.

Conduct in relationships should reflect honesty, respect, responsibility, and good taste both in public and in private. Indiscrete public display of affection is inappropriate, often makes others uncomfortable, and can be a source of embarrassment.

Displays of affection are defined as prolonged physical contact that moves beyond hand holding or hugging. If others are uncomfortable walking into a room, you may be asked to change your behavior.
Sexual Integrity

MACU recognizes human sexuality as a gift from God and that sexual intimacy is to be shared as God’s gift within the context of a committed marriage relationship between a man and a woman. All sexual activity is to be expressed exclusively in the covenant of a marriage relationship. Further, the University holds that cohabitation, spending the night together, and sleeping together are inappropriate expressions of sexuality. All sexual relationships that occur outside of marriage are considered a direct violation of the Community Covenant. Sexual misconduct will be addressed by the Director of Student Life and/or the Resident Directors with the appropriate discipline administered, according to the Discipline Guide Sheet.

University Officials

Students are expected to respect those who are in authority at MACU and in our government. Disrespecting, threatening, abusing, or harassing any MACU official will not be tolerated. Students are encouraged to follow the chain of representation when they have concerns or ideas that need to be expressed to university officials. The SGA serves as the voice of the entire student body and should be sought for areas of general concern. Specific complaints may be addressed by making an appointment with the Director of Student Life, while concerns regarding the residence area should be addressed with the Resident Directors.
College of Arts & Sciences
Residence Life

*Also applies to CAGS students given special permission to live on campus.

create • collaborate • innovate
Located on the south side of the MACU Main Campus, the residence halls provide housing for many of the traditional students of the MACU community. The residence area consists of two residence complexes and one residence hall. The suites in our Residence Hall East and Residence Hall West contain four private bedrooms, a common living area, and a bathroom. The rooms are fully equipped with wireless internet and cable. One of these suites is designed for disabled students.

Our New Hall (to be officially named later) features two options. Premium Suites are two double-occupancy rooms connected by a bathroom. Our Grand Suites have a similar layout but also include a common living area which connects both rooms. Every room includes a sink, mini fridge and microwave. The rooms are fully equipped with wireless internet and cable. Three of these rooms are designated for disabled students.

Student Life personnel reserve the right to enter any room without prior notice or consent as well as to inspect or search any room or suite without prior notice or consent with probable cause. If evidence of activity that violates any school policy is found, members of the Student Life Staff have the right to remove and retain it for further investigation.

Residence Life Staff

Resident Directors (RDs)

To assist in campus living, the University employs two Resident Directors who live on campus. Each RD is able to offer guidance to student residents. The RCW Resident Director lives in room 121 and the New Hall Resident Director lives just off of the main lounge in 102. They both assist in the management of the residence area and report to the Director of Student Life.

Resident Assistants (RAs)

RAs are students, selected by the Resident Directors, who serve with Student Life in the management of the residence halls. RAs perform various duties including curfew checks, room cleaning inspections, and other jobs needed to ensure a smooth living arrangement for all residents of MACU.

Housing Status

Individuals granted enrollment at MACU are students and thereby agree to support and abide by the MACU Student Code of Conduct whether their physical presence is on or off campus.

National research shows that students who live on campus during their undergraduate career experience higher academic success and are more likely to graduate. Additionally, living on campus is an important avenue for getting involved in campus life, additional factors that contribute to student success.

Residency Policy

For these reasons, MACU requires all students 26 years of age and below to live on campus.

MACU does recognize that, while it is generally better for students to live on
The following students are eligible to live off-campus:

- Students enrolled in less than nine (9) credit hours per semester
- Students who are married
- Students who are graduating seniors
- Students living with their parents (not more than 40 miles from the MACU main campus). Students must have a notarized affidavit signed by their parents noting that they are living at home. This must be the parent's main home, as defined by the IRS in Publication 523 (2012).
- Students who are 22 years of age who have achieved a 2.5 CGPA and a clear disciplinary history

**Living Off-Campus**

All students who desire to live off campus must submit a Commuter Form to the Office of Student Life. The form can be found on portal.macu.edu. If the request is granted, the student will be awarded a commuter status. Students should not secure alternative living arrangements prior to written approval from the Office of Student Life. It may take up to two weeks to receive approval. Securing a lease or paying a deposit in an off-campus facility before approval to live off-campus is granted will not serve as sufficient grounds for approval to be granted. In a case where the student does not meet the criterion to live off-campus MACU will not be held liable for any housing deposits or costs associated with breaking a lease.

**Changing Housing Status During a Semester**

If a student requests to cancel a housing contract and move off campus, the student must submit a request to the Director of Student Life. If the request is granted, the student’s bill for Room and Board will be prorated based on the student’s check-out date. If a student would like to move on campus during a semester, the student must submit a request in writing to the Director of Student Life. If the request is granted, the student will be allowed to move on campus and charged a prorated rate for both Room and Board from the move-in date.

*A student who changes their housing status during the semester without written approval from the Director of Student Life may be charged Room and Board for the entire semester.*

**Appealing Housing Status**

A student may choose to appeal his or her housing status. Appeals should be made to the Housing Appeals Committee. Submit a written appeal to the Office of Student Life. The committee consists of the Director of Student Life one Resident Director and the Campus Pastor.

**Summer Housing**

Summer housing is available for students enrolled for the upcoming fall semester or who have graduated in the spring of that year. Summer housing begins when the halls close at the end of the spring semester and ends when the halls open at the beginning of the fall semester. Space is limited and will be allotted on a first come, first serve basis after the Spring Housing Meeting.
Students living on campus for the summer will be moved to designated suites in order to consolidate the summer housing students in the fewest number of suites possible. This move may not be the students’ final housing location for the summer due to summer activities and maintenance.

To be eligible for summer housing, a student must

- Apply for Summer Housing through the Office of Student Life by April 1
- Be approved for Summer Housing by the Director of Student Life
- Be enrolled at MACU for the upcoming fall semester or a graduate from the most recent semester
- Be in disciplinary good standing with MACU

The Office of Student Life reserves the right to limit the number of students in summer housing.

**Summer Housing Rules**

Regular rules for MACU students continue throughout the summer for students living in housing. However, there are no Open House hours during the summer. There will be cleaning checks throughout the summer.

**Summer Housing Rent**

Summer rent is $125/week. Students working at MACU for at least 20 hours/week will receive a 50% discount on rent.

**Summer Housing Grounds for Eviction**

Students may be evicted for any of the following reasons:

- Violation of the Community Covenant or a MACU policy
- Cleaning check failure
- At the discretion of the Director of Student Life

**Check-In and Check-Out Procedures**

All students need to check in with a member of the Residence Life staff and will be required to complete a Room Condition Inventory. This form will indicate any pre-existing damages and will account for all furniture items provided by the University and their condition of the furniture.

At checkout, students will be required to complete this process once again to access any damage or losses that have occurred during the student’s time of residency. Any student wishing to change rooms during the school year will have to check out of the old room and check in to their new room, following approval of the Director of Student Life. Improper check
out will result in a $100 fine, which will be placed on the student’s bill. Any damages or destruction of University property will result in a monetary fine. Instructions for properly cleaning and checking out of your room will be posted in each suite.

Students must properly check out and vacate their rooms by the Saturday of graduation by 6:00 p.m. Personal belongings that are left in the residence halls after check out will be discarded and the student will be fined. Students may leave their possessions, excluding perishable items, in their rooms between Fall and Spring semesters if they will be living in that room during the Spring Semester. Mid-America Christian University is not liable for loss of personal property left in the residence halls.

### Babysitting

Out of the best interest of children and students, students are not permitted to babysit in the residence area. Any student who chooses to babysit in the residence halls may be subject to disciplinary action.

### Secured Campus Hours

Student safety is a high priority for Mid-America Christian University. The campus closes to non-residential students at midnight. The purpose of this closing is to secure the campus community for those students who make their student home on campus. At midnight, residential students and their overnight guests must begin to check in and out through Campus Police, stationed at the main entrance. Overnight guests must have an official guest pass that has been authorized through the Residence Life Staff prior to the guest staying beyond secured campus hours.

An officer will be stationed at the entrance of campus to check students on campus. Students must carry identification in order to enter campus. Guests must have an authorized guest pass with them at all times.

All visitors and off-campus students must be off campus by midnight, unless they have obtained a Guest Pass from the Office of Student Life. Students will be held responsible for any unauthorized visitors or off-campus students in the residence halls after hours.

**Closed Campus Hours are 12:00 a.m. until 6:00 a.m.** Balconies and doorways (in Residence Complex East and Residence Complex West) are considered off limits to members of the opposite sex during these times. Students are not to talk through Residence Hall windows during closed campus hours.

### Open House

Because of the different set up of each of residential areas, we have different policies for each Hall. All of campus will have Open House during the hours listed below.

**Residence Complexes East & West**

Members of the opposite sex may be in the living room area of the suites only. At no time are members of the opposite sex permitted in the individual bedrooms.

- Everyone must remain in the living room area. No one of the opposite sex is allowed in the individual bedrooms.
- All blinds in the living room area must be opened at all times.
- Doors should remain unlocked.
- Lights must remain on during open house.
- Members of the opposite sex should never be in the bathroom.
- Three feet must be on the floor at all times (no laying down together)

New Hall

Members of the opposite sex may be in the bedrooms.

- Doors should remain open at least half way at all times (this includes living room doors in the Grand suites)
- Lights must remain on during open house.
- Members of the opposite sex should never be in the bathroom.
- Three feet must be on the floor at all times (no laying down together)

There will be no Open House during Thanksgiving Break, Christmas Break, Spring Break, or the summer.

Open House Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday &amp; Wednesday</td>
<td>1pm-11pm</td>
</tr>
<tr>
<td>Tuesday &amp; Thursday</td>
<td>None</td>
</tr>
<tr>
<td>Friday</td>
<td>1pm-Midnight</td>
</tr>
<tr>
<td>Saturday</td>
<td>1pm-Midnight</td>
</tr>
<tr>
<td>Sunday</td>
<td>1pm-11pm</td>
</tr>
</tbody>
</table>

Housing Deposit

Beginning the Spring 2014 semester, all students who live in the residence halls are charged a room deposit of $100.00. This deposit is to secure a room in the halls and is not refundable. Deposits are applied to the student’s room and board costs for the semester.

Lease and Room Condition Inventory

Before moving in, students must sign a housing lease. Students residing in the residence halls are considered residents for the full semester. Once a student has moved into the residence hall, he or she is expected to stay in the residence hall for the entire semester. Students may not move out in the middle of the semester without written approval from the Director of Student Life.

A Room Condition Inventory (RCI) is a document on which the student and Residence Life staff can record any pre-existing damage to the room so that the student is not held responsible for that damage at the end of the year. It is the student’s responsibility to be sure that all pre-existing damage is included.
Room Keys and ID Cards

- Each resident student is issued a key to his/her residence hall room. Students who lose their key are to report the loss to Student Life immediately. There is a $60.00 charge for the replacement of a lost key or if the key is not returned upon check-out. Students must be able to produce both pieces of the broken key at the request of the Student Life Office.

- Duplicating a room key is strictly prohibited.

- Personal locks are not permitted on bedroom and/or suite doors without the approval of the Student Life Office.

- Each CAS student will also be issued a student ID. That ID will be good for the entirety of the student’s career at MACU. All ID cards that need to be replaced for any reason other than a faulty card will cost $12.00 and can be reprinted in the Office of Student Life.

Overnight Guests

Anyone not assigned to a specific room in campus housing will be considered a guest in the residence area. A member of the Residence Life Staff must approve reservations for overnight guests by 8:00 p.m. on the day of the request. Guests must check in with the Student Life Office upon their arrival on campus, where students obtain a Guest Pass. Guests are subject to all university regulations. Any violation of the MACU Community Covenant by the guest could result in disciplinary action against the host. Any guest may not stay more than 3 nights per month.

- All roommates must agree to have the guest stay overnight.

- The guest must be at least 12 years of age and the same gender as the host.

- A limit of three (3) nights per visit is allowed per guest. Any special exceptions regarding the three night limit must be approved through the Student Life Office before the guest arrives. The hosting student will be charged after staying on campus for more than three nights.

- No overnight guests will be permitted during Finals Week.

- If unauthorized guests are found staying in a student’s suite, a fine of $50.00 per night will be charged to the student. The student and the guest may also lose guest privileges on campus for a specific length of time. If no one student claims responsibility for the guest, the entire suite will be charged the fine.
Visitors

Off-campus students or visitors who visit the campus are responsible for abiding by the campus guidelines and the MACU Community Covenant. Any violation of the MACU Community Covenant by the guest could result in disciplinary action against the host. Students will be held responsible for the actions of their guests/visitors.

- Minors must be supervised at all times (See University Minors on Campus Policy located on the Consumer Information page of the University website)
- Selling and soliciting in residence halls is prohibited without permission from the Student Life Office. This includes various types of demonstration parties.

Noise

At all times, sound equipment (radios, televisions, etc.) is to be kept at room level (not heard outside the residence hall or in any adjoining room). Musical instruments may not be played in the residence area. Practice rooms are provided in the Main Building.

By popular demand of resident students and in order to respect the rights of others, courtesy hours are in effect at all times. Courtesy hours mean residents should be considerate of those residents who are studying, sleeping, ill, etc.

Quiet Hours

Quiet hours are set out of respect for students who may be studying. Campus quiet hours are from 10pm until 8am daily.

Pets

Students are allowed to have aquatic species that are kept in aquariums of 10 gallons or less. The only pets allowed are fish, hermit crabs, and small water turtles. Any student keeping or allowing animals in his or her suite will be fined $100 and is required to remove the animal immediately. If extermination is required due to fleas, ticks, etc., the student is responsible for extermination cost.
Hebrews 12:4-11: "My dear children, don’t shrug off God’s discipline, but don’t be crushed by it either. It's the child he loves that he disciplines; the child he embraces, he also corrects. God is educating you; that's why you must never drop out. This trouble you're in isn't punishment; it's training, the normal experience. At the time, discipline isn't much fun. It always feels like it's going against the grain. Later, of course, it pays off handsomely, for it's the well-trained who find themselves mature in their relationship with God."

Establishing autonomy and making decisions that reflect Christian character is a difficult and crucial part of each student’s development process. Just as God disciplines those that He loves, the discipline process is designed to demonstrate love to students when they make choices that violate the Community Covenant. The discipline process at MACU is a redemptive and restorative model. The purpose of discipline in the lives of students at MACU is to help restore students to the community and provide accountability for individuals as they make future decisions.

The Resident Directors, Director of Student Life and the Vice President for Student Engagement and Success are responsible for the administration of appropriate disciplinary measures, the administration of official grievances and complaints, and may counsel students about behavior and attitudes. The Discipline Guide Sheet may be obtained from the Office of Student Life and is posted on the bulletin board outside the office. Variations from the list may be made based on the combination of multiple violations and/or special circumstances.

Mid-America Christian University reserves the right to dismiss any student whose conduct or academic standing is regarded as undesirable. In such cases, the fees and tuition that are due or have been paid in advance to the University will not be remitted or refunded in whole or in part. Neither the University nor its officers shall be under any liability for such dismissal. Any student under disciplinary suspension shall relinquish all rights and privileges as a student at MACU, and his or her campus visitation rights may be restricted.

Directive Sanctions

The following measures may be used to assist the Office of Student Life with disciplinary actions as deemed necessary. This list is not a hierarchy of discipline; therefore, a student could be subject to any of the following actions at any time. These are in line with the Discipline Guide Sheet, found in Appendix F.

**Verbal Warning**

A statement of the standard of conduct that has been violated is given, as well as an official verbal warning explaining the possible results of further misconduct. Students who do not respond to the warning will be subject to further disciplinary actions.

**Written Warning**

A statement of the standard of conduct that has been violated is given, as well as an official written warning explaining the possible results of further misconduct. The written warning is kept in the student’s file. Students who do not respond to the warning will be subject to further disciplinary actions.
Campus Community Service

Students may be sanctioned to complete community service. This is in addition to required community service. Sanctioned community service is served on campus, as to help restore the individual to the community.

Loss of Guest Privileges

If a student violates guest policies or has unauthorized guests on campus, that student may lose the privilege of having guests on campus.

Loss of Open House Privileges

When applicable, students may lose the privilege of having guests of the opposite sex in their rooms. This would also limit a roommate from having guests of the opposite sex during Open House hours.

Fine

Specific monetary amounts may be levied for violation of policies. All fines will be added to the student’s account and must be paid before enrolling in courses for the next semester or receiving a diploma.

