



# STUDENT HANDBOOK



## 2026-2027



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# About Mid-America Christian University



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## MISSION STATEMENT

The MACU Board of Trustees approved the Mission Statement in October 2012:

*Mid-America Christian University (MACU) 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.*

The mission statement reflects MACU's stable, historical philosophy of education in the enduring identity and heritage of the University. This mission guides all the purposes, goals, and activities of the University. The mission and purposes of MACU affirm the basic goal to equip men and women for effective Christian ministry in the church and the workforce.

All Christians are called to serve Christ and minister to others. Many graduates exercise this responsibility as pastors and full-time church ministers, but others are called to serve as business leaders, teachers, counselors, medical professionals, or other fields.

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## UNIVERSITY VISION

“Preparing People to do Greater Things for God and His Kingdom”

**VISION VERSE:** Very truly I tell you, whoever believes in me will do the works I have been doing, and they will do even greater things than these, because I am going to the Father.” (John 14:12, NIV)

**MOTTO:** Dream Bigger. Do Greater.

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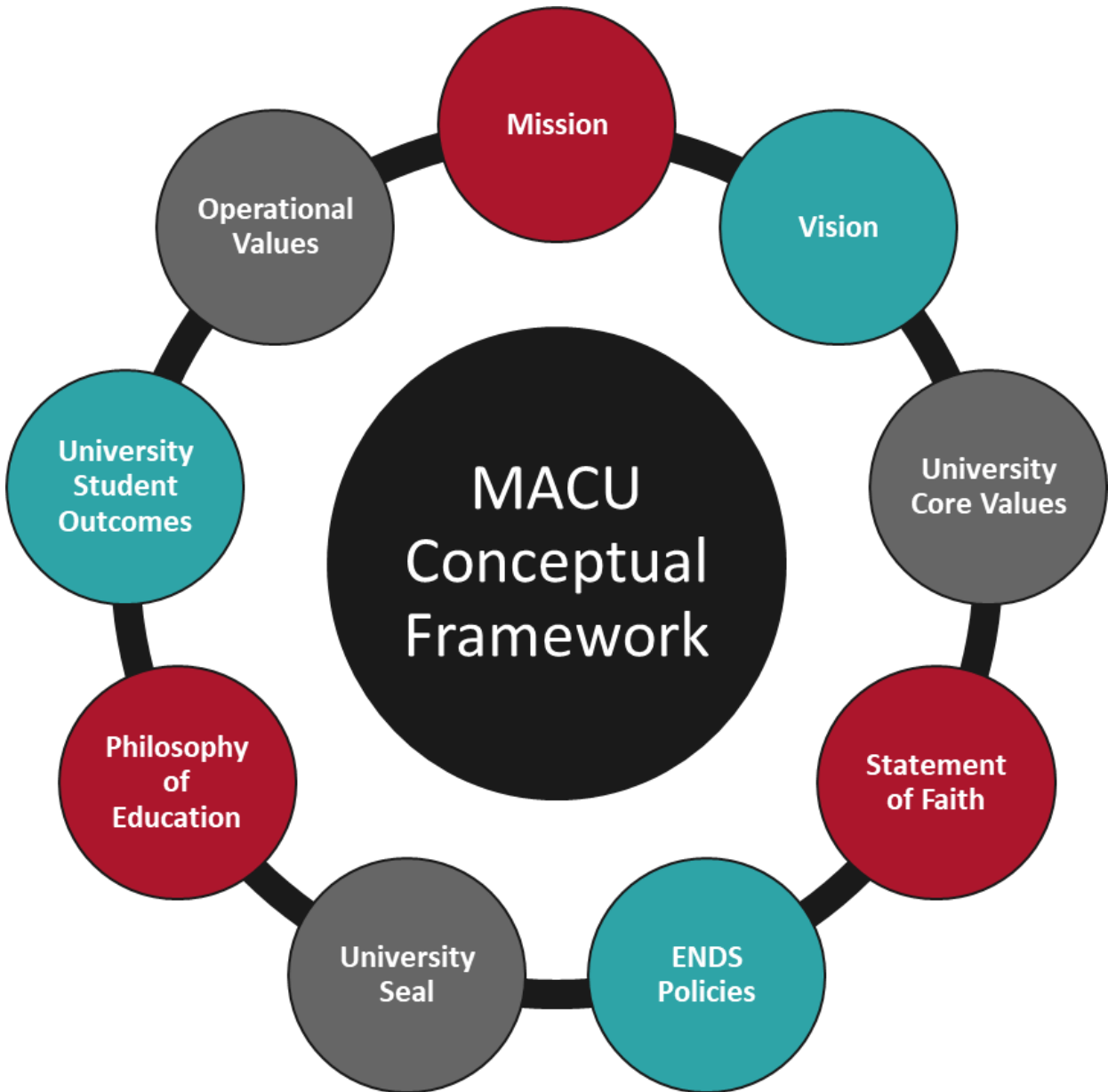
## UNIVERSITY CORE VALUES

1. **WESLEYAN-ARMINIAN:** We are faithful to the heritage of the Church of God Reformation Movement and the Wesleyan-Arminian interpretation of Scripture.
2. **MISSIONARY:** Christian higher education encompasses evangelism and discipleship of our constituencies so that graduates are prepared to fulfill the Great Commission.
3. **CHANGE-AGENTS:** We prepare Christian leaders to bring about positive social change by sharing the Christian faith, demonstrating ethical character, and actively engaging in community leadership.
4. **HOLISTIC:** Our educational system is designed to develop the whole person, spirit, soul, and body.
5. **DIVERSITY:** We are committed to being a redemptive community that respects racial, gender, and cultural diversity.
6. **LIFELONG LEARNERS:** We are engaged in experiences and programs that encourage lifelong learners.
7. **RELEVANCY:** We provide a relevant curriculum established upon biblical principles, best practices, and rigorous standards.
8. **STEWARDSHIP:** We practice faithful stewardship of God-given resources to ensure they are employed for maximum efficiency.

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

## MACU CONCEPTUAL FRAMEWORK

The Conceptual Framework is the guiding document for all activities at Mid-America Christian University (MACU).



# STATEMENT OF FAITH

---

## WE BELIEVE

**GOD:** In the one God, Creator and Sustainer of all things, infinite in love, perfect in judgments, and unchanging in mercy. God exists eternally in three persons - Father, Son, and Holy Spirit.

(Genesis 1; Exodus 3:14; Leviticus 19:2; Deuteronomy 6:4-5; 7:6-8; Ecclesiastes 3:17; Psalm 50:6; 90:3; Isaiah 5:16; 6:1-7; 32:22; 40:18-31; Malachi 3:6; Matthew 3:16-17; 19:26; 28:19-20; John 3:16; 4:24; 14:6-27; Acts 17: 27-28; 1 Corinthians 8:6; 2 Corinthians 13:14; Galatians 4:4-6; Ephesians 2:13-18; 1 Timothy 1:17; James 1:17; 1 Peter 4:19; 1 John 4:4-7)

**SCRIPTURE:** In the divine inspiration, truthfulness, and authority of both the Old and New Testaments, the only written Word of God, without error in all it affirms. The Scriptures are the only infallible rule of faith and practice. The Holy Spirit preserves God's Word in the church today, and it speaks God's truth to people of every age.

(Psalm 119:105; Luke 24:44-47; John 10:35; 1 Corinthians 15:3-4; 2 Timothy 3:15-17; Hebrews 4:12-13; 1 Peter 1:10-12; 2 Peter 1:20-21)

**OF HUMANKIND:** That human beings were created in the image of God. This image was marred in every part through the disobedience of our first parents, and fellowship with God was broken. God, in His prevenient grace, restores moral sensibility to all humankind and enables all to respond to His love and to accept His saving grace, if they will.

(Genesis 1:26-28; 3:16; 1 Kings 8:46; Job 7:17-18; Psalm 53:1-3; 144:3; Romans 3:9-18, 23; 5:12, 19; 6:23; Galatians 3:22; Hebrews 2:6)

**JESUS, OUR SAVIOR:** That Jesus Christ is God's Son incarnate, born of the Virgin Mary. He died for the sins of all, taking on Himself, on behalf of sinful persons, God's judgment upon sin. In His body, he rose from the grave and ascended to the right hand of the Father where He intercedes for us.

(Matthew 1:20-25; 16:15-16; Luke 1:26-35; John 1:1-18; Acts 2:22-36; 10:42; Romans 1:1-6; 8:3, 32-34; Galatians 4:4-5; Philippians 2:5-11; Colossians 1:12-22; 1 Timothy 6:14-16; Hebrews 1:1-5; 7:22-28; 9:24-28; 1 John 1:1-3; 4:2-3, 15)

**THE ACTIVE HOLY SPIRIT:** That the Holy Spirit is God present and active in the world. The Holy Spirit was given to the church in His fullness at Pentecost. By the Spirit, Christ lives in His church, the gospel is proclaimed, and the Kingdom of God is manifested in the world.

(John 7:39; 14:15-18, 26; 15:15-17; 16:7-15; Acts 2:33; 15:8-9; Romans 8:1-27; 1 Corinthians 12:4-11; Galatians 3:1-14; 4:6; Ephesians 3:14-21; 1 Thessalonians 4:7-8; 2 Thessalonians 2:13; 1 Peter 1:2; 1 John 3:24; 4:13)

**JUSTIFICATION FOR THOSE WHO BELIEVE:** That God graciously justifies and regenerates all who trust in Jesus Christ. Believers become children of God and begin to live in holiness through faith in Christ and the sanctifying Spirit.

(Matthew 12:37; Luke 10:29; 16:15; Acts 13:39; Romans 2:13; 3:4, 20-30; 4:25; 5:1, 9, 16, 18; 6:8; 8:30, 33; 1 Corinthians 6:11; Galatians 2:16-17; 1 Timothy 3:16; Titus 3:7; James 2:21, 24-25)

**ENTIRE SANCTIFICATION:** That God calls all believers to entire sanctification in a moment of full surrender and faith subsequent to their new birth in Christ. Sanctifying grace does not make believers faultless nor prevent the possibility of their falling into sin. They must live daily by faith in the forgiveness and cleansing provided for them in Jesus Christ. Through sanctifying grace, the Holy Spirit delivers from all rebellion toward God and makes possible wholehearted love for God and for others.

(Jeremiah 31:31-34; Ezekiel 36:25-27; Malachi 3:2-3; Matthew 3:11-12; Luke 3:16-17; John 7:37-39; 14:15-23; 17:6-20; Acts 1:5; 2:1-4; 15:8-9; Romans 6:11-13, 19; 8:1-4, 8-14; 12:1-2; 2 Corinthians 6:14-7:1; Galatians 2:20; 5:16-25; Ephesians 3:14-21; 5:17-18, 25-27; Philippians 3:10-15; Colossians 3:1-17; 1 Thessalonians 5:23-24; Hebrews 4:9-11; 10:10-17; 12:1-2; 13:12; 1 John 1:7, 9). ("Christian perfection," "perfect love": Deuteronomy 30:6; Matthew 5:43-48; 22:37-40; Romans 12:9-21; 13:8-10; 1 Corinthians 13; Philippians 3:10-15; Hebrews 6:1;

1 John 4:17-18. "Heart purity": Matthew 5:8; Acts 15:8-9; 1 Peter 1:22; 1 John 3:3. "Baptism with the Holy Spirit": Jeremiah 31:31-34; Ezekiel 36:25-27; Malachi 3:2-3; Matthew 3:11-12; Luke 3:16-17; Acts 1:5; 2:1-4; 15:8-9. "Fullness of the blessing": Romans 15:29. "Christian holiness": Matthew 5:1-7:29; John 15:1-11; Romans 12:1-15:3; 2 Corinthians 7:1; Ephesians 4:17-5:20; Philippians 1:9-11; 3:12-15; Colossians 2:20-3:17; 1 Thessalonians 3:13; 4:7-8; 5:23; 2 Timothy 2:19-22; Hebrews 10:19-25; 12:14; 13:20-21; 1 Peter 1:15-16; 2 Peter 1:1-11; 3:18; Jude 20-21)

**ASSURANCE OF BELIEVERS:** That all believers are assured that they are children of God by the inward witness of God's Spirit with their spirits, by faith in the gracious promises of God's Word and by the fruit of the Spirit in their lives.

(John 1: 12-13; 3:3-5, 36: 5:24; 8:31; 10: 1-15; 16:18; Acts 24:16; Romans 8:15-19; 9:1; 2 Corinthians 1:2; 13:5; Galatians 4:1-2, 6; Colossians 2:2; Hebrews 10:22; 1 Peter 3:21; 1 John 2:3,20, 29; 3:13-14,19-21, 29; 4:6, 16-17; 5:18)

**CHRISTIANS IN SOCIETY:** That Christians are called to live in daily witness to the grace which comes to us in Jesus Christ, to preach the gospel to every person according to the command of Christ, and to declare God's insistence upon righteousness and justice in all relationships and structures of human society.

(Matthew 5:13-16; 28:19-20; Luke 9:23; John 13:35; Acts 1:8; 5:42; 14:15; Colossians 1:28; 4:6; Ephesians 5:8; 2 Timothy 4:2; 1 Peter 1:15; 2:9-10)

**THE CHURCH:** That the church is the people of God composed of all those who believe in Jesus Christ as Savior and Lord. The Church is Christ's body; it is visible in the world wherever believers, in obedience of faith, hear the Word, receive the ordinances, and live as disciples.

(Exodus 19:3; Jeremiah 31:33; Matthew 8:11; 10:7; 16:13-19, 24; 18:15-20; 28:19-20; John 17:14-26; 20:21-23; Acts 1:7-8; 2:32-47; 6:1-2; 13:1; 14:23; Romans 2:28-29; 4:16; 10:9-15; 11:13-32; 12:1-8; 15:1-3; 1 Corinthians 3:5-9; 7:17; 11:1, 17-33; 12:3, 12-31; 14:26-40; 2 Corinthians 5:11-6:1; Galatians 5:6, 13-14; 6:1-5, 15; Ephesians 4:1-17; 5:25-27; Philippians 2:1-16; 1 Thessalonians 4:1-12; 1 Timothy 4:13; Hebrews 10:19-25; 1 Peter 1:1-2, 13; 2:4-12, 21; 4:1-2, 10-11; 1 John 4:17; Jude 24; Revelation 5:9-10)

**RETURN OF CHRIST:** In the personal return of Jesus Christ, in the bodily resurrection of all persons, in final judgment, and in eternal reward and punishment.

(Matthew 24:27-42; 25:31-46; John 14:1-3; Acts 1:9-11; 17:31; Romans 2:16; 2 Corinthians 5:10; Philippians 3:20-21; 1 Thessalonians 4:13-18; 2 Thessalonians 1:5-10; 2:8; 1 Timothy 6:14; 2 Timothy 4:1,8,11,18; Titus 2:11-14; Hebrews 9:26-28; 2 Peter 3:3-15; Revelation 1:7-8; 22:7-20; 20:11-15; 22:1-15)

## **ENDS POLICIES**

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1. Our students will have a **GREATER ENCOUNTER WITH GOD:** Encounter with God that evangelizes, disciples, and encourages Holy Spirit-filled living.
2. Our students will have a **GREATER ENGAGEMENT IN LEARNING:** Engagement in learning which prepares students to create, collaborate, and innovate in local and global problem-solving.
3. Our students will have global awareness and influence because the University will have a **GREATER GLOBAL EXPANSION:** Expansion through partnerships that expand faculty diversity and student accessibility to Christian higher education.

Our students will have a **GREATER EXPRESSION OF DOING GOOD:** Expression in doing good that reflects the life and ministry of Jesus Christ.

## **STATEMENT OF NON-DISCRIMINATION**

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This University admits students of any race, color, disability, gender, religion, and national or ethnic origin to all the rights, privileges, programs, and activities generally available to students. MACU does not discriminate based on race, color, and national or ethnic origin in administering our educational policies, admissions policies, scholarship and loan programs, and other university administrative programs.

This policy meets the requirements of the Internal Revenue Service's Revenue Procedure 75-70, dated March 1976.

Please direct any inquiries regarding the non-discrimination policies to the Title IX Coordinator, 3500 S.W. 119th Street, Oklahoma City, Oklahoma 73170, 405-691-3800.

## **HISTORY OF MACU**

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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 five 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. Dr. Fozard led the University over 23 years through tremendous growth including new facilities, new programs, and rapidly expanding enrollment. On March 9, 2022, Rev. Phil Greenwald was elected by the Board of Trustees to serve as the 5th President of Mid-America Christian University beginning on June 1, 2022.

## **THE UNIVERSITY SEAL**

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**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, NIV).

**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 reminds 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 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, NASB 1995).

**BANNER WITH GUIDING PRINCIPLES "*Scientia, Devotio, Officium*":** These three Latin words represent the distinctive MACU educational approach of Head (knowledge), Heart (values), and Hands (skills and service), in which students are prepared with the knowledge of their disciplines, their devotion to God, and to be of service to others.

## PHILOSOPHY OF EDUCATION (GUIDING PRINCIPLES)

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The philosophy of education incorporates Christian values with the capacity to solve local and global problems by integrating cognitive understanding and critical thinking (head) and values and ethics (heart) with the capacity to implement strategic concepts and ideas.

While the head, heart, and hands work synergistically, each has its distinctive educational purpose; it is difficult to speak of one without mentioning another, or all. It is all—the Head, Heart, and Hands—that contribute to accomplishing MACU’s mission.

**HEAD:** The head represents knowledge, not only of general education and of the mastery of the chosen discipline, but of biblical knowledge. This knowledge provides students the cornerstone from which skills and values can be executed to help students gain “a greater understanding and emphasis of [local and] global issues.”

Knowledge from the University Core provides students with schemas for effective written and oral communication and critical inquiry and analysis. Specialized programs are designed to develop effective practitioners and leaders in advanced studies. MACU students experience “Engagement in Learning,” in conjunction with the strategically designed University Core and specialized programs, providing a foundation for success.

Biblical and theological knowledge from the Wesleyan perspective is preeminent. Students earning a bachelor’s degree complete twelve hours of Bible and theological coursework, and a Biblical worldview is woven into each program. MACU students experience an “Encounter with God.” Knowledge of the truth and power of Jesus Christ, the Master Teacher, provides the value system needed to make ethical decisions in the 21st century. Scripture advises to “[t]ake hold of instruction; do not let go. Guard her, for she is your life (Proverbs 4:13, NASB). “Engagement in Learning” must be coupled with an “Encounter with God.”

**HEART:** As knowledge is processed, values guide decisions about how to use knowledge and its effects. Values shape the understanding of differences in people and cultures across the globe. Jesus sets the example for students to value all individuals. He is the Model for values and ethics and for the behaviors motivated by those values and ethics. The Bible establishes that Christians will be known by their fruit (Matthew 7:15-20), and “the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law” (Galatians 5:22-23, NASB). MACU students gain knowledge of Wesleyan perspectives through the study of the Bible and theology, providing opportunities for an “Encounter with God,” leading to internalizing Christian values and service to others.

**HANDS:** MACU students need the necessary skills to use knowledge and demonstrate values. The most basic is the skill of effective communication. The basic knowledge and skill of imparting information and using the power of persuasion move people to act upon convictions, bring about necessary change, and transform local and global communities. Jesus modeled the importance of effective communication and service to others, stating “For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many” (Mark 10:45, NIV). By integrating Christian principles and behaviors when collaborating, problem-solving, and innovating, students become effective and ethical leaders and experience a “Greater Expression of Doing Good.”

## UNIVERSITY STUDENT OUTCOMES

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MACU Graduates will be able...

1. **SPIRITUAL FORMATION:** To integrate Christian principles and behaviors in professional and personal experience; (Head and Heart; Encounter and Expression)
2. **EFFECTIVE COMMUNICATION:** To communicate effectively and ethically with diverse audiences using

a variety of media; (Head and Hands; Engagement and Emphasis)

3. **EXAMINATION AND ADOPTION OF IDEAS:** To examine, reflect, and build upon ideas to transform self and community; (Head, Heart, and Hands; Encounter, Engagement, Emphasis, and Expression)
4. **CREATIVE PROBLEM SOLVING & ENTREPRENEURSHIP:** To create innovative solutions to problems; (Head and Hands; Encounter, Engagement, Emphasis, and Expression)
5. **COLLABORATION:** To engage in ongoing collaborative inquiry and intellectual curiosity for lifelong learning and practice; (Head, Heart, and Hands; Encounter, Engagement, and Expression)
6. **ETHICAL LEADERSHIP AND VALUES:** To apply leadership principles and integrate them in professional and personal experience; (Head and Hands; Encounter, Engagement, and Expression)
7. **EXPERTISE IN THE DISCIPLINE:** To integrate expertise of the core content of their discipline in real-world contexts; (Head and Hands; Engagement and Emphasis)
8. **ENGAGEMENT IN SCHOLARSHIP:** To engage with and contribute to scholarly pursuits with creativity and innovation; (Head and Hands; Engagement and Emphasis)
9. **LOCAL AND GLOBAL APPLICATION:** To apply skillful and creative expertise to issues facing communities, both locally and globally. (Head and Hands; Engagement, Emphasis, and Expression)

## **ORGANIZATIONAL VALUES**

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Organizational values define our institution, help shape our culture, influence our behaviors, and ultimately impact how others experience MACU. Whether in teaching, providing administrative support, interacting with students, or are a student yourself, our organizational values are like a compass, directing us in the actions that make MACU the "Place to Be." :

1. **INTEGRITY:** We behave with INTEGRITY by doing all the right things in the right way to the Glory of God.  
"For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of man." (2 Corinthians 8:21, NIV)
2. **ACCOUNTABILITY:** We act with ACCOUNTABILITY, personally owning the responsibility to provide a remarkable experience.  
"Therefore encourage one another and build each other up, just as in fact you are doing." (1 Thessalonians 5:11, NIV)
3. **HOSPITALITY:** We demonstrate HOSPITALITY by anticipating needs and generously exceeding expectations of the people we serve.  
"Do to others as you would have them do to you." (Luke 6:31, NIV)
4. **ADAPTABILITY:** We willingly navigate change with ADAPTABILITY to achieve the highest good.  
"Brothers and sisters, I do not consider myself yet to have taken hold of it. But one thing I do: Forgetting what lies behind and straining toward what is ahead, I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus." (Philippians 3:13-14, NIV)
5. **TRANSPARENCY:** We practice TRANSPARENCY, openly communicating to empower those we serve.  
"Let your conversations be always full of grace, seasoned with salt, so that you may know how to answer everyone." (Colossians 4:6, NIV)
6. **GRATITUDE:** We cultivate GRATITUDE, expressing humble appreciation in all circumstances.

