



Southwestern Assemblies of God University – American Indian College 10020 N. Fifteenth Ave. Phoenix, Arizona 85021-2199 (602) 944-3335

[www.aicag.edu](http://www.aicag.edu)



**Student Handbook**

**2022-2023**

# Welcome New SAGU American Indian College Warrior!

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I want to personally welcome you to SAGU/AIC. The faculty, staff and administration are delighted that you have chosen SAGU/AIC to begin your college journey. As a former graduate of this school, I remember my first days getting accustomed to the warm Phoenix weather. The ensuing excitement carried me into what would be a life-changing time.

We have been praying for you and looking forward to meeting some for the first time and being reacquainted with others. Enclosed in this e-packet is the schedule for the NSO (New Student Orientation), please go over that schedule. We begin Friday, August 26<sup>th</sup>, with the opening of dorms and room assignments followed by an exciting time of events that you will not want to miss. Saturday morning will begin with a scrumptious breakfast to start a morning of important meetings. We are looking forward to a year of deepening friendships, academic growth, sporting events and fun. You will get to know our Director of Student Services Matthew Holgate and Campus Pastors Emma and Ethan Childs. You will love them. It is our deepest desire that your experience at SAGU/AIC will be memorable.

If you have any questions, please feel free to email me - [jcornelius@sagu.edu](mailto:jcornelius@sagu.edu)

Vice President for Student Development

Joel Cornelius

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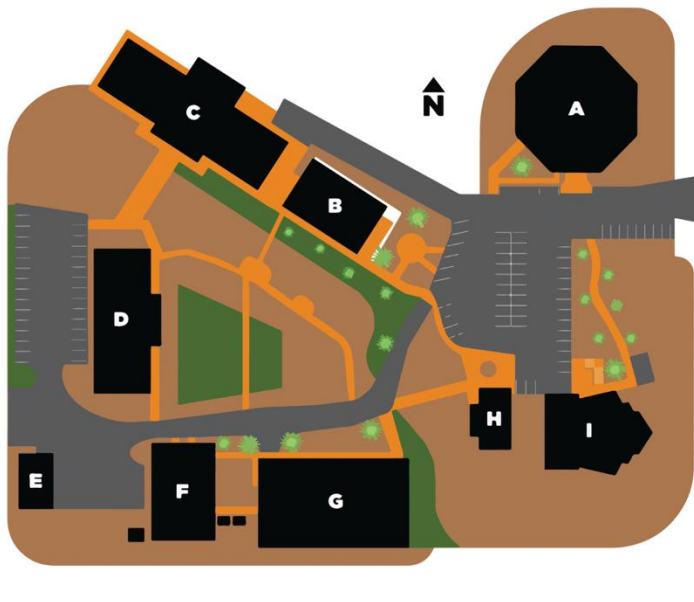
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# CAMPUS MAP



- A. LEE ACADEMIC CENTER**  
Administrative Dean of the College, Department Liaisons, Faculty Offices, Counseling & Classrooms
- B. GANNON DORMITORY**
- C. WASHBURN BUILDING**  
Dorm Rooms, Library, Computer Lab & Warrior's Den
- D. RAMSEY CAFETERIA**
- E. MAINTENANCE BUILDING**
- F. CREE FITNESS CENTER**  
Fitness Center, Athletic Offices & Student Life Offices
- G. SCOTT ACTIVITY CENTER**  
Gymnasium & Men's Basketball Coach's Office
- H. ATHLETIC OFFICES**  
Women's Basketball Coach's Office
- I. CHAPEL/ ADMINISTRATION**  
FIRST FLOOR: Receptionist, Office of the President, Registrar & Financial Aid  
SECOND FLOOR: Chapel, Enrollment

- SIDEWALK
- ROAD/PARKING

15TH AVENUE

# Finding Your Way Around

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SAGU AIC (American Indian College) may be a new place to you, and we want you to get used to your environment. If you need more information about getting around the neighborhood, the Valley of the Sun, or beyond, just ask the Student Life staff. We have included a little bit of basic information. This will help you get started with life at SAGU AIC.

**Campus** – We believe you will enjoy the SAGU AIC campus. It is a pleasant place, located near lots of employment opportunities, with entertainment and shopping facilities close by. We are right on the local bus route, and close to the major traffic arteries you will use to get around town.

## Buildings:

### A. Charles Lee Academic Center

The Lee Academic Center is an octagon shaped building opened in 1993. It contains classrooms, science labs, faculty offices, and offices for the Administrative Dean of the College and a faculty center. It is named in honor of the late Charles Lee (Navajo), founding pastor of Mesa View Assembly of God and former SAGU AIC faculty and board member.

### B. T.E. Gannon Dormitory

The Gannon Dormitory, built in 1984, provides student housing on two floors. Most on-campus students live in this building. It is named in honor of Theodore Gannon, who served as Director of the Assemblies of God Division of Home Missions and Chairman of the SAGU AIC Board of Directors.

### C. Alta Washburn Building

The Alta Washburn Building was the first structure on campus (1971). It is named in honor of the founder of our college. The wings of the two-story building provide dormitory housing. The upper and lower floors of the central part of the building contain the Dorothy Cummings Memorial Library and a Computer Lab. Washburn currently serves as the housing for students and some staff.

- **Warrior's Den**

The Warrior's Den is in the Washburn Building. It serves as a hangout spot for SAGU AIC students, providing coffee, snacks, refreshments, and school merchandise. There is also a nice big screen TV to watch sporting events or play video games on. The Warrior Den was built by volunteers from the U.S. Mission America Placement Service (U.S. MAPS), a ministry of Assemblies of God U.S. Missions.

### D. Donald and Virginia Ramsey Cafeteria (Dining Hall)

The newest building on campus (2000) provides a fully equipped kitchen and cafeteria with seating for 232. The Ramsey's planted churches on the Navajo Reservation before coming to SAGU AIC, and Brother Ramsey was President of the College for several years. It was under his leadership that we moved to our present location.

### E. Gene Martin Maintenance Building

This building is in the far southwest part of the campus. The purpose of the maintenance building is property and vehicle maintenance. In 2004, it was named in honor of Gene "Grandpa" Martin, who served for many years in the maintenance department. No student should enter the building without permission of the maintenance staff. Students desiring to use the area in and around the shop making auto repairs, working on personal items must work under the direction of the maintenance supervisor.

### F. Rodger Cree Health Center

The recently remodeled Cree Health Center was built in 1991. The late Rodger Cree (Mohawk) pastored Native churches for many years. He served as an Assemblies of God General Council Presbyterian and long-time SAGU AIC board member. He

possessed a deep passion for young adults training for ministry and deeply loved our college. The CHC contains a weight room and the offices of the Athletic Director and his/her assistant. The front offices are home to our Director for Student life, the dorm pastor and student government.