Accountability Project

If deemed appropriate for the situation, a student may be assigned a project as a part of the sanction procedures. This project could include reading a book, writing a paper, etc.

Accountability/Mentoring

As a part of the restorative justice model for our discipline process, we have included an accountability/mentoring relationship. Mentors must be a faculty/staff member and must be approved by the Office of Student Life.

Suspension

Suspended students shall not participate in any university-sponsored activities and may be barred from university premises (resident students will be asked to move out of the residence halls while under suspension). In the case that the suspension term is short and the student’s home is at a great distance, the student may be permitted to stay on campus but not allowed to leave his/her residence hall room. Any academic work missed is the responsibility of the student. Suspension may also include voluntary separation from MACU under advisement of university officials without the privilege of re-admittance for a specified period of time. Other sanctions or conditions may be required before re-admittance is granted. No refunds are made in the case of a suspension.
**Expulsion**

Expulsion is the immediate separation from the university with appropriate notation on student’s behavioral file. No refunds are made and the student will suffer disciplinary consequences. MACU reserves the right to restrict a dismissed student’s access to, or bar his or her presence from, the university premises or activities.

**Professional Counseling**

Students may have the option to choose professional counseling during the discipline process. Any fees associated with counseling through the discipline process are the responsibility of the student.

**Online Drug/Alcohol Awareness Seminar**

Students who have violated the drug and alcohol policy at MACU may be required to complete an online seminar. The student is responsible for all costs associated with this seminar.

**Disciplinary Probation**

Disciplinary Probation serves as a period of observation. If no other disciplinary issues arise, probation does not impact that student in any way. If, however, there are conduct issues while a student is on probation, the consequences are amplified, up to suspension and expulsion.

**Community Probation**

Restriction of participation in future student or university activities may occur. The Office of Student Life will set specific probationary periods. The minimum probationary time is one (1) month (30 days). Copies of letters of disciplinary probation may be sent to parents of dependent students. Probation will result in loss of student privileges such as:

- Participation in junior varsity/varisty sports.
- Participation in activities in which the student functions as an official representative of the University.
- Opportunity to hold or run for student offices.
- Loss of overnight passes (except to parent’s house) and sign-out privileges.

**Restitution**

Payment to the University or other persons, groups, or organizations for damages occurring as the result of a violation of the Community Covenant may be required. The Office of Student Life will specify a restitution amount. All restitution must be paid in full or provisions made for payment within thirty (30) days of their assessment.
In accordance with section 504 of the Americans with Disabilities Act, the university does not discriminate against persons with disabilities. This provision extends to our disciplinary processes. The University will ensure that students who are protected under section 504 are able to receive reasonable accommodations when circumstances arise that could prohibit them from making progress in their educational endeavors at the university.

Before prohibiting a student with a documented or perceived disability from participating in or benefiting from the University’s services, programs or activities, the University will make an individualized assessment of the direct threat posed by the student. The determination that a student poses a direct threat to the health or safety of others will be based on an individualized and objective assessment, rather than on speculation of future risk. The determination must be based on reasonable judgment founded on the most current medical knowledge from qualified professionals or on the best available medical evidence. Factors to be considered in the direct threat determination are: the duration, nature and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of the University’s policies, practices, or procedures, or the provision of auxiliary aids and services will mitigate the risk. The University will consult with individuals with in depth knowledge experience in the area of the student’s disability as a part of the direct threat.

Where safety is an immediate concern, the University may set interim conditions on the student while completing the assessment, provided that the student is given notice of the University’s actions and is provided access to grievance procedures.

If the University determines a student poses a direct threat to others, the University may condition the student’s future receipt of a benefit or service upon the student’s provision of documentation showing that the student is no longer a threat. Such evidence may include, but not limited to, a treatment plan or periodic reports from a physician. The University, will not, however, condition the provision of a benefit or service upon a showing by a student that he or she has eliminated such behaviors that are a manifestation of a disability, unless such behavior significantly contributed to the direct threat.

If a student believes he or she has been discriminated against on the basis of his or her disability, they should contact the University 504 Compliance Office, Jessica Rimmer, Vice President for Student Engagement and Success at jrimmer@macu.edu or 405-692-3275.
Access to computer systems and networks owned or operated by MACU is a privilege, not a right, and entails adherence to University policies, the Honor Code, and federal, state, and local laws. By activating your network connection, wireless or hard wired, you are assuming compliance with the following requirements for using MACU’s network. Network-connected computers must meet the Acceptable Use Guidelines published by the Office of Information Technology. Acceptable use requires responsible and ethical behavior with respect for intellectual property, ownership of data, system security, and individuals’ rights to privacy. Intimidation, harassment, and unwarranted annoyance of others over the network are not permitted. The following are guidelines for using MACU’s network and resources and may be changed at any time by the Office of Information Technology. For a copy of the most recent Acceptable Use Policy, visit the Chief Information Officer or www.portal.macu.edu.

- Students are not permitted to install and/or utilize their own network services, wireless access points, network switches, or hubs in the residence halls, main campus, or parking lot without approval from the Chief Information Officer.

- Students must use computer resources for authorized purposes only.

- Creating, modifying, executing, reverse engineering, or retransmitting any computer program or instructions intended to gain unauthorized access to, or make unauthorized use of, a Computer Resource or Software is prohibited.

- Communicating any information concerning any password, personal identification number or other confidential information without the permission of its owner is prohibited.

- Do not attempt to circumvent or otherwise subvert system and network security measures.

- Do not inhibit or interfere with the use of the network or computing resources by others.

- Only legal versions of copyrighted software in compliance with vendor license requirements are allowed.

- Do not make illegal copies of copyrighted software, music, or movies.

- Do not store or transmit illegal software using MACU’s computer systems or network.

- Do not engage in any activity that may in any way be harmful to computer systems, hardware, or software regardless of ownership. This includes propagating viruses, disrupting services, or damaging files.

- Do not communicate any credit card number or other financial account number without the permission of its owner.

- Do not use computer resources in a manner inconsistent with the University’s contractual obligations to suppliers of computer resources or with any published University policy.

- Be considerate in your use of shared resources. Do not monopolize or overload the computer systems. In addition, access priority is given to individuals needing to complete academic assignments.

- Do not use the University systems and networks for commercial or political purposes, such as using electronic mail to circulate advertising for products or for political candidates. This includes money-making activities for personal gain.

- Do not use electronic mail, blogging, social networking, or messaging services to harass, intimidate, or otherwise annoy another person.
• Do not access or intentionally destroy files, software, or licensed software on a computer resource without the permission of the owner of such files, software, or licensed software or the controlling authority of the computing resource or facility.

• Creating, modifying, executing, or retransmitting any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as Messages, including, but not limited to, forgery of Messages and/or alteration of system and/or user data used to identify the sender of messages is prohibited.

• Do not violate any laws or participate in the commission or furtherance of any crime or other unlawful or improper purpose; and/or conduct any commercial venture through MACU’s network, including registration, hosting, or administrative contact (e-mail, US mail, telephone, or campus meetings) unless otherwise specified by MACU policies.

• All file sharing programs and peer-to-peer networks are strictly prohibited, including but not limited to Kazaa, Bearshare, Imesh, Limewire and BitTorrent.

• Do not take part in any activity that does not comply with the Student Handbook guidelines. All computer use must conform to the spirit of these guidelines.

• Do not obtain access to files or personal accounts of others unless authorized.

MACU considers violations of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on systems allegedly related to unacceptable use.

**Computer Connection in the Residence Halls**

MACU provides a single 100-baseT Ethernet connection for each student in a residence hall room. Each connection may only be used by a single computer. Consequently, the connection of printers, and network hubs, switches and routers to Ethernet jacks are not permitted without approval of the Chief Information Officer. Any hardware implemented to extend the topology of our network is not permitted.

MACU provides wireless access points in various locations in the residence halls. Students are not allowed to unplug or disconnect a wireless access point without approval from the Chief Information Officer.

Before connecting to the MACU network, students must have an active virus protection program that has a subscription for updates for the time period for which the computer will be on-campus. The virus protection should also be configured to perform updates automatically. If a computer is found to have an inactive subscription or no virus software at all, the computer will be removed from the network and the University will assess a $75 charge. Free software that protects against spyware is advisable, such as Ad-aware or Spybot.

The Director of Student Life may authorize that a search be conducted on a personal computer suspected to be in violation of the Acceptable Use Policy. Information Technology staff may be authorized to assist the staff of Student Life by accompanying them and conducting the search of a student computer in accordance with this policy. By connecting to the wireless network on campus, the student authorizes MACU Information Technology or Student Life staff to search and modify their personal computers at any time without prior notice or approval.
Each student bears full responsibility for his/her actions as they relate to the use of MACU network resources or any electronic media. Discipline for all infractions of the Acceptable Use Policy will be under the direction of Student Life. Violations of this policy will be adjudicated, as deemed appropriate, and may include, but are not limited to, the following:

- Loss of computing privileges.
- Disconnection from the network.
- MACU judicial action.
- Prosecution under applicable civil or criminal laws.
- Appropriate fines as determined by the Office of Student Life, along with any costs incurred by the Office of Information Technology to correct problems caused by the student.
- All legal consequences involving the use/misuse of the MACU network or equipment lie solely with the user.
- The cost of damages caused by any student(s) will be born solely by the student(s) responsible individually; they shall not hold the University responsible in any way for their use/misuse of the network whatever the ramifications of that use/misuse.
Department of Public Safety

create • collaborate • innovate
The Department of Public Safety welcomes you to Mid-America Christian University. Each student, faculty member, and staff member enriches this community in many ways, including the way MACU looks out for itself. The Department of Public Safety hopes you will join in becoming part of a network of responsibility for everyone's well-being through small, routine gestures.

Looking out for each other, of course, involves a careful balance between safety and privacy. In setting department policies, Public Safety has taken pains to respect the individual's rights. The more comfortable an individual feels about coming forward with information, we believe, the safer the whole community will be.

The Department of Public Safety is the police force for the university community. It consists of professionally trained law enforcement officers who keep current in the field through continuing education. All members of the department are trained in problem solving and in being as helpful as possible in a range of activities. Public Safety listens to feedback from and collaborates with individuals and organizations in a lattice of support and protection sustaining the MACU community.

This section of your handbook serves several purposes. It provides hints on developing safe habits that reduce the risk of crimes against you and your property; describes how to handle emergencies and offers ways members of MACU can look out for each other. This section of the handbook also explains the authority, mission, and policies of the Department of Public Safety, along with campus crime statistics to comply with both federal and state laws. We hope you will not only read it carefully, but also keep it handy for reference.

We have a great website, so please look at the information posted at http://helpdesk2.macu.edu/submission_forms/hazard_incident_report.php. On the site you will find safety tips, emergency procedures for various incidents, and online forms to report safety hazards, complaints, concerns, or feedback about the department and its employees. Thank all of you in advance for your help in making our community safer.

Sincerely,

Joe Koerner
Chief of Police
Director of Public Safety/Emergency Manager
Services Offered by the Department of Public Safety

The following services are available if you need assistance. Call the Department of Public Safety by dialing “3100” on any University phone or 405-692-3100 from any cell phone to request assistance from the Department of Public Safety located in Fowler Center.

- Escorting individuals to or from the parking lots when requested.
- Assist with or help find assistance for motorists having car trouble.
- Safety and Security presentations such as
  - Personal escape self-defense
  - Alcohol drug awareness
  - Home safety and security
  - Residence hall safety and security
  - Property theft prevention
  - Sexual assault awareness issues
  - Campus safety
  - Workplace violence
  - Active shooter awareness
  - Anti-Robbery procedures
  - Emergency evacuation simulations for workplaces
  - Fire safety
  - And others upon request

Mission of the Department of Public Safety

"Our mission is to serve, support and protect the Mid-America Christian University"

- Comprehensive police department operating 24/7
- Eighteen CLEET certified armed police officers
- Police officers respond to emergencies, investigate crimes and write official police reports for incidents (criminal and non-criminal)
- Police officers are commissioned by the State of Oklahoma and the university and have full arrest authority
- Jurisdiction includes all campus property and designated adjacent areas, as well as leased property
- Police officers enforce traffic laws on campus property

Campus Police seek to provide a safe campus, but each individual is responsible for himself or herself and his or her individual property. All students, faculty, staff, and visitors are encouraged and advised to lock all residence hall rooms, offices, and vehicles and to exercise good safety-conscious judgment at all times.

MACU police officers serve the campus community in the same manner and with the same authority and responsibility as other local law enforcement agencies

Crime Prevention

Our philosophy and mission are focused on prevention of crime. Each crime prevented is important to us. We do this through regular vehicle, bicycle and foot patrols on campus, but more importantly, we work to prevent crime through educational efforts.

Police Services and Emergency Management are partnered with other campus offices to provide
relevant and meaningful programs and presentations to students, faculty, staff and others. We can custom-tailor a program to meet your group's needs. Topics include but are not limited to alcohol education, sexual assault prevention and response, property-theft prevention, identifies theft prevention and any other topic that is within our resources to provide. For more information or to request a program please contact Deputy Chief Garry Graham or any other police staff person by calling 405-692-3100 or stop by our offices during regular business hours.

**Community Policing**

Community policing is a philosophy that is founded on a partnership between the police and the community they serve. While many municipal police agencies have adopted community policing, most campus police departments, including MACU, have operated under a philosophy founded on community policing for many decades.

The most important element in the partnership is accessibility by the community to police officers to discuss problems before they emerge so that remedies can be identified and implemented. To do this our police staff works as visibly as possible on foot to help stimulate contact and conversation. The Annual Security Report available on the MACU web site. Our Police Community Relations officer proactively spends time on campus on foot contacting students, faculty and staff to help keep our campus safe and secure.

**Enforcement**

The University's campus is patrolled 24 hours a day, seven days a week by law enforcement personnel who are charged with enforcing state laws, traffic and parking regulations, as well as policies and procedures of the university. Parking enforcement is conducted according to the Traffic and Parking Regulations as established by the Department of Public Safety. Examples of parking violations and fines are listed below.

The following are examples of violations of the traffic and parking regulations:

**Registration**

1. Vehicles not currently registered with the university
2. Parking decal or parking permit not properly affixed to the vehicle.
3. Parking decals or parking permits on vehicles other than vehicle for which it is authorized.
4. Unauthorized possession of a parking decal.
5. Falsification of registration information.
6. Illegal use: reproduction or alteration of parking decal and/or permit.

**Parking**

1. Unauthorized areas.
2. Handicapped space without official State permit or temporary State permit.
3. Fire Lanes
4. Parking in visitors parking more than 2 hours
5. Students Parking in Faculty/Staff Parking
6. Students Parking in visitor parking
MOVING CITATION
1. Failure to stop at a “Stop” sign
2. Speeding
3. Failure to yield to a pedestrian
4. Reckless driving

**Paying Fines**

Fines may be paid in the Business Office. Unpaid fines will be added to the student’s account and may result in a hold, preventing the student from enrolling in additional courses or requesting a transcript.

**Appealing a Citation**

Students who are issued citations shall either pay the fine imposed or file a written appeal within 10 calendar days. Appeal forms are available in the Student Life Office. Employees who receive citations shall either pay the fine or file a written appeal under the Employee Grievance Procedure within 10 days. No appeal will be considered after 10 calendar days from the date the citation was issued.

**Suggestions**

Written suggestions that discuss how to promote traffic and parking safety on campus are welcome. Please send such suggestions through Campus Mail to DPS or to:

Mid-America Christian University
Department of Public Safety
3500 SW 119th Street
Oklahoma City, OK 73170

**Traffic and Parking Regulations**

The following regulations have been developed in order to ensure the safety and security of students, university employees and visitors. These regulations are in effect at all times. Questions should be directed to the Department of Public Safety.

**Registration of Vehicles**

- All vehicles must be registered with the university at the time of enrollment/registration or employment. In order to register vehicles and obtain a parking decal, faculty and staff must show their valid employee ID card at the office of Department of Public Safety. Personnel there will then issue a parking decal. Student workers and student work-study employees can obtain a student parking decal from the Department of Public Safety as well. A student vehicle registration and decal must be obtained and the decal must be displayed by the first day that the student parks to attend classes. The student parking decal must be properly displayed inside the lower left corner of the front window on all types of vehicles. Motorcycles must properly display the parking decal on either of the front forks.
No vehicle is properly registered until the parking decal is installed in the specified location.