"Rejoice always, pray continually, give thanks in all circumstances; for this is God's will for you in Christ Jesus."  
(1 Thessalonians 5:16-18, NIV)

## MASCOT: THE EVANGELS

Our Evangel mascot is rich with symbolism and meaning, deeply rooted in Biblical passages, historical quotes, and inspirational messages. Derived from scriptures such as **Luke 2:10**, which speaks of bringing "good news of great joy to all people," and **Psalms 104:4**, which describes messengers as winds and flames of fire, the mascot embodies the role of Evangelists as bearers of the light and hope of Christ. Historical reflections, including the **1962 Clarion yearbook's** depiction of a burning torch as a symbol of being "on fire for Christ" and spreading light in a world of darkness, further reinforce this theme. The [President's Fall 2023 Chapel Message](#) also emphasized the mission of Evangelists to take forth light into darkness. Together, these elements create a powerful narrative for the mascot, representing the University's **commitment to spreading the Good News of Jesus Christ**.



## SUMMARY STATEMENT

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MACU students experience “a greater encounter with God,” “a greater engagement in learning,” and “a greater understanding and emphasis of global issues” which lead to “a greater expression of doing good,” reflecting “the life and ministry of Jesus Christ.”

## IMPORTANT PHONE NUMBERS

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|                                                              |              |
|--------------------------------------------------------------|--------------|
| Main Switchboard/Operator                                    | 405-691-3800 |
| Academic Affairs Office                                      | 405-692-3177 |
| Athletic Office                                              | 405-692-3139 |
| Bursar Office                                                | 405-692-3294 |
| Campus Police (Cleveland County Sheriff)                     | 405-694-5242 |
| Administrative Assistant to the Dean of Academic Instruction | 405-692-3239 |
| Financial Aid                                                | 405-692-3204 |
| Learning Resource Center                                     | 405-692-3174 |
| Registrar's Office                                           | 405-692-3201 |
| Evangel Corner Campus Store                                  | 405-692-3187 |
| Information Technologies                                     | 405-692-8200 |
| Information Technology On-Call Cell Phone                    | 405-227-7219 |
| Executive Vice President                                     | 405-692-3199 |
| Admissions Office                                            | 405-692-3281 |
| Director of Student Life                                     | 405-703-8240 |
| Text the Office of Student Life                              | 405-703-8240 |
| Dean of Student Engagement and Development                   | 405-692-3247 |
| Office of Residential Housing                                | 405-692-3213 |
| Campus Pastor                                                | 405-692-3195 |
| Cleveland County Health Department                           | 405-794-1591 |
| Poison Control Center                                        | 800-222-1222 |
| Cleveland County Sheriff's Office                            | 405-701-8888 |
| Scraper Counseling Center                                    | 405-703-8221 |
| Student Solution Center                                      | 877-569-3198 |

# Academic and Financial Information



## ACADEMIC INFORMATION

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For Information concerning Academics in the College of Arts and Sciences (CAS) as well as the College of Adult and Graduate Studies (CAGS), please see the University Catalog. The Catalog can be found at the bottom of the home page at [www.macu.edu](http://www.macu.edu).

## ACADEMIC FREEDOM

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The academic freedom of a MACU faculty member is the ability to teach, research, and disseminate information on any topic within the boundaries of (1) the discipline/area of expertise and (2) biblical values and standards without fear of censorship or retaliation. Both students and faculty may intellectually express, discuss, and challenge opposing views as long as political, religious, or philosophical beliefs are not imposed on or violate the rights of others.

The faculty member is free to explore and inquire about global issues through a Christian lens without the institution's control, providing the privilege to share Christian convictions while encouraging the exchange of ideas and teaching students the ability to discern personal opinions about societal issues. Faculty and students have the right to challenge one another's views without fear of being penalized for those views.

## FINANCIAL INFORMATION

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And the Lord said, "Who then is the faithful and wise steward, whom his master will set over his household, to give them their portion of food at the proper time? Blessed is that servant whom his master when he comes will find so doing." Luke 12:42, 43

Mid-America Christian University seeks to provide a quality education for all its students at the most reasonable cost possible. As a private, non-profit institution, Mid-America Christian University receives no support from taxes or other public funds. Other funds are provided as gifts from churches, Church of God World Service, and concerned Christian individuals.

### TUITION AND FEES

Expenses associated with enrollment at MACU include tuition, fees, and residential student room and board, which includes unlimited access to the dining facility from 7:30 a.m. to 7:00 p.m. each day. Please email [bursar@macu.edu](mailto:bursar@macu.edu) for current charges or visit [www.macu.edu](http://www.macu.edu).

### PAYMENT

Payment due dates are structured according to your college of admission. Please refer to the below for the designated due dates based on your admitting college.

#### COLLEGE OF ARTS AND SCIENCES

Charges for a semester are due and payable by the end of the first week of the semester. Students not paying their account in full at the beginning of each semester will be required to sign a payment plan agreement with the Bursars Office. There is a \$40 one-time fee per semester to set up a payment plan.

## COLLEGE OF ADULT AND GRADUATE PROGRAMS

Tuition and fees are due at the end of each academic term.

- Tuition and fees are charged by the term and not per semester.
- Books are not included in the cost of the program.

If a student is utilizing Financial Aid, all documents must be up to date to avoid interruptions in enrollment.

Students who are considered Cash Pay will be required to either pay in full or set up a payment plan OneLogin. There is a \$40 set up fee per payment plan.

## LATE PAYMENT FEES

All accounts that are 30 days past due may be assessed a \$50 late fee per month on any outstanding balance with the University.

## COLLECTIONS

The University reserves the right to share delinquent account information with any appropriate companies aiding in the collection of delinquent accounts. The companies aiding in the collection of delinquent accounts are authorized to report past due balances to the credit bureau. Until the repayment is received from the student, the institution will prohibit the release of full academic transcripts and will report the owed payment on all requested Financial Aid Transcripts and NSLDS.

## FINANCIAL POLICIES

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### SATISFACTORY ACADEMIC PROGRESS

To receive student financial aid under the programs authorized by the institution and by Title IV of the Higher Education Act, the following conditions must be met:

1. A student is eligible to receive financial aid for a total of 1.5 times the length of the academic program (i.e. student enrolled in a program that is 120 hours long can only take a maximum of 180 hours or 1.5 times the normal program length). A less-than-full-time student must complete the program within a proportionate length of time. All transfer hours accepted by the Registrar's Office toward a student's program are counted as attempted and earned.
  - a. Students who change their major multiple times run the risk of exceeding the 1.5 or 150% completion rule. Once a student exceeds this rule they are no longer eligible for any kind of Federal Aid. Determination of what classes will actually transfer for each major change will be completed by the Registrar's Office, losing completed hours after each transfer affects the 1.5 or 150% completion rule. Attempted hours are defined as any hour that the student has attempted without completion by either withdraw, failing, incomplete, and/or any loss of hours during a change of major.
  - b. Students who earn one bachelor's degree and wish to earn a second bachelor's degree can be affected by the SAP policy. These students will be subject to the Registrar's Office determination of what classes and hours are accepted for this additional degree. The additional hours required for the second degree will be added to the original length of the academic program. Hours that are not transferred into the second degree program will still count as hours attempted, therefore, this student will be subject to the same 1.5 or 150% rule for this second bachelor's degree and might not be eligible for Federal Aid.

2. A student must be enrolled in at least twelve (12) credit hours each semester to be eligible for institutional and institutionally-awarded private aid.
3. To maintain satisfactory progress, a student must successfully complete at least 67% of the total cumulative hours attempted. For example, a student who attempted a cumulative total of 55 hours must have successfully completed at least 36 hours to meet the requirement ( $55 \times .67 = 36.85$ : round decimals down to whole numbers).
4. Hours attempted are defined as hours for which students receive an A, B, C, D, F, W, AW, or I on the transcript.
  - a. Students will be reminded that withdrawals count as attempted hours. "W's" can adversely affect the student's eligibility for Federal Aid. "W's" will be counted in the above listed 67% rule (#3) as attempted hours that are not completed.
  - b. Students will be reminded that remedial courses, although mandatory in some cases, can affect SAP. Remedial courses are counted in the attempted hours; however, they are not awarded hours of completion. Student's taking remedial courses will need to be careful of the number of remedial hours attempted/completed according to the SAP policy.
5. To maintain satisfactory progress, a student must earn the required cumulative grade point average (CGPA) each semester:  
0-24 credit hours = 1.75  
25 or more credit hours = 2.00  
Graduate = 3.00
6. Every student's academic progress is evaluated by the Office of Student Financial Services to assess satisfactory progress according to the guidelines established by the college. Evaluations occur after grades are posted for a period of enrollment in both CAGS and CAS programs.
7. If a student fails to complete the minimum number of hours or the minimum CGPA needed to maintain satisfactory progress, he/she will be placed on financial aid WARNING for the following full semester. The student IS eligible to receive financial aid during the warning period. The exception to this is earning zero credits in one term results in an automatic financial aid SUSPENSION.
8. If a student does not make up their deficiencies, but does successfully complete the required 67% of the attempted hours AND achieves the required minimum GPA during their warning period, they may continue on financial aid warning and receive aid.
9. If a student fails to meet minimum satisfactory progress at the end of the warning semester, he/she will be placed on financial aid suspension and become **INELIGIBLE** to receive financial aid until satisfactory progress has been achieved. The Office of Student Financial Services will inform the student as to the minimum number of semester hours and the minimum CGPA that must be achieved before eligibility for further financial aid is regained.
10. Exceptions to this policy must be approved by the Financial Aid Committee and will be considered only under extenuating circumstances and with a written appeal. Circumstances could include becoming very ill or severely injured, a relative dies, becomes very ill or severely injured, a mental breakdown, or proof of improved academic achievement at another school both qualitatively and quantitatively.

## INSTITUTIONAL REFUND POLICY

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

### COLLEGE OF ARTS AND SCIENCES

To ensure fair and equitable refunds of unused tuition, fees, and room and board charges to students who withdraw or drop before completion of each semester, the following Institutional Refund Policies have been established according to the following withdrawal or drop deadlines.

| Refund Policy for 16-Week Classes      |             |
|----------------------------------------|-------------|
| First Week                             | 100% Refund |
| Second Week                            | 90% Refund  |
| Third Week                             | 75% Refund  |
| Fourth Week                            | 50% Refund  |
| Fifth Week                             | 25% Refund  |
| Refund Policy for 5- to 8-Week Classes |             |
| Prior to the first class               | 100% Refund |
| Within the first week                  | 80% Refund  |
| Within the second week                 | 60% Refund  |
| After the second week                  | 0% Refund   |

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 attends.

Room and board charges are pro-rated according to the refund policy for 16-week classes.

### COLLEGE OF ADULT AND GRADUATE STUDIES

The course and program assess tuition charges. Students who participate and then withdraw 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 elapsed since the beginning of that course.

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

| Refund Policy for 5- to 8-Week Sessions                     |             |
|-------------------------------------------------------------|-------------|
| Prior to the first session of the course                    | 100% Refund |
| Prior to the second session of the course                   | 80% Refund  |
| Prior to the third session of the course                    | 60% Refund  |
| After the third session of the course                       | 0% Refund   |
| After the third session of the course there are no refunds. |             |

### Refund Policy for 2-Week Sessions

|                                                             |             |
|-------------------------------------------------------------|-------------|
| Prior to the first session of the course                    | 100% Refund |
| After the first session of the course there are no refunds. |             |

The date of withdrawal shall be the date on which the student completes and turns in the appropriate forms for the college and not the date of last attendance.

If a student does not participate or attend a course in the first two weeks, the Office of the Registrar will administratively withdraw the student from the course and subsequent enrolled courses. A student administratively withdrawn for non-participation will be refunded 100% of the tuition and fee charges on the student's account. The student is responsible for book charges.

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

### REFUND POLICY FOR FINANCIAL AID RECIPIENTS WHO WITHDRAW

Any student receiving federal financial assistance who completely withdraws from all classes at MACU will be subject to the Return of Title IV Funds Refund Policy required by federal regulation.

This policy only applies to students receiving assistance through the Pell Grant, Supplemental Educational Opportunity Grant, Perkins Loan, Subsidized Direct Loan, Unsubsidized Direct Loan, Parent Loans for Undergraduate Students Programs and alternative/signature loans.

This Policy assumes a student earns his or her financial aid based on the period of time the student remains enrolled through the semester. Upon withdrawal, the Student Financial Services Office will determine the date of the student's withdrawal on record in the Office of the Registrar and will calculate the amount of financial assistance the student earned while enrolled in classes according to the following formula: number of days enrolled divided by total number of days in the semester.

If the amount of federal aid disbursed exceeds the amount of federal aid earned as of the date of withdrawal, either the University, the student, or both are required to return some portion of the federal aid received. Late disbursements for which the student is eligible are required to be included.

CAS students who remain enrolled beyond the 60% of the semester are considered to have earned 100% of the financial aid received. Students who are enrolled for less than 60% of the semester will likely be responsible for repaying a portion of the financial aid received.

The Student Financial Services Office will calculate the amount of any refund due according to the Return of Title IV Funds Formula outlined in federal regulation. Examples of this refund formula are available in the Student Financial Services Office. Any refund amount calculated from this formula will be returned to the appropriate federal financial aid programs. Refunds for financial aid recipients are never given directly to the student. Calculated refund amounts are returned to the federal financial aid programs in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, Perkins Loan, Plus Loan, Federal Pell Grant, SEOG Grant, other federal financial aid programs.

Under this policy, the date of withdrawal is the date the student began the withdrawal process by contacting the MACU Office of the Registrar either in person or by phone to complete a Notice of Withdrawal form. If a student leaves MACU without contacting the Office of the Registrar to

formally withdraw, the withdrawal date will be designated as the midpoint of the semester or the last date of attendance at a documented academically related activity. For students who fail to return from an

approved leave of absence, the withdrawal date will be designated as the date the leave of absence began.

#### **OVER AWARDS AND OVERPAYMENTS**

An over award or overpayment occurs when a student receives federal aid beyond his or her eligibility or need. Even though great care is taken to prevent an over award/overpayment to a student, occasionally due to student or institutional error, a student may receive more federal aid than he/she is entitled.

In the event a student receives federal aid (Title IV Funds) for which he/she is later deemed ineligible, the institution will refund all Title IV amounts (with top priority) to the appropriate source no later than 45 days from the determination date of such over award. The student's account will be adjusted and the student will be informed of the action and of the repayment owed to the institution.

#### **RELEASE OF STUDENT RECORDS AND DOCUMENTS**

A student may not receive an official transcript, certificate, or diploma until all accounts and fines (current or otherwise) have been settled in accordance with University policies. Such documents will be retained by Mid-America Christian University as security for such obligations until they are satisfied.

# University Drug and Alcohol Free Policy



## POLICY

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DISCLAIMER: This policy is a university-wide policy and is included in its entirety. It will mention faculty and staff as well as students.

In keeping with Mid-America Christian University's (MACU) commitment to provide a safe and healthy academic and work environment, the University maintains a drug and alcohol free campus. The University will not permit drugs or alcohol use on its property or while acting in a capacity representing the University. This policy applies to all property (both the interior and exterior of such property) owned, operated, or managed by the University, including all buildings, facilities and grounds. Such premises include, but are not limited to University housing, athletic facilities, parking lots, offices, classrooms, restrooms, hallways, stairwells, driveways, sidewalks and lawns. This policy also applies to vehicles owned or leased by the University or under university control, as well as at any off-property university-sponsored meeting or event.

Students in the College of Arts and Sciences are required to abstain from alcohol and illicit/illegal drugs at all times.

Employees are prohibited from utilizing alcohol while representing or traveling for MACU. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the University.

Violators are subject to University disciplinary action, criminal prosecution, fine, or imprisonment.

## MACU STUDENT TESTING POLICIES

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MACU officials may conduct drug and/or alcohol testing of students with probable cause (sufficient reason based upon known facts to believe a crime has been committed or that certain property is connected with a crime) or reasonable suspicion (specific and articulable facts, taken together with rational inferences from those facts, that would lead a reasonable person to believe a person has been, is, or is about to be engaged in criminal activity). 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 alcohol and will be 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 a 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 in the Student Handbook.

## DRUG-FREE SCHOOL AND COMMUNITIES ACT

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The Drug Free Schools and Communities Act Amendments of 1989 require an institution of higher education to certify to the U.S. Department of Education by 10-1-90, that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in order to remain eligible for federal financial assistance of any kind. An illicit drug is the non-medical use of a variety

of drugs that are prohibited by international law. These drugs include: amphetamine- type stimulants, cannabis, cocaine, heroin and other opioids, and MDMA (ecstasy) (World Health Organization).

This policy is adopted by MACU to comply with this statutory directive and encourage a culture of compliance. The university is committed to providing education regarding the negative impacts of illicit drug use, misuse of prescription drugs, and the excessive or illegal consumption of alcohol.

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## HEALTH RISKS

Alcohol and other drug use represent serious threats to health and quality of life. Alcohol and other drug use increase the risk of accidents, birth defects, HIV/AIDS, and other diseases. Combining drugs may lead to unpredictable effects and many prescription and nonprescription drugs are potentially addictive and dangerous. Major categories of drugs and probable effects are below.

| DRUG          | CATEGORY   | EFFECTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Alcohol       | Depressant | Impairs judgment and coordination, and in many persons causes a greater likelihood of aggressive and/or violent behavior. Even short-term use may cause respiratory depression and, when consumed by pregnant women, may cause irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) or even death. Long-term use may lead to irreversible physical and mental impairment, including liver disease, heart disease, cancer, ulcers, gastritis, body tremors from withdrawal, and pancreatitis. Alcohol interacts negatively with more than 150 medications. Driving while under the influence of alcohol is particularly dangerous and is a major cause of traffic-related deaths. |
| Cocaine/Crack | Stimulant  | Constrict blood vessels, dilate pupils, increase blood pressure, and elevate heart rate. Cocaine use may induce restlessness, irritability, anxiety, paranoia, seizures, cardiac arrest, respiratory failure, and death. Cocaine is extremely addictive, both psychologically and physically. Great risk exists whether cocaine is ingested by inhalation (snorting), injection, or smoking. Cocaine addiction may develop even more rapidly if the substance is smoked and smoking crack cocaine can produce particularly aggressive paranoid behavior in users.                                                                                                                                               |

|                                                                               |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date Rape Drugs<br>(Rohypnol,<br>Roofies, Roofies,<br>GHB, Ketamine,<br>etc.) | Depressant | <p>May incapacitate a person, particularly when used with alcohol. Rohypnol and GHB (gamma-hydroxybutyrate) are characterized as “date rape” drugs because they incapacitate victims, thereby increasing vulnerability to sexual assault and other crime. Sedation, relaxation, and amnesia are associated with Rohypnol use. Rohypnol may be psychologically and physically addictive and can cause death if mixed with alcohol or other depressants. GHB usage may result in coma and seizures and, when combined with methamphetamine, appears to cause an increased risk of seizure.</p> <p>Combining use with other drugs such as alcohol can result in nausea and difficulty in breathing. GHB may also produce withdrawal effects, including insomnia, anxiety, tremors, and sweating. Ketamine may induce feelings of near-death experiences.</p> |
|-------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                  |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ecstasy/MDMA                                                     | Stimulant & Psychedelic | Its chemical structure is similar to other synthetic drugs known to cause brain damage. Ecstasy use may cause psychological difficulties, including confusion, depression, sleep problems, drug craving, severe anxiety, paranoia, and even psychotic episodes. Similar difficulties may occur weeks after taking MDMA. Physical symptoms such as increases in heart rate and blood pressure may result from use of such substances. Other physical symptoms include muscle tension, blurred vision, nausea, rapid eye movement, and involuntary teeth clenching.                                                                                                |
| Hallucinogens (acid, PCP, LSD, psilocybin)                       | Hallucinogenic          | The most potent mood-changing chemicals may produce unpredictable effects that may impair coordination, perception, and cognition. Some LSD users experience flashbacks, often without warning, without the user having taken the drug again. Violence, paranoia, delusions, hallucinations, convulsions, coma, cardiac arrest, and respiratory failure may result from hallucinogen use.                                                                                                                                                                                                                                                                        |
| Marijuana                                                        | Psychoactive            | Impairs memory, attention, coordination, and learning. Long-term effects of smoking marijuana include problems with memory, learning, distorted perception, difficulty in thinking and problem solving, loss of coordination, increased heart rate, anxiety, and panic attacks. Persons who smoke marijuana regularly may have many of the same respiratory problems as tobacco smokers, including daily cough and phlegm, chronic bronchitis, and more frequent chest colds. Because users of marijuana deeply inhale and hold marijuana smoke in their lungs, they incur a higher risk of getting lung cancer.                                                 |
| Narcotics (heroin, opium, morphine, codeine, pain medications)   | Narcotic                | May produce temporary euphoria followed by depression, drowsiness, cognitive impairment and vomiting. Narcotic use may cause convulsions, coma, and death. Tolerance and dependence tend to develop rapidly. Using contaminated syringes to inject drugs may result in contracting HIV and other infectious diseases such as hepatitis.                                                                                                                                                                                                                                                                                                                          |
| Nicotine                                                         | Stimulant               | Highly addictive and, according to the Surgeon General, a major cause of stroke and is the third leading cause of death in the United States. Over time, higher levels of nicotine must be consumed in order to achieve the same effect. Nicotine consumption results in central nervous system sedation and, after initial activation, may cause drowsiness and depression. If women smoke cigarettes and take oral contraceptives, they are more prone to cardiovascular and cerebrovascular diseases than other smokers. Pregnant women who smoke cigarettes run an increased risk of having stillborn or premature infants or infants with low birth weight. |
| Sedative-Hypnotics (depressants Quaaludes, valium, Xanax, etc.,) | Depressant              | Depresses the central nervous, cardiovascular, and respiratory functions. Sedative-hypnotic use may lower blood pressure, slow reactions, and distort reality. Convulsions, coma, and death are outcomes associated with sedative-hypnotic use. Consuming sedative-hypnotics with alcohol or 3.2 beers is especially dangerous.                                                                                                                                                                                                                                                                                                                                  |

|                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Steroids                        | Hormone   | May permanently damage liver, cardiovascular, and reproductive systems. Possible side effects include liver tumors, cancer, jaundice, fluid retention, and hypertension. In men, steroids may cause shrinking of testicles; reduced sperm count, infertility, baldness, breast development, and increased risk for prostate cancer. In women, steroid use may cause growth of facial hair, male-pattern baldness, menstrual changes, enlarged clitoris, and deepened voice. |
| Stimulants<br>(amphetamine<br>, | Stimulant | Are powerful central nervous system stimulants that may increase agitation, physical activity, and anxiety. Stimulants may decrease                                                                                                                                                                                                                                                                                                                                         |

methamphetamine, speed, chrystal, crank, caffeine, diet aids, over the counter stimulants

appetite, dilate pupils, and cause sleeplessness. Dizziness, higher blood pressure, paranoia, mood disturbance, hallucination, dependence, convulsions, and death due to stroke or heart failure may also result from use.