## **G. Charles W. H. Scott Center**

This is a modern gymnasium home to our Men's and Women's basketball programs. The Scott Center is also used for intramural programs, and other student activities. Brother Scott was Director of the Division of Home Missions, and SAGU AIC board member for many years.

## **H. Athletic Offices**

The Athletic Director and their Administrative assistant offices are in the Cree Fitness Center. The Men's basketball coaches' offices are now located in the Scott Center and our women's basketball coach's office is still located in the athletic office building.

## **I. Henson Chapel/Administrative offices/Business Office**

The Henson Memorial Chapel, completed in 1978, was named for longtime supporter and believer of SAGU AIC, Clyde Henson. The chapel seats 250. The upper level contains the Enrollment Office and Spiritual Life office. The lower level consists of the financial aid office, assistant to the president, and President's office.

## **Access**

All our buildings on campus are handicapped accessible. There are ramps for access to the Henson Chapel and the Lee Academic Center and all dormitories. The parking lot designates handicapped spaces. Restrooms are available in the Henson Chapel, Cree Union, and Lee Academic Center and all dormitories. Continued attention to accessibility is a goal of SAGU AIC.

# **Student Life**

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## **The Vice President for Student Development**

The office of Vice President for Student Development oversees all spiritual life issues on campus, the scheduling of chapel services and outreach events. He is available for personal counseling, prayer, and couples counseling.

## **Director for Student Life**

The Director for student life oversees the Student Government, student engagement, any clubs that may form, and all campus life activities. He works directly with the Dorm Pastor and VP for Student Development.

## **Dorm Pastor (Residence Director)**

Oversees the living areas on campus. This person is a full-time staff member who is responsible for communications and security in the halls, as well as compliance with campus regulations. Maintenance matters should be reported to the Dorm Pastor.

## **Resident Assistants (RA)**

The Student Life staff members with whom you will have the most contact. They are SAGU AIC students working to make life better for all our residents. Your Campus Pastors are among the first people to greet you each semester, and they are available in your dorm throughout the school year.



# Student Leadership

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## Student Government

Student Government does the planning of our student social activities. It encourages spiritual life, fosters school pride, promotes school spirit, and builds school loyalty. The administrative representative is the Director for Student Life.

## WHO TO SEE AT SAGU AIC

Absences, Classes	Course Instructor
Academic Mentoring	Student Learning Center "The Lab"
Academic Reports	Director of Institutional and Student Services
Accidents	Dorm Pastor, Campus Security, Vice President for Student Development
Admissions Requirements	Admissions Office
Campus Clubs/ Organizations	Student Life Office
Career Opportunities	Assistant to the President
Change of Class Schedule	Director of Institutional and Student Services
Chapel Attendance	Student Life Office
Counseling:	University Counselors, Student Life Office, Dorm Pastor, Resident Assistants
Academic	Instructors, Advisors
Financial	Financial Aid Office
Personal	University Counselors, Instructors, Administrators, Student Life Office
Spiritual	University Counselors, Instructors, Administrators, Student Life Office
Career	Assistant to the President
Degree Requirements	Director of Institutional and Student Services
Dropped from Class	Instructor, Director of Institutional and Student Services
Emergencies	Campus Security, Dorm Pastor, Student Life Office
Examinations	Course Instructor
Facilities Use	Assistant to the President
Fees	Director of Institutional and Student Services
Financial Aid	Financial Aid Office
Fundraising Permit Application	Student Life Office
Grades	Director of Institutional and Student Services
Graduation	Director of Institutional and Student Services
Health Services	Student Life Office
Housing Concerns	Resident Director, Resident Assistants
Loans	Financial Aid Office
Lost and Found	Campus Security, Administration Reception
Maintenance Concerns	Maintenance Department
Marriage	University Counselors, Student Life Office
Placement Testing	Assistant to the President, Student Learning Center "The Lab"
Reporting Crimes	Campus Security, Dorm Pastor, Student Life Office
Scholarships	Financial Aid Office
Signs and Posters	Student Life Office
Singing Groups	Student Life Office
Student Employment	Director of Institutional and Student Services
Traffic and Parking	Campus Security, Student Life Office
Transcripts	Director of Institutional and Student Services
Warrior Care	Vice President for Student Development, Director for Student life, Dorm Pastor
Withdrawal from Class	Instructors, Director of Institutional and Student Services
Withdrawal from School	Director of Institutional and Student Services

# HISTORY AND TRADITION

## SAGU AIC

SAGU AIC is the direct result of SAGU's outreach to plant an instructional site in Phoenix, Arizona, in direct response to the request of AIC to explore whether two institutions of like mission could work together. Following on the heels of a successfully implemented 'teach-out' program in the spring of 2016 for students who were formerly enrolled in AIC, SAGU designed and secured permission from its regional accrediting association and the state of Arizona to offer academic programs at the AIC location beginning with the fall 2016 semester. Today, in accordance with its institutional statement of purpose, SAGU AIC continues an historic and effective training ministry that equips Native Americans and an ethnically diverse student population for Christian service, emphasizing biblical truths and academic excellence within a Christian community.

AIC was originally founded in 1957 by missionary Alta Washburn who saw the great need to prepare Native Americans for church ministry. During its years of development, AIC successfully added an associate degree in Business and a bachelor's degree in Education. In time the school achieved regional accreditation with Higher Learning Commission until the transition of 2016. Today SAGU AIC alumni include pastors, educators, business professionals, tribal leaders and others who are bringing positive change to their communities.

## SAGU

SAGU's history is one of passionate vision, cooperative efforts, ministry and missions' effectiveness, and academic growth to accommodate its institutional purpose.

Three Bible schools formed Southwestern Bible Institute. Southwestern Bible School was established at Enid, Oklahoma, in 1927 under the leadership of the Reverend P. C. Nelson, a brilliant man, who also authored the Assemblies of God doctrinal textbook "Bible Doctrines." Shield of Faith Bible School (Rev. Guy Shields) was founded in Amarillo, Texas (1931). The third, Southern Bible Institute in connection with the Richey Evangelistic Temple and Rev. J. T. Little, began at Goose Creek, Texas (1931) and later moved to Houston in 1933.

In time these three schools merged and occupied the main campus in Waxahachie, Texas, in 1943. In 1944 a junior college division was added and received regional accreditation in 1968.

This operated until 1988 when the junior college and the Bible College divisions were united under the title of Southwestern Assemblies of God College, and regional accreditation for the College was established in 1989. Southwestern began its distance education program in 1984.

During its developing years Southwestern came under the ownership of eight Assemblies of God Districts: Arkansas, Louisiana, Mississippi, New Mexico, North Texas, South Texas, and West Texas. During the 1990's the school experienced an unprecedented rate of student growth. In December 1994, the Board of Regents unanimously approved the name change to Southwestern Assemblies of God University and authorized the development of the Thomas F. Harrison Graduate School to provide master's degree programs.