1. A faculty/staff vehicle registration form must be completed and the parking placard obtained and displayed within 72 hours of starting employment.

2. In the event that a faculty or staff member sells their vehicle it is that person’s responsibility to keep the issued parking placard. Students selling their vehicle must remove the parking decal. If the decal or placard is not removed the owner of that decal / placard is responsible for all citations received until proof of sale or transfer is received.

3. These regulations apply to the spouse, relatives and/or anyone with permission from the person responsible for that vehicle while on campus.

**Parking Areas**

Parking on campus is a privilege and is only permitted within the valid spaces located in the parking lot areas. A valid parking space is defined by parallel lines on both sides of a vehicle and/or a line, curb, parking block or other type of barrier in front of the vehicle. A vehicle must be wholly within the space to be properly parked. Employee parking areas are marked with signage.

Motorcycles and bicycles are prohibited from parking on sidewalks. Visitors may also park in other areas except those reserved for employees or the handicapped. Parking for the handicapped is marked with the international wheelchair sign on the pavement and/or sign post. Vehicles parking in these spaces must adhere to all other parking regulations.

Parking in fire lanes is strictly prohibited.

**Vehicle Operation**

Anyone operating a vehicle on university property must have a valid driver’s license. The driver is responsible for:

1. Controlling the vehicle
2. Operating it in a safe manner.
3. Observing traffic signs and parking control devices.
4. Conceding the right of way to pedestrians.

Traffic speed is monitored by university law enforcement personnel. The maximum speed limit on campus driveways roadways and parking lots is 15 miles per hour. Vehicles may not operate at any speed that is excessive for existing conditions. Operating a vehicle in any area other than a street, roadway, or parking lot intended for vehicles is prohibited.

**Reporting Accidents**

Report all accidents to the Department of Public Safety by dialing “3100” on any university telephone or 405-692-3100 from any cell phone. The following information should be provided: nature of the accident, location and type of assistance needed.

**Towing Vehicles**

Mid-America Christian University maintains the right to tow any vehicle on university property. This shall serve as official notification to all concerned parties and shall
also serve the same purpose as posting regulations in parking lots. The following are violations that could result in a vehicle being towed:

1. Parking in a handicapped space without the vehicle being properly registered.
2. Three or more parking violations.
3. Blocking drives and/or access road/service drives.
4. Parking on the grass.
5. Creating a traffic hazard.
6. Obstructing sidewalks, crosswalks or other vehicles.
7. Parking in a reserved space without proper parking decal and/or permit.
8. Leaving or abandoning a vehicle on campus for more than 48 hours without the permission of the Director of Public Safety.

Towing expenses are assessed to the owner of the vehicle. The university shall not be held responsible for towing expenses, storage charges and/or damage to the vehicle during towing or storage of said vehicle.

**Vehicular Breakdowns**

If a vehicle breaks down on campus, the driver should call the Public Safety by calling 405-692-3100 and give the officer the following information:

1. The nature of the problem.
2. Location of the vehicle.
3. Date and time you expect to move the vehicle within 24 hours.
4. A telephone number where you can be contacted. Even if a vehicle has broken down, it cannot be allowed to block travel lanes, parking lots, pedestrian walkways, handicapped ramps, fire lanes, or hydrants. Unless they are moved, such vehicles may be subject to towing.

**Vehicle Unlocks**

Due to liability concerns we will no longer perform this service. We can aid in your search for a locksmith.

**Campus Safety Council**

The Campus Safety Council shall have the authority to exercise its duties and responsibilities as outlined in the MACU Safety Council Model, with regard to law enforcement and police activities or personnel operating under the authority of the Mid-America Christian University Campus Police.

Members of the CSC will work to increase the public’s confidence in MACU’s policing services by:

- Reviewing, recommending and monitoring the implementation of changes to police policies, procedures & practices
- Receiving citizen allegations of on-duty police misconduct
- Participating in recommending appropriate disciplinary action
- Meeting periodically with representatives of the MACU Police
- Participating in community outreach
How to Report a Crime

The University strongly encourages every member of the community—faculty, staff, students, and visitors—to report any crime promptly. To report a crime or emergency, members of the community should call the Department of Public Safety. Professionally trained officers are available for emergency response 24 hours a day, seven days a week, 365 days a year.

Access to Campus Facilities and Grounds

The university has the right to restrict access to campus grounds, academic and administrative buildings, and residence halls, which are open to faculty, staff, students, and invited guests. Building hours are posted, and unauthorized individuals may be asked to leave. Public Safety has the authority to issue trespass notices to unauthorized people, which are usually done upon receipt of a complaint, and to arrest anyone returning to campus after receiving such a notice. Most academic buildings are secured and closed between 11:00 pm and 6:30 am. Public Safety checks that only people with authorization are in buildings after hours. Visitors and others may be asked to leave university buildings during nonpublic hours. During university recesses (low occupancy periods, holidays, etc.), all building hours are subject to change. Both academic and administrative buildings are generally secured at 11:00 pm on weekdays and closed on weekends and holidays during recesses. During these periods, Resident Directors communicate and/or distribute information about safety protocols and specific emergency procedures to students who remain on campus.

Access to the Residence Halls

Residence halls room doors should always be locked; each student is issued a key to his or her room. Residence hall student room doors and windows are provided with locking devices. If you are locked out of your room contact a Student Life representative to assist your with access. University residence halls are for Mid-America Christian University students. Individuals may be asked for identification by student life staff or other university officials. Guests who do not identify themselves and are not in compliance with university rules or regulations may be asked to leave campus or be trespassed. All guests must be escorted by their hosts, while on the campus. Guests must abide by the regulations of the residence hall and the larger campus community while they are on campus. People who are not registered MACU students are welcome as short-term guests of a registered student in accordance with the policy.

Emergency Management

DPS is tasked with emergency management which includes:

- Developing and implementing disaster preparedness training programs
- Coordinating emergency plans in accordance with regulations of state and federal agencies
- Insurance programs, other than health insurance
- Property claims
Incident reports and claims related to students and visitors

DPS will conduct six drills per year; three each semester. These drills will be announced via memo to Faculty and Staff the week of the drill. It is important that everyone respond to drills as if the event was really happening. This will allow DPS to review the response of the community for continuous improvement in emergency procedures. If your department or school would like training contact Chief Koerner via email to schedule your training time.

ON-CAMPUS ACCIDENTS

If the injury occurred on the MACU campus, call the Department of Public Safety at 692-3100. An officer will respond to your location. A representative from HR may respond as well. Because the incident may involve a workers’ compensation claim, a report will be filed by the responding officer. The responding officer will facilitate medical attention for the victim, if needed.

FIRE

1. Know the location of fire extinguishers in your area ahead of time and how to use them.

2. Know the locations of the fire alarm pull stations.

3. Be familiar with at least two fire exits in your area in case one is blocked or unusual.

4. Contact MACU DPS at 692-3100 for fire extinguisher training for your department.

SEVERE WEATHER – TORNADO

At the MACU main campus, the severe weather warnings will be made via the sirens from the City of Oklahoma City. Campus wide notification will be sent out via the campus mass notification system. The campus emergency notification system and Blackboard connect (cell, email, and phone) will be the used to distribute the alerts.

1. Consider obtaining a weather radio and flashlight for your department.

2. Shut off any equipment that might be affected by the temporary loss of electricity.

3. Close hallway doors as you leave to shield corridors from flying debris.

4. On campus move to any of the designated shelters, in each building. Become familiar with the location of shelters in your building if a storm occurs. (Library of Kennedy Hall, Fowler Center Basement)

5. Stay out of parking areas, auditoriums and exterior walkways. Stay away from electrical appliances.

6. Use the telephone for emergency calls only.

7. Stay calm and alert
8. Call 711 from an on campus phone or 692-3100 from an off campus to report any damage.

9. The will be an all clear signal will be given by Chief Koerner or Captain Graham only in person.

10. Follow the directions of the DPS officers and/or the designated Critical Incident managers (CIM). These CIM’s will be wearing a yellow reflective vest.
Academic Appeals, Student Complaints & CAS Discipline Appeals

create • collaborate • innovate
In the event any student of Mid-America Christian University considers that he/she has an academic grievance or that some action is not justified or constitutes an encroachment upon his or her academic rights, he/she may submit his or her grievance according to the provisions of the Academic Appeals Process. Academic grievances may include, but are not limited to, any question of examinations, assessments or student outcomes, grades, requirements for satisfactory progress in a course, disciplinary action for academic dishonesty or plagiarism, or exceeding the maximum number of allowed absences for a course. To resolve conflict or to voice other types of complaints, reference the Student Complaint Process.

The procedure to be followed in processing an academic appeal is as follows:

1. The student will seek with good faith effort, to resolve any academic problems by direct appeal to the instructor or person(s) involved. If the issue is discussed with the instructor and a satisfactory resolution of the issue is not agreed upon or the instructor is unavailable after the student makes diligent effort to contact the instructor, the student may file a written academic appeal. Written academic appeals must be filed no later than sixty (60) business days after the course grade is posted or fourteen (14) business days after the maximum number of absences have been exceeded in an absence appeal.

2. Requirements for an Academic Appeal
   a. The written appeal should be addressed to the Academic Appeals Committee and delivered to the registrar for delivery to the chair of the Academic Appeals Committee. Written appeals in electronic form such as e-mail attachments are acceptable.
   b. The written appeal shall include the course name and number, the name of the instructor, the issue the student wants resolved, and a request for a remedy.
   c. The written appeal shall include an explanation of the facts of the appeal and any other information the committee may need to resolve the issue including, but not limited to, papers, examinations, completed assignments, or medical documentation.
   d. Signed Student Consent Form (See the University Catalog, Appendix A)

3. The student and instructor involved will receive written or electronic notification of the date, time, and place to meet with the committee. The chair of the Academic Appeals Committee will establish a mutually satisfactory date for convening the hearing.

4. At its discretion, the Academic Appeals Committee may hold such informal or formal hearings, as it deems necessary. The student and instructor will be permitted to present witnesses and evidence relevant to the appeal. The Academic Appeals Committee will take into account information from any source the committee deems appropriate.

5. The burden of proving grievances shall be upon the aggrieved student. The student must provide clear and convincing evidence for the committee to provide a remedy for the issue in question. It is the student’s responsibility to provide the committee with any necessary documentation needed to resolve the issue. The aggrieved student will be entitled to counsel or witnesses if he/she so chooses.

6. The committee will make the decision whether or not to grant the appeal and provide a remedy. If the student is not satisfied with the decision, the student may make an appeal to the appropriate dean of the college in which the course is taught. The appeal shall include the original appeal letter and any other information the student may provide to the dean to assist in making a decision. The appeal must be filed with the appropriate dean within twenty (20) business days of the Academic Appeals Committee Decision.

7. After the appropriate college dean makes a decision, the student may appeal the dean’s decision to the within twenty (20) business days of the dean’s decision. The
appeal should include the original appeal letter, information provided to the dean in the previous appeal, and only new information that was not previously available through due diligence at the time of the initial appeal, to aid the Vice President for Academic Affairs in making a decision.

8. Any appeal regarding a decision made by an academic dean will go directly to the Vice President for Academic Affairs.

9. All decisions by the Vice President for Academic Affairs shall be final and binding upon all parties involved.

**Student Complaint Process**

**Purpose**

The purpose of this policy is to provide a safe and organized way for students to voice complaints that they have. It is important that students have a wide-spread understanding of how to rectify situations that pertain to their experience at MACU. When practiced well, the ability to biblically and respectfully resolve conflict is a restorative process for the individuals involved. Any course-specific academic complaints should be processed through the Academic Complaint Process.

**Policy**

The complaint process at MACU is designed to help student to biblically resolve complaints. Therefore, we follow the process of responsibility and resolution located in Matthew 18:15-17. “If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that **by the mouth of two or three witnesses every fact may be confirmed. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.” (NASB)

**Process**

The Division of Student Affairs, working in conjunction with the Dean and Associate Dean of the College of Adult and Graduate Studies (CAGS), will methodically process written student complaints that it receives in accordance with the spirit of resolution in the Matthew 18 passage. Mid-America Christian University values the process of resolving complaints that may arise. Seeking resolution is the conscientious response to a grievance that one may have within any community. Conflict resolution is often the necessary element to bring health back to a community. Complaints commenced through this process may bring about an inquiry and/or disciplinary action involving another member of the University community (student, faculty or staff). The University is committed to keeping a confidential and professional process that facilitates resolution within a safe environment, guarding against retaliation.
Steps:

1. Initially, complaints should be resolved following the biblical model of addressing the person or department responsible for resolving your complaint. If you are unsure who that person is, please contact the Vice President for Student Engagement and Success (jrimmer@macu.edu or 405-692-3275) or CAGS Student Services (877-569-3198) to get appropriate direction.

2. If step one is not successful in resolving your complaint, formal complaints may be registered with the Division of Student Affairs through the form on my.macu.edu. This form will be kept confidential.

3. The Division of Student Affairs or the Dean or Associate Dean of CAGS will act as a mediator between the student and party or parties named in the complaint. After your complaint is reviewed, you will receive a letter documenting the receipt and appraisal of your grievance from the office named in the complaint document, within 48 hours of receiving the complaint. For CAS complaints, the Vice President for the area named in the complaint will be made aware of the issue. For complaints within the College of Adult and Graduate Studies, the Dean or Associate Dean will be notified.

4. If the complaint is not resolved in steps 1-3, the Vice President for Student Engagement and Success may consider pursuing any further action in order to reach resolution.

*Please note that the same complaint form may be used to report any exemplary service or experience that occurred on campus. That person or office will be notified of your comments.*
CAS Discipline Appeals Process

When disciplinary appeals arise, MACU will follow the procedures of due process providing for the right of students to be informed of the charges against them, their opportunity to refute those charges, and the right for appeal of the decision based on those charges.

The Grievance and Appeals Process flow chart is provided as explanation of the grievance and appeal process. Students may enter the process at the appropriate ascending level. Appeals which do not follow the proper steps and procedures will not be recognized. For students who are 18 years or older, it is the policy of Mid-America Christian University to deal first with the student in an effort to treat the student as an adult. It is up to the discretion of the appellate body to grant a meeting with parents or guardians who request a meeting. Such meetings will not serve as a negotiation. Rather, the conference should focus on how to best facilitate restoration for the student into the MACU community.

Grounds for Appeal

1. Significant new information that was not available at the time of the original disciplinary decision.

2. The disciplinary actions are arbitrary or unjustified and the student can provide reasonable evidence to substantiate that claim.

3. There was substantially prejudicial failure to follow written procedures.

Process for Appeal

Please note: The Student Affairs Committee serves as the appellate body in the appeals process.

1. A student must submit his or her appeal in writing to the Office of Student Life. The grounds for appeal must be clearly stated and will be reviewed by the Chairperson for the Student Affairs Committee. This appeal must be made within ten (10) calendar days of the original discipline decision.

2. If the appeal is deemed legitimate, the Appeals Committee will convene to hear the student's appeal. The student will be notified of the decision to hear the appeal within two business days of submission of the appeal. If the student is unavailable or chooses not to attend the meeting, the Appeals Committee may rule without the student present. If the grounds for the appeal are deemed insufficient, the chair of the Student Affairs Committee will notify the student of the decision.

3. All materials to be present at the appeal must be submitted to the Office of Student Life twenty-four (24) hours in advance of the appeal meeting. Each committee member will receive a copy of all material to be considered.

4. All appeals beyond the Student Affairs Committee must be made within seventy-two (72) hours of the decision.

The Student Affairs Committee serves as the official appellate body for all disciplinary action. The committee consists of three faculty/staff members, the President or Vice President of the Student Government, and one student-at-large elected by the student
The Chair of the committee will be one of the three faculty/staff members as appointed by the President’s Cabinet. In all cases of disciplinary action, those who have directly participated in the disciplinary situation, including the Director of Student Life, may participate in committee discussion but may not act as a voting member. All appeals to the Student Affairs Committee must be made within 10 days of the decision by the Director of Student Life. The committee has the authority to administer all disciplinary sanctions to students. If an appeal is made between semesters, the Admission/Retention Committee will serve as the appellate body.

The Judiciary Committee consists of the President’s Cabinet members. The Judiciary Committee will meet with the student at their discretion.

- Serves as the final appellate body of disciplinary actions. Appeals to Judiciary Committee must be made within 72 hours of the decision made by the Student Affairs Committee.

- Has authority to administer most disciplinary measures to students.