## INTERNAL SANCTIONS

Any student or employee of the University who has violated this prohibition may be subject to disciplinary action including, but not limited to, suspension, expulsion, termination of employment, referral for prosecution and/or completion, at the individual's expense, of an appropriate rehabilitation program. All disciplinary action shall be taken in accordance with applicable policies of the University.

**\*\*\*\*Requirement for Notification of a Drug Conviction** - Any MACU employee who is convicted under a criminal drug statute for a violation occurring in the workplace must notify the university within five (5) working days of the conviction. Within ten (10) working days MACU is required to notify the Department of Education, the agency from which federal funds are received of this conviction. Within thirty (30) days MACU will take appropriate disciplinary action.

## EXTERNAL SANCTIONS

Local, state, and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Federal law provides rather severe penalties for distributing or dispensing, or possessing with the intent to distribute or dispense a controlled substance, and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence. For example, if less than 50 kilograms of marijuana are involved and it is your first offense (no prior convictions), then you are subject to imprisonment of not more than 5 years, a fine of \$250,000, or both. If however, 50-100 kilograms of marijuana are involved, and all other factors are the same as in the preceding example, you are subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use, then you are subject to not less than 20 years or life, a fine of \$1,000,000, or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least \$1,000 but not more than \$100,000, or both. With regard to simple possession, the number of convictions makes both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least 5 years in prison and not more than 20 years, a fine of \$250,000, or both.

Starting July 1, 2000, conviction under Federal or State law involving the possession or sale of a controlled substance shall make a student ineligible to receive any grant, loan, or work assistance beginning with the date of conviction and ending as follows: (1) conviction for possession of a controlled substance: first offense - 1 year; second offense - 2 years; third offense - indefinite; (2) sale of a controlled substance: first offense - 2 years; second offense - indefinite. Students may regain eligibility earlier than specified by satisfactorily completing a rehabilitation program or other requirement as specified in the regulations.

Starting March 2019 (HB 26126) citizens of Oklahoma with a medical marijuana license are permitted to have the following: Up to 8 oz. of marijuana at home, up to 3 oz. of marijuana on their person, up to 1 oz. of concentrated marijuana, up to 72 oz. of edible marijuana, up to 6 mature marijuana plants and up to 6 seedling plants. However, without a medical marijuana license, possessing more than 1.5 oz. of herbal cannabis will lead to a misdemeanor charge (with the penalty of a fine, but no jail time). The consumption of marijuana

is legal in the home but illegal in public places. It is illegal to drive under the influence of marijuana, but Oklahoma residents with a medical

marijuana license are allowed to drive with the marijuana in their car (closed and out of reach from the driver) if they do not cross state lines.

Because MACU falls under Federal jurisdiction for laws within alcohol / drug use and consumption, absolutely no illegal drugs or alcohol are allowed to be stored or consumed on campus.

On July 1 2006, the Prevention of Youth Access to Alcohol became effective. For minors' consuming/in possession of alcohol or 3.2 beer, the following penalties apply:

- 1st violation: fines up to \$300 and/or community service not to exceed 30 hours, and mandatory revocation of driver's license for 6 months;
- 2nd violation: fines up to \$600 and/or community service not to exceed 60 hours, and mandatory revocation of driver's license for 1 year;
- 3rd violation: fines up to \$900 and/or community service not to exceed 90 hours, and mandatory revocation of driver's license for 2 years;

All minors who violate this law are subject to drug and alcohol assessment;

Minors who have not yet received a driver's license will not be allowed to obtain a license for the same amount of time, as the license would have been revoked.

Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. MACU Public Safety works to ensure students are aware a conviction for such an offense is a serious blemish on a criminal record that could prevent someone from entering many careers or obtaining certain jobs.

Further information regarding these local, state, and federal laws may be found in the MACU Public Safety Department where copies are available to the MACU community and they are encouraged to review this information. The above-referenced examples of penalties and sanctions are based on the relevant laws at the time of adoption of this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process.

To review the legal sanctions imposed under Federal Law for drug violations, please go to the following link, which includes a written description of the sanctions:

<http://www.justice.gov/dea/druginfo/ftp3.shtml>

## TRAINING

The University will distribute policies and has established a training program designed to educate the MACU community in the recognition of drug and/or alcohol abuse symptoms related to work performance in the workplace and classroom; classroom behaviors and in handling these problems in a progressive and confidential manner.

## DRUG/ALCOHOL TREATMENT RESOURCES

The University recognizes that alcoholism and drug abuse are treatable illnesses, and encourages employees and students who may have alcohol or drug abuse problems to seek treatment for them.

Employees and students with health insurance should consult their health insurance plan to determine the treatment program coverage that may be available to them.

The following support services are available:

Center for Substance Abuse Treatment Information and Referral  
Line 1-800-662-HELP (4357)

National Council on Alcoholism and Drug Dependence Hope Line  
1-800-622-2255  
24 hours a day

Reach-Out

Hotline

1-800-522-9054

Alcohol, drug, domestic violence, sexual assault, rape crisis intervention and mental health referral.

# COLLEGE OF ADULT & GRADUATE STUDIES CODE OF CONDUCT



Mid-America Christian University (MACU) is committed to creating and maintaining a productive 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.

- **Citizenship:** Be civically responsible and engaged to improve our university 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 university community, online and on-ground, by immediately reporting unusual, dangerous, or inappropriate behavior to the Officer on Duty or other appropriate university personnel.

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## PHILOSOPHICAL POSITION

The fundamental expectation is for students, staff, and faculty to remember that **the Golden Rule applies**. ("So whatever you wish that others would do to you, do also to them." Matt. 7:12) These guidelines are important for courteous and valuable interactions; violating them can result in sanctions: remediation meeting, disciplinary warning, suspension, dismissal (expulsion). These sanctions are further explained in the University Catalog and under "Consequences" within this policy.

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## 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.

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## 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 Community Forum 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 rule 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.

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## NON-CLASSROOM STUDENT CONDUCT

Inappropriate behavior outside the classroom should be referred to the Director of Student Services.

Students who are concerned about their MACU Student Experience should direct their concerns to Student Services team.

### RESOLVING DISAGREEMENTS

Students are expected to resolve differences or concerns with other students, staff members or instructors in a civil and responsible manner. The below list is a guide. All student decorum will follow the spirit of the below policy. The university reserves the right to exercise disciplinary action with students who are unwilling to follow the code of conduct and interact with respect.

### APPROPRIATE BEHAVIOR

To respond to another student, staff member or the instructor about any issue or disagreement, you must:

1. Clearly state the nature of the disagreement: What, specifically, do you disagree with? Facts, something left out, conclusions, etc.
2. Another person'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 (for classroom issues). 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.
3. Address offensive student comments to the instructor, the Program Director, the School Chair, or the Dean of Academic Instruction.

### PROHIBITED BEHAVIOR:

To respond to another student, staff member or the instructor about any issue or disagreement, you must not:

1. 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*.
2. 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.
3. Make inflammatory statements with the intent of provoking others to include: Racist, sexist, inappropriate, offensive, or other pejorative comments against an individual or group.
4. Label anyone in the class, your instructors, or the authors of texts and articles with derogatory terms or names.

### 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 University Administration 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.

### REMEDATION 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 Dean of Academic Instruction can be contacted to review the matter.

Further meetings may be scheduled in order to achieve resolution. Issues outside the classroom will be handled in a similar manner.

### 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 a 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 Handbook presents procedures for grievances, complaints, and concerns in the Appeals and Complaints section.

## THREATENING BEHAVIOR

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Any perceived immediate threatening behavior or language by a student is to be reported to the Officer on Duty (405) 694-5242.

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## **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.

# **COLLEGE OF ARTS & SCIENCES CODE OF CONDUCT**



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## 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 and abide by the Community Covenant listed below. This form should be signed at the beginning of each academic year prior to the start of classes. The Covenant is located on the Student Life tab of the portal.

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 this document. Students are expected to familiarize themselves with and abide by university policies and regulations, including those in the Student Handbook (this document) and academic catalog. 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 & ALCOHOL

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Please refer to the [Drug and Alcohol Policy](#) located in this document. The university testing policy is in congruence with the Drug and Alcohol Free Policy.

In addition to the above policy, 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) on or off campus is subject to disciplinary action. This policy applies to a student's conduct both on and off campus during any period of enrollment. To ensure the safety, security or well-being of members of the MACU residential community and the community at-large, and to enforce the University guidelines or policies, University officials, with probable cause or reasonable suspicion, may enter individual rooms and/or vehicles, make a search, and confiscate illegal or otherwise forbidden items which may be used as evidence in subsequent student conduct processing. Additionally, the University may deploy detection canines on campus property in randomly selected areas or specified areas, with probable cause or reasonable suspicion

## 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 a 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 [Non-Academic Judicial Appeal](#) process which is outlined in the Appeals and Complaints section of this document.

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## 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 unwed 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 [studentlife@macu.edu](mailto:studentlife@macu.edu).*

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## APPROPRIATE DRESS & APPEARANCE

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. 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 according to the [Disciplinary Guide Sheet](#) found in the Student Conduct section of this document.

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## 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 stamp/initial by the Office of Student Life (studentlife@macu.edu) 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. All signs must meet the guidelines listed below.

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

## POSTER AND ADVERTISEMENT GUIDELINES

We appreciate the care that the community demonstrates in assisting with the upkeep of our campus. In an attempt to protect the appearance of University buildings, the University has adopted the following guidelines for the posting of public signs/posters.

- The Student Affairs Office will gladly review any signs promoting events or notices that pertain to campus life. *Approved signs will be marked with an official stamp to indicate approval or will be approved via email.* Bulletin boards that are controlled by a specific school or office do not need additional approval.
- There are a number of public bulletin boards and approved advertising areas available for posting approved signs. These include the student center, residence halls, the fowler center, etc. To find a full-listing of the available bulletin boards, please contact the Student Affairs Office.
- Signs/posters may not be posted on doors, columns, doorways or mirrors (with the exception of residence hall doors, emergency or change notifications in the residence halls, classroom doors and office notifications on office doors).
- To assist with easy removal, we request that signs be hung with **blue painter's tape** where applicable or tacks on the cloth boards. Painter's tape may be used on the glass bulletin boards but please roll the tape, as it is much easier to remove.
- Please remove all signs within 24 hours of the conclusion of the event. Student workers will walk the campus twice a week to ensure that posted signs are for up-coming events. However, event hosts can help by removing any signs that are outdated.
- For effective advertisement, list the following details:
  - Location
  - Date and Time
  - What the event will include
  - Contact information or the Organization sponsoring the event
  - How to register or sign up (if applicable)
- Print in color or on colored paper when possible to draw additional attention to the important details of your event. You can pay for the color prints at the business office or by your department #.
- All media blitz (a larger than usual amount of signs/posters or other physical advertisements) must

be approved by the Director of Student Life or Chief Officer of Student Affairs.

- Large banner posters can be effective for special events. These may be hung in the main hallway across from the cafeteria after approval.

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## **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 and be responsible for the cost of repair or replacement from the University and civil authorities where applicable.

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## **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 may be asked to remove the object(s) from campus.

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## **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.

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## **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.

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## **LOST AND FOUND**

The Main Campus lost and found is located in the Student Affairs Office in Fozard Hall. Any items found should be brought to the Student Affairs Office and any items may be reported lost at the same location. Lost and found items will be donated and/or disposed of at the end of each semester.

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## **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 another 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.

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### RENTER'S INSURANCE

MACU is not responsible for any damage or theft of personal property. It is highly recommended that students carry adequate insurance to protect their property. Renter's insurance for residence hall rooms is available

through most car or homeowner insurance companies and is fairly cost effective.

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## HEALTH INSURANCE

All students are encouraged to have healthcare insurance. It is required for all students in the College of Arts and Sciences, and International students are required to secure health insurance prior to acceptance for admission.

Due to continual 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.

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## 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.

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## 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.

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## PERSONAL ELECTRONIC DEVICES

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

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## PHYSICAL & EMOTIONAL SUPPORT

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 be addressed quickly and in a way to best care for the individual and the community. 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 or living environment of other students may be subject to the discipline process.

Mid-America Christian University values the holistic care of our students. For this reason, upon counselor availability, we are committed to providing confidential counseling free of charge for all of our College of Arts and Sciences students as well as any College of Adult and Graduate Studies students who live in Oklahoma. Counseling services are provided by graduate students in the Master of Science in Counseling program completing the practicum/internship portion of their program. The student interns are under supervision by both a licensed on-site supervisor as well as their university supervisor who is also a licensed

practitioner. To make an appointment, please contact The Scraper Counseling Center at [counselingcenter@macu.edu](mailto:counselingcenter@macu.edu).

Additional support is available to students who live in the residence halls. Residential students have access to Resident Staff and a staff of student Resident Assistants that also live in the residence halls. These persons are a support system designed to encourage healthy living and can connect students to resources needed.

Upon request to the Campus Pastor, students can seek premarital counseling if contemplating engagement and marriage.

## 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 University Care Team may be commenced in situations that warrant additional care to a student or a group of students. The University Care team is composed of administrators from Student Affairs, Public Safety, and Academic Affairs to offer an informed and caring response to students of concern.

The University Care Team is a function of the University Student Affairs. The Director of Student Life will report University Care Team actions to the Chief Officer of Student Affairs in alignment with described duties. No student may be expelled or suspended without the written authorization of the Chief Officer of Student Affairs or the University President.

## PORNOGRAPHY

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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

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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.

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.

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.

## SEXUAL INTEGRITY

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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 (living or “staying over” with a member of the opposite sex that is not a familial relation) 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 Assistant Director of Student Life with the appropriate discipline administered, according to the [Discipline Guide Sheet](#). Additionally, sexual misconduct that discriminates on the basis of sex including gender discrimination, sexual harassment, sexual assault, sexual violence, and sexual exploitation/misconduct are considered violations of Title IX. For more information regarding Title IX please see the Title IX section of this document.

## UNIVERSITY OFFICIALS

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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.

## NO-CONTACT ORDERS

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From time to time, a situation may merit a No-Contact Order. These orders are not punitive or in any way considered a “sanction” in our discipline process, but rather an opportunity for the University to insure safety, both physically and emotionally, for individuals involved in escalated interpersonal conflicts. In such cases, both parties will be issued a No-Contact Order. No-Contact Orders include first person contact, whether in person or electronic (i.e. text messages, social media, “sub tweeting”, etc.), but also include third-person contact (i.e. asking friends to retaliate, spreading rumors, etc.). Violation of a No-Contact Order falls into the severest category of offenses and will be handled in accordance with the [Sanction Guide Sheet](#).

## ANIMALS ON CAMPUS

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Mid-America Christian University prohibits all animals in any campus building and outdoors on university grounds. The only exception to this rule is for service or approved emotional support animals. Assistance animals are allowed only in approved residential facilities through the approval of the Accommodations Office. The University is responsible for providing a safe and healthy environment where students can study and live. Animals can pose a threat to the health and safety of the campus community and to a healthy educational environment through issues such as allergies, excessive noise, animal bites, and disease transmission. This policy applies not only to dogs but also to other common animals, including, but not limited to, birds, cats, mice, gerbils, amphibians, reptiles, and ferrets.

All students are required to comply with the Animals on Campus Policy. Failure to comply may result in corrective or disciplinary action.

### Emotional Support Animals

Emotional Support Animals may be allowed on campus and in University housing if the animal qualifies as a reasonable accommodation under Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act. To qualify, the animal must be necessary as a reasonable accommodation to assist, support, or provide service to persons with disabilities.

## ESA Accommodation Request

Students may request accommodations by contacting the Accommodations Office at [accommodations@macu.edu](mailto:accommodations@macu.edu), or by completing the request form.

# RESIDENCE LIFE



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 three residence halls; McCutcheon Hall, Southwest Hall, and Harrington Hall.

Residence and 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, the Office of Student Affairs has the right to remove and retain it for further investigation. To ensure the safety, security or well-being of members of the MACU residential community and the community at-large, and to enforce the University guidelines or policies, University officials, with probable cause or reasonable suspicion, may enter individual rooms and/or vehicles, make a search, and confiscate illegal or otherwise forbidden items which may be used as evidence in subsequent student conduct processing. Additionally, the University may deploy detection canines on campus property in randomly selected areas or specified areas, with probable cause or reasonable suspicion.

## RESIDENCE LIFE STAFF

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### RESIDENT DIRECTORS (RDs)

To support the on-campus living experience, the University employs both a male and a female Resident Director (RD), each of whom resides in a designated residence hall. The female Resident Director is housed just off the main lobby of McCutcheon Hall, while the male Resident Director resides just off the main lobby of Southwest Hall.

Resident Directors provide leadership and supervision for the Resident Assistant (RA) team, offering guidance, mentorship, and opportunities for discipleship to student residents. In addition to their relational roles, RDs are responsible for ensuring that University housing policies and community standards are upheld throughout the residence halls.

### RESIDENT ASSISTANTS (RAs)

RAs are students, selected by the Resident Directors, who serve in the management of the Residence Halls. RAs are the first point of contact for students living on campus. There are two RA's assigned on each floor of the Residence Halls to serve the needs of students. The role they play in each student's life can be life-changing and rewarding for the RAs. RAs perform various duties including offering engaging programming to residents, room cleaning checks, reporting Code of Conduct violations, and other jobs needed to ensure a smooth living arrangement for all residents of MACU.

## HOUSING STATUS

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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.

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.

### RESIDENCY POLICY

For these reasons, MACU requires all CAS students to live on campus.\* MACU does recognize that, while it is generally better for students to live on campus, there are exceptions. 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 enter any given semester with 96+ academic credit hours accrued.

- Students living with their parents (not more than 40 miles from the MACU main campus). The residence must be the parent's main home, as defined by the IRS in Publication 523 (2012).
- Students who are at least 22 years of age.

\* Our campus housing is designed for full-time CAS students between the ages of 17 and 26. If seeking an exception to this policy, please complete the Special Housing Circumstances Application(available by emailing [housing@macu.edu](mailto:housing@macu.edu)).

## LIVING OFF-CAMPUS

All students who desire to live off campus must submit a Housing Exemption Form to the Office of Residential Housing. The form can be found emailing [housing@macu.edu](mailto:housing@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 Residential Housing. 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.

## ACADEMIC SUSPENSION & APPEAL PROCESS FOR RESIDENTS

If a student is facing academic suspension, they will receive an email from the university. This email will include a link to submit an appeal.

For residents, those facing academic suspension are permitted to submit an appeal to the university for possible continuation. The decision will be made by the University Appeals Committee (UAC). If the appeal is approved, the committee will determine when the student may resume or enroll in classes. This may mean returning the following semester (e.g., resuming in the spring after a fall suspension) or waiting until the same semester in the following academic year (e.g., resuming in the next fall semester after a fall suspension).

If the appeal is denied, the resident will have **exactly one week** from the date of the committee's decision to vacate the residence halls.

During the period between the submission of the appeal and the committee's decision, the resident is allowed to remain in the residence halls.

Residents must submit their appeal **at least one week prior** to the scheduled committee meeting. For example, if the committee meets on a Wednesday, the appeal must be submitted by the previous Wednesday.

## 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 Resident Director. 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 Resident Director. 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.

Note: A student who changes their housing status during the semester without written approval from the Resident Director may be charged Room and Board for the entire semester.

## SUMMER HOUSING

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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.

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 Residential Housing
- Be approved for Summer Housing by the Office of Residential Housing
- Be enrolled at MACU for the upcoming fall semester Some exceptions may be made if a student is up-to-date on a payment plan.
- Be in good disciplinary standing with MACU
- Be in good standing with the University's Bursar Office

The Office of Residential Housing reserves the right to limit the number of students in summer housing.

## SUMMER HOUSING POLICIES

Regular policies for MACU students continue throughout the summer for students living in housing. Students will be required to sign a summer housing contract before moving in. Check-in and Check-out procedures are listed below. 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. Students are billed in full to their student account and are expected to make payments every two weeks towards their total. Students may move out at any time but must check out with the Resident Director to avoid continued billing. Students leaving for a period of time while their belongings stay in the room will still be charged for that time because the room cannot be rented to anyone else. If students do not meet the guidelines of summer housing they may be eligible for eviction.

## 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
- Failure to pay rent by the first of each month
- At the discretion of the Resident Director

## CHECK-IN AND CHECK-OUT PROCEDURES

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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 as well as their condition at check-in.

At checkout, students will be required to complete this process once again to access any damage or loss that has 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 Resident Director. Improper check out—leaving without checking out with the Residence Life Staff, or policies posted—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 can be obtained from the student's Resident Assistant.

Students must properly check out and vacate their rooms by the Monday following graduation by 11:59 a.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 and strongly suggests personal Renter's Insurance to residents. It is the student's responsibility to return the room they occupy to its original state and condition in which they found it.

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## BABYSITTING

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

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## SECURE 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 may check in with the Cleveland County Sheriff Officer on duty and may be asked to present their student ID when entering campus. Overnight guests must be approved through the Resident Directors 24 hours *prior* to the guest staying beyond secured campus hours.

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

Secure Campus Hours are 12:00 a.m. until 6:00 a.m.

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## OPEN HOUSE

### OPEN HOUSE GUIDELINES

Open House guidelines apply to members of the opposite sex or persons in which the student is in a romantic relationship with. Members of the opposite sex/or persons in which the student is in a romantic relationship may be in the rooms during Open House hours (below) provided the following guidelines are adhered to:

- Doors should remain open at least half way at all times (this includes living room doors in the Grand suites)
- Lights must remain on.
- Members of the opposite sex should never be in the bathroom.
- The student and the guest should not be laying down together.