During the first fifteen years of the 21<sup>st</sup> century, SAGU's rate of facility growth to service its student population took on amazing proportions. In 2004, the University restructured its academic organization to recognize two colleges under the University umbrella: the College of Bible and Church Ministries, and the College of Arts and Professions. In 2013 the University adjusted its college identities again, dividing into the College of Bible and Church Ministries, the College of Business and Education, and the College of Music and Communication Arts. In 2015, SAGU was approved by regional accreditation as a Level V institution authorized to offer doctoral programs.

## Mission:

Southwestern Assemblies of God University exists to equip students spiritually, academically, professionally, and cross-culturally for their God-given careers and callings.

## **Vision:**

SAGU will be a distinguished, Christian university that equips Spirit-empowered leaders with career and ministry skills by providing affordable education, hands-on training opportunities, and innovative academic programs.

## **Core Values:**

### **Bible-based Education**

God is the ultimate source of all knowledge and truth and has revealed Himself in Scripture; therefore, SAGU is committed to the authority of the Bible and the integration of biblical values in all academic disciplines. The pursuit of truth and its application in every area of life comes through understanding the Word of God and knowing Christ. The University intends that students will deepen their understanding of Scripture and develop well-founded theological convictions for a life of Christian service through a carefully selected core of Bible and theology curriculum.

### **Academic Excellence**

SAGU is a university devoted, under God, to the pursuit of truth using the mind. Students, therefore, are encouraged to bring their minds in submission to Christ and fulfill their responsibilities as stewards, and work for the integration of thinking and learning in the framework of a Christian worldview. Students are encouraged to develop their minds and intellects in the pursuit of knowing Christ and His creation and seeking God's direction as they choose a vocation or career path.

### **Spiritual Formation**

SAGU is committed to fostering spiritual formation among students that produces life-long spiritual growth and character development. Students are encouraged to develop their understanding of biblical faith, increase their desire to know and serve God, and develop personal integrity and character by applying biblical values to their lives. Chapel and local church participation is emphasized because worship is an essential element in the University's strategy for spiritual formation.

### **Missions-Mindedness**

SAGU is founded on the belief that every believer has a personal responsibility for the Great Commission. SAGU intends that students will embrace missions-mindedness as evidenced by life-long personal involvement in world evangelism, a life of intercessory prayer for the lost, personal witness, contributing resources to world evangelism, and a willingness to go into full-time missionary work (if called by God) or, at a minimum, participate in a short-term mission trip.

### **Pentecostal Distinction**

SAGU is committed to an environment that encourages students to experience Spirit baptism according to Pentecostal theology to obtain additional power for witness, personal edification through speaking in tongues in private prayer, and additional enablement through spiritual gifts, while continually pursuing spiritual formation and a Spirit-formed character. The University also encourages the operation of the gifts of the Spirit in worship services according to the scriptural directive.

### **Servant Leadership and Ministry**

SAGU's mission is founded on the belief that God intends every believer be actively involved in ministry that reflects service and servanthood. Fulfilling the mission of the church requires all believers, no matter their chosen career and calling, to work in team-like fashion using their unique gifts and talents in churches and ministries around the world as pastors, board members, elders, deacons, and heads of creative ministries in the pattern of the servant ministry of Jesus Christ.

### **Community and Personal Wellness**

SAGU is committed to the understanding that discipleship occurs in community and in relationship; therefore, students are encouraged to develop the social and relational skills needed to contribute to an affirming, loving, and giving community of believers. Additionally, students are encouraged toward emotional and physical health for the purpose of enabling long, faithful service unto God. Eating properly, sleeping, exercising regularly, and sufficient rest properly honors God through the body.

## **Faith:**

SAGU embraces and supports the doctrinal teaching of the General Council of the Assemblies of God as set forth in Article V, Statement of Fundamental Truths of its Constitution.

The following statements summarize these doctrines:

### **We Believe**

...the Bible is the inspired and only infallible and authoritative written Word of God (2 Timothy 3:16).

...there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit (Deuteronomy 6:4; Matthew 28:19).

...in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years (John 1:1).

...in the blessed hope - the rapture of the Church at Christ's coming (Titus 2:13).

...the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ (John 14:6).

...regeneration by the Holy Spirit is essential for personal salvation (Titus 3:5).

...in water baptism by immersion (Matthew 28:19).

...the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer (1 Peter 2:24).

...the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.

...in the sanctifying power of the Holy Spirit by who is indwelling the Christian is enabled to live a holy life (Galatians 5:16-25).

...in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation (Revelation 20:11-15).

## **Some of our Traditions at SAGU:**

### **Homecoming Weekend**

Homecoming, an annual event that is coordinated to welcome alumni back to our campus. A King and Queen are chosen from the student body.

### **Spring Banquet**

This event is sponsored by the Student Government and is to celebrate the end of the academic school year, and to recognize all our outstanding graduates.

### **Welcome Week**

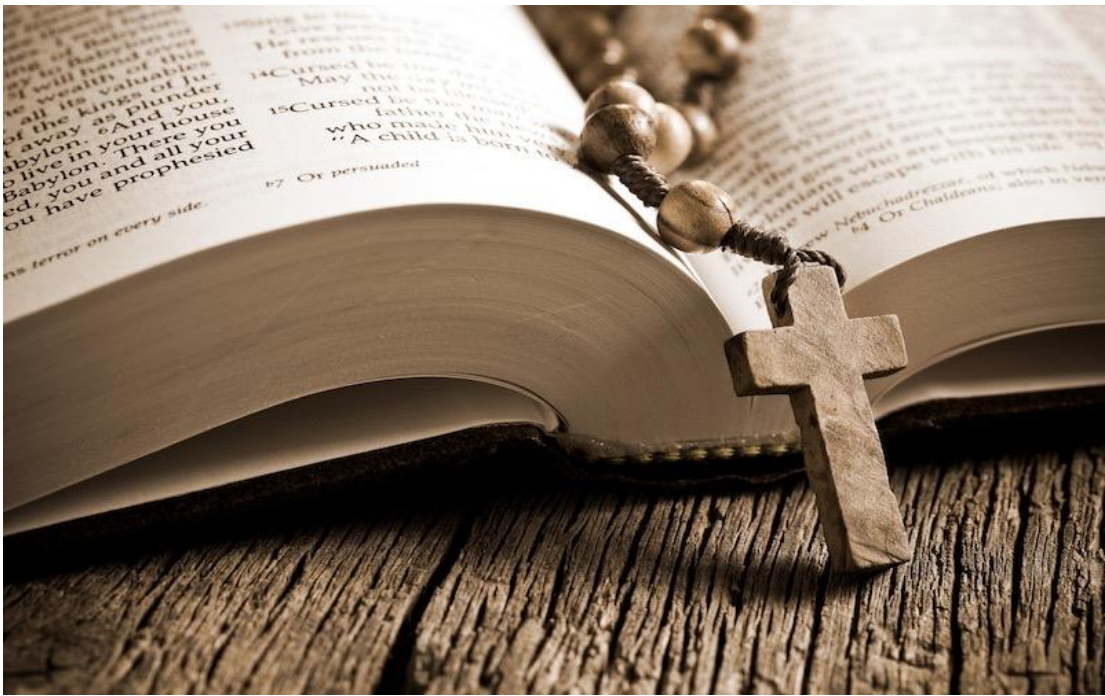
A time each semester where we “kick things off.” The week is filled with activities to welcome everyone back to campus for another semester, especially our new incoming students.