*Please note: It is inappropriate for students appealing decisions to approach members of appellate committees regarding the conduct issue in question. Such contact may be considered interference and a violation of the process, putting the final decision in jeopardy.*
Student Leadership

Student Life’s goal is to help students succeed in a variety of areas during their tenure at MACU, including personal and peer-based leadership development. There are numerous ways to get involved on campus. Watch for Club Rush first and second semesters, or stop by the Student Leadership and Activities Office to find out more ways you can get involved and give back to the MACU campus.

Student Leadership Guidelines & Requirements

Community Good Standing

Community good standing looks to the holistic experience of the student, combining the academic, relational, and spiritual aspects of college life. Students in community good standing have demonstrated a willingness to positively engage in campus relationships, actively resolving conflict when appropriate. Students in community good standing are also intentional about attending class and pursuing academic excellence. Likewise, they value the spiritual community on campus by meeting the required Chapel attendance.

Disciplinary Good Standing

A student will be considered in to be in disciplinary good standing if he/she is not currently on disciplinary probation or serving other university sanctions. Students with outstanding disciplinary sanctions, multiple past violations of one type or those who provide continual disruption to campus will not be approved for good standing. Those students who are in violation of disciplinary good standing may not be eligible to serve as leaders within the MACU community or as representatives for the University in the community at large.

The outlined points below stand as University requirements for all students desiring to serve in any leadership capacity during their tenure at MACU, despite the department or position. Not only do students have to meet these requirements to qualify, but they are also expected to maintain them as they serve in their given leadership position.

1. Student leaders must be enrolled as a full-time student (twelve hours) while serving unless he or she is a senior; in which case he/she must be at least a part–time student (six hours) each semester. Students who are enrolled as part-time students (less than twelve hours) for medical purposes will not be exempt from serving in a leadership capacity.

2. Student leaders are required to have and maintain a minimum CGPA of 2.5, though a 3.0 CGPA is preferred.

3. Student leaders must be in attendance at the University for one (1) semester before serving as a student leader.

4. Student leaders must be in good standing with MACU in both community and discipline measures. See MACU’s definition of Community Good Standing and Disciplinary Good Standing above for a more detailed description.

5. Student leaders must be committed to open communication with their direct supervisor and club advisor.

6. Student leaders are expected to show respect for all members of the MACU
community at all times.

7. Student leaders are expected to handle conflict with any member of the MACU community by following the standards expressed by Jesus in Matthew 18.15-17. Speaking out publically against any member of the MACU community, without having followed a proper conflict resolution procedure, may result in loss of position.

In the event a student leader has a complaint, he/she is encouraged to utilize the Student Complaint Process, available through the Student Life Office. Student Life is available to students who wish to express concerns. Communication that publically degrades, disrespects, or undermines another individual is not tolerated and will be dealt with as such.

Please note: Student Life reserves the right to select, dismiss, or forgo the appointment of students in any given leadership position whether or not they meet the outlined requirements. For more information, please contact a Student Life Staff Member.

**Student Leadership Integrity Policy**

The following procedure exists to provide accountability for students in positions of leadership at MACU. Student leadership positions can be a powerful and life-changing experience for students. Student Life values the opportunity to work with students in shaping their leadership.

In the event that a student leader fails to fulfill agreed upon expectations for his/her stated leadership position(s), it may become necessary to follow the written procedure for accountability listed below. Failure to fulfill expected leadership responsibilities, meet requirements, respectfully interact with superiors, or provide positive leadership/influence to peers may result in dismissal from the leadership position.

The Student Life Staff reserves the right to accelerate the consequences of a leadership violation if, at any time, the severity and/or repetition of the offense warrants a higher consequence. The Student Leadership Integrity Policy works in tandem with the discipline process. Student leaders receiving consequences through the discipline process will also be held accountable to the Student Leadership Integrity Policy.

Please note: Students held to the Student Leadership Integrity Policy cannot appeal warnings until the second warning through the Student Appeals Committee. At that time, the first and second warnings may be appealed.

**First Offense**

The student leader will talk about leadership goals and expectations in light of current performance with their direct advisor/supervisor. This is a documented conversation, intended to help put the student leader back on track to meet his or her goals as it pertains to leadership in the said organization. The student leader is required to sign the documentation, acknowledging it as a first warning.

**Second Offense**

The student leader will have a second meeting with his/her advisor/supervisor, as well as another member of the Student Life Staff and/or the advisor to the specified club/organization. The student leader will lose the privilege of leading for a period of two weeks. Instead, another student leader (as designated by the advisor/supervisor) or the advisor/supervisor will provide leadership. The Director of Student Life will be made aware of the situation. The student leader is required to sign the documentation, acknowledging it as a second warning. Second warnings may have scholarship implications.
**Third Offense**

The student leader will have a meeting with his/her advisor/supervisor, as well as another member of the Student Life Staff regarding the series of warnings he/she has received. At this time, the student will be dismissed from his/her specific student leadership position to which the warnings pertain, as well as other areas of leadership in which he/she is serving on campus. A written record will be placed in the student’s leadership folder, and the Director of Student Life will be made aware of the situation. The student will not be eligible to serve in a MACU leadership position until the following academic year, beginning in the fall semester. Third warnings may have scholarship implications.

**Events**

All students, organizations, or clubs desiring to host a campus event during the school year must fill out the Event and Fundraising form located on portal.macu.edu or provided in the Office of Student Leadership & Activities.

**Fundraising**

All fundraising for clubs and organizations must be approved by the club’s sponsor or advisor and the Director of Student Life. Fundraising applications are available in the Student Life Office. Please note that approval must be sought and received for each fundraising endeavor. Meetings and events given by a student organization recognized by the University must have an approved sponsor or advisor present. Sponsors/advisors are to be approved by the Director of Student Life before serving.

**Advertising Guidelines**

The Student Leadership & Activities Office, on behalf of Student Life, requires all clubs, organizations, and students abide by the following advertising procedure and guidelines. Failure to do so will result in removal of signs. Student Life serves as the gatekeeper of all Student Life related advertising. All advertising should follow the following guidelines:

- All advertising must align with the principles and values of the Institution.
- All signs hung by students or student clubs or organizations must be approved by a member of the Student Affairs staff prior to being hung/posted.
- All signs must be removed within one (1) business day of the event.

The following best practices should be followed when making signs in order to provide effective advertising:

- Choose a paper color that will make the sign easily readable.
- Make sure the paper has straight edges and is cut nicely.
- Use writing colors (markers, chalk, etc.) that will show up nicely on the background color chosen.
- Write in nice, legible letters that are easy to read. Make sure to write big enough so that it’s not difficult to see.
Write in straight lines and space out your information.

“White space” is ok. Don’t cover the entire poster in words or pictures. Leave room for the viewer’s eye to read what’s on the poster.

Make sure to include who, what, when, where, why and how of the event. Include the cost and the way a person can sign up for the event. Also make sure the information is correct.

If drawing pictures on the signs, make sure they are artistically pleasing. Nothing inappropriate should be included, and pictures should be easy to identify.

**Student Government Association (SGA)**

The Student Government Association (SGA) is a delegation of students who act as a channel by which all students may express their opinions, concerns, and cooperation. The SGA has the responsibility to promote fellowship, scholarship, leadership, and spiritual life in the university community; to cultivate understanding between the students and university personnel; and to inspire loyalty to the University and to the principles for which it stands.

The SGA advisor is the Coordinator of Student Leadership and Activities, as well as a MACU faculty/staff member who is voted on by SGA. SGA membership includes the following:

- President
- Vice President
- Secretary
- Treasurer
- On-Campus Senator
- Off-Campus Senator
- Two Class Senators for each class
- CAB Chairperson
- Devos After Dark Chair
- Men’s Housing Senator
- Women’s Housing Senator
- International Senator
- Athletic Senator

**Devotions After Dark Committee**

This student-elected committee seeks to foster the spiritual life of the university community through planned, spiritually-oriented activities. This group reports to the Campus Pastor and the SGA.
MACU Athletic Programs

MACU’s athletic programs seek to promote Christian sportsmanship, as well as university spirit, through intramural activities and intercollegiate games and tournaments.

Intercollegiate Athletics

MACU provides opportunities for both men and women to be involved in intercollegiate sports. These programs include women’s volleyball and fast-pitch softball, men’s baseball and golf, and men’s and women’s basketball and soccer.

Intramural Athletics

Athletic activities that allow for competition between students, faculty, and staff are available in various forms on the MACU campus. These include volleyball, basketball, flag football, and ultimate frisbee.

Mission’s Club

The Missions Club seeks to provide an awareness of worldwide missions, as well as an avenue for expression of concerns for the church and the world at large. The Missions Club is open to all students for meetings with missionary speakers, campus projects, and field trips.

Nerd Alert

With a focus on comic books, video games, movies and more, this student group is known for hosting movie marathons and movie and video game inspired events. The group also takes trips to Texas for the Medieval Times Fair.

Campus Activities Board (CAB)

This student group exists to bring creativity and excitement to campus by organizing and advertising a variety of social events. The event calendar as a whole is designed to promote community among the MACU family. Students can find out about the events by visiting my.macu.edu or reading the monthly Stall Street Journal. This group is sponsored by the Office of Student Life and is open to all students through the annual membership process.

Student Ministerial Fellowship (SMF)

The Student Ministerial Fellowship is designed to encourage those who have been called to some form of vocational Christian ministry and to acquaint them with its practical aspects. Meetings are the second Monday of each month at 10:00 a.m. in the Cafeteria.
New Student Orientation Committee (NSOC)

NSOC exists to impact the campus community one new student at a time. This student group works to plan Welcome Week in the Fall and Welcome Weekend in the Spring. New membership occurs during the last half of the fall semester each year. This group is a function of the Office of Student Life. The Coordinator of Student Leadership and Activities serves as the supervisor of NSOC.

Fellowship of Christian Athletes (FCA)

FCA is an inter-denominational student group that reaches out to all students on campus with an interest in athletics. The vision of the national FCA organization is to impact the world for Christ through influencing coaches and athletes. FCA at MACU is a joint partnership between the Coaches and the Campus Pastor. The goal of this on-campus organization is to put forth a monthly message that challenges students to use their life, including their athletic talents, for the glory of God. This group meets monthly. For more information regarding club meetings, contact Zac Bice at zbice@macu.edu.

Official Club Requirements

If the need or interest arises for the formation of a new club, students should seek information through the Office of Student Leadership and Activities.

Membership Requirements

1. There must, at all times, be five or more members of the club.

2. Members of the Mid-America Christian University student body must comprise at least 50% of the membership.

3. A Student Government Association Liaison must be part of the leadership of the club. This person is a member of the club that attends meetings of the Student Government Association (the first and third Monday of every month while school is in session). This person is also responsible for filling out the ‘SGA Committee Report Form’ after each meeting of the club, attaching minutes of the meeting, and submitting these items to the Student Government Association Executive Council.

4. All clubs are required to have an advisor/sponsor that is a member of the Mid-America Christian University faculty or staff (as approved by advisor’s direct superior and the Director of Student Life).

5. All club leadership must maintain a minimum CGPA of 2.5 or a minimum CGPA of 2.0 with the previous two semesters having earned a GPA of 2.5 or higher.

6. All club leadership must be in good disciplinary standing.

7. All club leadership must have a signed copy of the MACU Lifestyle Contract on record in the Office of Student Life.

8. All club leadership must sign a copy of the Leadership Integrity Policy.
Constitution/Bylaw Requirements

1. Name of club and reasoning for name
2. Purpose of club
3. Type of membership requirement and process of selection
4. Leadership structure
5. Method and time for selection of officers
6. Quorum for club leadership meetings
7. Quorum for membership meetings
8. Membership dues (optional)
9. Required club activities
10. Removal process/disciplinary action for members not fulfilling club membership requirements
11. Removal process/disciplinary action for leadership not fulfilling designated responsibilities
12. Regular process and timing of constitution/bylaw evaluation and update
13. Amendment process for constitution/bylaws
14. Club logo (optional)

Meeting Requirements

1. Leadership must meet at least once each month while classes are in session (August through May). The minutes from the previous month’s meeting including the time, place, and members present, should be submitted to the Student Government Association Executive Council within 10 days of the upcoming meeting.
2. At least five members should be present for the club to conduct business.
3. The club must also attend and have a booth during the Involvement Fair at the beginning of each semester as prescribed by the Coordinator of Student Leadership and Activities.
4. The Student Government Association Liaison must attend the meetings of the Student Government Association (the first and third Monday of every month while school is in session). If this is not possible, another club leader must be substituted.
Official Club Approval Process

Submit a copy of the following information to the Executive Cabinet of the Student Government Association:

- Constitution/Bylaws
- List of current leadership of the club with proof of CGPA and good disciplinary standing
- List of members of the club
- Signature of club sponsor/advisor and his/her supervisor

The Executive Cabinet of the Student Government Association will interview the leadership of the club in a group setting. Over 50% of the Executive Cabinet must approve the club. Upon approval from the Executive Cabinet, the club will present its constitution/bylaws to the Student Government Association. Over 75% of the Student Government Association must approve the club. Upon approval from the Student Government Association, the Coordinator for Student Leadership and Activities and the Director of Student Life must approve the club.

Registration

All official clubs of Mid-America Christian University must register (submit the Registration Form) with the Executive Cabinet of the Student Government Association each semester.

Official Club Benefits

Only official clubs of Mid-America Christian University that have been approved by the Student Government Association Executive Cabinet, the Student Government Association, the Coordinator of Student Leadership and Activities and the Director of Student Life may do the following:

- Use the University logo
- Use the University name
- Receive recognition in the Student Handbook or online
- Request funding through SGA
- Publicize events in official University publications
- Use the MACU Student Life grill, per use of the checkout system

Clubs that have not gone through the process to become an official club of Mid-America Christian University shall not have access to any of the benefits listed above.
Limitations of Official Clubs

- No club may discriminate in policy or action on grounds of race/ethnicity, religion, culture, or national origin.
- No club may work against or misrepresent the mission of Mid-America Christian University or the Student Government Association.
- No club may participate in hazing or harmful initiation rituals in any way capacity.

Grounds for MACU Official Club Discontinuance

A club may lose its status as an official club of Mid-America Christian University for one or more of the following reasons:

1. Failure to submit updated club information
2. Inactivity (for one or more semesters) according to SGA club requirements
3. Lack of student leadership
4. Lack of an active faculty or staff sponsor/advisor
5. Lack of compliance to the social expectations of the University as outlined in the handbook and Lifestyle Commitment
6. Failure to attend Student Government Association meetings (first and third Monday of every month while school is in session)
7. Failure to abide by the club constitution and guidelines
8. Failure to responsibly handle any funds as allocated
9. Failure to abide by meeting requirements as outlined
10. Destruction of school property during an event of the club/organization

*The Student Government Association holds the power to discontinue a club. All decisions may be appealed to the Director of Student Life and through the Student Affairs appeals process.

Please note: A discontinued club is no longer in existence in its current state. Discontinued clubs may include those clubs completing a probationary period, taking a break for a period of time, or foregoing a change per its branding, name, or structurally. A disbanded club is no longer in existence.

*Clubs whose registration has been discontinued may reapply for official club status through the application process at any time during the year.
Our Purpose

Mid-America Christian University reinforces the role of one’s spiritual life as a vital part of a person’s existence. Campus Ministries is a pastoral- and Kingdom-minded presence which seeks to enhance the spiritual and ethical experience and growth of the whole person – head, heart, and hands.

1. Develop the spiritual formation for all members of the MACU community.
2. Enhance the religious and spiritual life at the University.
3. Provide opportunities and welcoming space for worship, community and hospitality for all members of the University community.
4. Raise ethical and moral issues within the University.
5. Serve as a reconciling agency within the University.
6. Serve as an advocate and support for individuals within the community.
7. Provide a structure for facilitating communication among various University departments and the Campus Ministry programs.
8. Connect the University with, and encourage outreach to, the larger community.
9. Actively plan chapel services and Campus Community projects as well as small groups and other spiritual formation activities.

Our goal is to Promote the Kingdom of God, Provide opportunities for Spiritual Growth, and Pray for God's blessing on the Campus Community.

Campus Ministries Office

The Campus Ministries Office is located in the Fowler Center. Feel free to call 405-692-3270 or contact by email at campusministries@macu.edu.