\* For Harrington Hall, guests must stay in the common living room area and the blinds must

remain open. There will be no Open House during Thanksgiving Break, Christmas Break, Spring Break,

In the case of an Open House violation, these privileges may be revoked for a period of time.

## OPEN HOUSE HOURS

|                    |              |
|--------------------|--------------|
| Monday & Wednesday | 1pm-11pm     |
| Tuesday & Thursday | None         |
| Friday             | 1pm-Midnight |
| Saturday           | 1pm-Midnight |
| Sunday             | 1pm-11pm     |

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## ROOM CONDITION INVENTORY

Before moving in, students must complete and sign a Room Condition Inventory (RCI). An 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 on the RCI. Failure to do so may result in fines for any damages not documented on the RCI.

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## 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 Residential Housing Staff immediately. There is a \$75.00 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 Residential Housing Office.

- Duplicating a room key is strictly prohibited.
- Personal locks are not permitted on bedroom and/or suite doors without the approval of the Residential Housing Office.

Each traditional 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 Student Affairs Office.

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## OVERNIGHT GUESTS

Anyone not assigned to a specific room in campus housing will be considered a guest in the residence area. Approval from the Resident Director must be requested for overnight guests by 5:00 p.m. on the day of the request. Students may access the Overnight Guest Request Form through the MACU Life app or on designated bulletin boards within the residence halls. 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 and not in a romantic relationship with the students in which they spend the night.
- A limit of three (3) nights per visit per month is allowed per guest. Any special exceptions regarding the three-night limit must be approved through the Resident Director before the guest arrives.
- If unauthorized guests are found staying in a student's room, 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. If no one student claims responsibility for the guest, the entire room will be charged the fine.

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## 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.

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## NOISE & QUIET HOURS

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.

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 are set out of respect for students who may be studying. Campus quiet hours are from 10:00 pm until 8:00 am daily.

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## 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 room 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.

Special accommodations may be made through the Learning Resource Center for assistance animals. Students may obtain the application on the MACU Portal or by emailing [accommodations@macu.edu](mailto:accommodations@macu.edu).

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## CLEANING CHECK PROTOCOL

To make sure that we continue to keep our buildings in excellent shape, we as a University will be conducting weekly cleaning checks. The Resident Director may conduct random room checks monthly while the RA's will conduct weekly room checks. The following are things that need to be checked during every cleaning check:

- Floors swept
- Toilets cleaned
- Showers scrubbed
- Trash emptied
- Mattress cover on every bed (required at move-in)
- No dishes in the sink
- Beds made
- The room is in a state of "general cleanliness"
- Bed is tidy/made
- Desk is clean/tidy, wiped down, and in orderly fashion.
- No clothes on the ground (either in basket or stored properly)
- Closet is tidy/clean
- All dishes are clean. No dirty dishes in sink or on counter.
- No expired food in refrigerator

- Kitchenette sink, counter, and fridge are wiped down.
- Entire room is swept and mopped (including living room if applicable)
- Trash taken out
- Pleasant odor

- Bathroom sink, counter, and mirror are clean
- Bathroom toilet and shower are clean
- Bathroom trash taken out
- Bathroom is swept and mopped
- No open heat sources
- No cafeteria dishes
- Clothing must be put away or in a laundry basket, clothing on the floor and in piles on the bed will not be acceptable

## FAILURE TO MEET EXPECTATIONS

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- First Offense: Warning
- Second Offense: \$25 Fine
- Third Offense: \$50, On Notice for Eviction, Meet with Resident Director
- Fourth Offense: \$100 Fine, Possible Eviction

Fines will be communicated by the Resident Director to the student's official MACU email address. It is the student's responsibility to regularly check their email and ensure timely payment of any fines issued.

## ROOM MODIFICATIONS

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- Nothing anchored in the room may be detached from the wall or floor.
- No room modifications can extend out into the hallway.
- No drilling of the walls, ceilings, floors, or woodwork, is permitted. (No modification may block a room entrance/exit. There must be at least 3' of clearance width.)
- No painting of the room, or any of its contents.
- Do not block any vents.
- Cable and internet jacks may not be tampered with.
- Personal wireless routers are not permitted.
- Mattress protectors must be used at all times.
- Damage done to the room will be assessed to both residents if the student responsible for the damage is not known.
- Damage to the woodwork, walls, hallway, or hallway carpet, as the result of the modification will be charged to both residents of that room.
- No lounge furniture may be moved to an individual's room.
- No furniture of any kind, whether university, or privately owned, may be left in the hallways, lounges or laundry rooms.
- Screws, nails, and tape are not to be used in any University furniture, wall, ceiling or floor. This includes mounting stick-up types of light fixtures.
- Please use thumb tacks and push pins to hang things on the walls. These items may not be used on the doors, ceiling, or floor.
- 3M strips and other poster mounts are not recommended. Please note that any and all wall damage caused by poster mounts or any other advertised safe hanging adhesive will still be the responsibility of the students living in the room.
- The use of adhesive LED strips is prohibited.
- All students must keep all University furniture in the room for the duration of the year.

## ALLOWED OR NOT ALLOWED

## ALLOWED

- ONE additional mini fridge is permitted
- Air Fryer
- Crockpot
- Coffee pot
- Toaster
- Fish in a tank smaller than 10 gallons

## NOT ALLOWED

- Candles
- Hot plate/Electric burner or Griddle (or anything with an open heat source)
- Toaster Oven
- Space Heaters

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## CAFÉ 14:12

Café 14:12 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 Affairs 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 MACU Accommodations Officer. PCC is able to accommodate special dietary needs upon request. Requests for meal plan exemptions should be sent to the Office of Student Affairs via email at [studentaffairs@macu.edu](mailto:studentaffairs@macu.edu).

# STUDENT CONDUCT



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 Director of Student Life, Resident Directors, and the Dean of Student Development and Engagement 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 on page 51 of this document. 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

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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 A.

### 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 or being on a floor assigned to the opposite sex. 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 and mentoring relationship. Mentors must be a faculty/staff member and will be selected by the Office of Student Life.

### SUBSTANCE ABUSE PREVENTION PROGRAM

Students assigned this sanction will complete a Substance Abuse Prevention program. Any cost the University incurs for the program is passed along to the student as part of the sanction as well.

### 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). 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 the 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.

### 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.

### INVOLVEMENT RESTRICTION

Restriction of participation in future student or University activities may occur. The Office of Student Life will set specific probationary periods. Involvement Restriction will result in loss of student privileges such as:

- Participation in junior varsity/varsity sports (this includes all team activities).
- Participation in activities in which the student functions as an official representative of the University.
- Opportunity to hold or run for student offices.

## 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.

## PARENT NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) allows for a University to contact parents in cases involving the illegal use of alcohol or drugs. In these cases, the Student Life Office may choose to contact parents directly in an effort to build a better support system for the restoration of students.

## SANCTION GUIDE SHEET

# Sanction Guide Sheet

### Behavior

### Possible Directive Sanctions

Level 1

Unauthorized Guest  
Disrespecting Authorities  
Inappropriate Language  
Prohibited Materials  
Dress Code  
Public Displays of Affection  
Babysitting on Campus  
Quiet Hours  
Lease Violation (ex. Cleaning Checks)

Written Warning  
Verbal Warning  
Loss of Guest Privileges\*  
2 Hours of Campus Community Service

Trash Outside of Room/Littering

Level 2

Lying/Falsification of Reports  
Open House Violation  
Gambling  
Tobacco (including e-cigarettes and vapors)  
Fire Safety Violation  
Unauthorized pets

2 Week Loss of Open House Privileges\*  
4 Hours of Campus Community Service  
Accountability Project

Rebellion Against University Policy

Level 3

Pornographic Material  
Alcohol Off-Campus  
Vandalism\*\*  
Entering a Construction Zone  
Destruction of Property\*\*  
Unauthorized Overnight Guest

Loss of Open House Privileges (up to one semester)\*  
Disciplinary Probation (up to one semester)  
Involvement Restriction (6 days)  
\$100 Fine  
25 Hours Campus Community Service  
6 Accountability/Mentoring Sessions  
Parent Notification\*\*\*

Level 4

Theft  
Bullying/Harassment  
Alcohol On Campus  
Co-habitation  
Illegal Drugs/Controlled Substance On or Off Campus  
Violation of a No-Contact Order  
Driving Under the Influence  
Occult Rituals/Materials  
Physical Harm

1 Week Suspension  
1 Semester Suspension  
Expulsion  
Disciplinary Probation (up to one year)  
Involvement Restriction (2 weeks)  
  
Loss of Open House Privileges (up to one year)\*  
8 Sessions of Professional Counseling  
\$200 Fine  
50 Hours Campus Community Service



Threat of Harm  
Sexual Misconduct  
Title IX Violation

10 Accountability/Mentoring Sessions  
Parent Notification\*\*\*



- ☐ 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.
- ☐ 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.

\*\*\*In accordance with FERPA, parents will be notified of any drug or alcohol violations

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## NON-DISCRIMINATION AND SECTION 504

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 Coordinator of Accommodations and Testing, at [accommodations@macu.edu](mailto:accommodations@macu.edu).

Any student who has a disability that may prevent him or her from fully demonstrating his or her abilities or participating in a University function should contact the Accommodations Director at [accommodations@macu.edu](mailto:accommodations@macu.edu) to discuss available accommodations.

# INFORMATION TECHNOLOGY



# TECHNOLOGY POLICY

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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, along with the "Acceptable Use Policy", 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 the MACU Portal.

- Students are not permitted to install and/or utilize their own network services, servers, wireless access points, network amplifiers/extenders, 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 educational or 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 or entity.
- Do not access or intentionally destroy files, account settings, 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, installing, 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, but not limited to, registration, hosting, or administrative contact (e-mail, US mail, telephone, or campus meetings) unless otherwise specified by MACU policies.
- 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. Students shall not knowingly engage in phishing, social engineering, credential harvesting, impersonation, or any activity designed to obtain unauthorized access to information systems or personal information.

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

MACU provides a single Ethernet connection and wireless access for each student in an Ogle or McCutcheon Hall room upon request. Each connection may only be used by a single computer/device. 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 an active subscription allowing 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 Microsoft Windows Defender, Malwarebytes, Avast, Ad-aware or Spybot.

The Director of Student Life may authorize that a search be conducted on a personal computer/network connected devices 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 any wireless network on campus, the student authorizes MACU Information Technology or Student Life staff to search and modify their personal computers/network connected devices 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 borne 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 may be.

# PUBLIC SAFETY



## MACU PUBLIC SAFETY AND CLEVELAND COUNTY SHERIFF

MACU and Cleveland County Sheriff's Office have entered into agreement for MACU to be a part of the Cleveland County School Resource Program. The Cleveland County School Resource Program is an Oklahoma-certified policing department operating 24/7 with Oklahoma CLEET certified deputy officers. Cleveland County School Resource Officers (SROs) respond to emergencies, investigate crimes and write official reports for incidents (criminal and non-criminal). The deputy officers enforce Federal and Oklahoma State laws and MACU safety regulations. Cleveland County SROs provide protection through regular patrols, establishing a known presence on campus while building relationships with students, employees, and visitors.

MACU Public Safety and Cleveland County Sheriff's Office seeks to provide a safe campus. We believe safety is everyone's responsibility. Please help us to keep the campus safe by:

- Downloading the SafeZone app
- Reporting suspicious activity
- Reporting crimes
- Reporting emergencies and safety concerns
- Locking your vehicle doors
- Locking your room door
- Keeping your valuables close by

The Cleveland County Deputy on Duty can be reached by using the SafeZone app, dialing (405) 694-5242 from any phone to request assistance. You can also text the Cleveland County Deputy on Duty at (405) 694-5242. Some of our services include:

- Campus Security
- Law Enforcement and criminal investigations
- Emergency Notifications and Response
- Coordination of security for institutional facilities and assets, including Sports and Special Events
- Safety escorts around campus
- Unlocking Building Doors
- Emergency medical assistance on a First-Aid level

### 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 and foot patrols on campus and through educational efforts.
- Policing 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 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 any public safety staff person by calling (405) 694-5242 or stop by our offices during regular business hours.

### COMMUNITY POLICING

- Cleveland County Sheriff's Office has adopted a community policing approach to protecting the university campus and its citizens.
- Community policing is a philosophy that is founded on a partnership between the Sheriff's Office

and the community they serve.

- The most important element in the partnership is accessibility of the police officers to community 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, spending much of their patrol on foot, to promote contact and conversation with students, employees, and visitors.

## VEHICLE VIOLATION ENFORCEMENT

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The University's campus is patrolled 24 hours a day, seven days a week by Cleveland County Sheriff deputies. Cleveland County Sheriff are charged with enforcing federal, state, and MACU safety regulations. Parking enforcement is conducted according to the Traffic and Parking Regulations as established by the MACU Public Safety. Examples of parking violations are listed below.

### VEHICLE REGISTRATION

1. Vehicles not currently registered with the university
2. Parking decal or parking permit not properly affixed to the vehicle.
3. Unauthorized possession of a parking decal.
4. Falsification of registration information.
5. Illegal use: reproduction or alteration of parking decal and/or permit.

### PARKING IN:

1. Unauthorized areas, or where signs prohibit.
2. Handicapped space without official State permit or temporary State permit.
3. Fire Lanes
4. Visitor's Parking

### MOVING VIOLATION

1. Failure to stop at a stop sign
2. Speeding (Speed limit on campus is 15mph)
3. Failure to yield to a pedestrian
4. Reckless driving

### PARKING AREAS

Parking on campus is a privilege and is 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.

Motorcycles and bicycles are prohibited from parking on sidewalks. Visitors may also park in other areas except in handicapped spaces or fire lanes. Handicapped parking 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.

Visitor and Handicapped parking areas are marked with signage.

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:

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

Traffic speed is monitored by Cleveland County Sheriff's Office. 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 TRAFFIC COLLISIONS

Report all traffic collisions to the Officer on Duty by using the SafeZone app, or (405) 694-5242 from any phone. The following information should be provided: nature of the accident, status of persons involved, 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:

- Parking in a handicapped space without the vehicle being properly registered
- Three or more parking violations
- Blocking drives and/or access road/service drives
- Creating a traffic hazard
- Obstructing sidewalks, crosswalks or other vehicles
- Parking in a reserved space without proper parking decal and/or permit
- Leaving or abandoning a vehicle on campus for more than 48 hours without the permission of the Director of Public Safety or Director of Student Life
- Parking in a fire lane

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 notify the Officer on Duty by using the SafeZone app or call the Public Safety Officer by calling (405) 694-5242 and give the deputy the following information:

- The nature of the problem
- Location of the vehicle
- Date and time you expect to move the vehicle within 24 hours
- 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 not be able to aid in this service. We can help in your search for a locksmith.

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## PAYING FINES

Fines may be paid in the Bursar Office or on the student portal. 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.

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## 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 on the Student Life tab of the portal or by emailing [studentlife@macu.edu](mailto:studentlife@macu.edu). The Director of Student Life will coordinate with the Director of Public Safety to decide such appeals and will contact the student with a decision within 10 calendar days of the appeal.

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## SUGGESTIONS

Written suggestions that discuss how to promote additional safety on campus are welcome. Please send such suggestions through Campus Mail to MACU Public Safety or to:

Mid-America Christian University  
MACU Public Safety  
3500 SW 119<sup>th</sup> Street  
Oklahoma City, OK 73170

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## WEAPONS ON CAMPUS

Except as expressly provided in this policy, no person is allowed to possess, display, or use firearms, weapons, ammunition, or fireworks on campus at any time. Campus shall include any real property, buildings, or other structures or improvements owned, leased or controlled by MACU. Law Enforcement officers are allowed to carry their weapons on campus if they are authorized to do so by their department. If off-duty their weapon must be concealed while on campus.

Firearm shall mean any device capable of discharging a projectile by gunpowder, gas, or other means of propulsion. This also includes dismantled firearms. By way of example and without limitation, firearms shall include shotguns, rifles, handguns, pellet guns, BB guns, flare guns, and other similar devices.

Weapon shall mean any object that could potentially inflict injury or harm if used in a threatening, aggressive, or careless manner. By way of example and without limitation, weapons shall include archery equipment, slingshots, martial arts devices, swords, bayonets, clubs, knives, including small pocket or kitchen knives, other similar devices, Taser or other stun gun devices, and OC or pepper spray devices.

Ammunition shall mean any device, which contains gunpowder, or any other substance designed to propel a projectile and intended for use in a firearm.

Fireworks shall mean any combustible or explosive composition, or any substance or combination of substances, or article, prepared for producing a visible or an audible effect by combustion, explosion, or

detonation. By way of example and without limitation, fireworks shall include firecrackers, torpedoes, skyrockets, roman candles, and other similar devices.

Explosives and dangerous chemicals shall mean any substance whose chemical properties make them inherently dangerous. By way of example and without limitation, explosives and dangerous chemicals shall include dynamite, blasting caps, plastic explosives, and flammable liquids and solvents such as gasoline, kerosene, and propane. Nothing contained in this policy shall be deemed to prohibit the use of chemicals in the normal conduct of classes or facilities, maintenance functions or in the operation of equipment or motor vehicles.

Violations of the Weapons on Campus Policy may result up to and including expulsion from the University.

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## 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 Officer on Duty. Cleveland County Sheriff’s deputies are available for emergency response 24 hours a day, seven days a week.

For emergencies, use the SafeZone application on your phone or call the Officer on Duty at 405-694-5242.

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## 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. Unauthorized individuals may be asked to leave. MACU Public Safety has the authority to issue trespass notices to unauthorized people, which are usually done upon receipt of a complaint. Cleveland County Sheriff’s Office also may arrest anyone returning to campus after receiving such a notice. Most academic buildings are secured and closed between 9:00 pm and 6:30 am. Cleveland County Sheriff’s Office 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 (holidays, summer schedules, etc.), all building hours are subject to change. Both academic and administrative buildings are generally secured at 9:00 pm on weekdays and closed on weekends and holidays during recesses. During these periods, the Officer on Duty and/or Student Life Staff communicate and/or distribute information about safety protocols and specific emergency procedures to students who remain on campus. To ensure the safety, security or well-being of members of the MACU residential community and the community at-large, and to enforce the University guidelines or policies, University officials, with probable cause or reasonable suspicion, may enter individual rooms and/or vehicles, make a search, and confiscate illegal or otherwise forbidden items which may be used as evidence in subsequent student conduct processing. Additionally, the University may deploy detection canines on campus property in randomly selected areas or specified areas, with probable cause or reasonable suspicion

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## ACCESS TO THE RESIDENCE HALLS

Residence hall room doors should always be locked; each student is issued a key to his or her room. If you are locked out of your room, contact a Student Life or Resident Life representative to assist you 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

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MACU Public Safety is tasked with emergency management which includes:

- Developing and implementing disaster preparedness
- Coordinating emergency plans in accordance with regulations of state and federal agencies
- Implementing training programs for local natural disaster threats

MACU Public Safety conducts six drills per year. These drills will be announced via memo to Faculty and Staff the week prior to the drill. Everyone on campus is expected to participate in the drills. This will allow MACU Public Safety to review the response of the community for continuous improvement in emergency procedures. If your department or school would like training contact the Director of Public Safety via email to schedule your training time.

### ON-CAMPUS ACCIDENTS

If the injury occurred on the MACU campus, use the SafeZone app or call the Officer on Duty at (405) 694-5242. An officer will respond to your location. A representative from Human Resources 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 SAFETY

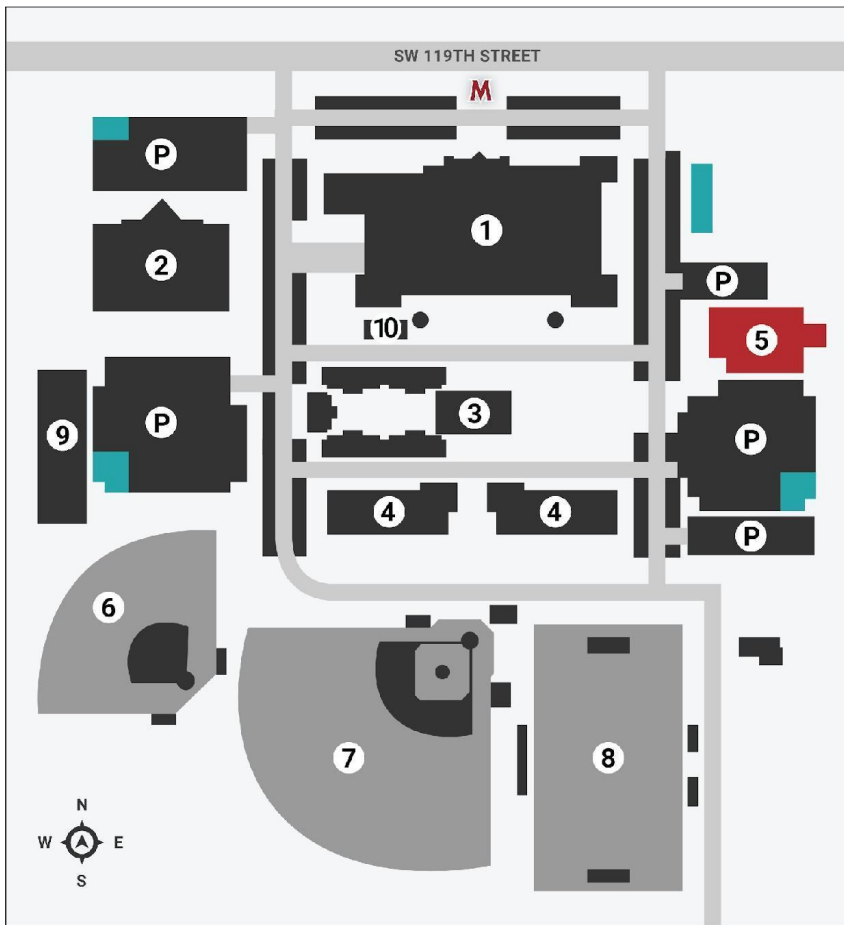
1. Be familiar with at least two escape routes in your building
2. Participate in scheduled fire drills
3. Practice safe habits by following manufacturer's recommendations on electrical products, not using open flames, unplugging appliances while not in use, replacing frayed power cords, not storing flammable material near a heat source.

### SEVERE WEATHER (TORNADO) SAFETY

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 SafeZone application distributing the alerts.