### **Special Spiritual Services**

The Student Life office provides many special spiritual services each semester, such as Spiritual Saturation Week.

### **Mascot and School Colors**

The College mascot is a Warrior, and the school colors are black and red.



# Spiritual Life

## Personal Spiritual Life

*"If we walk in the light . . . The blood of Jesus His Son cleanses us from all sin" 1 John 1:7. "Go and sin no more" John 8:11. "Your body is the temple of the Holy Spirit . . . and . . . you are not your own. For you have been bought with a price: therefore, glorify God in your body" 1 Corinthians 6:19-20. "As those who have been chosen of God, holy and beloved, put on a heart of compassion, kindness, humility, gentleness and patience, bearing with one another, and forgiving each other, whoever has a complaint against anyone, just as the Lord forgave you" Colossians 3:12-13. "Do not turn your freedom into an opportunity for the flesh, but through love serve one another" Galatians 5:13. "The one who practices righteousness is righteous, just as He is righteous; the one who practices sin is of the devil" 1 John 3:7-8. "The LORD hates . . . a proud look, a lying tongue, hands that kill innocent people, a mind that thinks up evil plans, feet that are quick to do evil, a witness who lies, and someone who starts arguments among brothers" Proverbs 6:16-19. "Younger people should be willing to be under older people. And all of you should be very humble with each other. God is against the proud, but he gives grace to the humble. Be humble under God's powerful hand so he will lift you up when the right time comes. Give all your worries to him because he cares about you" 1 Peter 5:5-7. "Do nothing from selfishness or empty conceit, but with humility of mind let each of you regard one another as more important than yourself; do not merely look out for your own personal interests but also for the interests of others" Philippians 2:3-4. "Love the LORD your God with all your heart, all your soul, and all your strength" Deuteronomy 6:5. "Seek first the kingdom of God and His righteousness" Matthew 6:33. "Wisdom is the most important thing; so, get wisdom. If it costs everything you have, get understanding" Proverbs 4:7. "Pray continually, and give thanks whatever happens. That is what God wants for you in Christ Jesus. Do not hold back the work of the Holy Spirit" 1 Thessalonians 5:17-19. "Desire the sincere milk of the word, that ye may grow thereby" (1 Peter 2:2). "Be filled with the Spirit" Ephesians 5:18. "Go ye into all the world and preach the gospel" (Mark 16:15). "Yes, I am coming quickly" Revelation 22:20.*

*"Whoever has an ear to hear, let him hear what the Spirit is saying" Revelation 2:7.*

## Philosophy of Ministry

Your life of ministry does not begin after you complete your college training and receive your diploma. It begins the moment you are born again and continues throughout your lifetime on earth. Ministry is all about honoring and glorifying God through serving Him with all that you have and all that you are. It is the natural outflow of your love for God, His church and the lost. It is the natural expression of your Christian life. Because we believe that all Christians are called to serve the Lord, the Church and the lost, we make no significant distinctions in our Student Ministries requirements based on your academic program. Whatever your major is, you are called to serve, and you will have plenty of opportunities for service while you are here.

Service that is pleasing to God demands that we take all our gifts, abilities, and skills, our mental and physical strengths, and teach them, train them, discipline them, bring them under our control and the control of the Holy Spirit to serve Christ and His Church. At SAGU AIC we minister while learning to minister. You will learn how to take principles learned in the classroom and use them effectively in practical service. Through student ministry, you will discover and begin to develop the spiritual gifts and abilities God has given you for serving Him. You will learn faithfulness, flexibility, and cooperation with

others. You will learn submission to authority, how to better deal with difficulties in the ministry, and how important it is to completely rely on God in your life and ministry.

## Warrior Worship (Chapel)

Warrior worship services are a vital part of SAGU AIC. The Holy Spirit moves powerfully through the anointed Word and worship to impact students. In Warrior Worship, students get a break to tune into God's heart and purpose, touch the Spirit's pulse on our campus and access current campus life information. It is time well spent in the presence of God and fellow believers for a life-changing experience.

**Warrior Worship Attendance**- Regular attendance will be required of all on-campus and online students who live on campus. Off campus undergraduate students who are taking courses on campus will also be required to attend Warrior Worship, when you have a morning class. If your 1<sup>st</sup> class of the day meets after lunch, you will not be required to attend Warrior Worship that day.

Warrior Worship is Tuesday, Wednesday, and Thursday from 10:00am – 11:00am. Upon arrival, you will check in on the device or a Student Life staff will assist you with checking in. You may not check in anyone but yourself. Warrior Worship begins at 10:00am. **A student is considered absent 10 minutes after Warrior Worship begins.**

You are required to stay the entire duration of the Warrior Worship service. Leaving before the end results in an absence. Students needing to leave should immediately notify the Vice President for Student Development.

An absence is excused when it is cleared with the Vice President for Student Development or Resident Directors. Attendance may be excused due to medical and/or family emergencies and school approved activities (Sports, Ministry, Student Teaching, etc.) Any school approved activities must be approved at least 24 hours prior to the planned missed Warrior Worship service. Any absence that is not cleared, will be classified as unexcused.

If you are not able to attend because of sickness, please see your Dorm Pastor to clear your absence. If your Resident Director is not available, please see your Resident Assistants. If they see that you are not able to attend, then you will be excused. If they see that you can attend, you will be required to attend Warrior Worship. If you are sick for (2+) days, the Resident Director may ask to take you to the hospital to be checked and get a doctor's note.

Warrior Worship attendance is recorded by the Vice President for Student Development's office. The office will attempt to routinely report to students the number of absences to date. Please understand however that it is your responsibility as a student to keep track of your own attendance. Excessive absences will result in penalty and loss of privileges for the students. The following scale will show how many total (combined) Warrior Worship and Community Connection session absences you are allotted. (See Community Connections Pg. 19)

### Chapel Attendance

0 – 10 Absences	Acceptable
11 – 15 Absences	Unacceptable – Student will be placed on Chapel Probation for the first 4 weeks of the next semester
16 or More Absences	Failure – Student will be placed on immediate Chapel Probation for the remainder of the semester and will be on Chapel Probation for the next full semester

*\*This scale applies to students required to attend Warrior Worship every day. Students with work release will have a reduced number of Warrior Worship absences allowed. Reports are updated in the Vice President for Student Development's office and student inquiries into their record are welcomed.*

**Warrior Worship Absenteeism** - will be treated with immediate and utmost concern. The Vice President for Student Development's office will keep accurate records of attendance and report individual Warrior Worship ratings to the individual student, and the President's Office.