Chapel

Chapel is the largest community expression of corporate worship on campus for resident students and commuters as well as faculty and staff. Chapel is a required opportunity for exposure to forms of worship, various speakers, and ideas which are put together with the intention of affirming our common commitments while they both reflect and challenge individual preferences. Though we hope that students will be challenged in their faith through Chapel, we realize that spiritual development is ultimately a function of each person’s will, preference and responsibility. Therefore, Chapel attendance and participation are required components of the development process at MACU. These services challenge, motivate, and encourage the MACU community through dynamic worship, inspirational messages and fellowship with the body of students, faculty, and staff. All behavior and attitudes are to be honoring of God, loving of people and extend beyond walls of the Chapel to every corner of each student’s life. These corporate times together become a common bond that the Holy Spirit uses to unify the generations of alumni who pass through MACU.

Chapels are an integral part of the learning process at MACU, maintaining harmony with the institutional mission of the college to develop a Christian world view and personal evangelical faith while gaining a broad understanding of the arts and sciences. It is one of the experiences on the campus that sets us apart from secular schools and many private church-related colleges. We maintain this tradition as a sign of our devotion to be a worshipping community, dedicated to the integration of faith and learning.
Chapels are designed to reflect important elements of a Christian college experience, and seek to provide an opportunity for:

- Dependence upon God
- Spiritual formation, offering opportunities for God to shape the lives of those in the college community
- Cultural engagement, challenging students to examine and apply classroom learning to all areas of life
- Community, enhancing a sense of belonging to the MACU body

The current chapel schedule will be posted online at macu.edu and at my.macu.edu as well as the current week’s speaker and worship leader on the monitor screens around campus. The goal of each Chapel experience is to try and meet the needs of the entire community through speakers, worship, drama, poetry, and other special events. The Chapel schedule is subject to change, and all changes will be reflected online when the information become available. Chapel is not designed to substitute for the important role of a local church for MACU students and a list of local churches is available online at my.mauc.edu or in the Campus Ministries office.

Chapel Attendance Policy

While everyone in the MACU family is welcome to attend chapel, it is required for our CAS students. At Mid-America Christian University (MACU), we believe that spiritual growth is an integral part of the Christian college experience. As such, weekly chapel services provide an opportunity for communal spiritual formation. These weekly meetings represent our core values as an institution and undergird our mission to equip students to impact their world for Christ through achieving bible-based academic excellence in a Christian environment.

Chapel meets twice a week on Wednesdays and Fridays and once a semester for five consecutive chapels for Spiritual Emphasis Week at 10 am in the President’s Chapel.

Students have a total of eight (8) absences throughout the semester for chapel.

Students should make diligent effort to keep up with their absences which will be posted online at portal.macu.edu.

Students who miss more than eight (8) absences and do not make them up will then face disciplinary action through the student life office. The absences will be based on the same level scale as any other disciplinary action. This will look like the following:

- 9 absences = level 1 disciplinary action
- 10 absences = level 2 disciplinary action
- 11 absences = level 3 disciplinary action
- 12 absences = level 4 disciplinary action

The doors remain open until ten minutes after chapel is slated to begin. At this time, students may enter the chapel, but they will not be able to scan for attendance credit at the end of chapel. ID scanners will be turned on upon dismissal and all students are required to scan their ID card for chapel attendance credit. Students are responsible to make sure that their cards scan. Student monitors are available if a student is unsure about how to use the scanner. Students must have their student ID card to be counted in attendance for the chapel services.
Excused Absences

Any university activity or event may be excused as long as documentation is provided one (1) week before said absence to the Student Life Administrative Assistant. This includes field trips, athletic events, practicum classes, mission trips, and choir trips.

Exemptions

Off campus students who only have class on Tuesdays and Thursdays are exempt from chapel attendance.

All residential students, no matter their class schedule, are required to attend.

Students who are completing their required student teaching are not required to attend chapel for the semester.

Behavior in Chapel

Because self-discipline and peer accountability comprise the foundation of our MACU Community, each student should consider (a) how his/her own behavior in chapel affects others and (b) his/her own responsibility to hold peers accountable for their behavior in chapel. The behavior expected in chapel is that which common courtesy would require. For example:

1. Common courtesy requires that one not exit during the message except in emergencies. Restroom visits should be made before or after the service.

2. Sleeping (or giving the appearance of sleeping), studying, talking, reading newspapers or magazines, displaying public affection, leaving the chapel before the end of the Chapel period and other disruptive behaviors are considered inappropriate during the chapel service.

3. Use of electronic devices that do not enhance or engage the chapel experience (i.e. taking notes or reading the Bible on your phone), including but not limited to cell phones, iPods or similar devices, and laptop computers, is prohibited during chapel.

4. Head coverings, including hats, caps, bandanas and hoods must be removed before entering the chapel.

Worship Opportunities

President’s Chapel
Chapel takes place twice a week on Wednesday and Friday from 10:00 am to 11:00 am. Once a semester we participate as a community in Spiritual Emphasis week, where Chapel is held Tuesday through Friday from 10am to 11:00am. *counts toward chapel credit

Echo Groups
One Friday per month, our Echo groups will be held during the Friday chapel hour. The purpose of this group is to allow our students to have a talk back time in regards to the previous chapel service. This allows for a deeper processing of what God is speaking into their lives. Each student is assigned to a group which is led by a faculty or staff member. *counts toward chapel credit

Night of Worship
Night of Worship is a student-led devotional time of worship and speaking that takes place
every Sunday night at 7 pm in the Chapel. It is a time of fellowship for students to share God’s message and their talents. *four (4) of these count toward chapel credit per semester*

**Devotions After Dark**
Devotions After dark takes place one Wednesday every month at 9:30pm in the Fowler Center. It is a meditative time of fellowship with God utilizing acoustic worship, a short devotional time, and prayer. Snacks are provided. *four (4) of these count toward chapel credit per semester*

**Small Groups**
Small Groups seek to provide opportunities for students to enrich each other’s lives through accountability, Bible study, worship, prayer, and fellowship. The leader of each group has experienced the dynamics of a Community Group and desires to share those experiences with others. Our small groups meet at various times. If a student so desires, they may see Campus Ministries to become a part of one of these groups.

**Theology and Coffee**
Twice a semester a panel discussion is held on Thursday night at 7 pm in the cafeteria. This panel is made up of local community leaders, pastors, and MACU staff members and they cover a topic from a theological perspective. Attendees are encouraged to bring questions for the panel and free coffee is provided. *Counts toward chapel credit*

**MACU Service Learning**

The community service program at the university is run through Campus Ministries. Service Learning perpetuates the mission of the University by allowing students to choose places to serve and apply their natural giftedness and what they learn in the classroom. This service provides real world experience and a better understanding of the attitude of servanthood, which aid the student’s personal spiritual growth and benefit the community at large. Students must be enrolled in community service by their second semester of their freshman year and must complete six semesters before graduation. More detailed guidelines are below.

**Student Outcomes after Completing Service Learning**

1. The student values community service through participation.
2. The student demonstrates the ability to work well with others

**General Guidelines and Procedures**

1. Service Learning assignments require a minimum of twelve (12) clock hours of service per semester for six (6) semesters.

2. All Service Learning projects are to be performed non gratis meaning students involved in a Service Learning project cannot be paid for said project for that semester.

3. Service Learning projects are to be active in nature, not passive. This means all Service Learning projects are to be actively engaged in affecting people’s lives and the world for Christ. Observation and shadowing does not count as Service Learning.

4. Class required activities cannot be counted as Service Learning activities. The Dean of the college and the chairperson of the school conducting practicum/internship may determine that the amount of time the student is required to be in practicum exceeds normal seat time of a daily classroom setting. If this determination is made, the class required activity may then be counted as Service Learning.
5. Service learning projects must be selected and approved by the student’s advisor and signed by the On Site Supervisor by second Friday of September for Fall semester and the second Friday of February for the Spring semester.

6. The Service Learning grade is not recorded on the transcript, but is a graduation requirement. This can be placed on the student’s transcript by requesting this from the University Registrar.

7. All Service learning hours must be completed and all required paperwork must be turned in online for the community service to be accepted.

8. All first time freshmen students must be enrolled in or start Service Learning the second semester in attendance.

9. Transfer students must be enrolled in at least one (1) Service Learning activity each semester until graduation.

10. Student athletes may count their NAIA team service projects as Service Learning for all six (6) Service Learning projects.

11. All NAIA service learning projects must receive prior approval by the Service Learning Chair.

12. Students who are absent from any required departmental Service Learning meeting may receive a grade of unsatisfactory for that semester.

13. Students who desire to complete Service Learning over summer break must register for Service Learning with the Registrar’s Office prior to doing the activity. Cost of registration is sixty dollars ($60).

14. Students who enroll in Service Learning for the summer semester must complete their activities and submit the traditional completed forms of activities on or before September 1st of the following semester for summer break.

APPEALS AND EXCEPTIONS

- The Service Learning Committee shall serve as the appellate body for any appeals regarding assignments, procedures, or guidelines in the Service Learning program.

- No student or family member can serve as the on-site supervisor for another student unless prior approval of the Service Learning Committee is granted.

- No student may receive credit for more than one (1) Service Learning assignment during a semester unless he/she is a graduating senior. This must be approved by the Service Learning committee.

- A student may participate in graduation exercises with one (1) service learning credit pending, and no more than two credits pending overall. The pending credit must be completed before receiving a certificate of graduation.

Church Attendance
Participation in a local faith community is important for spiritual development. Students are encouraged to identify and become actively involved in a local church of their choice. A comprehensive list of local congregations may be found online at my.macu.edu and in the Campus Ministries office.

**Missions**

In a partnership with the Missions Club and the Thomas School of International Affairs, the Campus Ministries office assists in sponsoring local, national, and international mission projects. If a student desires to serve on one of these mission projects, they may see Campus Ministries for more details.

**Pastoral Advising Services and Counseling Referrals**

MACU offers pastoral care advising through Campus Ministries and Student Life. Our offices provide a listening ear and provide biblically sound advice for students or other members of our community in need. Assistance is also provided in seeking professional and confidential counseling services in the local area. The student may be responsible for any applicable fees, however, financial assistance is available by referral of the Director of Student Life. Any student seeking financial assistance may contact a member of the Student Life staff. Students are encouraged to seek guidance in managing any personal or emotional difficulties by taking the initiative to visit the Campus Ministries or Student Life office.
Student Success Center
create • collaborate • innovate
Mission

The Student Success Center challenges students to reach their personal, academic potential by supporting the development of independent and interdependent learners who bring knowledge to life to transform the world for Christ. For assistance or more information, contact the Student Success Center at (405) 692-3238 or email studentsuccess@macu.edu.

Program Objectives

The Student Success Center exists to:

- Provide academic support to students.
- Help students develop self-regulating skills.
- Prepare students to market themselves in the global economy.
- Teach students how to think independently.
- Challenge students to work collaboratively.

Services Available

Accommodations for Students with Disabilities

Reasonable accommodations will be provided for those students who qualify under the American Disabilities Act as having a disability. Disability includes two elements: (1) a physical or mental impairment which (2) substantially limits one or more of the major life activities of the person in question. Major life activities include but are not limited to walking, breathing, seeing, hearing, performing manual tasks, caring for oneself, learning and working; has a record of physical or mental impairment; or is regarded as having a substantially limiting physical or mental impairment, even though the impairment is insubstantial or a reflection of the attitudes of others or nonexistent. Students who qualify should register their disability with the Student Success Center. For more information regarding the registration and application process, contact the Dean of Student Success at (405) 692-3259 or mthompson@macu.edu.

Career Services

To encourage the application of knowledge learned in the classroom, the SSC provides opportunities for students to prepare for their career. Services include assistance with resume development and review, interview preparation and mock interviews, attending career fairs, and assessments. Students looking for jobs, whether part-time while in college or full-time after college, are encouraged to check the SSC Job Board located outside the SSC Office and on the Student Portal.

Academic Support for CAGS Students (Online or One Night a Week)

Tutoring is available for CAGS students through Smarthinking. Smarthinking offers online tutoring for many classes, as well as assistance with Microsoft Word, Excel, and PowerPoint. To access these services, CAGS students can click on the link in
Tutoring by Subject

*Drop-In Tutoring*: Students may participate in Drop-In Tutoring at specified services hours to work with a live tutor. Check the schedule in the SSC or on the Student Portal.

*Scheduled Tutoring*: Students may schedule an appointment to meet with an online tutor throughout the day. Appointments are based on tutor availability. Appointments should be made 48 hours in advance on the Smarthinking site.

*Offline Questions*: Students may submit questions to a tutor at any time of day through this service. Students will receive responses to their specific questions in approximately 24 hours.

*Computers*: Tutoring is available to assist students in the following: Microsoft® Office programs: Word, Excel, PowerPoint, and Access.

Writing Assistance

*Live Writing Lab*: The Live Writing Lab is a form of Drop-In Tutoring that assists students in the actual writing process. Students can receive assistance with specific writing questions, pre-writing, research strategies, documentation, and mechanics.

*Writing Center*: Students may submit a paper for review by a tutor through the Writing Center. The student will receive the paper with individualized feedback and comments approximately 24 hours after submission.

*Essay Center for ESL Students*: Students who are learning English as a Second Language may choose to have their paper read by and ESL Writing Tutor. This Writing Tutor focuses specifically on areas where many ESL students struggle. Additionally, the student may choose to receive feedback regarding the paper in either English or Spanish.

Academic Support for CAS Students (Traditional, Daytime)

Tutoring

Tutoring is available through the SSC on weekday afternoons and evenings until 10:00 p.m. Please visit the SSC or Student Portal to schedule an appointment, or check the list outside the SSC for drop-in opportunities.

Grade Reports

Grades and absences of student athletes and student leaders are monitored weekly by the Coordinator of Student Success. All student athletes and student leaders earning a ‘D’ or an ‘F’ are required to participate in tutoring each week until a passing grade is earned. Student athletes and student leaders, as well as applicable coaches or sponsors, are notified of those required to participate each week.
Grammar Checking

Students seeking to have an assignment proof-read for grammar may submit the assignment to checkmypaper@macu.edu. Papers are returned to the student with applicable comments, noted grammar corrections, and documentation suggestions within 24 hours. Students who wish to have an assignment checked for more than grammar and documentation (structure, help with introduction, etc.) must submit an official assignment description and rubric.

Supervised Study Hall (SSH)

Supervised Study Hall is an academic accountability program that requires participants to study a minimum of five hours each week while under the supervision of a tutor. Participation in this program is required for specific students but available to all MACU CAS students. Students who are required to participate will be notified prior to the start of each semester.

Supplemental Instruction (SI)

This program is designed to provide aid for students in courses that are known to be historically difficult. A tutor is selected to attend each class session, complete/review the assigned homework, and prepare for at least three weekly sessions to discuss class content and assignments.

Time Management

Students seeking assistance with time management may seek one-time or ongoing assistance through the SSC. Each student will be assigned to meet with a Time Management Mentor, who will help the student explore a variety of techniques to find what is best in assisting that student. Time Management Mentors are available by appointment at various times throughout the week.

Workshops & Seminars

These events are scheduled throughout the semester to aid students in common problem areas. Attendance at these workshops is strongly encouraged. Topics include time management, getting organized, and the importance of sleep.
Athletic Fields

The use of the athletic fields is primarily for intercollegiate athletic practices and games. All requests to use the fields are to be addressed to the Athletic Director.

Named in memory of a great supporter of the University’s athletic program and the University as a whole, the James Curtis Athletic Fields consist of a soccer field, two softball fields and the MACU baseball field.

*Bill Curry Softball Field*: The Bill Curry Field is a softball field designed for men’s slow pitch softball.

*Jack Allen Softball Field*: The Jack Allen Field is a softball field for women’s fast pitch softball or men’s slow pitch softball.

Bookstore

Textbooks, Ebooks, course materials, school supplies, gift items, and snacks are available at the MACU Store, located in the main building near the main entrance. If you’re looking for MACU apparel, then the MACU Store is the place to go. The MACU Store is leased by College Services, a MACU partner organization.

Students may contact the bookstore at 692-3187, or bookstore@macu.edu, or online at www.macustore.com. The on campus location was totally rebuilt in the spring of 2014, is THE place to go for college related merchandise.

**Hours of Operation**

- Monday-Thursday 8:30am-8:00pm
- Friday 8:30am-3:00pm

Business Office

The Business Office is responsible for processing student billing as well as student overages and can assist you with any questions you have concerning your student account. This office takes payments for your student account, transcript fees and test fees. This is also where students can pick up overage checks or sign up for direct deposit. The Business Office is open from 8am – 7pm Monday through Thursday and 8am – 5pm on Friday. You can contact the Business Office by phone at (405) 692-3294.