1. Be aware of your shelter options on campus
  - o Kennedy Hall Lowest Level - Library/Learning Resource Center
2. Consider obtaining a weather radio and flashlight for your department.
3. Shut off any equipment that might be affected by the temporary loss of electricity.
4. Close hallway doors as you leave to shield corridors from flying debris.
5. Stay out of parking areas, auditoriums and exterior walkways. Stay away from electrical appliances.
6. Use your phone for emergency calls only.
7. Stay calm and alert
8. Call the Officer on Duty to report any damage.
9. An all clear signal will be given by the Director of Public safety or designee either in person or through the SafeZone app.
10. Follow the directions of the MACU Police Officers and/or the designated Critical Incident managers (CIM). These CIM's will be wearing a yellow reflective vest.

## FIRE AND SEVERE WEATHER SAFETY MAP

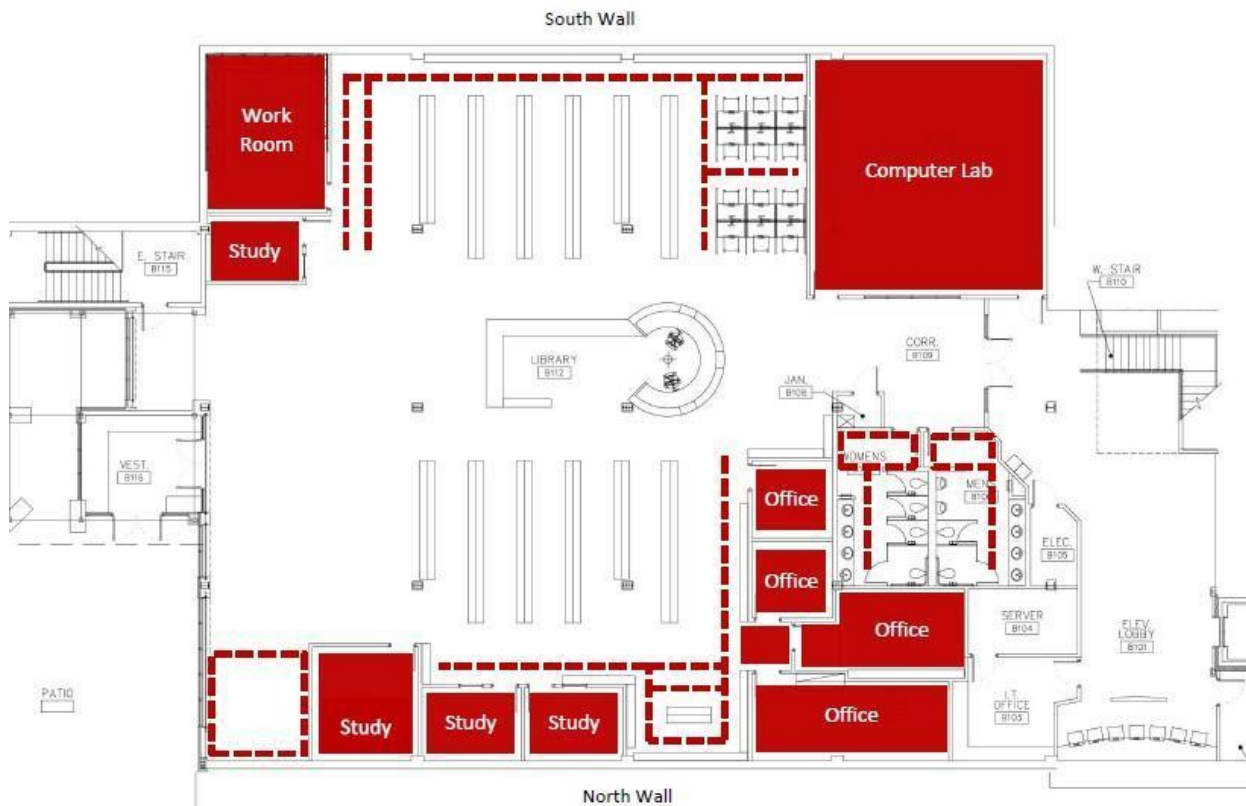


**DREAM BIGGER. DO GREATER.**

- ① Fozard Hall
- ② Gaulke Activity Center
- ③ Fowler Center
- ④ Student Residence Halls
- ⑤ Kennedy Hall
- ⑥ Allen Field
- ⑦ Baseball Field
- ⑧ Dill Soccer Field
- ⑨ O'Brien Training Center
- ⑩ Cleveland County Sheriff's Office
- P Parking
- Severe Weather Safe Place
- Fire Evacuation Area

3500 SW 119th Street, Oklahoma City, OK 73170

## Kennedy Hall Library Tornado Map



During business hours, the CIM Team (Yellow vests) will be directing patrons into Kennedy Hall and down into the lowest level.

- Anyone in a yellow vest has authority to direct and instruct any person utilizing Kennedy Hall as a shelter.
- The computer lab will be filled first. When it is full the doors will be closed. Patrons will then be directed into the offices and study rooms. When they are full, the doors will be closed.
- Once all marked rooms are full, and the doors are closed, patrons will begin to line the North and South walls of the library.
- If more room is needed, patrons will be directed to fill the restrooms

## EMERGENCY ALERTS AND TIMELY WARNINGS

MACU uses software to send any emergency alerts and timely warnings the University community would need to know about. These can include severe weather alerts, school closings, crime alerts, safety notifications, etc... Notifications are made through email and the SafeZone app.

All College of Arts and Sciences students are automatically signed up for text message notifications through Blackboard Connect. Students have the option to opt out of the non-emergency text messages.

If you need assistance, or have signed up in the past and are not receiving alerts, please contact the Student Life Office- [studentlife@macu.edu](mailto:studentlife@macu.edu).

# APPEALS AND COMPLAINTS



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## ACADEMIC APPEALS

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. The Academic Appeals Process is located in the MACU University Catalog. The University Catalog can be found at the bottom of the home page [www.macu.edu](http://www.macu.edu). 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.

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## INFORMAL 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 widespread 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. Through the informal complaint process, a MACU community member may remain anonymous. But the person making the complaint should keep in mind that most solutions to a situation involve all parties.

### POLICY

The informal complaint process at MACU is designed to help students 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, will methodically process these informal 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 Director of Student Life or the Dean for Student Engagement and Development.
2. If step one is not successful in resolving your complaint, informal complaints may be registered with the Division of Student Affairs through the form located on the MACU Portal or on the MACU Life App.
3. The Director of Student Life or the Dean for Student Engagement and Development will act as a mediator between the student and party or parties named in the complaint. They will

serve to address your complaint and create a resolution consistent with the values of the MACU community and best for all involved.

4. If the complaint is not resolved in steps 1-3, please pursue the “Formal Complaint Process” (listed below) in order to reach resolution.

## FORMAL COMPLAINT PROCESS

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### 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 widespread 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.

### POLICY

The complaint process at MACU is designed to help students 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)

It is for this reason that only complaints which the student has attempted to resolve on the department level will be recorded and processed as *formal* complaints.

### PROCESS

The Division of Student Affairs, working in conjunction with the Dean of Academic Instruction, 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:

5. 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 Chief Officer of Student Affairs(405-692-3246) to get appropriate direction.
6. 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.
7. The Division of Student Affairs 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 Vice-President and Dean of Academic Instruction will be notified.
8. If the complaint is not resolved in steps 1-3, the Chief Officer of Student Affairs 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.

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## NON-ACADEMIC JUDICIAL APPEALS

### PURPOSE

When disciplinary appeals arise, MACU will follow the stated processes 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. It is the role of the appellate Student Affairs Committee as well as the Judiciary Committee to give students a place to be heard as well as to ensure that the policies, sanctions, and processes laid out in the Student Handbook are upheld.

### PROCESS

Students wishing to appeal a decision will write a letter of appeal, addressed to the appellate committee, and submitted to the Office of Student Life. Students will have two business days from the date of the official decision by Student Life to appeal that decision. If the Chair of the appellate committee deems a hearing is appropriate (see qualifications below), the Office of Student Life will organize the hearing and notify the student via the student email account. There are two levels of appeal available for the student: (1<sup>st</sup> level) Student Affairs Committee and (2<sup>nd</sup> level) Judiciary Committee.

### QUALIFICATIONS FOR APPEAL

At both levels of appeal, the chair of the appeals committee will review all appeal letters and necessary accompanying documentation to determine validity based on the criteria below. If the chair determines at least one of the three criteria below is met, the committee will hear the appeal. Failure to meet one of the criterion will result in the judicial decision being upheld.

1. There is significant new information that was not available at the time of the original disciplinary decision.
2. The disciplinary sanctions are arbitrary or unjustified and the student can provide reasonable evidence to substantiate that claim.
3. There was substantial prejudicial failure to follow written procedures.

### APPEAL HEARING

#### STUDENT AFFAIRS COMMITTEE

The student may have the opportunity at the beginning of the hearing to present any additional information or make any clarifications to the appeal letter if needed or deemed appropriate by the Chair of the committee. The committee will also have the opportunity to ask any questions they wish. After the student's case is presented, if present, he or she will be asked to leave the meeting but be available by phone for any additional questions that may arise. The Director of Student Life or the Chief Officer of Student Affairs will remain in the room for the duration of the meeting but will not serve as a voting member of the committee. If the Student Affairs Committee is unable to meet, the Student Affairs Leadership Team will hear the appeal.

#### JUDICIARY COMMITTEE:

It is the prerogative of the Judiciary Committee to choose to meet with the student or not. In most cases, the committee reviews necessary documentation in order to make their decision.

No portion of any judicial or appeal meetings may be recorded.

#### DECISION

The appeals committee has the right to absolve, change, or add to the sanctions set by the original judicial decision. The Judiciary Committee has the additional option to alter the original sanctions or the Student Affairs Committee response. The student will be notified of the decision via student's my.macu.edu email address by the Chair of the committee immediately following the hearing.

#### FURTHER APPEALS

The Judiciary Committee is the final appeal for the student. If a student wishes to appeal the decision by the Student Affairs Committee, he or she may write a second letter of appeal to the Judiciary Committee, consisting of the President's Cabinet and chaired by the President or his appointee.

#### SPECIAL NOTES

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.

It is inappropriate for students appealing decisions to approach members of either of the 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.

This appeals process does not apply to a Title IX appeal.

# CAMPUS MINISTRIES



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## 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.

Our goals include:

1. Develop and enhance the spiritual formation for all members of the MACU community.
2. Provide opportunities and a welcoming space for worship, community and hospitality for all members of the University community.
3. Raise ethical and moral issues within the University.
4. Serve as a reconciling agency within the University.
5. Serve as an advocate and support for individuals within the community.
6. Provide a structure for facilitating communication among various University departments and the Campus Ministry programs.
7. Connect the University with, and encourage outreach to, the larger community.
8. 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.

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## CAMPUS MINISTRIES OFFICE

The Campus Ministries Office is located in the Fozard Hall. Feel free to call 405-692-3195 or contact by email at [campusministries@macu.edu](mailto:campusministries@macu.edu).

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## CHAPEL

Chapel is the largest community expression of corporate worship on campus for students as well as faculty and staff. These weekly services represent MACU's core values and support the mission to prepare 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. Services are designed to challenge, motivate, and encourage the MACU community through dynamic and various forms of worship, Biblically-centered inspirational messages, and fellowship. Students will be challenged in their faith through Chapel; however, spiritual formation is ultimately a function of work of the Holy Spirit and each person's will, preference, and responsibility.

Chapel attendance and participation are required, and are integral to the development process at MACU. Ideally, the growth that takes place as a result of Chapel will extend beyond the walls of the Chapel to every corner of each student's life, maintaining harmony with the institutional mission to encourage students to develop a Christian worldview and personal evangelical faith while gaining a broad understanding of the arts and sciences. These corporate times become a common bond that the Holy Spirit uses to unify the generations of alumni who pass through MACU. It is one of the experiences on the campus that sets us apart from secular schools and many private, church-related colleges. The tradition of Chapel is a sign of MACU's commitment to be a worshiping community, dedicated to the integration of faith and learning.

Chapel is not designed to be a substitute for the important role of a local church.

Chapel services are available live via [YouTube](#) for the extended community.

## CHAPEL ATTENDANCE POLICY

While everyone in the MACU family is welcome to attend chapel, physical attendance is required for students in the College of Arts and Sciences.

Chapel meets twice a week during the academic year on Tuesdays and Thursdays at 10:55 am in the JASCO Chapel. One week each semester is designated as Spiritual Transformation Week; chapels are held four days of this week with an adjusted class schedule.

The current chapel schedule will be posted online at [www.macu.edu](http://www.macu.edu) as well as the current week's speaker on the monitor screens around campus. The Chapel schedule is subject to change, and all changes will be reflected online when the information becomes available.

Students must earn a total of twenty-four (24) credits each semester. At least **20** of the credits must come from the chapel services, while the other 4 may come from our Campus Ministries Events. Any student not meeting the credit requirement will be subject to disciplinary procedures, as outlined below. It is the student's responsibility to monitor their Chapel credits, which are posted online at [portal.macu.edu](http://portal.macu.edu). The chapel attendance report will be updated within 7 days of each chapel. For questions about attendance records, please see the Office of Campus Ministries.

### How to Receive Chapel Credit

**Download our new Chapel Credit Tracking App:** If you have not already done so, please download the app called iAttended on your smart phone device. When you do, log in by entering your **MACU school email address**.

**Scanning In:** When you arrive to the chapel, you may use the both the east and south entrance where you will see an iPad attached to a stand with a QR code on it. When you arrive, open your iAttended app, click the button on the bottom of the screen labeled "Scan QR" and scan the code. This is how you record your entrance to service. You must scan in by 11:01am to receive credit for chapel.

**Coding Out:** When service is over, a code will be on the main screen on stage. Open your iAttended app and click the button on the bottom of the screen labeled "Text Code" - please note, the app will **only** record your "code out" submission when you "scan in" at the beginning of service.

Students who have not met Chapel attendance requirements may make up missed chapels by watching a video of a service and completing the Chapel Make-Up Form. This option is only available the last three weeks of each semester (the last two weeks of class and Finals Week). Videos can be found at <https://www.macu.edu/chapel/>. Students should contact the Office of Campus Ministries to obtain the link to the Chapel Make-Up Form. All Chapel Make-Up Forms must be submitted by 11:59 AM (CST) on the day after final exams for the semester they address.

## PROBATION / SUSPENSION / FINES

Any student that does not complete the chapel requirement for a given semester will be fined \$20 per chapel credit lacking. The maximum fine is \$300 per semester.

*\*For example, if the requirement is 24 chapel credits and a student earns 21 chapel credits, the student is missing the requirement by 3 and will receive a fine of \$60 (3 Chapels X \$20 per Chapel).*

Additionally, any student who does not meet his or her chapel requirement will be placed on Chapel Probation for the following semester.

If a student on Chapel Probation successfully completes the chapel requirement for the following semester, they will be removed from Chapel Probation and be in Good Chapel Standing.

A student who does not meet the chapel requirement twice consecutively will be subject to a loss of scholarship, and will not be considered in good standing with the University. A student may appeal Chapel fines or disciplinary action according to the Non-Academic Judicial Appeals Process listed in the Appeals and Complaints section of this document.

The student will be notified of the fine and Chapel Probation or Chapel Probation status via their my.macu.edu email address within 15 business days after the end of the semester. The fine is also posted to the student's MACU account at this time.

## EXEMPTIONS AND/OR REDUCED CHAPEL REQUIREMENT

All students in the College of Arts and Sciences are required to attend chapel. Part-time commuter students are encouraged to attend chapel but are not required to meet the Chapel Attendance Requirement.

Students may request an exemption or reduced chapel requirement from the Chapel Attendance Policy by completing the Chapel Exemption Request Form. The form can be obtained by contacting the Office of Campus Ministries at [campusministries@macu.edu](mailto:campusministries@macu.edu). It is strongly recommended that students make arrangements to attend chapel until the outcome of the request is decided. A student's Chapel attendance credits will not be modified to account for Chapel credit missed due to waiting on the review of a request.

Below is the process for completing the form.

- The form must be submitted by the last day to add classes for the semester in which it will take effect.
- The request will be reviewed by Campus Ministries with consultation of the Student Affairs Leadership Team as needed.
- The student will be notified of the outcome of the request within ten (10) days of the request submission via the student's my.macu.edu email.

The following reasons are typically not viable reasons to request an exemption:

- Work
- Variable requests
- A single doctor's appointment

Students with a medical condition that prohibits them from meeting the Chapel Attendance Requirements may request accommodations through the Accommodations Office ([accommodations@macu.edu](mailto:accommodations@macu.edu)) at any time in the semester in which the accommodation is applied.

Students with extenuating circumstances that arise during a semester and impact a student's ability to meet Chapel Attendance Requirements should contact the Office of Campus Ministries ([campusministries@macu.edu](mailto:campusministries@macu.edu)) as soon as possible in the semester in which the circumstances arise.

Exemptions are granted for one semester at a time. If an exemption is granted for one semester, it does not guarantee an exemption for future semesters even if the student's circumstances remain the same.

## BEHAVIOR IN CHAPEL

Students are expected to be reverent, engaged, and respectful during Chapel services. The following are considered to be in contrast to these expectations:

- Sleeping (or giving the appearance of sleeping), studying, talking, reading newspapers or magazines, displaying public affection, consistently leaving and re-entering the chapel during the Chapel service and other disruptive behaviors
- Use of electronic devices in a way that does not enhance or engage the chapel experience
- Eating and drinking are prohibited in the Jasco Chapel (water is the only exception)

The Office of Campus Ministries reserves the right to take away Chapel credit for anyone not abiding by the above expectations. The student will be notified if Chapel credit is removed for behavioral reasons.

## WORSHIP OPPORTUNITIES

### CHAPEL

Chapel meets twice a week during the academic year on Tuesdays and Thursdays at 10:55am in the JASCO Chapel. One week each semester is designated as Spiritual Transformation Week, where there will be more opportunities to engage with God as a community than usual.

### OTHER OPPORTUNITIES

Throughout the semester there may be other opportunities to obtain chapel credit. These opportunities will be offered by the Campus Ministries.

There are also events almost every single week that provide a time and space for community and getting closer to God. The calendar of Campus Ministries Events is found in the MACU Life app under the tile marked "Campus Ministries." The following list provides a brief description of the events.

#### Devos After Dark

Devos After Dark is a student-led service that includes a devotional from one of our chaplains, acoustic worship, and fellowship. This happens once a month and is a great opportunity to get connected with other students in a meaningful and spiritual way. This is a meditative time of fellowship with God and each other that includes a short devotional time, and prayer.

#### Worship Night

Worship Night is a service with the primary emphasis of singing to God together. There are also opportunities to pray and to be prayed for in a safe and welcoming environment.

#### Fellowship of Christian Athletes Huddle

The FCA on campus puts on monthly events called “huddles” which usually consists of a big game together, a devotional from a guest speaker - usually a coach, student athlete, or local FCA leader, and a time of fellowship. All students are invited to this event, not just athletes.

### Questions & Coffee

No matter your background or experience, everyone has questions about God and The Bible. This event provides an opportunity for students to anonymously submit questions regarding faith ahead of time and then have a panel of members of our School of Ministry or local pastors to wrestle through them during this event.

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## 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.

## MACU MISSIONS

Campus Ministries coordinates with Student Life to assist in sponsoring local, national, and international Service Learning projects. If a student desires to take part in one of these Service Learning projects, they may inquire with the Office of Campus Ministries ([campusministries@macu.edu](mailto:campusministries@macu.edu)) for more details.

## PASTORAL CARE AND COUNSELING REFERRALS

MACU offers pastoral care through Campus Ministries. Our office provides a listening ear and biblically sound advice for students or other members of our community in need. Students are encouraged to seek guidance in managing any personal or emotional difficulties by taking the initiative to visit the Campus Ministries' office. Assistance is also provided in seeking professional and confidential counseling services. If necessary, MACU is committed to providing confidential counseling free of charge for all College of Arts and Sciences students. To schedule a time to speak with our Director of Campus Ministries, please feel free to email [campusministries@macu.edu](mailto:campusministries@macu.edu). To schedule a counseling appointment, email [counselingcenter@macu.edu](mailto:counselingcenter@macu.edu).

# Community Service



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## MACU COMMUNITY SERVICE

Community Service perpetuates the mission of the University by allowing students to choose places to serve and applying their natural giftedness and what they learn in the classroom through Issues Based Curriculum. 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 complete Community Service each semester of enrollment.

### Community Service Program Mission Statement

*"The MACU Community Service Program seeks to inspire and instill a lifestyle of service to others by creating dynamic opportunities for MACU students to engage in 'doing good'; while strengthening relationships with community partners."*

### Student Learning after Completing Community Service

1. **Christian Empathy Knowledge:** (To see through the eyes of Jesus. Matt. 9:36) Students will be able to explain the role of Christian lifestyle through a greater encounter with God and the responsibility of active empathy in community life.
2. **Issue Awareness:** Students will demonstrate an understanding of community needs and social issues affecting local or global populations.
3. **Interdisciplinary Application:** Students will apply classroom knowledge to real-world community issues.
4. **Collaboration & Teamwork:** Students will demonstrate effective communication, leadership, and collaboration in diverse team settings.
5. **Problem-Solving:** Students will apply critical thinking to assess community challenges and contribute to sustainable solutions.
6. **Self-Awareness:** Students will identify their strengths, values, and areas for growth through community service experiences.
7. **Cultural Competence:** Students will develop awareness and sensitivity to cultural and socioeconomic differences.

8. **Lifelong Learning:** Students will articulate how community service contributes to their personal, academic, and career goals.