If you are not able to attend Warrior Worship at all during the semester, you must follow the following steps:

1. Write an explanation essay on the reason you are not able to attend
2. Attach it after filling out appropriate Chapel Release Form
3. If the reason is work related, please turn in a letterhead letter from the company signed and stating the exact times that you will be needed and a paystub from your last paycheck
4. Set up a meeting to meet with Vice President for Student Development to discuss issue
5. A meeting will be set up with the Student Development Committee to make a final decision
6. Until the entire process is complete, you must still attend Warrior Worship services.

**Warrior Worship Probation** – At any time during the semester when a student’s attendance falls to an unacceptable level, the Vice President for Student Development’s office will place that student on immediate Chapel Probation. At the end of a semester, any student’s attendance that falls to a failing level will be placed on Chapel Probation for the following semester as well. Two (2) consecutive semesters of failing Chapel attendance will place a student on suspension for the following semester. A student’s chapel rating should be regarded seriously. Any unacceptable or failing rating negatively affects opportunities for ministry, as well as scholarships and awards. Students under “Chapel Probation” are not permitted to participate in any extracurricular activities, such as traveling groups, varsity sports, chapel leadership/music, school musicals/programs, summer/holiday tours, hold an office in the Associated Student Body, mission trips or engage in a school activity which puts them in a visible, public role during the time the probation is in effect.

**Warrior Worship Suspension** – Any student who fails to attend Warrior Worship at least 25% of any given semester will be suspended from SAGU AIC for the next regular semester. Additionally, students earning a failure chapel rating two consecutive semesters will be suspended from SAGU AIC for the next regular semester.

## Warrior Worship Code of Conduct

Weekly Warrior Worship services are an essential part of campus life at SAGU AIC. The possibilities are unlimited when students gather with one heart to hear the message of God’s Word, worship the living God in Spirit and truth and respond to His will for their lives. Testimonies abound of the mighty things God has done in students’ lives during these services at SAGU AIC. That legacy continues!

An important part of preparation for ministry is the development of attitudes, practices, and behaviors appropriate for corporate worship with other Christians. Scripture emphasizes the importance of this with the exhortation, “Therefore, my brothers, be eager to prophesy, and do not forbid speaking in tongues. But everything should be done in a fitting and orderly way” (I Corinthians 14:39-40 NIV). To ensure a reverent atmosphere in which God can do what He desires through the power of the Holy Spirit, the following code of conduct for Warrior Worship at SAGU AIC will be enforced.

As you attend Warrior Worship, we urge you to come with an open mind and heart, expecting to be spiritually nurtured and challenged; engaging fully in worship and the preaching of God’s word. We also encourage you to bring your Bible and take notes to help retain God’s word for that moment.

Please **avoid unproductive, disrespectful behaviors**, such as: sleeping/slouching in Warrior Worship, studying or reading material unrelated to the service, distracting others during a service by talking, laughing or any other disruptive behavior, bringing food or drink into the Warrior Worship service, leaving prior to dismissal, not standing when asked or wearing head-coverings of any sort (including ear buds or headphones).

**Students are to uphold spiritual integrity, so for that reason scanning and leaving Warrior Worship** is not permitted. Students are also not permitted to sit in the chapel lobby during the Warrior Worship hour, regardless of whether they are attending or not, including worship through dismissal.

**All students are subject to this code. When it is violated, the following steps will be taken:**

1. **A verbal warning may be given** by a Resident Assistant, Resident Director, Vice President for Student Development, Staff, Faculty or Administrator. The warning may be formalized in writing and notification of the warning given to the Vice President for Student Development.
2. **Repeated warnings may result in being counted absent** for that day in Warrior Worship, conference with the Vice President for Student Development, and/or being fined, and/or placed on disciplinary probation.
3. **If the behavior continues**, the student will be asked to appear before the Student Development Committee for further action.

## Special Evening Services

SAGU AIC occasionally plans and conducts special evening services each semester. Spiritual Saturation Week and other special services are held to heighten the spiritual life on the campus. Attendance by ALL students (ON-CAMPUS AND OFF-CAMPUS) at these special services is required.

## Student Devotions “Community Connections”

Students who reside on-campus are to attend community connections with their dorm under the direction of the Dorm Pastor and Resident Assistants. A schedule will be provided at the beginning of the semester with all the dates of each Community Connection session. Students are always encouraged to maintain personal devotions. Devotions exist to promote the University’s core value of spiritual formation, and community and personal wellness on the campus of SAGU AIC by building community through fellowship, peer accountability, discipleship, and prayer. These weekly meeting times are strategically led by our Vice President for Student Development, Dorm Pastor and/or student Resident Assistants who endeavor to create a unique experience where every resident is challenged and skilled to mature in the growth process.

**Student Devotions attendance is a part of Warrior Worship attendance.**

## Church Attendance and Student Ministry Involvement

The administration faculty and staff endeavor to maintain a vibrant Christian atmosphere at SAGU AIC. Our Pentecostal heritage is perpetuated by our spiritual life program. All Students are required to follow the New Testament teaching of “not forsaking the assembling of ourselves together” (Hebrews 10:23-25), by consistently attending Sunday morning and midweek evening services at an Assemblies of God church (if a different church is needful, contact the Vice President for Student Development.) Students are encouraged to pray for and participate in these services. Students are also expected to engage in practical Christian ministry while attending classes at SAGU AIC.

**EACH STUDENT IS REQUIRED TO REPORT HIS/HER CHURCH ATTENDANCE AND MINISTRY INVOLVEMENT.**

### Guidelines

1. Students are given up to 30 days (about 4 and a half weeks) after the start of the semester to decide where they wish to attend church for the semester. This is called a “Church Assignment” and should be recorded on the first church attendance report(s).
2. Students are expected to attend services at their chosen church assignment for the duration of the semester. One hour of ministry involvement per week is encouraged.
3. Students report their church attendance and ministry involvement on forms made available and collected during community connection time. Students who miss community connections that day for any reason must file their “Church Attendance and Ministry Involvement Report” at the earliest possible time with the Vice President for Student Development. Students who have accumulated excessive absences and /or failed to report will conference with the Vice President for Student Development.

4. Students will be given an opportunity to record their extracurricular service involvements in the church, campus, or community.

## **Ministry Groups and Outreaches**

You will have the opportunity to be involved in ministry through the various ministry groups that are sent out from SAGU AIC. Here are some examples of the ministry groups available at SAGU AIC:

### **Music Ministry**

These teams minister in Warrior Worship and travel as representatives of the college in a variety of formats including recruitment and development.