Cafeteria

The MACU Cafeteria is managed by Pioneer College Caterers, Inc. (PCC) PCC is an organization committed to providing for the food service needs of Christian universities. The meal plan is an unlimited dining option. During hours of operation, students may swipe their meal card for personal meals as frequently as they would like. Students must swipe their card regardless of the amount of food that they intend to eat during a single visit. **On-campus residents are required to purchase a meal plan.** Off-campus students may also purchase a commuter meal plan through the Student Life Office or single meals may be purchased in the
cafeteria. Written exceptions to this requirement due to specific medical conditions and treatments must be sent by a physician and approved by the Director of Student Life and the Food Service Director.

A student may not change their meal plan beyond the add date. After the add date, the student must wait to change his/her meal plan until the next semester. Takeout meals may be scheduled to be picked up outside of normal operating hours by making arrangements with PCC Staff. Removal of dishes, glasses, and/or utensils belonging to MACU is considered theft and will be dealt with accordingly.

The Cafeteria is located in the southwest hallway of the Main Building.

Students are expected to conduct themselves appropriately during meal times. A student may be suspended without warning from cafeteria privileges or may be subject to a fine or further disciplinary action for disruptive behavior in the Cafeteria.

Cafeteria Hours of Operation

The cafeteria is open continuously from 7:30am-7:00pm during the week for the convenience of the student. The “Main Food Line” will be open at the times listed below.

Monday-Friday
Breakfast 7:30am-8:30am
Lunch 11:30am-1:30pm
Dinner 5:30pm-7:00pm

Saturday
Brunch 11:30am-12:30pm
Dinner 5:00pm-6:00pm

Sunday
Brunch 1:00pm-2:00pm
Dinner 5:00pm-6:00pm

Holidays & Breaks - Cafeteria

Although the residence halls may be open during certain holidays or academic breaks, the Cafeteria may be closed. Students are responsible for arranging their own meals during these holidays. Dates of holidays and breaks during the academic year may be found on the student portal.

Computer Lab

Located in the Library, the Lab provides a place for students to type papers, develop computer presentations, and take advantage of the educational and informational benefits of the Internet. The Lab is under the supervision of the Department of Information Technology,
and students are expected to adhere to the **Computer and Internet Acceptable Use Policy**. The hours of operations for the Computer Lab coincide with Library hours.

## Evangel Room

The Evangel Room is located on the south side of the Cafeteria. Students, clubs, faculty, administration, and guests may use this room for University conferences and meetings free of charge. Personal events will be subject to the established fee structure. Scheduling for the Evangel Room is handled through the Office of Student Life.

## Fowler Center

The Fowler Center is located in the center of the Residence Halls. The following are located in the Fowler Center:

- RHW and NH Resident Director’s Offices
- Campus Pastor Office
- Bulletin Boards
- Laundry Room for Residence Complexes East & West (basement)
- Lounge Area - TV, study area
- Wireless Internet Access
- Ping-Pong
- Pool Table
- Change Machine
- Restrooms

Students are expected to clean up after themselves after use of the Fowler Center. Failure to do so will result in the loss of Fowler Center privileges.

## Gaulke Activity Center

MACU men’s and women’s athletic teams hold scheduled practices in the Gym. Students are encouraged to attend all intramural and intercollegiate basketball and volleyball games held in the Gym. The Athletic Offices are also located in the Activity Center. All event scheduling for the Activity Center is coordinated through the Athletic Director at (405) 692-3141.

**Policies and Procedures:**

- All school policies and guidelines are to be followed.
- Only “carry-in” gym shoes are to be worn on the gym floor.
- Children under the age of eighteen (18) must be accompanied by a parent or guardian according to the University Minors on Campus Policy
- Only MACU athletic equipment is to be used or brought into the Gym.
Handicap Accessible Facilities

Mid-America Christian University is accessible for disabled individuals. The Student Center, Fowler Center, Library, classrooms, restrooms, Cafeteria, Chapel, administrative and faculty offices, Bookstore, and Gaulke Activity Center are all equipped to accommodate the needs of disabled individuals. There are also several residence hall rooms set aside for disabled students who choose to live on campus. The Laundry Facility is located in the basement of the Fowler Center and is not wheelchair accessible. Students unable to use the Laundry Facility due to injury or disability should contact their Resident Director for upstairs accommodations. To request special accommodations, please contact the Dean of Student Success at mthompson@macu.edu.

Health Services

Basic first aid for minor incidents is provided through the Residence Life Staff or MACU PD. The campus is located approximately one and a half (1.5) miles northeast of St. Anthony Healthplex South, two (2) miles south of Community Hospital, and six (6) miles south of Integris Health Southwest Medical Center for incidents requiring the use of a hospital. CAS Students are asked to make the Office of Student Life aware of any illnesses and/or medical attention sought. The Office of Student Life can make referrals to area doctors; however, regular doctors’ fees are required. No fee is required for the campus services.

Laundry Facilities

The on-campus laundry facilities are located in the basement of the Fowler Center, as well as on each floor of New Hall. Residential CAS students are permitted to use the push-start washers and dryers, provided they keep the laundry area tidy. This service is paid for by housing fees. For this reason, commuter students are not permitted to use the laundry facility. If a commuter student uses the on-campus laundry facility, he or she will be fined $100. Clothes left for more than a week will be donated to a charitable group.

Library

The Library is located on the lower level of Kennedy Hall and is available for research and general library services.

Library Hours of Operation

Monday-Thursday 7:30am-11:00pm
Friday 7:30am-5:00pm
Saturday 11:00am-4:00pm
Sunday 5:00pm-11:00pm

*Closed during Chapel
Library Services

- Internet Terminals – Computers are located in the Computer Lab and across from the Reference Desk. Students are encouraged to perform research and check their e-mail at these terminals. The University’s Computer and Internet Acceptable Use Policy applies to these terminals.

- Photocopier - 10¢ per page

- Book Sale – Throughout the year, the Library hosts book sales that enable individuals to purchase books that are being removed from circulation in the Library.

- DVDs and CDs are available to be checked out with a valid ID card.

Mail Room

The mailroom is located in the Student Center. The mailroom staff may be contacted at (405) 692-3133 or at mailroom@macu.edu.

During service hours, packages may be picked up or mailed and stamps or envelopes purchased. Every CAS student is assigned an individual box for campus mail (departmental mail, returned class assignments, etc.), as well as regular mail. Notes and letters between individuals may also be sent through campus mail (postage free). All student mailboxes are located in the Student Center.

Each student is responsible for leaving a forwarding address with mailroom personnel before leaving MACU for graduation, transfer, withdrawal, and summer break; no mail will be forwarded during holiday breaks. Seniors are asked to give a summer forwarding address before graduation, and must submit an official change of address form with the United States Postal Service (USPS) online at USPS.com upon graduation. Graduating senior mail will only be forwarded until July 31st; any mail addressed to graduated seniors received after July 31st will be returned to sender.

For on-campus bulk mailings, such as flyers and departmental letters, the mailroom supervisor must be notified at least one week prior to distribution. The use of the campus postal service is not intended for off-campus organizations, churches, advertising enterprises, personal interest groups, or any other non-MACU organization. The mailroom functions as an extension of the United States Postal Service (USPS). Any tampering or abuse of mailroom facilities or equipment will result in immediate disciplinary action and possible federal charges.

Postal Service Hours-Academic Year

- Monday, Tuesday, Thursday 12:30pm-6:00pm
- Wednesday, Friday 12:30pm-5:00pm

Postal Service Hours – Summer

- Monday-Friday 12:30pm-5:00pm

The mailroom is a US Post Office and is closed for all federal holidays.
Nature Reserve

Located on the east side of the campus grounds, this unique feature to the campus is recognized by the State of Oklahoma as being the home of a variety of different types of wildlife and vegetation. Individuals are encouraged to use this area responsibly. Disturbing the natural habitat is strictly prohibited. The Nature Reserve closes at 10:00 p.m. each night.

Pop’s Place

Named in honor of Edwin “Pop” Ogle, Pop’s Place is located in the Gaulke Activity Center. Pop’s Place is the concession stand for all basketball and volleyball events.

President’s Chapel

Located in the northwest corner of the Main Building, the Presidents’ Chapel serves as the gathering place for all Chapel services and is also used for other functions. Scheduling for the Presidents’ Chapel is handled through the Office of Student Life.

Registrar’s Office

The Office of the Registrar provides responsive, student-centered customer service to the MACU community, alumni, parents and external constituents. We maintain the integrity, accuracy and privacy of student academic and enrollment records to report information in a time-sensitive manner.

The Office’s primary functions include: schedule coordination, registration confirmation, processing of student grades, verification of enrollment statistics, clearance of students for graduation, and providing students with accurate and timely transcripts.

The Office of the Registrar is open from 8:00 a.m. to 8:00 p.m. Monday-Thursday and 8:00 am to 5:00 p.m. on Friday. The office is located in B114 on the west end of the Main building.

Student Employment

Full-time and part-time employment can be found in the Oklahoma City area and in surrounding communities. In order to aid students in their pursuit of work, job opportunities are posted on a bulletin board outside the Student Success Center, the Fowler Center, or the student portal. CAS students who wish to apply for an on-campus position must consult the Office of Student Financial Services.

Student Financial Services

Located in the Main Building, the purpose of Financial Aid is to help the student meet his or her financial need for attending the University. Financing higher education requires the cooperation of the student, the parents, and the Institution. However, prior to enrolling, the
student should realize that the cost of his or her education is primarily his or her responsibility. The student and/or parent pay the majority of individual expenses.

MACU participates fully in the federal financial aid programs: Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Perkins Loan, Stafford Loan, and Federal Work Study (FWS) and has a wide range of institutional aid and scholarships available. All students applying for financial aid are required to submit a *Free Application for Student Aid (FAFSA)*.

Students who wish to appeal decisions made by the Student Financial Services Office must do so by sending a written appeal to the Financial Aid Committee within ten (10) days of the disputed decision.

**Student Life Office**

The Student Life Office is located at the South end of the Main Building and is open 8am-5pm Monday-Friday. The office serves CAS students by providing the following services: campus activities, student ID cards, chapel attendance, student discipline, student leadership, room reservations and many other services.

**Student Success Center**

The Student Success Center (SCC) is located in the Student Center and offers tutoring, career advising, internship information and also serves as the central office for special academic or physical accommodations. The SSC is open 8am-6pm Monday-Thursday and 8am-5pm on Fridays. Tutors for the College of Arts and Sciences are available in the SCC from noon-10pm Monday-Thursday and by appointment.

**YMCA**

All students enrolled in at least six (6) hours in a CAS degree program will receive a membership to the Earlywine YMCA, including all privileges the YMCA has to offer. Memberships are only active during Fall and Spring semesters. This membership is a service of MACU, and services may be restricted or forfeited for disciplinary reasons. For questions concerning the YMCA membership, please contact the Office of Student Life at (405) 692-3242.
This policy of Mid-America Christian University addresses the requirements of Title IX of the Education Amendments of 1972 ("Title IX"), federal law prohibiting gender discrimination in federally-funded education programs and activities. Title IX states as follows:

**No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.**

Discrimination on the basis of sex includes gender discrimination, sexual harassment, sexual assault, sexual violence, and sexual exploitation/misconduct (terms are defined below). Title IX prohibits sex discrimination in both the educational and employment settings. This policy also addresses the requirements of the Campus Sexual Violence Elimination Act, or Campus SaVE Act (SaVE), a 2013 amendment to the federal Jeanne Clery Act. The SaVE Act addresses sexual violence in the form of sexual assault, domestic violence, dating violence and stalking. *For the purpose of this document and the University’s handling of such cases, "Title IX" includes the concerns of the Campus SaVE Act.*

Other forms of harassment and discrimination not of a sexual nature will be dealt with under the same policies and procedures outlined here. Including but not limited to section 504 complaints.

**Policy Statement**

Mid-America Christian University (MACU) expects that all members of the MACU school community will treat one another with civility and respect.

The University affirms the biblical teaching that sexual intimacy is to be shared as God’s gift within the context of a committed marriage relationship between a man and a woman.

It is the policy of MACU to provide and maintain a living-learning community that is free of bullying/harassment and any other verbal, physical, or electronic misconduct that disrupts the community, or creates a hostile or unsafe environment at MACU.

The MACU Title IX policy, set forth below, is intended (1) to prevent bullying/harassment and discrimination among the members of the MACU community, (2) to encourage community members to have confidence in MACU’s procedures and to come forward promptly any time a student is subject to conduct that is prohibited by this or any other MACU policy, and (3) to implement appropriate discipline and other corrective measures when they are found to be warranted.

It is important that this policy be well understood by all members of the MACU community. The Title IX Coordinator is responsible for the implementation and administration of the policy. Questions and concerns related to this policy may be referred to the Coordinator.

**Violations of this Policy**

Mid-America Christian University is committed to investigating reported violations (also referred to in this policy as "alleged violations of this policy"), regardless of whether a complaint alleging a violation of this policy has been filed and regardless of where the alleged conduct occurred. The University’s ability to
investigate in a particular situation, or the extent of the investigation in any given situation, may be affected by any number of factors, including whether the complainant is willing to file a complaint or to consent to an investigation, the location where the alleged conduct occurred, and the University’s access to information relevant to the alleged violation of this policy. The University is nonetheless committed to investigating all alleged violations of this policy to the fullest extent possible.

Students, faculty or staff who have a complaint against a student, faculty, staff member, or other individual involving allegations of harassment and discrimination, including but not limited to sexual discrimination, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, and discrimination or harassment based upon one’s race, color, religion, national origin, age, or disability in violation of this policy should contact the Coordinator. In addition to contacting the Coordinator, individuals who have experienced sexual harassment or other acts of sexual assault may contact the proper law enforcement authorities such as the MACU DPS or local police department. The Coordinator, or other responsible party, may also contact the MACU DPS or local law enforcement.

Policy Coordinators

Any inquiries regarding this policy should be directed to one or more of the Policy Coordinators identified below. These Coordinators will be available to meet with persons regarding issues relating to Title IX and this policy.

Lead Coordinator (Title IX Coordinator)

The Lead Coordinator is responsible for implementing and monitoring compliance of the policy on behalf of the University. This includes responsibility for training, education, communication and administration of grievance procedures for the handling of complaints alleging violations of this policy.

Jessica Rimmer, Vice President of Student Engagement and Success, Administration Building 146, jrimmer@macu.edu 405.692.3275

Assistant Coordinators

Assistant Coordinators are responsible for assisting in the implementation and monitoring policy compliance on behalf of the University, and administration of grievance procedures for the handling of complaints alleging violations of this policy. Assistant Coordinators are responsible for informing the Lead Coordinator of alleged violations and procedures to address those violations or violations that have been directly report to his or her office. The Assistant Coordinators will assist alleged victims in making contact with law enforcement and in accessing an advocate, counseling or other resources available on campus or elsewhere. Reporting parties may contact any assistant coordinator to report an alleged violation of this policy.

Alison Walls, Director of Student Life, Administration Building, awalls@macu.edu, 405.703.8240
Darwina Marshall, Director of Human Resources, Kennedy Hall, Second Floor, dmarshall@macu.edu, 405.692.3196.
Mark Pickens, Assistant Professor: School of English, Administrative Building, mpickens@macu.edu, 405.692.3117.
Marcus Moeller, Head Women’s Basketball Coach, Assistant Athletic Director, Gaulke Activity Center, mmoeller@macu.edu, 405.692.3102.
Investigators

Investigators will be notified by the Coordinator of an alleged violation of this policy and will conduct the investigation to determine if a violation has occurred and recommend resolutions. Investigators will follow the procedures outlined, while apprising the Coordinator, or designee, of the status of their investigation. In some cases, the investigation may be conducted by the coordinator with the assistance of necessary personnel.

Definition and Examples of Conduct Prohibited Under this Policy

Prohibited conduct includes harassment and discrimination, including but not limited to gender discrimination, unwelcomed sexual advances, requests for sexual favors, stalking, domestic violence, dating violence and other verbal or physical conduct or communications constituting sexual harassment, and discrimination or harassment based upon one’s race, color, religion, national origin, age, or disability. The acts listed below are included to clarify examples of acts which would qualify as discrimination or harassment against those with protected status under Title IX and elsewhere. The listing of these examples does not preclude nor set aside the University’s formal codes of conduct listed elsewhere in University publications, handbooks, or policies. Violations of the University's codes of conduct may not constitute a violation of this policy but would be addressed under the proper University codes such as found in the faculty handbook, staff handbook, student Code of Conduct or other applicable policies.