## GENERAL GUIDELINES AND PROCEDURES

1. Community Service assignments require a minimum of twelve (12) clock hours of service per semester you are enrolled \*exceptions below.
2. *All Community Service shall be done with/for/supervised by a Non-profit organization unless preapproved by the Office of Student Life. Non-Profit Organizations can be verified by their 501(c)(3) status. This can be obtained from an internet search or a State Government search.*
3. All Community Service projects are to be performed non-gratis, meaning students involved in a Community Service project cannot be paid for said project.
4. Community Service projects are to be active in nature, not passive. This means all Community Service projects are to be actively engaged in affecting people's lives and the world for Christ. Observation and shadowing does not count as Community Service.
5. Class required activities cannot be counted as Community Service activities.
6. M-PACT community service team will provide weekly opportunities to serve. A student can attend these events or submit the form documenting outside community service, such as mission trips. This form will include a reflection and the supervisor's name and number from the organization in which you served. An evaluation of the form will be completed within 10 days of receiving it.
7. Community Service is to be completed off campus unless pre-approved.
8. Community Service hours are to be voluntary. Service hours as a part of a degree requirement or a requirement of the MACU program will not count toward your 12 hours.
9. Community Service is a MACU CAS student requirement \*exceptions below.
10. Any student failing to complete the approved 12 hours per semester will receive a fine of up to \$120 per semester. If the student does not meet the requirement two consecutive semesters, the student is placed on probation and is subject to loss of scholarship.
11. All Community service forms are completed by 11:59 a.m. the day after Finals.
12. Student athletes may count their NAIA team service projects towards Community Service with a completed form.
13. The Community Service requirement may be met for a given semester by completing hours from the time the previous semester ends until the last day of finals for that semester. For example a student may submit hours they did in the summer time for the fall semester.

## APPEALS AND EXCEPTIONS

- Students that enter any given semester with 96 or more academic hours accrued will not be required to complete Community Service for that semester.
- The Community Service Committee shall serve as the appellate body for any appeals regarding assignments, procedures, or guidelines in the Community Service program.
- No student or family member can serve as the on-site supervisor for another student unless prior approval of the Community Service Committee is granted.
- Students may request an exemption from Community Service through the Student Affairs Office. The exemption must be submitted by October 1 (Fall Semester) or March 1 (Spring Semester). The exemption request will be reviewed and a decision will be emailed to the student via their my.macu email address.

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# SCRAPER COUNSELING CENTER



## SCRAPER COUNSELING CENTER



## SCRAPER CENTER MISSION

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The mission of the Mid-America Christian University Scraper Counseling Center (SCC) is to:

- Provide clinically excellent counseling to the MACU community.
- Provide a safe and structured intern program to host MACU graduate counseling students while they complete their internship, by providing supervision, consultation, and continuing education.
- Provide mental health education, prevention education, and social emotional learning to the MACU and the community.

## SCRAPER CENTER HOURS OF OPERATION

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Monday: 9:00am - 6:00pm  
Tuesday: 9:00am - 6:00pm  
Wednesday: 9:00am - 6:00pm  
Thursday: 9:00am - 6:00pm  
Friday: 9:00am - 12:00pm

## FINANCIAL AND PAYMENT POLICIES

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Mid-America Christian University is offering free Mental Health services in person and virtually to all students, faculty, staff, and their families who are physically in Oklahoma at the time of services. We cannot see clients who are outside of Oklahoma because our license does not cover other states.

## CONTACT INFORMATION

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Our phone number is (405) 692-3151. All correspondence will be directed to our office which is located at 3500 S.W 119th St. Oklahoma City, OK 73170. You may also email us at [counselingcenter@macu.edu](mailto:counselingcenter@macu.edu). More information about the Scraper Counseling Center can be found by clicking the "Counseling Center" tile in the MACU Life App. You can also go to our website for more information, at [www.macu.edu/scraper-center](http://www.macu.edu/scraper-center).

## DETAILS OF SERVICES

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We want every student to succeed and receive services that will help them. However, services may be denied or referred out in certain circumstances such as severe agitation, combative behavior in the therapeutic setting, substance use or intoxication at the time of a session, or other circumstances making it unbeneficial for the client and/or the clinician. If you have any questions or concerns about this area, please contact us at the Scraper Center at 405-692-3151 or [counselingcenter@macu.edu](mailto:counselingcenter@macu.edu).

## GENERAL INFORMATION

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The Scraper Center is open to all students, faculty, staff, and all of their families. We provide both in-person and virtual sessions. The Scraper Center is governed by Mid-America Christian University and works in conjunction with the Oklahoma Board of Behavioral Health.

## CODE OF ETHICS

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### Code of Ethics:

- a) Interns and therapists respect diversity, and must not discriminate against clients for any reason.
- b) Interns and therapists must make every effort to avoid dual relationships with clients.
- c) Interns and therapists must not engage in any type of sexual intimacy with clients.
- d) Interns and therapists must take steps to protect clients from trauma resulting from interactions during group work.
- e) Interns and therapists must terminate any counseling relationship if it is determined that they are unable to be of assistance.
- f) Interns and therapists must keep information related to counseling services confidential, except in specific circumstances as outlined in Rights of Persons Served.
- g) Interns and therapists must not disclose information about one family member in counseling to another family member without prior consent, unless the client is a minor. Then safety concerns may indicate to inform a parent or guardian.
- h) Interns and therapists and staff must maintain confidentiality with all records at all times.
- i) Intern and therapists must obtain permission before recording sessions or transferring records.
- j) Interns and therapists must not engage in sexual harassment.
- k) Interns and therapists must not exchange or receive any personal gains, goods, gifts, or services.
- l) Interns and therapists must not engage in personal fundraising (selling items to benefit agencies).
- m) Interns are forbidden to interact with students that are clients outside of counseling sessions, unless through messaging through the EHR program.
- n) Interns and therapists must communicate to group members that confidentiality cannot be guaranteed in group work.

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## CLIENT RIGHTS

**As a client of Scraper Counseling Center, you have the right to:**

- 1) **Dignity and Respect.** Clients have the right to always be treated with dignity and respect, and not to be subjected to any physical or verbal abuse/neglect or exploitation.
- 2) **Freedom from Coercion.** Clients have the right not to be subjected to the use of any type of treatment, technique, intervention, or practice, including the use of any type of restraint or seclusion, performed solely as a means of coercion, discipline, or retaliation, or for the convenience of mental health personnel.
- 3) **Least Invasive/Restrictive Treatment:** Clients have the right to a safe, sanitary treatment environment that provides privacy, promotes dignity, and to receive treatment in the least restrictive environment consistent with the clients' clinical condition and legal status.
- 4) **Discrimination:** Clients have the right to receive treatment services free of discrimination based on their race, religion, ethnic origin, age, disabling or a medical condition, and ability to pay for the services.
- 5) **Privacy in Treatment:** Clients have the right not to be fingerprinted, photographed, or recorded without consent except for: Photographing for identification and administrative purposes, as provided by R03-602 or Video recordings used for security purposes that are maintained only on a temporary basis.
- 6) **Outside Representation and Support.** Clients have the right to be accompanied, or represented, by an individual of their choice during all contacts with SCC. This right shall be subject to denial only upon determination by professional staff of the Center that the accompaniment or representation would compromise either their rights of confidentiality, or the rights of other clients, or would significantly interfere with their treatment, or the treatment of other clients, or would be unduly disruptive to the operations of SCC.
- 7) **Communication.** Clients have the right to confidential, uncensored, private communication with an attorney, physician, clergy, Department of Children and Family Services or other individuals, unless restriction of communication is clinically indicated and is documented in the client record.
- 8) **Religious Beliefs.** Clients have the right to their personal religious beliefs including the opportunity for religious worship, fellowship, and to be free from coercion in engaging in or refraining from individual religious or spiritual activity, practice or belief.
- 9) **Participation in Treatment Planning.** Clients have the right to actively participate in the development of an individualized treatment plan, including the right to request changes in the treatment services being provided, or to request a referral, so that other staff members can be assigned to provide these services. If clients do not feel that they can work with the assigned therapist, clients should discuss this with their provider, or the Scraper Center supervisor.
- 10) **Refusal of Treatment.** Clients have the right to refuse any treatments or medications or withdraw consent unless such treatment is ordered by the court, or is necessary to save the client's life, or that is indicated in the client's assessment or treatment plan.
- 11) **Confidentiality.** Clients have the right to expect compliance from staff to refrain from disclosing to anyone the fact that they have previously received, or are currently receiving, any type of mental health treatment or services from any staff member of SCC during any process of diagnosis or treatment. This right shall automatically be claimed on their behalf by SCC unless they expressly waive this privilege, in writing, or unless staff are required or allowed by law or a proper court order. Some examples of exception to confidentiality include: medical or psychological emergencies; suspected child abuse or neglect; threats toward others; licensure or accreditation reviews; and, others as allowed by law.

- 12) **Consent to Experimental Treatment:** Clients have the right to refuse to take any experimental medication or to participate in any experimental treatment or research project, and the right not to be forced or subjected to this medication or treatment without their knowledge and express consent, or as consented by a client's guardian when the guardian has the proper authority to consent to this medication or treatment on the client's behalf.
- 13) **Medical Record.** Clients have the right to see, review, and obtain a copy of the clinical record of care and treatment.
- 14) **Coordination of Services.** Clients have the right to receive treatment or other services from SCC in conjunction with treatment of other services obtained from other licensed mental health professionals or providers who are not affiliated with or employed by the SCC, subject only to any written conditions that the SCC may establish only to ensure coordination of treatment or any services. Clients also have the right to receive treatment recommendations and referrals, if applicable, when discharged or transferred from SCC services.
- 15) **Benefits and Side Effects of Medication.** Clients have a right to an explanation of the potential benefits, and any known side effects, or other risks associated with all medications that are prescribed by an outside provider.
- 16) **Benefits and Risks of Treatment.** Clients have the right to an explanation of the potential benefits and any known adverse consequences, or risks, associated with any type of treatment that is included in their treatment plan.
- 17) **Alternative Treatments.** Clients have the right to be provided with information about other clinically appropriate medications and alternative treatments, even if these medications or treatments are not the recommended choice of the treatment provider. If a client wants to know about other treatment alternatives, please discuss this with the treatment provider(s).

## **CLIENT RESPONSIBILITIES**

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**As a person who receives services from our Scrapper Counseling Center, it is the client's responsibility to:**

- 1) Let us know what you need from us. It is important that you make your needs clearly known.
- 2) Actively participate in your own treatment, as well as your own plan for recovery. For example, if your provider and you agree on a "homework" assignment, it is your responsibility to carry out that assignment.
- 3) Seek and use resources in your environment that can help you succeed.
- 4) Let us know when your circumstances change. For example, if you lose a job, move, have an improvement in your financial situation, change phone numbers, and so on.
- 5) Come to the sessions we have scheduled for you on time. If you can't keep your appointment, please call us to cancel at least 24 hours prior to the appointment.
- 6) Ask questions if there is something you do not understand about your treatment, our center, your rights, etc.
- 7) Show respect for fellow clients, our staff, and others who may be around.
- 8) Avoid aggressive and threatening behaviors toward our staff and others.
- 9) Respect the MACU and the Scrapper Center property and the property of persons, staff, faculty, service providers, and anyone on the premises.

- 10) Help maintain the privacy of all persons seeking services by not talking about other people you may see at the SCC offices/facilities.
- 11) Let the assigned therapist(s) know about all the medications currently being taken, as well as any health conditions.

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## CONFIDENTIALITY OF CLIENT RECORDS

The confidentiality of client records is protected by Federal Law and Regulations and Oklahoma Statutes. Information and/or copies of records concerning past or present treatment or services provided by Focus to the above referenced client will not be disclosed to third parties unless:

- 1) The client, or those authorized by Federal or State law, consents by written authorization to Focus for the release of such information to a third party.
- 2) The disclosure is ordered by a court of competent jurisdiction and a copy of said Order is provided to The Scraper Center in advance of the requested disclosure.
- 3) The clinician has a “duty to warn” in the event there is a dangerous situation, in the opinion of the clinician, and the client and/or others are considered to be in danger. Federal Laws and Regulations and Oklahoma Statutes do not protect any information concerning suspected child abuse, domestic violence, elder abuse or neglect from being reported under State law to appropriate State or local authorities. In crisis situations in which a client is at imminent risk of harming him/herself or others, and a no-harm contract is not feasible, local law enforcement and/or the state contracted gatekeeper for inpatient treatment may be contacted without prior authorization from the client. Violation of the Federal Law and Regulations and/or Oklahoma Statutes is a crime. Suspected violations may be reported to appropriate officials. (See 42 U.S.C. 290 dd-3 and 42 U.S.C. 290 ee-3 for Federal Laws and 42 CFR Part 2 for Federal Regulations.)

Focus adheres to all governmental requirements. You have the right to privacy and Focus will safeguard your privacy. Focus has developed a client privacy process that will guard your personal information. If, for any reason, you believe that Focus has violated your right to privacy as a client you can file a formal Rev. 03/09/20 6 complaint to the following:

Office of Civil Rights  
U.S. Department of Health and Human Services  
1301 Young Street, Suite 1169  
Dallas, TX 75202  
Phone: (214) 767-4056

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## LIMITS OF CONFIDENTIALITY

All discussion within a therapeutic setting is confidential with the following exceptions:

1. If a client is in danger of harming themselves, and/or others.
2. If there is a reason to suspect child and/or elder abuse.
3. If there is a disclosure of child and/or elder abuse.
4. If there is reason to believe that an individual who is HIV positive is intentionally trying to infect others.

In the cases of the above listed exceptions, the therapist is mandated by law to report to the proper authorities.

Confidentiality is limited if a client's therapy records:

1. Are subpoenaed by a court of law.
2. If there is a request from a third party payee (i.e. insurance, Medicare, Sooner Care, etc.).
3. If the client has signed a Consent to Release Information for a specifically designated party such as a physician, the Department of Vocational Rehabilitation, a school, an attorney, etc.

## **PERSONAL ITEMS NOT ALLOWED ON OUR PREMISES**

For safety reasons, the following are not allowed on our property:

1. Weapons of any kind, or items determined by us to be a weapon.
2. Illegal drugs (which includes pharmaceuticals not prescribed by a physician).
3. Alcohol.
4. Material, clothing, hats, documents, posters, etc. that we determine may contain content that would commonly be viewed as offensive or obscene to others (for example, pornography, etc).
5. Animals, except service animals as defined by the Americans with Disabilities Act, and therapy dogs used by our providers.

If we believe that someone is in possession of these items, they may be asked to leave our facility, or to remove the item(s) from our facility.

## **HOW TO MAKE A COMPLAINT**

Clients have the right to make a comment, a compliment, or a complaint concerning a violation of any of the rights listed in this regulation or concerning any other matter, and a right to be informed of the procedures and process for making such a complaint. The SCC student complaint processes are compliant with the MACU Student Handbook.

- a) Complete a Comment, Compliment, or [Complaint Form](#).
  - a. Comment, Compliment or Complaint forms are available upon request at the Scraper Center's office and are on the Scraper Center Website at [www.macu.edu/scraper-center](http://www.macu.edu/scraper-center).
  - b. Return the form to the Scraper Center in person or by email at [counselingcenter@macu.edu](mailto:counselingcenter@macu.edu).
- b) Completed Comment, Compliment, or Complaint forms are forwarded to the Compliance Officer. If the Compliance Officer is unavailable, it will be forwarded to the Director of the Scraper Center, and then to the Dean of Student Engagement & Development..
- c) The client, who submits a complaint/grievance in writing, will receive a written notice, in a timely and impartial manner, acknowledging that his/her complaint has been received, and is being investigated. **This notice will include a contact person's name.**
- d) **If the client remains unsatisfied with the resolution, he/she has the right to contact the Office of client Advocacy, (405) 521-4256 or (866) 699-6605.**



# LEARNING RESOURCE CENTER



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## THE LEARNING RESOURCE CENTER (LRC)

The Learning Resource Center(LRC) is located in the lower level of Kennedy Hall and houses the University Library, the Computer Lab, The Studio @ MACU, Learning Assistance Programs, Accommodations and Testing.

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The Learning Resource Center exists to:

- Provide students with the resources needed to be successful
- Train students in developing the skills needed to be successful
- Assisting students in removing barriers to success

### IMPORTANT ASPECTS OF OUR SERVICES INCLUDE:

- Supplemental Learning: Intellectual learning that takes place outside of the classroom that complements and improves classroom learning and performance
- Support/Assistance: Empowering students to complete tasks, set and achieve goals, and make decisions by providing resources, encouragement, and advice
- Self-Awareness and Accountability: Helping students become aware of personal tendencies and how those tendencies impact their lives through honest accountability
- Development: Holistically challenging students to take ownership of their lives and learning

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## ACCOMMODATIONS

Mid-America Christian University (MACU) seeks to create an environment where all capable students are provided access to educational opportunities. Reasonable and appropriate accommodations, both in and out of the classroom, will be provided for those students who qualify under the American with Disabilities Act as having a disability, unless doing so creates an undue burden for the institution or fundamentally alters a program. A reasonable accommodation may include an adjustment to policies, practices, or procedures to ensure access. For more information regarding the registration and application process, contact the Accommodations Office at (405) 692-3272 or [accommodations@macu.edu](mailto:accommodations@macu.edu).

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## UNIVERSITY LIBRARY

The University Library is located on the lower level of Kennedy Hall in the LRC and is available for research and general library services. <https://macu.libguides.com/lrc/library>

### UNIVERSITY LIBRARY HOURS OF OPERATION

|                 |                 |
|-----------------|-----------------|
| Monday-Thursday | 8:000am-10:00pm |
| Friday          | 8:000am-5:00pm  |
| Saturday        | 1:00pm - 5:00pm |

Sunday 4:00pm -  
8:00pm Online chat service available  
24/7

Holiday and break hours will be posted on our website and in the LRC.

All materials are available to be checked out with a valid MACU ID card or accessed online using OneLogin.

## LIBRARY SERVICES AND RESOURCES

- Print and ebooks - Available for checkout and/or online access, both for study and fun.
- Magazines and journals - Some print and over 23,000 online magazine and journal titles.
- DVD's and audio books - both academic and recreational.
- Online databases - Wide range of databases, including but not limited to multidisciplinary sources, video content, language learning, personal Bible study, and many more.
- Interlibrary Loan-In the event the library does not own a copy of the desired resource, patrons can request it through Interlibrary Loan. This allows a patron to request material from another library and pick it up locally.
- OK-Share Card- This card enables a patron to physically go to a participating library's location and check materials out. Most academic libraries within the state of Oklahoma participate. For more information, ask a librarian.
- Online chat- available 24/7 through our library website.
- One-on-one or group training- Want to know more? Get individual one-on-one help when you need it.
- Educational Resource Center- A room full of curriculum manipulatives and materials to help with the craftier side of projects. Please note some materials do have a fee, and must be paid for at time of use.
- Computers- Computers are located in the Computer Lab and across from the Circulation Desk.. The University's **Computer and Internet Acceptable Use Policy** apply to these terminals.
- Collaboration/study and conference rooms- Rooms which can be reserved but typically are a first come, first serve basis and allow for individual and group studying or meetings. Located along the north side of the LRC. TV's with sharing technology is located in rooms.
- Printing and copying - Printing is free. Copying is 10¢ per page and must be paid for at time of use. In addition, the LRC is only able to print in black and white.
- Scanner Station- located among the computers across from the Circulation Desk.
- Book Sale -The University Library hosts an ongoing book sale.
- Make up testing - The LRC offers makeup test proctoring

For more questions, information, or to make suggestions, please contact us. We are happy to help. 405-692-3174 and [library@macu.edu](mailto:library@macu.edu).

## WRITING CENTER

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## ONLINE WRITING CENTER

Students may submit a paper for review by an Online Writing Consultant through the Online Writing Center. The paper will be returned to the student with individualized feedback and comments approximately 24 hours after submission. To submit a paper, visit the Upswing Online Tutoring tile in OneLogin.

## COMPUTER LAB

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Located in the Learning Resource Center/University Library (LRC), 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 LRC hours.

## ACADEMIC SUPPORT

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### TUTORING FOR STUDENTS

Tutoring is available for students through UpSwing. UpSwing offers online tutoring for many classes as well as assistance with Microsoft Word, Excel, and PowerPoint. To access these services students can use the App on the OneLogin homepage.

### ACADEMIC SUPPORT FOR STUDENTS

#### TUTORING

Tutoring is available through the LRC Monday - Friday each week. Please use the UpSwing app on OneLogin to schedule an appointment or see the drop-in hours.

#### TIME MANAGEMENT

Students seeking assistance with time management may seek one-time or ongoing assistance through the LRC. Each student will be assigned 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 only. For more information, contact Caleb Schirmer, Learning Assistance Programs Manager at [caleb.schirmer@macu.edu](mailto:caleb.schirmer@macu.edu) or (405) 703-8246.

### ADVANCED ACADEMIC ACCOUNTABILITY FOR STUDENT ATHLETES, STUDENT LEADERS & EVANGEL AAA

Specific academic accountability is designed for student athletes and student leaders at MACU. Grades and class attendance for these students are monitored weekly by the Learning Assistance Programs Manager and reported to coaches and supervisors. Coaches and supervisors may require students to participate in further academic support based on these reports.

Additionally, specific student-athletes and student leaders are required to participate in the Evangel AAA Program. Participation and requirements for student-athletes are determined by coaches on an ongoing basis. Failure to complete Evangel AAA requirements may result in repercussions, including removal from position and/or scholarship reduction.

# TITLE IX



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.

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## 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.

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## 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 Title IX Coordinator. In addition to contacting the Title IX Coordinator, individuals who have experienced sexual harassment or other acts of sexual assault may contact the proper law enforcement authorities such as the Cleveland County Sheriff's Office or local police department. The Title IX Coordinator, or other responsible party, may also contact the Cleveland County Sheriff's Office 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.