### **Outreach Teams**

These teams travel locally and extensively to schools, churches and communities in cities, rural areas, and reservations to share the Gospel with the lost.

### **Internship Programs**

This is a program for ministry bound students. You will have the opportunity to spend several weeks during the summer months working under a pastor in a local church environment to help prepare you for full-time ministry.

### **Student Ministries Program**

SAGU AIC's primary objective is the training of individuals to enter worldwide Christian service. Supervised training is given to students in conjunction with their field of study. Therefore, Student Ministries complements academic study with essential practical training opportunities in Christian service.

All students are required to be faithful in Warrior Worship and church attendance. In addition, they are strongly encouraged to participate in local church ministries. Students are expected to be responsible and faithful to the pastor and church in which they serve. All students are encouraged to serve one hour of practical ministry per week.

Ministry means service. That is why Student Ministries holds up Jesus' life of servanthood as the authentic model for Christians to follow. Jesus stated: "Whoever wants to become great among you must be your servant, and whoever wants to be first must be the slave of all. For even the Son of Man did not come to be served, but to serve..." He also affirmed, "A student is not above his teacher (Jesus), nor a servant above his master." If we believe these truths, then Christians find their fulfillment in serving humanity in the redemptive plan of God. SAGU AIC desires to encourage student initiative and creativity to participate in and develop ministries that will take the whole gospel to the entire world.

## **Extra-Curricular Activities**

Any student representing the school in any activity must be in good standing academically and show excellence in both Christian conduct and Christian service. They must also be working satisfactorily toward paying any outstanding school bill. No extracurricular activities, either on or off campus, shall be scheduled for the weekend before midterms or finals. This includes all activities except regular student ministry assignments.

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# Academics

Academics

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**Class Attendance Policy**

Unlike some forms of learning, a residential program of education is designed as an in-class learning experience. In this instructional setting, the ability to pass examinations and complete outside projects is only a partial measure of the knowledge, skills, understanding and appreciation a student may or may not have. Therefore, it is essential for each student to establish and maintain regular and punctual class attendance. Students may leave class early only with special permission of their instructor. Those scheduled for chapel ministry need no more than 5 minutes for preparation. Attendance is taken during every class meeting and begins on the first day each class begins for the semester. (Even if a student registers late for the class.) SAGU AIC's attendance policy considers the possibility that students may need to be absent from class on occasion due to serious illness or unavoidable circumstances. Absences which exceed the allowable number of times a class meets, regardless of the nature or reason for the absences, will result in the student being automatically administratively dropped from the course, receiving a grade of "WP (Withdraw Pass), WF or WC" depending on the type of the class and what grade the student earned. (The student will be assessed the established course withdrawal fee.)

The following is a chart of allowed absences for undergraduate classes:

<b>Frequency of Meeting</b>	<b>Developmental Classes Absences Allowed</b>	<b>1000-1000 Level Absences Allowed</b>	<b>3000-4000 Level Absences Allowed</b>
Classes meet three times a week	5% unexcused and 25% excused* or 2 unexcused and 10 excused	Cannot exceed 30% or 12 per semester	Roll must be taken.  No minimum attendance numbers are required.
Classes meet two times a week	5% unexcused and 25% excused* or 1 unexcused and 7 excused	Cannot exceed 30% or 8 per semester	Roll must be taken.  No minimum attendance numbers are required.
Nights/Weekends	5% unexcused and 25% excused* or 1 unexcused and 3 excused	Cannot exceed 30% or 4 per semester	Roll must be taken.  No minimum attendance numbers are required.

\*Excuses will be approved by the Vice President for Academics.

If a class meets twice a week, when a student is late twice it qualifies as an absence. If a class meets three times a week, then three tardies constitute an absence. Students missing fifteen minutes of a class will be counted absent.

A student who is absent from a class is responsible for making the appropriate advanced arrangements with the faculty member for make-up work. The faculty member will have the prerogative to determine if a student may make up any examinations or outside assignments due to a student's absence, along with the period in which the work must be completed. Students may receive reduced or no credit for work missed in class due to absence. However, no point reduction will be imposed upon a student's final grade for absenteeism.

**INFORMATION on the following subjects may be in the University Catalog:**



SATISFACTORY ACADEMIC PROGRESS; SUSPENSION, COURSE REPETITION; STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID; DROP CLASSES; WITHDRAWAL FROM SAGU; EXAMINATIONS, GRADE POINTS, INCOMPLETE WORK; HONORS; GRADUATION REGULATIONS; CLASSIFICATION OF STUDENTS; CLASS LOAD; COLLEGE CREDIT BY EXAMINATION

## **Academic Probation**

Students under “academic probation” are not permitted to participate in any extracurricular activities, such as traveling groups, chapel leadership/music, sports, school programs, summer/ holiday tours, hold an office in the Associated Student Body, or engage in a school activity which puts them in a visible, public role.

## **Suspension**

Any student who incurs academic probation two semesters in a row will be suspended. Please see Academic Catalog for further details.

## **Academic Dishonesty/Cheating**

Students are expected to be honest in fulfilling all academic requirements and assignments. This pertains to examinations, themes, book critiques, reading reports, and all assignments. A student will not be allowed to withdraw from a course if he/she is under investigation for academic dishonesty. If the student is determined guilty for academic dishonesty, then the student will not be allowed to withdraw from the course and will receive a grade determined by the faculty member, either an “F” for the assignment and/or an “F” for the course. Dishonesty could result in further disciplinary action.

## **Student Rights regarding Education Records**

In compliance with Public Law 93-380, Family Educational Rights and Privacy Act of 1974, you are hereby informed of your rights regarding education records made at Southwestern Assemblies of God University.

- SAGU officials, who have legitimate educational interests, have access to the records. Officials of other schools in which the student seeks to enroll will have access to these records upon the written consent of the student.
- Also having access are authorized representatives of the Comptroller General of the United States, the Secretary, the Commissioner, and the Director of the National Institute of Education. In connection with a student’s application for receipt of financial aid, access is granted to state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974 (nothing in the paragraph shall prevent a state from further limiting the number or type of state or local officials who will continue to have access thereunder.)
- Access is granted to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
- Accrediting organizations will have access rights to carry out accrediting functions.
- Records may be viewed in compliance with judicial order or pursuant to any lawfully issued subpoena, upon condition that the students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution.
- Student records will be updated each semester enrolled and coursework with grades and total grade point average are figured for the semester’s work.
- The student has the right to inspect his/her records maintained by SAGU. To do this the student must request a permanent record from the Registrar. Also, if the information contained in the file is determined to be incorrect, the right to a hearing to change, delete, or write explanations regarding the information in question will be

granted. Should a file contain information on another student, only information pertaining to the inquiring party will be provided.