Discriminatory Harassment

Harassment, intimidation and bullying means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another person, damage another person’s property, place another person in reasonable fear of harm to his or her person or damage to his or her property. Such conduct has the purpose or effect of unreasonably interfering with the individual's work or educational performance;

- Such conduct creates or has the intention of creating an intimidating, hostile, or offensive working and/or learning environment; or
- Such conduct unreasonably interferes with or limits one’s ability to participate in or benefit from an educational program or activity.
- Such conduct is not limited to physical contact but may also be mediated by electronic communication.

Sex Discrimination

- Making a distinction in favor of, or against, a person on the basis of sex rather than on individual merit
- In an educational setting, making a distinction on the basis of sex that deprives a person of the ability to participate in or benefit from the University’s education program or activities
Sexual Harassment

Unwelcome, gender-based written, verbal or physical conduct that,

- Unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the University’s education program and/or activities, is
- Potentially based on power differentials (quid pro quo),
- Creates a hostile environment, or
- Involves retaliation

Examples of sexual harassment include, but are not necessarily limited to, unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments about a person’s gender, sexuality or sexual experience. Sexual harassment may consist of repeated actions or may even arise from a single incident. The complainant and the accused may be of either gender and need not be of different genders.

Sexual Assault/Sexual Violence

Sexual assault/sexual violence is a particular type of sexual harassment that includes non-consensual sexual contact, non-consensual sexual intercourse, rape, or other physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. Sexual assault/sexual violence includes, but is not necessarily limited to, physical assaults of a sexual nature, such as rape, sexual assault, sexual battery, domestic violence, dating violence, stalking or attempts to commit these acts.

Non-Consensual Sexual Contact is:
- Any intentional sexual touching
- However slight,
- With any object,
- By a man or woman upon a man or woman
- That is without consent and/or by force

Non-Consensual Sexual Intercourse is:
- Any sexual intercourse
- However slight,
- With any object or body part,
- By a man or woman upon a man or a woman,
- That is without consent and/or by force

Domestic Violence: A felony or misdemeanor crime of violence committed by:
- A current or former spouse or intimate partner of the victim
- A person with whom the victim shares a child in common
- A person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner
- A person who similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the violence occur

Domestic violence is behavior that is used to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate,
manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

**Dating Violence:**
Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors
- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

**Stalking:**
A pattern of repeated (two or more) and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear, substantial emotional distress or constitute a nuisance.

**Hazing:**
Any act directed toward an individual, such as coercion or intimidation of an individual to act or to participate in something which a reasonable person would perceive is likely to cause physical or psychological injury and where such act is a condition of initiation into, admission into, continued membership in or association with any group whether that group is a formal or informal entity.

**Sexual Exploitation**
Sexual Exploitation occurs when a student/employee takes non-consensual or abusive sexual advantage of another.

Examples of sexual exploitation and sexual misconduct include, but are not limited to:

- Invasion of sexual privacy
-Prostituting another student
-Non-consensual video or audio-recording or broadcasting or sharing of sexual activity
-Engaging in voyeurism
-Exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals, including electronic media communication.
-Sexually-based stalking and/or bullying may also be forms of sexual exploitation
-Use or display in the classroom or any facility of the University, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti.
-Sexual activity with someone whom one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated (by alcohol or other drug ingestion, unconsciousness or blackout), constitutes a violation of this policy.
-Sexual activity with someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of drugs.
-Sexual activity of any kind with anyone under the age of 18

Use of alcohol, medications, or other drugs will not excuse behavior that violates this policy.
Report of an Alleged Policy Violation and Its Investigation

Reporting

A student, faculty member or staff member who has a complaint against a student, faculty, staff member or other individual involving a violation of this policy or of retaliation should contact the Coordinator. Faculty and staff who have reason to believe that a violation to this policy has occurred are required to report such concerns under Title IX. Although there is no specific time limit for reporting a suspected violation of this policy, an employee or student who believes that he or she has been subjected to conduct that violates this policy or another student or employee has been subjected to a violation, is encouraged to contact the Coordinator as soon as possible after the alleged act to discuss the available options for proceeding.

Bodily Harm

If the Coordinator receives a report of harassment or assault involving bodily harm, the Coordinator may contact the MACU DPS or local law enforcement. The victim of sexual assault also may choose to file a criminal complaint against the alleged perpetrator. Any pending criminal investigation or criminal proceeding may have some impact on the timing of the University's investigation, but the University will commence its own investigation upon notification of the violation. The University reserves the right to commence and/or complete its own investigation prior to the completion of any criminal investigation or criminal proceeding.

Investigation

The Coordinator will begin an investigation in partnership with trained investigators and other University officials, as deemed appropriate by the University. Every reasonable effort will be made for the investigation phase to be completed within sixty (60) days of the filing of a complaint or the date on which the University becomes aware of a violation of this policy. Audio or video recording of any proceedings are prohibited by any party other than the University throughout this process.

As part of the investigation, the Investigator(s) will seek separate interviews with the complainant, the accused and any witnesses to the greatest extent possible. To help ensure a prompt, fair, impartial, and thorough investigation, complainants are encouraged to provide as much of the following information as much as possible, including the following:

- The name, department, and position of the person or persons allegedly causing the discrimination, harassment or retaliation.
- A description of any relevant incident(s), including the date(s), location(s), and the presence of any witnesses.
- The alleged effect of the incident(s) on the complainant’s academic standing, educational benefits or opportunities, position of employment, salary, employee benefits, promotional opportunities, or other terms or conditions of employment.
- The names of other students or employees who might have been subject to the same or similar discrimination, harassment or retaliation.
Any steps the complainant has taken to try and stop the discrimination, harassment, or retaliation.
Any other information the complainant believes to be relevant to the alleged discrimination, harassment, or retaliation.
The accused also is encouraged to provide as much information as possible in connection with the investigation.

Interim Protective Measures

The University reserves the right to suspend or place on immediate administrative leave any member of the campus community accused of violating this policy, or to take any other interim measures the University deems appropriate, pending the outcome of an investigation and/or disciplinary proceedings. Such interim measures can include, but are not limited to, placing an employee on paid or unpaid administrative leave, removing a student from campus housing and/or current classes, modifying course schedules, and issuing a "no contact" order, among other remedies. The university is committed to the safety of any alleged victims in pursuit of the facts of the investigation.

Prohibition Against Retaliation

Retaliation exists when action is taken against a participant in the complaint process that (i) adversely affects the individual’s employment or academic or residential status; and (ii) is motivated in whole or in part by the individual’s participation, or lack thereof, in the complaint process.

No individual involved in a complaint alleging a violation of this policy or participating in the investigation or resolution of such a complaint shall be subject to retaliation as a result of such activity or participation. Any acts of retaliation, as defined in this policy, will not be tolerated and shall be grounds for disciplinary action, up to and including expulsion/dismissal for students and termination/dismissal for faculty and staff, and termination of contracts with third-party vendors.

Confidentiality

To the extent permitted by law, the confidentiality of all parties involved in the resolution of alleged violations of this policy will be observed, provided that it does not interfere with the University's ability to conduct an investigation and take any corrective action deemed appropriate. While confidentiality cannot be guaranteed, care will be taken to keep investigation discussions appropriately limited to protect the complainant’s identity when requested.

Resolution of a Filed Grievance

The Coordinator and Investigators will review the information gathered in the investigation process and determine next steps. The resolution process typically includes the following elements, which may be modified by the University in its discretion to fit the circumstances of a particular case:

1. The Coordinator will be responsible for an investigation either alone or with one or more other school officials (e.g. faculty) as deemed
appropriate by the University and as outlined above.

2. The Investigation Team will conclude the investigation and create a summary **report** of the investigation and a **determination** of "violation" or "no violation" as well as the recommended corrective actions and remedies appropriate for the determination if warranted. Unless the Policy Coordinator deems it necessary to question the report and determination or unless the recommendation determines a hearing is necessary, the Investigation Team’s report will stand as the Resolution.

3. **Standard for Determining Responsibility.** The standard used to determine whether this policy has been violated is **whether it is more likely than not** that the accused violated this policy. This is often referred to as a "Preponderance of Evidence" standard.

4. Appropriate, corrective action/remedies by the University will serve to:
   (i) **eliminate** the policy violation, (ii) **prevent** the recurrence of the violation, and (iii) **address** the effects of the violation (in accordance with the **Grievance Procedures** contained herein).

5. **Within seven (7) days** of the conclusion of the investigation, reasonable efforts will be made to provide simultaneous written notice to both the complainant and the accused that include: notice of the outcome of the disciplinary proceeding, the institutions appeal procedures, any change to the results before the results are final and the finality of the results.

This process may be changed for reasons including, but not limited to the following:
- Allegations of sexual assault, which will not be resolved by mediation.

## Appeals

Appeals must be requested in writing to the Policy Coordinator within seven (7) days of receipt of a written outcome of an investigation or hearing. The appeals process is outlined below:

1. Either party may appeal the decision of the hearing process in writing to the Policy Coordinator within seven (7) days of receiving the written notice.
2. Appeals will not be considered without relevant new information for consideration by the appeals committee. This would include information that was unavailable at the time of the decision, concerns about procedural errors, or concerns about the level of sanction imposed according to the policies of the University. Disagreement with the findings of a hearing is not sufficient grounds for appeal.
3. The Policy Coordinator personally carries the appeal with the documentation of all previous proceedings to the **chair of the appeals committee, as applicable to the student, faculty or staff**. The appeals committee is the final arbiter on all appeals of rulings of violation of the Policy.
4. Neither the complainant nor the accused will be entitled to a further hearing process in connection with any appeal, but the appeals committee may request written submissions from either party or consider any other information as deemed appropriate by the school. Both parties will be informed in writing of the outcome of any appeal within fourteen (14) days of the date by which all requested information is received.
Rights of Complainants and Accused Parties

Complainants and accused parties shall be provided with the following in connection with any hearing or other proceeding used to reach a decision regarding whether any violation of this policy has occurred.

Rights of Complainants

- The opportunity/right to speak on one’s own behalf;
- To be accompanied by a single advisor or support person who may take notes and advise the complainant, but not otherwise participate;
- To present witnesses who can speak about the alleged conduct at issue;
- To present other evidence on one’s own behalf;
- To attend the entire hearing or other proceedings, except for the deliberation phase;
- To review any written statement that will be offered by the accused at a hearing or proceeding prior to the time that it is offered (to the greatest extent possible and consistent with FERPA or other applicable law);
- To be informed of the outcome of the hearing or other proceeding;
- And to appeal the outcome of the hearing or other proceeding.

Rights of Accused Parties

- The right to a written explanation of the alleged violations of this policy;
- The opportunity/right to speak on one’s own behalf;
- To be accompanied by a single advisor or support person who may take notes and advise the accused, but not otherwise participate;
- To present witnesses who can speak about the alleged conduct at issue;
- To present other evidence on one’s own behalf;
- To attend the entire hearing or other proceedings, except for the deliberation phase;
- To review any written statement that will be offered by the complainant at a hearing or proceeding prior to the time that it is offered (to the greatest extent possible and consistent with FERPA or other applicable law);
- To be informed of the outcome of the hearing or other proceeding;
- And to appeal the outcome of the hearing or other proceeding.

Disciplinary/Corrective Actions for Violations of this Policy

Sanctions/Corrective Action. Any violation of this policy involving students or faculty and staff of the University is subject to the Policy and Procedures as stated in this document and is NOT governed by any other employee or student handbook or policy. The University will take reasonable steps to prevent the recurrence of any harassment or other discrimination and to remedy the discriminatory effects on the complainant (and others, if appropriate).

Examples of the range of potential sanctions/corrective actions that may be imposed with respect to students may be found in the Student Handbook and any related policies set forth in the University’s catalog. Comparable information with respect to employees can be found in the Faculty/Staff Handbook and in the
Human Resources documents of the University. The University also may take any other corrective action that it deems appropriate under the circumstances.

**Employees and/or students** who are found to have violated this policy will be subject to disciplinary action up to and including expulsion or dismissal and with the additional provisions set forth in the "Rights" section of this policy.

**Faculty and staff** who are found to have violated this policy will be subject to disciplinary action up to and including discharge or termination and with the additional provisions set forth in the "Rights" section of this policy.

**Guests and other third parties** who are found to have violated this policy will be subject to corrective action deemed appropriate by the University, which may include removal from the campus location(s) and termination of any applicable contractual or other arrangements.

In instances where the University is unable to take disciplinary action in response to an alleged violation of this policy because a complainant insists on confidentiality or for some other reason, the University will nonetheless pursue other steps to limit the effects of conduct that violates this policy and prevent its recurrence.

It is important to bear in mind that stricter standards of behavior than those provided by law may apply under MACU’s policies so that the prevention of inappropriate conduct can occur before a student has been subject to harassment/discrimination/assault as it is defined under the law. For example, although the law defines harassment as “repeated use” of certain expressions, acts or gestures, MACU reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act or gesture, if the University determines that it consists of sufficient severity to warrant disciplinary measures or other remedial action.

**Note:** In compliance with federal law, the disclosures above reference legal terms such as “rape,” “sexual assault,” “stalking,” “domestic violence,” etc. Mid-America Christian University’s disciplinary process does not enforce criminal law. Thus, university policies use terms such as “sexual misconduct,” or “non-consensual sexual intercourse,” “non-consensual sexual contact,” “sexual exploitation,” and “sexual harassment,” that overlap significantly with legal definitions, but are policy-based, not criminal in nature. Additionally, domestic violence, dating violence and stalking can also be violations of the University’s sexual assault, harassment, and discrimination policy when motivated in whole or in part by the sex or gender of the victim.
Appendix
Appendix A: CAS Discipline Guide Sheet

Discipline Guide Sheet

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Directive Sanctions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unauthorized Guest</td>
<td>WE CHOOSE</td>
</tr>
<tr>
<td>Disrespecting Authorities</td>
<td>Written Warning</td>
</tr>
<tr>
<td>Inappropriate Language</td>
<td>Verbal Warning</td>
</tr>
<tr>
<td>Prohibited Materials</td>
<td>Loss of Guest Privileges*</td>
</tr>
<tr>
<td>Dress Code</td>
<td></td>
</tr>
<tr>
<td>Public Displays of Affection</td>
<td>YOU CHOOSE (1)</td>
</tr>
<tr>
<td>Babysitting on Campus</td>
<td>$10 Fine</td>
</tr>
<tr>
<td>Quiet Hours</td>
<td>2 Hours of Campus Community Service</td>
</tr>
<tr>
<td>Lease Violation (ex. Cleaning Checks)</td>
<td></td>
</tr>
<tr>
<td>Dress Code</td>
<td></td>
</tr>
<tr>
<td>Trash Outside of Room/Littering</td>
<td></td>
</tr>
<tr>
<td>9 Chapel Absences</td>
<td></td>
</tr>
<tr>
<td>Lying/Falsification of Reports</td>
<td>WE CHOOSE</td>
</tr>
<tr>
<td>Open House Violation</td>
<td>2 Week Loss of Open House Privileges*</td>
</tr>
<tr>
<td>Gambling</td>
<td>YOU CHOOSE (2)</td>
</tr>
<tr>
<td>Tobacco (including e-cigarettes and vapes)</td>
<td>$50 Fine</td>
</tr>
<tr>
<td>Fire Safety Violation</td>
<td>4 Hours of Campus Community Service</td>
</tr>
<tr>
<td>Unauthorized pets</td>
<td>Accountability Project</td>
</tr>
<tr>
<td>Rebellion Against University Policy</td>
<td></td>
</tr>
<tr>
<td>10 Chapel Absences</td>
<td></td>
</tr>
<tr>
<td>Pornographic Material</td>
<td>WE CHOOSE</td>
</tr>
<tr>
<td>Alcohol Off-Campus</td>
<td>4 Week Loss of Open House Privileges*</td>
</tr>
<tr>
<td>Vandalism**</td>
<td>Disciplinary Probation (6 weeks)</td>
</tr>
<tr>
<td>Entering a Construction Zone</td>
<td>Involvement Restriction (6 days)</td>
</tr>
<tr>
<td>Destruction of Property**</td>
<td>YOU CHOOSE (2)</td>
</tr>
<tr>
<td>11 Chapel Absences</td>
<td>$100 Fine</td>
</tr>
<tr>
<td>Theft</td>
<td>12 Hours Campus Community Service</td>
</tr>
<tr>
<td>Bullying/Harassment</td>
<td>6 Accountability/Mentoring Sessions</td>
</tr>
<tr>
<td>Alcohol On Campus</td>
<td></td>
</tr>
<tr>
<td>Co-habitation</td>
<td></td>
</tr>
<tr>
<td>Illegal Drugs/Controlled Substance Off Campus</td>
<td>WE CHOOSE</td>
</tr>
<tr>
<td>Alcohol On Campus</td>
<td>1 Week Suspension</td>
</tr>
<tr>
<td>Driving Under the Influence</td>
<td>1 Semester Suspension</td>
</tr>
<tr>
<td>Occult Rituals/Materials</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Physical Harm</td>
<td>Disciplinary Probation (semester)</td>
</tr>
<tr>
<td>Physical Threat of Harm</td>
<td>Community Probation (2 weeks)</td>
</tr>
<tr>
<td>Sexual Misconduct/Oversight Guests</td>
<td>YOU CHOOSE (2)</td>
</tr>
<tr>
<td>12 Chapel Absences</td>
<td>8 Sessions of Professional Counseling</td>
</tr>
<tr>
<td></td>
<td>Online alcohol awareness seminar*</td>
</tr>
<tr>
<td></td>
<td>$200 Fine</td>
</tr>
<tr>
<td></td>
<td>18 Hours Campus Community Service</td>
</tr>
<tr>
<td></td>
<td>10-14 Accountability/Mentoring Sessions</td>
</tr>
</tbody>
</table>

- This sheet will be used as a guide. Student Life reserves the right to change the sanctions at any time based on the specific violation.
- Any required counseling or online seminars will be paid for by the student.
- Each item listed is for a first offense; repeat offenses will move up one level.
- The Student Life Office may determine whether sanctions are served concurrently or consecutively.
- For student athletes, coaches may impose team sanctions which are handled by the Athletic Department and will not influence Student Life’s process.