### TITLE IX COORDINATOR)

The Title IX 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 Russell, Executive Director of Human Resources, [jessica.russell@macu.edu](mailto:jessica.russell@macu.edu), (405) 692-3196

### DEPUTY TITLE IX COORDINATOR

The Deputy Title IX Coordinator is 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. The Deputy Title IX Coordinator is responsible for informing the Title IX Coordinator of alleged violations and procedures to address those violations or violations that have been directly report to his or her office. The Deputy Title IX Coordinator 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 the Deputy Title IX Coordinator to report an alleged violation of this policy.

| Deputy Coordinator | Position                 | Location      | Email                                                              | Phone        |
|--------------------|--------------------------|---------------|--------------------------------------------------------------------|--------------|
| Blake Carlson      | Director of Student Life | Fowler Center | <a href="mailto:blake.carlson@macu.edu">blake.carlson@macu.edu</a> | 405-703-8240 |

### INVESTIGATORS

Investigators will be notified by the Title IX 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 Title IX Coordinator, or designee, of the status of their investigation. In some cases, the investigation may be conducted by the Title IX Coordinator with the assistance of necessary personnel.

| Investigator   | Position  | Location    | Email                                                                  | Phone        |
|----------------|-----------|-------------|------------------------------------------------------------------------|--------------|
| Dr. Kim Thomas | Professor | Fozard Hall | <a href="mailto:kimberly.thomas@macu.edu">kimberly.thomas@macu.edu</a> | 405-692-3189 |

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|------------------|------------------------------------------|----------------|------------------------------------------------------------------------------|--------------|
| Chris Canary     | University Registrar                     | Kennedy Hall   | <a href="mailto:christopher.canary@macu.edu">christopher.canary@macu.edu</a> | 405-703-8214 |
| Justin Gordon    | Athletic Trainer                         | O'Brien Center | <a href="mailto:justin.gordan@macu.edu">justin.gordan@macu.edu</a>           | 405-692-3252 |
| Jessica Thompson | Dean of Student Engagement & Development | Fozard         | <a href="mailto:jessica.thompson@macu.edu">jessica.thompson@macu.edu</a>     | 405-703-8267 |

## 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.

### CONSENT

The term "consent" means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter which can be revoked at any time. Consent cannot be:

1. Given by an individual who:
  - a) is asleep or is mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason, or
  - b) is under duress, threat, coercion or force; or
2. Inferred under circumstances in which consent is not clear including, but not limited to:
  - a) the absence of an individual saying "no" or "stop", or
  - b) the existence of a prior or current relationship or sexual activity

### 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 respondent 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:

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

### NON-CONSENSUAL SEXUAL INTERCOURSE IS:

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

### DOMESTIC VIOLENCE: A FELONY OR MISDEMEANOR CRIME OF VIOLENCE COMMITTED BY:

- o A current or former spouse or intimate partner of the victim
- o A person with whom the victim shares a child in common
- o A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- o 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, 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

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## 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 Title IX 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 Title IX Coordinator as soon as possible after the alleged act to discuss the available options for proceeding.

## BODILY HARM

If the Title IX Coordinator receives a report of harassment or assault *involving bodily harm*, the Title IX Coordinator may contact the Officer on Duty 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 Title IX 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 respondent 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 respondent 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.

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## RESOLUTION OF A FILED GRIEVANCE

The Title IX 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 Title IX 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 respondent 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.

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## 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 respondent 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 COMPLAINANT AND RESPONDENT

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Complainant and respondent 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 COMPLAINANT

- 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 respondent 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 RESPONDENT

- 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 respondent, 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.

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## 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.

# STUDENT LEADERSHIP



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## STUDENT LEADERSHIP AT MACU

At MACU, liberating leaders are those who are humble and confident as they serve the campus with consistent, positive influence. A leader fights for the highest good in the lives of those he or she leads. There are key skills, traits, and behaviors that leaders will possess.

| Skills          | Traits       | Behaviors          |
|-----------------|--------------|--------------------|
| Communication   | Authenticity | Innovative         |
| Time Management | Coachability | Positively Present |
| Collaboration   | Creativity   | Proactive          |

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 the Involvement Fair 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.

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## 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 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.

### STUDENT LEADERSHIP REQUIREMENTS

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 publicly against any member of the MACU community, without having followed a proper conflict resolution procedure, may result in loss of position.

## CAMPUS MINISTRIES

Student Leaders in Campus Ministries positions hold particular influence within the MACU community. Because of this, these student leaders are held to higher standards of morality, conduct, Biblical decision-making, and expectation to advance spiritual formation in the student body. This includes a professed acceptance of Jesus Christ as Lord and Savior and an agreement with the sexual integrity policy and MACU's biblical understanding of human sexuality.

## STUDENT LEADER COMPLAINTS

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 publicly 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.

THE FOLLOWING OUTLINES WARNINGS OF OFFENSES ASSOCIATED WITH THE LEADERSHIP POSITION(S) A STUDENT HOLDS (THIS MAY NOT APPLY IF THE STUDENT HAS VIOLATED THE STUDENT CODE OF CONDUCT):

### 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

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All students, organizations, or clubs desiring to host a campus event during the school year must receive approval from the Office of Student Affairs prior to the event.

## FUNDRAISING

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All fundraising for clubs and organizations must be approved by the club's sponsor or advisor, the Dean of Student Development & Engagement, and the Vice-President for University Advancement. 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 Dean of Student Development & Engagement before serving.

## ADVERTISING GUIDELINES

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We appreciate the care that the community demonstrates in assisting with the upkeep of our campus. In an attempt to protect the appearance of university buildings, the university has adopted the following guidelines for the posting of public signs/posters.

- The Student Life or Student Affairs Office will gladly review any signs promoting events or notices that pertain to campus life. *Approved signs will be marked with an official seal to indicate approval or an email approval.* Bulletin boards that are controlled by a specific school or office do not need additional approval.
- There are a number of public bulletin boards and approved advertising areas available for posting approved signs. These include the student center, residence halls, the fowler center,

etc. To find a full-listing of the available bulletin boards, please contact the Student Life Office.

- Signs/posters may not be posted on doors, columns, doorways or mirrors (with the exception of residence hall doors, emergency or change notifications in the residence halls, classroom doors and office notifications on office doors).
- To assist with easy removal, we request that signs be hung with blue painter's tape where applicable or tacks on the cloth boards. Blue painter's tape may be used on the glass bulletin boards but please roll the tape, as it is much easier to remove.
- Please remove all signs within 24 hours of the conclusion of the event. Student workers will walk the campus twice a week to ensure that posted signs are for up-coming events. However, event hosts can help by removing any signs that are outdated.
- For effective advertisement, list the following details:
  - o Location
  - o Date
  - o What the event will include
  - o Contact information
  - o How to register or sign up (if applicable)
- Print in color or on colored paper when possible to draw additional attention to the important details of your event. You can pay for the color prints at the business office or by your department #.
- All media blitz (a larger than usual amount of signs/posters or other physical advertisements) must be approved by the Office of Student Life.
- Large banner posters can be effective for special events. These may be hung in the main hallway across from the cafeteria.

## STUDENT GOVERNMENT ASSOCIATION (SGA)

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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. SGA also approves and promotes official student clubs.

The SGA advisor is a MACU faculty/staff member who is voted on by SGA in coordination with the Director of Student Life. SGA membership includes the following:

- President
- Vice President
- Secretary
- Treasurer
- Student Senate

## MACU ATHLETIC PROGRAMS

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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, men's and women's basketball, men's and women's soccer, men's and women's cross-country, baseball, softball, and POM and Spirit. MACU also has ESports that participate in League of Legends, Overwatch, Rocket League, and Smash Bros.

### 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, as well as other various sports or activities.

## STUDENT CLUBS AND PROGRAMS

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### 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 has also taken trips to Dallas, Texas for the Medieval Times Fair.

### BLACK STUDENT UNION (BSU)

The Black Student Union (BSU) emphasis is on student success as well as activities aimed at the black student population, on campus and in the community. BSU activities include service-oriented projects, educational and social events.

### STUDENT MINISTERIAL FELLOWSHIP (SMF)

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.

### HISPANIC STUDENT ASSOCIATION (HSA)

The Hispanic Student Association emphasis is on student success as well as activities aimed at the Hispanic population, on campus and in the community. HSA activities include service-oriented projects, educational and social events. Spanish (Can Be) Spoken Here - but not exclusively!

### STEM CLUB

We encourage members to pursue a career in the STEM Field. Striving to continually nurture their critical thinking skills, teamwork, leadership skills, ambition, and work ethic. This club places emphasis on community and environmental projects that work towards creating a better world for others.

### COMMUNICATIONS & MEDIA CLUB (CMC)

The Communication and Media Club (CMC) seeks to unite students past, present and future, integrated in traditional and non-traditional campus settings, to further areas of personal and professional development, in the interest of enhancing each other, our discipline, the University, and its mission.

### ACTIVE MINDS

This chapter is part of the national non-profit Active Minds, which is the nation's leading non-profit organization promoting mental health awareness and education for young adults.

## COMMUTER CLUB

The MACU Commuter Club exists to create a welcoming community for students who live off campus. Our goal is to provide fellowship for commuter students with each other and with resident students through increased communication, shared activities, and special events. This club provides opportunities for commuter students to be actively involved in campus life at MACU.

## INTERNATIONAL STUDENT ASSOCIATION (ISA)

ISA strives to provide a home for cultural student to create, collaborate and innovate alongside their peers from diverse backgrounds to enhance the student experience.

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## OFFICIAL STUDENT CLUB REQUIREMENTS

If the need or interest arises for the formation of a new club, students should seek information through the Student Government Association and/or Student Affairs.

### MEMBERSHIP REQUIREMENTS

1. There must, at all times, be five or more members of the club.
2. 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 Club Health Presentation at the end of each semester). This person is also responsible for filling out the SGA "Club Monthly Review Form" (found on the SGA website) on the last Friday of every month, attaching minutes of that month's meeting. If this is not possible, another club leader must be substituted.
3. 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 the advisor's direct superior and the Dean of Student Development and Engagement).
4. 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.
5. All club leadership must be in good disciplinary standing.
6. All club leadership must have a signed copy of the MACU Lifestyle Contract on record in the Office of Student Life.
7. All club leadership must sign a copy of the Leadership Integrity Policy.
8. Each student organization must have an appointed or elected President in place by the end of the Spring semester for the following Fall semester. All official clubs of Mid-America Christian University must have all their cabinet fulfilled by October 1st of the fall semester and inform the Student Government Association. If there are any significant changes, the club must inform SGA by filling out the 'Annual Renewal/Update Contact Form' (found on the SGA website).

### 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)

### CLUB AND 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 Cabinet within 10 days of the upcoming meeting.
2. At least 50% of members should be present for the club to conduct business.

3. The club is expected to attend and have a booth during WOW Walkaround at the beginning of each semester as prescribed by the Director of Student Life
4. The Student Government Association Liaison of each club 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.
5. Each club must create a Google account with the University - this can be done through the MACU IT Department.

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## OFFICIAL CLUB APPROVAL PROCESS

### REGISTRATION

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 review 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 Dean of Student Development and Engagement and the SGA Advisor must approve the club.

All official clubs of Mid-America Christian University must submit the SGA 'New Club and Organization Form' (found on the SGA website) 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, Dean of Student Development and Engagement, and the SGA Advisor 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.

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## GROUND FORS 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:

- Failure to submit updated club information to SGA by filling out the 'Annual Renewal/Update Contact Form' (found on the SGA website).
- Failure to submit the 'SGA Club Monthly Review Form' (found on the SGA website) on the last Friday of every month, attaching minutes of meetings that month

- Inactivity (for one or more semesters) according to SGA club requirements
- Lack of student leadership
- Lack of an active faculty or staff sponsor/advisor
- Lack of compliance to the social expectations of the University as outlined in the handbook and Lifestyle Commitment
- Failure to attend the Student Government Association's Club Health Presentations at the end of each semester
- Failure to abide by the club constitution and guidelines
- Failure to responsibly handle any funds as allocated
- Failure to abide by meeting requirements as outlined
- 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 Dean of Student Development and Engagement 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 provided by SGA and approval by them, as stated in the Official Club Approval Process, at any time during the year.

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## SGA BYLAWS & CONSTITUTION

### Article I: Organization

#### Section 1 - Name

Mid-America Christian University (MACU) Student Government Association (SGA)

#### Section 2 - Purpose

The purpose of the Student Government Association is to build up, impact, and unify the student body, the student clubs and organizations, and Mid-America Christian University as a whole.

### Article II: Membership

#### Section 1 - Student Membership

A.) Every student member has equal voting rights. (except President. See

#### Article III section 2.)

B.) Every student member is a member of the Senate.

C.) The elected student membership shall include

1.) President

2.) Vice-President

3.) Secretary

4.) Treasurer

5.) 14 Additional Senate Seats assigned during the first senate meeting.

D.)

#### Section 2 - Qualifications and Expectations for Members

- A.) All members without senior status must be full-time students of Mid-America Christian University. All members with senior status must be at least part-time students of Mid-America Christian University.  
To be eligible for the Senate lottery, applicants must maintain a cumulative GPA of 2.5 or higher. The SGA Executive Council, in collaboration with the SGA Advisor, shall review each completed Senate application and evaluate the applicant's written responses based on the following criteria:
- Commitment to serving the student body;
  - Understanding of the mission and purpose of the Student Government Association;
  - Willingness and ability to fulfill the responsibilities of a Senator; and
  - Alignment with the values and expectations of the Student Government Association.
- Applicants who meet the GPA requirement and satisfy the application review criteria shall be entered into the Senate lottery for selection.
- B.) **The Executive Officers must maintain a 2.75 CGPA.** The SGA Executive Cabinet may only serve in a total of 2 Student Leadership positions including their role in SGA, excluding GAMA as the leadership position only occurs at the beginning of each semester.
- C.) All candidates running for the President position must have served as an SGA Senate Member for at least one full term.
- D.) Members are permitted no more than two (2) unexcused absences per semester. Excused absences may include, but are not limited to, official university obligations, documented medical reasons, family emergencies, and other circumstances approved by the SGA Cabinet. Members requesting an excused absence for official university business, scheduled medical appointments, or other foreseeable circumstances must notify the SGA President and SGA Advisor by emailing SGA@macu.edu at least 24 hours prior to the scheduled meeting or event. In cases of sudden illness, family emergency, or other unforeseen circumstances, notification must be provided as soon as reasonably possible, along with supporting documentation when applicable. The SGA Cabinet shall review all absence requests and determine whether an absence is classified as excused or unexcused. (refer to Article II, Section 4 for further information pertaining to absence limit reached).

### Section 3 - Absentee Voting

- A.) Voting by Social Media
- 1.) Under no circumstances should a vote be cast over Social Media. Forms of the Social Media include but are not limited to Facebook®, X®, Tiktok® and Instagram®.
  - 2.) There are exceptions for taking surveys on Google Forms as long as those surveys will have no attribution towards a motion, amendment, or bylaw.

### Section 4 - Removal Process for Members

- A.) The Senate, with a two-thirds majority vote of all the current SGA Members, may remove any SGA Member from his or her position.
- 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. Malfeasance or neglect of duty by any SGA Member shall constitute cause for removal from office.
- C.) In the case of a Special Election (see Article V, Section 4), a removed Member who is qualified may still be voted into any SGA position except for President.
- D.) Any Member who fails to meet the set Qualifications and Expectations (see Article II, Section 2) will be automatically removed from his or her position.
- E.) Student Life holds the power to remove any SGA Member who does not meet

the University's behavioral or academic standards.

- F.) Any removed member may appeal their removal to the Executive Cabinet and the primary SGA Advisor within two weeks of their removal.

#### Section 5 - SGA Advisors

- A.) The primary SGA Advisor is to be an elected faculty/staff member that is appointed by the elected Executive Cabinet for the following academic year by the first senate meeting.
- B.) SGA may have a secondary faculty/staff advisor that is approved by the Executive Cabinet
- C.) The SGA Advisors do not have voting rights.
- D.) The SGA Advisors may attend and provide input in any Senate or Cabinet meeting.

### Article III: Powers and Duties

#### Section 1 - The Responsibilities of the Executive Cabinet

- A.) All members of the Executive Cabinet will meet when needed to effectively discuss and plan the Senate meeting agendas,, SGA events and functions, and any issues the Executive Cabinet sees fit.
- B.) The SGA Executive Cabinet shall be responsible for the administration of the SGA budget. The Senate shall consider and vote on budget requests and expenditures requiring Senate approval, included but not limited to club funding allocations, purchases benefiting the University or the student body, and etc.
- C.) The Executive Cabinet will have the power to form SGA Committees without the approval of the Senate.
- D.) The Executive Cabinet will have the power to form and dissolve University Committees subject to the approval of the faculty and staff members concerned.
- E.) The Executive Cabinet will have the power to appoint SGA member(s) to University Committees.
- F.) The Executive Cabinet will enforce and carry out the decisions made by the Senate.

#### Section 2 - The Responsibilities of the Cabinet Members

##### A.) President

- 1.) Shall be the chair head of the Executive Cabinet and the Senate;
- 2.) Shall preside at all SGA Executive Cabinet and Senate meetings;
- 3.) Shall have final say (except where bylaws otherwise state) over any decisions made by the Executive Cabinet;
- 4.) Shall set the agenda for each Executive Cabinet meeting and finalize the agenda for each Senate meeting;
- 5.) Shall call special meetings for the Executive Cabinet or Senate as he or she deems necessary;
- 6.) Shall be responsible for making the new SGA president-elect aware of all needed information;
- 7.) Shall serve as a voting member on the Senate, Academic Appeals Committee, Student Affairs Committee.;
- 8.) Shall meet as scheduled with the SGA Advisor;
- 9.) Shall host meetings between the SGA Executive Cabinet and the University President twice a semester.
- 10.) May vote to break a tie or when needed to fill a forum.

##### B.) Vice-President

- 1.) Shall have all the powers and duties of the President in his or her absence;
- 2.) Shall help and advise the President in his or her duties;
- 3.) Shall serve as a voting member on the Senate;
- 4.) Shall serve as a liaison between SGA and Student Life office regarding the School Calendar of student activities;

- 5.) Shall sign requisitions and disperse funds in absence of the treasurer;
- 6.) Shall fulfill any duties, within reason, assigned by the president and serve as a substitute on any committees for the president.
- 7.) If the President is unable to fulfill responsibilities then the Vice-President shall take over (if the president is removed from position or steps down).

C.) Secretary

- 1.) Shall record and save minutes of all Executive Cabinet and Senate meetings;
- 2.) Shall make minutes of Executive Cabinet and Senate meetings available to all members;
- 3.) Shall make minutes of Senate meetings available to the student body;
- 4.) Shall keep the Senate informed on behalf of the Executive Cabinet, including being the reminder and announcer of meetings,, and additional information through the SGA email account;
- 5.) Shall complete additional correspondence duties assigned by the President.
- 6.) Shall keep a record of absences for the regularly scheduled Senate Meetings.

D.) Treasurer

- 1.) Shall keep accurate and complete records of all payments, donations, receipts, and expenditures of SGA;
- 2.) Shall inform the Student Affairs office of the approved allotment of funds only on instructions from the Executive Cabinet (see Article III, Section 1, B) or the Senate;
- 3.) Shall present an itemized statement of expenditures semesterly to the Executive Cabinet and Senate;
- 4.) Shall create SGA's budget with the approval of the Executive Cabinet and the final approval of the Senate.
- 5.) Shall assist the Advisor with the creation of next year's proposed budget.

Section 3 - The Responsibilities of the Senate

- A.) The Senate shall have the power to write legislation/resolutions affecting the government of the student body subject to the approval of the administration.
- B.) members of the Senate will serve on the required University Committees.
- C.) The Senate shall have the power to issue or revoke the charter, officers, or members of any SGA sanctioned campus club or organization by two-thirds majority vote of the current members of the Senate.
- D.) The Senate shall have the power to approve and fund club or organization activities.
- E.) The Senate shall have the power to approve and fund SGA events, projects, and fundraisers.
- F.)
- G.) The Senate shall make available the privilege of the floor to members of the student body, faculty, administration, or other interested parties.
- H.) 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. If the student in question desires to go through the appeal process the information will be given to them through the correct channels within the Student Affairs office.

Article IV: SGA and University Committees

## Section 1 - SGA Committees

- A.) The purpose of the SGA Committees is to group the Senate members into small objective oriented groups that complete specific tasks needed for the Senate to operate efficiently.
- B.) The Cabinet may create and dissolve any SGA Committees.
- C.) Every SGA Committee must have a committee leader appointed by the SGA Executive Cabinet. The Team Leader and all the Team members must be members of the SGA Senate.
- D.) If a SGA Committee requires funding to complete a task or make a purchase on behalf of the Senate, the Senate will vote whether or not to allocate funds and on the amount.
- E.) The Team Leader's decisions can be revoked or reversed by the Senate with approval of the Executive Cabinet
- F.) The SGA Committee may be temporary or long-standing. The status and organization of the SGA Committee will always be subject to the Senate and to the SGA Committee Leader.
- G.)

## Section 2 - University Committees

- A.) The purpose of the University Committees is to give the student body representation within specific areas of the University.
- B.) The University Committees are subject to reorganization by the Cabinet and the associated faculty and staff members.
- C.) The SGA Member(s) serving on University Committee(s) will report an updated status of their Committee(s).
- D.) The faculty or staff member(s) associated with the University committee must contact SGA to communicate the need for a SGA Senator student representative. D.) Current University Committees include but are not limited to:
  - 1.) Food Service Committee
    - a.) Members
      - 1.) Food Service Director;
      - 2.) One or more Cabinet Member
      - 3.) SGA Advisor
    - 4.) Any SGA Senate Members
  - b.) Duties
    - 1.) To provide a forum for expressing student and University personnel views in regard to food service operation;
    - 2.) To suggest ideas and means through which the food services area can meet the needs of the student body.
- 2.) Academic Appeals Committee
  - a.) Members
    - 1.) SGA President or Vice-President (Determined by availability)
- 2.) Public Safety Committee
  - a.) Members
    - 1.) A Student Life Staff Member;

- 2.) MACU Liason to Cleveland County Sheriff SRO;
- 3.) One or more SGA Cabinet Member
- 4.) One Cleveland County Sheriff SRO
- b.) Duties
  - 1.) To provide a forum for expressing student and University personnel views in regard to public safety operation;
  - 2.) To suggest ideas and means through which the public safety area can meet the needs of the student body;
  - 3.) Update the students, faculty, and staff on new changes in public safety and security policies prior to implementation;
  - 4.) Update public safety personnel on upcoming campus events.
- 3.) Library Committee
  - a.) Members
    - 1.) appointed by the SGA President.
- 4.) Student Affairs Committee
  - a.) Members
    - 1.) All SGA Executive Cabinet (Determined by availability)
- 5.) All other University Committees should be listed in the Faculty Handbook. All University Committees are subject to change status and organization on a yearly basis.

## Article V: Elections

### Section 1 - Spring Elections

- A.) The Executive Elections will elect the President, Vice-President, Secretary, and Treasurer for the following school year. All Presidential candidates must have a running partner, and no candidate may be the running partner for more than one candidate. The Secretary and Treasurer will run on a separate ballot from the President and Vice-President. The Executive Election will be held during the Spring semester.

### Section 2 - Fall Lottery/Selection

- A.) The Senate Lottery will be held within the first 30 days of the Fall Semester. Anyone who lost the Executive Election may run in the General Selection if he or she is a qualified candidate.
- B.) The Fall Selection will be held as close as possible to the start of the fall semester provided that the MACU Student Body has been given at least a full two weeks notice of the lottery.
- C.) A special Fall Election may serve as a backup election for the Spring Elections. Any elected SGA positions not filled during the Spring Elections will also be made available in the Fall Elections.