- The student has the right to waive the option of reviewing recommendations for admission. The student opting to waive the right of inspection may sign the form “Student Waiver of Rights” provided in the Registrar’s office or sign the “Waiver of Rights” provided on the front of the recommendation forms used for admissions purposes. The student is not required to waive the right of inspection and would in no case be refused admission, or any of the services offered by SAGU American Indian College, because of failure to sign the waiver.
- The student has the right to challenge the content of his/her education records. To do this, the student should request the form “Request to Amend or Remove Educational Record” from the Registrar’s office. After completing the form, it should be presented to the Registrar, and in the event the request is not approved, a date of hearing will be set. The student may be present during the hearing and will be notified on the day of the hearing of the action taken. A scheduled fee is charged for a copy of a transcript.
- Students have until the last day of late registration to request that “Directory Information” be withheld from the public. Pursuant to the Family Educational Rights and Privacy Act of 1974, “Directory Information” includes a student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. If one does not want the “Directory Information” made public, he/she needs only to sign the form, “Notice to Withhold Directory Information” that is available in the Registrar’s office.
- This law does not grant the right to contest the grade given for the student’s performance in a course, or the right to examine a teacher’s grade book.

Questions regarding the rights provided by Public Law 93-380, Family Educational Rights and Privacy Act of 1974, should be directed to the Registrar’s office.





# Campus Services

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# Campus Services

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## Administration

The administration has an open-door policy. Administrators are glad to talk with students when there is a need. However, a good rule to follow is to ask the individual you want to see if they are available. If he or she is unavailable at that time, an appointment may be scheduled.

## Student Services

The Student Services office should be contacted when a student is interested in applying for grants, scholarships, or loans. The purpose of this office is to help students obtain financial assistance from institutional, private, and government sources.

## Summary of Satisfactory Academic Progress (SAP)

Students receiving aid must make measurable progress toward the completion of their course of study to continue to be eligible for these programs. The Higher Education Act mandates that institutions of higher education establish minimum standards of “satisfactory progress” for students receiving Financial Aid. All University coursework must be considered regardless of whether the student received federal Financial Aid at the time. Transfer students are making satisfactory progress upon enrollment at SAGU AIC because only grades of C or above are transferable. The standards for determining progress at SAGU AIC are comprised of the following components:

### Cumulative Grade Point Average

Undergraduate students are required to maintain a minimum cumulative grade point average (GPA) of 2.0 as stated in the Academic catalog.

### Time Frame Used in Measuring Progress

All SAP measurements are calculated annually at the end of the Spring Semester for all programs. Financial Aid suspension will go into effect at the start of the following Fall Semester.

### Financial Aid Suspension

If a student fails to meet any one of the SAP measurements described above, he/she will be placed on Financial Aid suspension. During the period of suspension, the student will not be eligible to receive Financial Aid. Students will be notified of this via their campus email address.

### Financial Aid Reinstatement Procedures

To regain Financial Aid eligibility, a student must pay the expenses related to at least half-time enrollment (6 or more hours in a semester) during the period of suspension and satisfy all SAP requirements. After meeting all SAP requirements, the student must request reinstatement of eligibility in writing to the Financial Aid office.

### Financial Aid Appeal Process

If a student is placed on Financial Aid suspension, he/she may petition the Financial Aid department to consider mitigating (special) circumstances that resulted in his/her inability to meet the SAP requirements. The appeal must be typed and must include the Suspension Appeal Form, an explanation with supporting documentation (i.e., medical statements, divorce documents, letters of unemployment, etc..) of the reason(s) the minimum academic standards required by Satisfactory Academic Progress (SAP) policy were not achieved. Additionally, each appeal must be submitted with a letter of endorsement from a SAGU AIC faculty/staff member. The appeal narrative and documentation should also demonstrate that the adverse circumstances have been resolved. All appeals will be reviewed within 7 business days of the Financial Aid office's receipt of a complete appeal (appeal form, student's appeal letter, endorser letter and supporting documentation).

Notification of the review will be sent via the campus email address. For appeals that have been approved, students will be placed on Financial Aid probation for one academic year beginning with the next Fall Semester. SAP will be calculated again at the end of the Spring Semester. If the cumulative standard is met students will be placed back in good standing. Students that meet SAP for the academic year, yet are not meeting the cumulative requirement, will remain on Financial Aid probation until the requirement is met. For students that have been denied there is another level of appeal. Students must request in writing a review by the Financial Aid committee. Appeals that have been approved at this level will be required to see an academic counselor to tailor the class schedule for student success.

## **Loan Exit Requirement**

Students who receive loans are required to complete a loan exit session during their last semester of attendance.

## **Refunds**

Before dropping classes or withdrawing from the University, students should familiarize themselves with the school's refund policy. See the section "Financial Information" in the current Academic Catalog.

## **Student Billing Services**

The Student Billing Office serves the students of SAGU AIC in all university-related financial matters:

1. Statements and payment reminders are sent out monthly to students via Lionmail and the email address provided in the FAFSA
2. Any credit balance on a student's account is processed as an overpayment check. These checks are mailed to the student within 14 business days from the day that the credit is created.
3. 1098-T tax forms are processed each year for students and parents. These forms are made available to students via their Lionmail and MySAGU Student Portal.
4. Student Billing clerks are available to counsel students about student bills, payment options, and any other financial questions that they may have.

## **Student Employment Procedures**

As part of your registration process, you will be informed if there is an amount owed on your school bill for that semester. This is a real obligation involving actual debt, not to be confused with a suggested donation to SAGU AIC. You will be directed to positions of employment on our campus. These jobs may be in any department within the College and may involve widely varied types of responsibilities. Two crucial things to remember are:

1. The more you can do for yourself, the more can be done to help you.
2. The sooner you respond, the better off you will be.

## **Counseling**

Academic advising is available through the student's department liaison. Should professional or pastoral counseling become necessary, that counseling may be arranged through the Director for Student Life.

## **Food Services**

All dormitory students may eat in the Ramsey Cafeteria. Room and board fees pay for this privilege. Off-campus students and their families may purchase a meal ticket. The cost of meals is posted at the beginning of each school year.

Weekly meals are normally served as follows:

### **Breakfast**

Monday – Friday 7:30 am – 9:00

### **Lunch**

Monday-Friday 12:00 pm – 1:30 pm

### **Dinner**

Monday – Friday 5:00 pm – 7:00 pm

### **Saturday**

Brunch 10:00 am – 11:00 am

Dinner 4:00 pm – 5:00 pm

### **Sunday**

Lunch 12:30 pm – 1:30 pm

Dinner 5:00 pm – 6:00 pm

## **Health Services**

Native American students have access to area Indian Health Service facilities including Phoenix Indian Medical Center and Native American Community Health Incorporated. Referrals to other medical resources can also be obtained through the Dorm Pastor or the Director for Student life's office. Transportation will be provided only on an emergency basis.