* Used in applicable cases
** In addition to disciplinary action, the student will pay for all damages.
Appendix B: CAS SGA Constitution and Bylaws

Preamble: We, the Student Government Association of Mid-America Christian University, desiring to maintain and perpetuate the ideals for which this University was founded, do ordain and establish this constitution. Powers of this organization shall not infringe upon the powers of the University administration.

Article 1 - Name
The name of this organization shall be the Student Government Association (SGA) of Mid-America Christian University.

Article II - Purpose
The purpose of the Student Government Association is to provide effective representation by voicing the views and meeting the needs of the student body, while encouraging growth through spiritual and social fellowship.

Article III - Membership

Section 1 - Student Membership
Student membership of the SGA shall consist of the president, vice president, secretary, treasurer, senators, and chairs of selected clubs and committees.

The executive cabinet consists of the president, vice president, secretary and treasurer. The entire student body elects these members.

The SGA senators include:
1. Two senators from the freshman
2. Two senators from the sophomores
3. Two senators from juniors
4. Two senators from the seniors
5. One senator for men’s housing
6. One senator for women’s housing
7. One senator for international students

D. The remaining two positions will be comprised of the CAB Chair, who is hired by Student Life, and the Devos After Dark Chair, who is appointed by Campus Ministries.

E. Members of the SGA are elected by the student body, with the exception of CAB Chair who is hired by Student Life.

Section 2 - Qualifications and requirements for SGA members and officers
A. All members of the SGA must be a full time student (twelve hours) while serving unless he or she is a senior in which case, he or she must be at least a part-time student (six hours) each semester.

B. All members of the SGA must maintain a CGPA of 2.50.

C. Executive officers of the SGA, chairperson of the Devos After Dark Committee, and chairperson of Campus Activities Board shall not serve as officer or leader of another campus club or organization, or RA with the exception of the senior class president.

D. The SGA president and vice president must have successfully completed the requirement as stated in the University catalog for junior standing.

E. The SGA president may live on or off campus.

F. All SGA members must attend at least two-thirds of all committee meetings to which he or she is assigned and one-half of all SGA hosted functions. If the attendance requirements are not met, an SGA member loses his or her voting power on all committees for one month. If there is improvement, voting powers will be reestablished upon attending three-fourths of said meetings. After one month, if there is not improvement, the member forfeits his or her position.
Any student body representative elected to a committee is required to attend at least two-thirds of that committee's meetings. The same penalties apply as in Article II; Section 2.

Section 3 - SGA Advisors
A. Dean of Students and/or Coordinator of Student Leadership and Activities.
B. One staff or faculty member is elected by the SGA.
C. The advisors shall not have the power to vote.

Article IV - Powers and Duties
Section 1 – SGA Senate
A. The SGA shall be the governing body and shall have the power to make rules affecting the government of the students subject to the approval of the student body and the administration.
B. The SGA shall coordinate extracurricular activities and special projects through its appropriate committees, temporary and standing.
C. The SGA shall appoint temporary committees and/or subcommittees. The decisions of such committees are subject to the approval of the SGA.
D. The SGA shall have the power to issue or revoke the charter of any campus club or organization with the consent of the Student Affairs Committee.
E. The SGA shall approve sponsorship of activities, be informed of general activities, evaluate the functions and activities at the end of each semester, and shall be presented a copy of the minutes of each meeting from all clubs and organizations.
F. The SGA shall have the power to remove an officer of a class or of any club or organization if that officer is placed on academic probation. That officer shall be immediately dropped from that office and be replaced by that club or organization according to its own bylaws. The Dean of Students or Coordinator of Student Activities shall remove those on disciplinary probation from office.
G. The SGA shall make available the privilege of the floor to members of the student body, faculty, administration, or other interested
H. The SGA shall by a two-thirds majority vote of the total elected membership have the power to lodge articles of impeachment against executive officers and SGA senators, in accordance with Article 7; Section 1,C.
I. Any student being removed from an elected or appointed position shall have the right to appeal to the Student Affairs Committee. The SGA shall be empowered to carry out all provisions and necessary implications of the bylaws subject to the approval of the administration.

Section 2 – Executive Officers
A. President of SGA

1. Shall be the president of the student body;
2. Shall preside at all meetings of the SGA and student body;
3. Shall enforce and carry out the decisions of the Executive Cabinet and SGA;
4. Shall call such special meetings as he or she may deem necessary;
5. Shall be responsible for making the new SGA president-elect aware of all dates, needed information, SGA meetings, and business;
6. Shall serve as a voting member on the Senate, Academic Appeals Committee, Student Affairs Committee, an assigned S.T.E.P. Committee and Religious Life Committee. The president shall serve on the Board of Trustees as an ex-officio member;
7. Shall set the agenda and host monthly meetings between the SGA Executive Cabinet and the University President’s Cabinet.
8. Shall sign requisitions and disperse funds of the SGA in absence of the treasurer.
9. Shall meet weekly with one of the SGA advisors.
10. If in the course of the year, there is a vacancy in the Office of the SGA President, the Vice President of SGA shall serve as president. If for any reason the Vice President is unable to fulfill the Presidential Office, a special election will be held to
fill all vacant offices from within the SGA Cabinet and Senate, from among those who qualify (See Article VI, Section 5, B).

B. Vice President of SGA
1. Shall have all the powers and duties of the president in his or her absence;
2. Shall assist the president in enforcing and carrying out the decisions of the SGA;
3. Shall serve as president should the president of SGA become ineligible to serve. If there is a vacancy in the office of the vice president, the SGA shall elect a new vice president from SGA.
4. Shall serve as a voting member on the Senate, Academic Appeals Committee, and Student Affairs Committee.
5. Shall serve as a liaison between SGA and Student Life office regarding the School Calendar of student activities.
6. Shall fulfill any duties assigned by the president of SGA or serve as a substitute on any committees for the president of SGA as approved by the Executive Cabinet.

C. Secretary of SGA
1. Shall record and save minutes of all meetings up to date;
2. Shall provide each SGA member and advisor a copy of the minutes. Additional copies shall be sent to the Dean of Student Life and posted on the campus bulletin boards and on the SGA website;
3. Shall be responsible for all correspondence related to SGA business;
4. Shall be responsible for contacting SGA representatives, informing them of all special and scheduled meetings;
5. Omitted
6. Shall post the agenda of all upcoming meetings of the SGA on the bulletin boards and the SGA website no later than 3 days in advance.

D. Treasurer of SGA
1. Shall keep accurate and complete records of all payments, receipts and expenditures of the SGA;
2. Shall disburse funds of the SGA through the business office only on instructions from the SGA or the Executive Committee with the approval of an SGA advisor;
3. Shall sign all requisitions for fund distributions of the SGA;
4. Shall present an itemized statement of expenditures at regularly scheduled meetings of the Executive Committee or the SGA;
5. Shall follow the same action that is to be taken as in the office of secretary (Article IV; Section 2, C-6) if a vacancy should occur.

E. Executive Cabinet Duties
1. Shall set the agenda for regularly scheduled SGA meetings three days prior to the meetings.
2. Shall have weekly scheduled meetings prior to the SGA meetings, excluding University vacations and extreme cases. Executive Cabinet shall meet no less than three times monthly.
3. Shall meet monthly with the SGA advisor or the Dean of Students in addition to regularly weekly meetings.
4. Any Executive Cabinet member that misses more than one-fourth of the meetings specified in Article IV; Section 2, E-2, E-3 shall lose voting privileges as an Executive Cabinet member for one month. If there is improvement, voting powers will be reestablished upon attending three-fourths of said meetings. After one month, if there is not improvement, the member forfeits his or her position.
5. All Executive Cabinet members must attend at least two-thirds of all SGA functions besides meetings. The same penalties apply as in Article IV; Section 2, E-4.

Article V - Committees
Section 1 - Powers and Limitations
A. SGA Cabinet holds the right to form and dissolve committees as deemed necessary.
B. If a member of any committee related to the SGA named in Article V of the Constitution is placed on academic or disciplinary probation during his or her term of office, said member shall only retain his or her position with approval from the office of Student Life.

C. Each representative must give a report of his or her committee’s activities at the first SGA meeting of each month. Additional reports may be given when necessary.

D. All committees and other student groups shall cooperate with the staff or faculty advisor through whom they are responsible to the administration.

Section 2 – Committees comprised of one or more SGA members

A. Religious Life Committee
B. Senate
C. Student Affairs Committee
D. Library Committee
E. Community Service Committee
F. Cafeteria Committee
G. Academic Appeals
H. Security Committee

Section 3 - Functions of Each Committee

E. Academic Council (as stated in Faculty Handbook)
F. Student Affairs Committee (as stated in Faculty Handbook)
G. Library Committee (as stated in Faculty Handbook)
H. Service Learning Committee (as stated in Faculty Handbook)
I. Cafeteria Committee

1. Members
   a. Business Manager;
   b. Director of Student Life;
   c. Food Service Director;
   d. One faculty or staff member appointed by SGA;
   e. One student from New Hall appointed by SGA;
   f. One student from Residence Complex West appointed by SGA;
   g. The on-campus senator from SGA.

2. Duties
   a. To provide a forum for expressing student and University personnel views in regard to food service operation;
   b. To suggest ideas and means through which the food services area can meet the needs of the student body;
   c. Post a new menu on Monday of each week.

3. Meetings
   This committee will meet every other week.

J. Academic Appeals (as stated in Faculty Handbook)

K. Public Safety Committee

1. Members
   a. New Hall Resident Director;
   b. Chief of Police;
   c. One student from New Hall appointed by SGA;
   d. One student from Residence Complex West appointed by SGA;
   e. The off-campus senator of SGA;
   f. One on-campus student appointed by SGA.

2. Duties
   a. To provide a forum for expressing student and University personnel views in regard to public safety operation;
   b. To suggest ideas and means through which the public safety area can meet the needs of the student body;
   c. Update the students, faculty, and staff on new changes in public safety and security policies prior to implementation;
d. Update public safety personnel on upcoming campus events.

3. Meetings
This committee will meet once each month while school is in session unless more meetings are deemed necessary.

Section 4 - Qualifications for Committee Members Elected by the Student Body
See Article III; Section 2, A.

Article VI - Elections
Section 1 - Spring Positions
A. Executive Cabinet (see Article IV; Section 2, A - D)
   1. President
   2. Vice President
   3. Secretary
   4. Treasurer
B. Student Affairs Committee (1 student) (see Article V, Section 4, C)
C. Religious Life Committee (1 student) (see Article V; Section 4, A)
D. Library Committee (1 student) (see Article V; Section 4, F)
E. Service Learning Committee (2 students) (see Article V; Section 4, G)
F. Devos After Dark Committee (3 students)
G. Two (2) At-Large Senators
   1. On-campus student
   2. Off-campus student
H. Two senators from each of the following classes based on hourly class standings for the next semester:
   1. Seniors
   2. Juniors
   3. Sophomores
   4. All students desiring these positions will run for senator of his or her class. The two candidates with the most votes for each class will be declared the senators.

Section 2 - Fall Positions
A. Two senator for first-year students, “freshmen”, as outlined in Article VI; Section 1, H-4.

Section 3 - Procedures
A. Any person desiring to be a candidate for an SGA office or a committee related to the SGA shall file a petition with the Office of Student Leadership & Activities, announcing his or her intention to run for office. A certificate of eligibility by the Office of Student Leadership & Activities shall establish the petitioner as an eligible candidate.
B. The filing period shall begin exactly three weeks prior to the general elections and shall end at five o’clock p.m. on the day exactly one week prior to the general election.
C. Announcements of the date and place of the election, voting regulations, and a list of the open offices shall be posted on the bulletin board exactly four weeks prior to the general election. It shall also appear in at least one issue of the official campus publication at least one week prior to the closing of the filing period.
D. A list of the qualified candidates shall be made public immediately following the close of the filing period.

Section 4 - Elections
A. SGA Elections are to be held directly following SGA chapel. Polls will close the same day at a time chose by Student Life.
B. When all votes have been cast for the offices, the tellers shall immediately collect the ballots, count them, and announce the results. An official notice shall be sent to all candidates prior to public announcement of the results.
C. In all cases where three or more candidates file for the same office, if no candidate receives more than fifty percent of the total votes cast, a run-off election shall be held within two (2) weeks of the initial election. This election will be between the two candidates receiving the greatest number of popular votes for the office in question.
D. All elections shall be held under the general supervision of the SGA. Additional regulations that may be deemed necessary for the conduct of the elections shall be made by the Student Life Office. Each candidate may file for only one position.

E. Voting regulations: Any person currently enrolled as a traditional student is eligible to vote.

Section 5 - Special Election

In the event of a vacancy within the SGA Senate, SGA is responsible to fill the vacant positions without the vote of the student body.

If for any reason the Vice President is unable to fulfill the Presidential Office, a special election will be held by the SGA to fill all vacant offices from within the SGA Cabinet and Senate, from among those who qualify.

In the event of a vacancy within the Vice President, Secretary, or Treasurer, a special election will be held by the SGA to fill all vacant positions from within the SGA Cabinet and Senate, from among those who qualify.

Article VII - Meetings

Section 1 - Regular Meetings

A. Regular meetings of the SGA shall be held the first and third week of each month.

B. Upon being elected to serve as a member of SGA, one assumes accountability to the student body of MACU. Members of the SGA are expected to perform as leaders on campus and to make every effort to attend all SGA meetings. Three absences, malfeasance, or neglect of duty by any SGA member or officer shall constitute cause for removal from office.

C. A quorum shall be necessary for the SGA to do business and pass laws. It shall consist of sixty percent of those legally holding office on the SGA.

D. No student member of any committee shall miss more than one-third of the meetings of the committee.

Section 2 - Special Meetings

A. Special meetings shall be called by the president of the SGA as the need arises, provided a notice is given in advance to every member.

B. Three SGA members may petition for the president to call a special meeting for consideration of immediate problems.

Section 3 - Student Body Meetings

A. One chapel period shall be set aside for the student body elections. The date of this meeting shall be set by Student Life.

Article VIII - Amendments

This constitution and bylaws may be amended by the Student Government Association with a two-thirds vote of its membership, provided that said changes be proposed and discussed by elected SGA representatives.
Mid-America Christian University reserves the right to make changes in the arrangements and policies announced in this handbook as unusual circumstances, economic conditions, or efficiency in operation may require. The University does not discriminate against any qualified person on grounds of race, color, national or ethnic origin, age, sex, or disabilities, and the University applies this policy to all admissions, Student Life, academic policies, scholarship and loan programs, athletic programs, or any other school administered programs.