### Section 3 - Lottery Procedures

- A.) Dates of the Lottery must be announced at least two weeks prior to the Selection.
- B.) All candidates must meet the SGA Member Qualifications and any qualifications specified by Student Life to be Eligible to run for any position (see Article II, Section 2). All candidates must submit the online SGA Senate Candidate form that will be sent out to the traditional student body population by Student Affairs Office . The Student Affairs Office will confirm eligibility. Any candidate who fails to submit in his or her application with enough time for it to be confirmed will be disqualified from the Selection.
- C.) All candidates must be notified and give a documented acknowledgement to the SGA Cabinet/Student life office confirming that they are aware of (1) their admission the lottery process (2) the date and time of the lottery

- D.) Nominations will close and applications will be gathered, and reviewed by the SGA Cabinet and Advisor, and all approved names will go into a vessel (TBD): 14 names will be selected by alternating SGA Cabinet members, thereby solidifying the SGA senate for that year.
- E.) If seats are left open, an additional application process can be opened at the beginning of the Spring Semester in January, fill vacancies.
- F.) The Selection will be regulated by the Executive Cabinet, SGA Advisor, and the Student Affairs Office.

#### Section 4 - Special Selections/Elections

- A.) In the event of a vacancy within the SGA senate, a special Selection can be held by the SGA Senate to fill the vacant position with a student who fulfills the standard requirements for joining SGA (see Article II, Section 2). There will be a one week period where applications will be open to the student body and a lottery will commence from those candidates, fill the vacant seats.
- B.) In the event of a vacancy within the Vice President's, Secretary's, or Treasurer's position a special election will be held by the SGA senate to fill all vacant positions by choosing current members of the Senate who qualify for the positions open.
- C.) If for any reason the Vice President is unable to fulfill the Presidential Office, a special election will be held by the SGA senate to fill the President's office by choosing a current member of the Senate who qualifies for the position.
- D.) Those chosen to fill the current vacancy in SGA by special election will be elected by the senate through a majority vote via secret ballot.

### Article VI: Meetings

#### Section 1 - Regular Senate Meetings

- A.) Regular meetings of the Senate shall be held weekly , with an exception for breaks that interfere with the scheduled meeting times.
- B.) All Regular Senate Meetings shall function using *Robert's Rules of Order* as revised.
- C.) A quorum shall be necessary for the Senate to do business and pass laws. It shall consist of sixty percent of those legally holding a position in the Senate.

#### Section 2 - Cabinet Meetings

- A.) Cabinet meetings will be held as needed, depending on the yearly schedule .
- B.) Each Cabinet meeting will function on the preference of the President.

#### Section 3 - SGA Committee

- A.) SGA Committee will meet as needed. The Committee Leader must announce the time and place to all in their Committee and the SGA Cabinet prior to the meeting.
- B.) SGA Committee meetings will be structured informally. All decisions will be finalized by the CommitteeLeader.

#### Section 2 - Emergency Senate Meetings

- A.) Emergency Senate meetings shall be called by the President as the need arises, provided a notice is given in advance to every SGA Member.
- B.) Emergency Senate Meetings shall function using *Robert's Rules of Order* as revised.
- C.) Three SGA members may petition for the President to call a special meeting for consideration of immediate problems.

### Article VIII - Amendments

#### Section 1 - Reviewing of the Constitution and Bylaws

- A.) During the first Cabinet Meeting of the Fall Semester, the Cabinet must review the current Constitution and Bylaws.

B.) Any SGA Member may propose an amendment to the Constitution and Bylaws.

#### Section 2 - Amendment Procedure

- A.) A proposal to amend the Constitution and Bylaws must be made by an SGA Member at a Regular Senate Meeting or an Emergency Senate Meeting. The proposal must be in written form.
- B.) This Constitution and Bylaws may be amended by the Senate with a two-thirds vote of its total membership.

#### Article IX - Official Clubs, Honors Clubs, and University-Sponsored Clubs

##### Section 1 - Official Clubs

- A.) Official clubs, or student-led clubs, are those clubs which register as official clubs under SGA and maintain the requirements described in Article X.
- B.) A liaison from an official club may request support and funding from SGA, given that the club maintains the requirements described in Article X.

##### Section 3 - University-Sponsored clubs

- A.) University-sponsored clubs receive money directly from the school and are thereby distinguished from student-led clubs.
- B.) University-sponsored clubs cannot receive money from SGA unless they meet the requirements of an official (or student-led) club.

#### Article X - Official Club Requirements (Traditional and Honor)

##### Section 1 - Traditional

###### A.) Membership Requirements

1. There must, at all times, be five or more members of the club.
2. Members must comprise of the Mid-America Christian University student body
3. 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 the advisor's direct superior).
4. All club leadership must maintain a minimum CGPA of 2.25 or a minimum CGPA of 2.0 with the previous two semesters having earned a GPA of 2.5 or higher.
5. All club leadership must be in good disciplinary standing.
6. All club leadership must have a signed copy of the MACU Community Covenant on record in the Student Life Office.

###### B.) Constitution/Bylaw Requirements

1. Name of club and reasoning for the creation of said club.
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. Required club activities
7. Removal process/disciplinary action for members not fulfilling club membership requirements

8. . Removal process/disciplinary action for leadership not fulfilling designated responsibilities
9. Regular process and timing of constitution/bylaw evaluation and update
10. Amendment process for constitution/bylaws
11. Club logo created and or approved by the MACU Communications Department
12. Each club must create a Google account with the University - this can be done through the MACU IT Department. This is where all documentation needs to be housed or shared with in an effort to honor the past and inform the future. Documentation can not be housed in a personal email or student, staff, or faculty MACU email.

C.) Meeting Requirements

1. Leadership must meet at least once each month while classes are in session (September through April). The minutes of these meetings, including the time, place, and members present, should be submitted on the last Friday of every month to the Student Government Association through the 'Club Monthly Review' Form (this can be found on the SGA website).
2. Each club must meet at least twice each semester. The minutes of these meetings, including the time, place, and members present, should be submitted to the Student Government Association Executive Cabinet within 10 days of the meeting. 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 WOW Walkaround at the beginning of each semester as prescribed by the Director of Student Life.

1. If the club meets at anytime over the school year, you are required to submit the minutes of the meeting to the SGA cabinet.
2. The club has the option, and is encouraged to have a booth during New Student Orientation. (See club packet for more details.)

### Section 3 - Official Club Approval Process

- A.) Submit the following information to the Executive Cabinet of the Student Government Association to the 'New Club/Organization' form (this can be found on the SGA website):
  - 1.) Club/Organization Name, Purpose Statement;
  - 2.) List role and contact information of current leadership of the club with proof of CGPA and good disciplinary standing;
  - 3.)
  - 4.) Faculty/Staff advisor name with signature of club sponsor/advisor and his/her supervisor from the document provided by SGA (this can be found on the SGA website). This form will then be submitted in the 'New Club/Organization' form (this can be found on the SGA website)
- B.) The Executive Cabinet of the Student Government Association will review the leadership of the club in a group setting. Over 50% of the Executive Cabinet must approve the club. Upon Executive Cabinet approval, the club will present its constitution/bylaws to the Student Government Association. Over 75% of the Student Government Association must approve the club. Upon Student Government Association Approval, the Dean of Student Affairs must approve the club.

### Section 4- Registration

- A.) All official clubs of Mid-America Christian University must register (New Club/Organization) with the Executive Cabinet of the Student Government Association by October 1st of each school year.

### Section 5 - Official Club Benefits

- A.) Only official clubs of Mid-America Christian University that have been approved by the Student Government Association Executive Cabinet , the Student Government Association, and the Dean of Student Affairs may do the following:
  1. Use the University logo;
  2. Use the University name;
  3. Receive recognition in the Student Handbook or online;
  4. Request funding through SGA;
  5. Publicize events in official University publications.
  6. Use the MACU Student Life grill, per use of the checkout system
- B.) 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.

### Section 6 - Limitations of Official Clubs

- A.) No club may discriminate in policy or action on grounds of race/ethnicity, religion, culture, sexual orientation, or national origin.
- B.) No club may work against or misrepresent the mission of Mid-American Christian University or the Student Government Association.
- C.) No club may participate in hazing or harmful initiation rituals in any way, shape, or form.

### Section 7 - Grounds for MACU Official Club Discontinuance

- A.) 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);
3. Lack of 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 abide by club constitution and guidelines;
7. Failure to responsibly handle any funds as allocated;
8. Failure to abide by meeting requirements as outlined.

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

\*Clubs whose registration has been discontinued may re-apply for official club status through the application process at any time during the year.

Revised 7/15/2026

# OFFICES AND FACILITIES



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## 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.

**Mike and Linda Dill Soccer Field:** The Mike and Linda Soccer Field is home to the MACU men's and women's soccer teams.

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## EVANGEL CORNER (CAMPUS STORE)

Gift items, Starbucks Coffee, and snacks are available at Evangel Corner, located in the main building near the main entrance. If you're looking for MACU apparel, then Evangel Corner is the place to go.

Students may contact Evangel Corner at 692-3187, or [campusstore@macu.edu](mailto:campusstore@macu.edu), or online at [www.evangelcorner.com](http://www.evangelcorner.com). The on campus location was totally rebuilt in the spring of 2014, and renovated again in 2022, is THE place to go for college related merchandise.

### HOURS OF OPERATION

Monday-Friday                      7:30AM - 6PM

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## BURSAR OFFICE

The Bursar Office is responsible for processing student billing, payments, refunds, and student overages and can assist you with questions regarding your student account. Students may view account balances, make payments, enroll in payment plans, authorize users, manage refund preferences, and sign up for direct deposit through the University's payment portal, Transact.

The Bursar Office also takes payments for transcript fees, testing fees, and other student account-related services.

Located on the second floor of Kennedy Hall, office hours are Monday through Thursday, 8:00 a.m. to 6:00 p.m., and Friday, 8:00 a.m. to 5:00 p.m.

Phone: (405) 692-3294

Email: [bursar@macu.edu](mailto:bursar@macu.edu)

Students can access Transact through the Student Portal.

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## CAFÉ 1412

Café 1412 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, Coordinator of Accommodations and Testing, and the Food Service Director.

PCC is able to accommodate special dietary needs upon request. Requests for meal plan exemptions should be sent to the Accommodations Coordinator via email at [accommodations@macu.edu](mailto:accommodations@macu.edu).

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 Dining Hall 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 dining hall privileges or may be subject to a fine or further disciplinary action for disruptive or fraudulent behavior in the dining hall.

## CAFÉ 1412 HOURS OF OPERATION

### MONDAY-FRIDAY

Breakfast 7:30am-9:00am

Lunch 11:30am-1:30pm

Dinner 5:30pm-7:30pm

### SATURDAY

Brunch 12:30pm-1:30pm

Dinner 5:30pm-6:30pm

### SUNDAY

Brunch 12:30pm-1:30pm

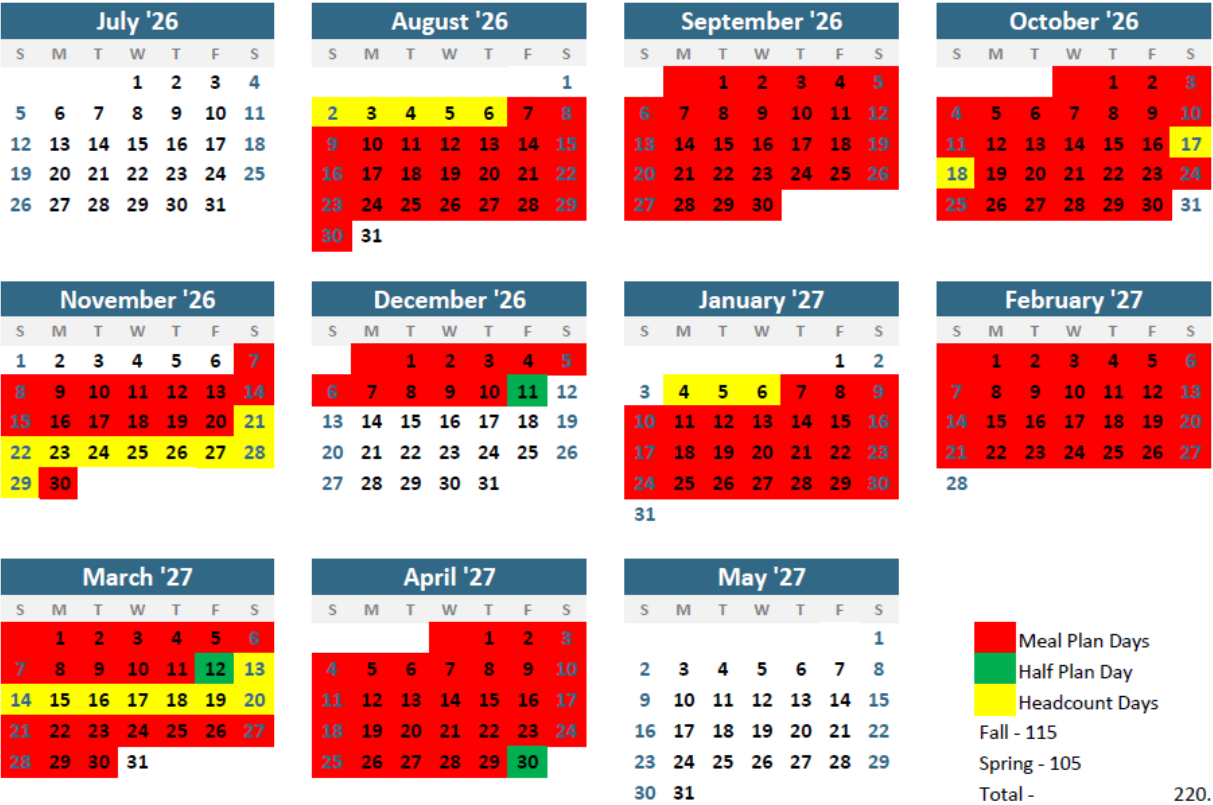
Dinner 5:30pm-6:30pm

## HOLIDAYS & BREAKS - DINING HALL

Although the residence halls may be open during certain holidays or academic breaks, the Café 1412 may be closed. Students are responsible for arranging their own meals during these holidays. Dates covered by the meal plan are listed below for your convenience.

# 2026-2027

## MACU Board Plan (4.6.26)



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## OFFICE OF VOCATION & CALLING

The Office of Vocation and Calling exists to equip students to discover their God-given calling while preparing them for success in their careers, leadership, and service. The Office encourages students to view vocation as the integration of their gifts, faith, passions, and profession in service to God and others. Through individualized advising, workshops, and campus partnerships, the Office of Vocation and Calling supports students in their personal, professional, and leadership development throughout their time at MACU.

Services provided by the Office of Vocation and Calling include, but are not limited to:

- Career exploration and vocational discernment
- Résumé and cover letter reviews
- Interview preparation
- Internship and employment resources
- Student employment opportunities
- Leadership development opportunities
- Professional networking and career readiness programming
- Career assessments and job search strategies

Students may schedule an appointment or request additional information by contacting [careerdevelopment@macu.edu](mailto:careerdevelopment@macu.edu).

### NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS (NSLS)

The National Society of Leadership and Success (NSLS) is a leadership honor society that provides students with opportunities for leadership development, personal growth, and career preparation. Through its leadership program, students develop the skills necessary to achieve personal and professional success while making a positive impact in their communities.

Students who meet the University's academic and classification requirements may receive an invitation to join. Membership is optional and requires a one-time fee. Students with financial need may contact the Office of Vocation and Calling ([careerdevelopment@macu.edu](mailto:careerdevelopment@macu.edu)) to inquire about scholarship assistance for the membership fee.

Students seeking on-campus employment can explore job listings through the Careers tab on the MACU website. For off-campus opportunities, students are encouraged to create a Handshake account—a national job search platform available through the MACU Portal.

## COMPUTER LAB

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Located in the Learning Resource Center, 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 LRC hours.

## PRIVATE DINING ROOMS

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The Clements and Odom Private Dining Rooms are located on the north side of the Café 1412. 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 Private Dining Rooms is handled through the Office of Student Life.

## FOWLER CENTER

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

- ESports
- Restrooms
- Food Pantry
- Career Closet

## GAULKE ACTIVITY CENTER

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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

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Mid-America Christian University (MACU) seeks to create an environment where all capable students are provided access to educational opportunities. Reasonable and appropriate accommodations, both in and out of the classroom, will be provided for those students who qualify under the American with Disabilities Act as having a disability, unless doing so creates an undue burden for the institution or fundamentally alters a program. A reasonable accommodation may include an adjustment to policies, practices, or procedures to ensure access. To request special accommodations or report issues with accessibility, contact the Accommodations Office at [accommodations@macu.edu](mailto:accommodations@macu.edu).

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## HEALTH SERVICES

Basic first aid for minor incidents is provided through the Residence Life Staff. 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. 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.

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## RESIDENCE HALLS

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 three residence halls; McCutcheon Hall, Southwest Hall, and Harrington Hall.

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## JASCO CHAPEL

Located in the northwest corner of the Main Building, the JASCO Giving Hope Foundation Chapel serves as the gathering place for all Chapel services and is also used for other functions. Scheduling for the JASCO Chapel is handled through Campus Events team.

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## LAUNDRY FACILITIES

The on-campus laundry facilities are located on each floor of our residence halls or on the first floor of Harrington Hall. Residential students are permitted to use the 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.

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## LEARNING RESOURCE CENTER/UNIVERSITY LIBRARY (LRC)

The Learning Resource Center(LRC) is located in the lower level of Kennedy Hall and houses the University Library, the Computer Lab, The Studio @ MACU, Learning Assistance Programs, Accommodations and Testing.

The University Library is located on the lower level of Kennedy Hall and is available for research and general library services. <https://macu.libguides.com/lrc/library>

### LRC HOURS OF OPERATION

|                                    |                |
|------------------------------------|----------------|
| Monday-Thursday                    | 8:00am-10:00pm |
| Friday                             | 8:00am-5:00pm  |
| Saturday                           | 1:00pm-5:00pm  |
| Sunday                             | 4:00pm-8:00pm  |
| Online chat service available 24/7 |                |

Holiday and break hours will be posted on our website and in the library.

All materials are available to be checked out with a valid MACU ID card or accessed online using

OneLogin.

## LRC SERVICES AND RESOURCES

- Library of Things - a collection of items useful for student life, such as calculators, notecards, chargers, bluetooth speakers.
- Print and ebooks - Available for checkout and/or online access, both for study and fun.
- Magazines and journals - Some print and over 23,000 online magazine and journal titles.
- DVD's and audio books - both academic and recreational.
- Online databases - Wide range of databases, including but not limited to multidisciplinary sources, video content, language learning, personal Bible study, and many more.
- Interlibrary Loan- In the event the library does not own a copy of the desired resource, patrons can request it through Interlibrary Loan. This allows a patron to request material from another library and pick it up locally.
- OK-Share Card- This card enables a patron to physically go to a participating library's location and check materials out. Most academic libraries within the state of Oklahoma participate. For more information, ask a librarian.
- Online chat- available 24/7 through our library website.
- One-on-one or group training- Want to know more? Get individual one-on-one help when you need it.
- Educational Resource Center- A room full of curriculum manipulatives and materials to help with the craftier side of projects. Please note some materials do have a fee, and must be paid for at time of use.
- Computers- Computers are located in the Computer Lab and across from the Circulation Desk. The University's **Computer and Internet Acceptable Use Policy** apply to these terminals.
- Collaboration/study and conference rooms- Rooms which can be reserved but typically are a first come, first serve basis and allow for individual and group studying or meetings. Located along the north side of the LRC. TV's with sharing technology are located in rooms.
- Printing and copying - Printing is free. Copying is 10¢ per page and must be paid for at time of use. In addition, the library is only able to print in black and white.
- Scanner Station- located among the computers across from the Circulation Desk.
- Book Sale -The University Library hosts an ongoing book sale.
- Make up testing - The LRC offers makeup test proctoring

For more questions, information, or to make suggestions, please contact us. We are happy to help. 405-692-3174 and [library@macu.edu](mailto:library@macu.edu).

## MAIL ROOM

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

During service hours, packages may be picked up or mailed and stamps or envelopes purchased. Every residential student is assigned an individual box for campus mail (departmental mail, returned class assignments, etc.), as well as regular mail. Commuter Students are assigned a mail box at their request. 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](https://usps.com) upon graduation.

Graduating senior mail will only be forwarded until July 31<sup>st</sup>; any mail addressed to graduated seniors received after July 31<sup>st</sup> 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.

### EVANGEL MAIL HOURS - ACADEMIC YEAR

Monday-Friday 8:00am-5:30pm

### EVANGEL MAIL HOURS - SUMMER

Monday-Friday 8:00am-5:30pm

The mailroom is a US Post Office and is closed for all federal holidays as well as any days the University is closed.

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## 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.

## PRAYER LABYRINTH

Located on the northeast corner of campus grounds, this installation provides an opportunity for the MACU community to have a Greater Encounter with God.

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## OFFICE OF FINANCIAL AID

Located on the second floor of Kennedy Hall, 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.

MACU participates fully in the federal financial aid programs: Pell Grant, Supplemental Educational Opportunity Grant (SEOG), 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 Office of Financial Aid must do so by sending a written appeal to the Financial Aid Committee within ten (10) days of the disputed decision

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## **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.

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## 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 6:00 p.m. Monday-Thursday and 8:00 am to 5:00 p.m. on Friday. The office is located on the second floor in Kennedy Hall in the office door directly across from the elevator.

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## STUDENT EMPLOYMENT

Students seeking on-campus employment can explore job listings through the Careers tab on the MACU website. For off-campus opportunities, students are encouraged to create a Handshake account—a national job search platform available through the MACU Portal.

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## STUDENT CENTER

The Student Center is located in the center of the Main Building and is open to students 24 hours a day/7 days a week. The recently renovated 20,000 square foot space features the Mail Room, a student computer lab, the Student Success Center, and access to the University Bookstore as well as many activities including pool, ping pong, and video games.

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## STUDENT AFFAIRS OFFICE

The Student Affairs Office is located in the Fozard Hall and is open 8am-5pm Monday-Friday. The office serves students by providing the following services: campus activities, student conduct, student leadership, residence life and many other services.

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