## **WARRIOR CARE**

Warrior Care is a medical telehealth service to help with our student's physical and mental health needs. Warrior Care is a campus-wide program offering students around the clock access - anywhere in the United States - to get quality care and immediate treatment for medical or mental health concerns from board certified physicians and licensed counselors.

This service provides 24/7 access to quality care, access care from anywhere, even in bed in your dorm room, access even on vacation or home for breaks throughout the year, no wait time to see a physician or mental health provider, see a physician or mental health provider around your schedule and prescriptions are available if deemed appropriate by the provider.

Any illness is to be reported to the Resident Assistant and/or the Resident Directors who will help give guidance to the student regarding care and/or referrals to local health care agencies.

## **Laundry**

Laundry rooms include coin-operated washers and dryers. They are available for use Monday through Sunday.

## **Postal Services**

Letters may be mailed in the Administration Offices. Heavy mail should be weighed in the Financial Services Office to determine how much postage will be needed. Any packages weighing over one pound must be taken to the Post Office per postal regulations. If you receive a "Postage Due" notice, it is to be paid for in the Financial Services Office immediately. The office will forward only first-class mail when the student is absent from school. When unwanted mail is received, mark RETURN TO SENDER on it and place it with the outgoing mail.

## **Recreation**

The gymnasium will be open on a regular schedule, which will be published and posted by the Athletic Director. The Cree Student Union also has recreational facilities.

## **Sports**

SAGU AIC is a participating member of the National Christian College Athletic Association (NCCAA) Division I.

## Dorm Pastor's Office

The Dorm Pastors office is in the Cree Health Center. They can also be reached in their apartment should there be any emergencies. Their apartment is located on the upper southeast corner of the Washburn Building.

## Telephones

Public telephones are not available, and all personal calls should be made from personal cell Phones. Emergency phone calls may be made to the Director for Student Life's Office or the Resident Director's Office. Students are to inform their family that messages may be left with the Director for Student life by calling (602) 944-3335 215

## Transportation

Transportation provided by the college is limited. All students are encouraged to use the city bus system for all normal transportation needs. College vehicles may be used for SAGU AIC functions, church, or emergency medical purposes.

## Library

The Dorothy L. Cummings Memorial Library has been equipped and furnished by many individuals and groups across the United States. It is a main source of information for help in studying and research. Early in the school year, students will be shown how to find information they need both in the physical and digital collections. Books in the library are classified according to the Library of Congress system and Dewey Decimal System. The card catalog, the index to the library collection, is located online at <https://aic.mimas.opalsinfo.net/bin/home>. In addition to books, there are newspapers and magazines (periodicals), pamphlets, and DVDs.

## Library Conduct

- The library should have an environment that is conducive to learning. There are times where it is okay to have fun and get a little loud in the library. However, in general, the library should stay quiet, orderly, and without distraction for the benefit of patrons who are working on academic matters.
- Keep behavior and speech appropriate. Represent Christ and the SAGU-AIC community while in the library.
- Cell phones are permitted in the library. However, please take extended calls outside and wear headphones when listening to music or video. Headphones for computers can be provided at the circulation desk.
- Light snacks may be consumed in the library, but not meals. Please eat meals in the cafeteria or your dorm room. If you consume food and drink in the library, please clean up after yourself.

## Hours of operation

- **Mondays:** 8 AM – 9 PM
- **Tuesdays:** 8 AM – 9 PM
- **Wednesdays:** 8 AM – 5 PM
- **Thursdays:** 8 AM – 9 PM
- **Fridays:** 8 AM – 5 PM
- **Saturdays:** closed
- **Sundays:** closed

Special weekend hours during midterms and finals. The library is closed on Sundays and holidays, and during activities that involve the entire SAGU AIC community, such as Warrior Worship.



## Materials

1. **Borrowing Materials:** For students, most items have a borrowing period of three weeks. Students may check out up to ten books at a time. Periodicals (magazines and newspapers), vertical files, yearbooks, rare and antique books, and reference materials may not be checked out and must remain in the library.
2. **Returning Materials:** To return books, please drop them off at the circulation desk with a library staff member or place them on the return cart by the library's entrance.
3. **Requesting Materials:** If an item which a student needs is already checked out, the student may request to be notified when the item is returned. Inform the library staff at the circulation desk of the title and author of the requested book.
4. **Library Fines:** There are currently no overdue fees in the library, but please be mindful of items you have borrowed and return them in a timely manner. Transcripts and diplomas may be held for students who still have items out in the library. Please be sure to return library materials before leaving for breaks and especially before graduating.
5. **Digital Materials:** The library has access to millions of items through SAGU's digital collection. To access the digital collection, visit the library's webpage at <https://www.aicag.edu/services/library>.

## Library Services

- Computer access - use our library computers for homework or research needs. Bring a flash drive or use cloud storage (such as Google Drive) to save documents.
- Printer/Photocopier - print from the library computers. Printing is always free.
- Charging Stations - charge your electronics at our tables in the east wing or with our power strips.
- Free Books and Resources - located on the two bookcases by the staircase.
- Librarian Assistance - get help with research, frequent questions, and finding materials.
- Interlibrary Loans - borrow materials from other libraries, including SAGU.

## Student Computers (Computer lab)

Students can use computers provided in the computer lab for online research. Be sure to bring a flash drive to save any documents. Class assignments may be printed on the printer behind the circulation desk free of charge.

## Library Staff

Librarians are available to assist students with research, to help in locating books, and to answer questions about the best choice of books or authors for a project. Let the librarians know of book titles you would like added to the library or services which students would find helpful.

## Career Development

Career Development provides resources and strategies for choosing a college major, developing career plans, creating a résumé, finding internships and full-time jobs, connecting with alumni, developing graduate school plans, and making successful career transitions. Career Services provides year-round service to students.

## Safety and Security

The Student Life Office works with a contracting agency for the security and safety of the campus for students, faculty/staff, guests, and visitors. The annual Jeanne Clery Report is available at <http://ope.ed.gov/security/index.aspx>.

## Firearms/Fireworks Prohibited

All firearms, fireworks and unlawful weapons of any kind are prohibited on campus and school sponsored events. Any items, including, but not limited to handguns, shotguns, rifles, knives, swords, daggers, katana, clubs, paintball guns, pellet and/or BB guns, archery equipment, homemade devices, and any other items deemed dangerous by the University. If any prohibited item(s) are found, they will be confiscated by Campus Security.

## **Reporting Emergencies**

During on-campus emergencies of any kind, the Director for Student Life can be reached by dialing 602.944.3335 Ext. 215. You can also reach Dorm Pastors by dialing 602.944.3335 Ext. 207 or 228. In cases of imminent danger, or life-threatening emergencies, immediately contact Phoenix Police by dialing 911. For non-emergency criminal behavior or activity, contact Campus Security (overnights only), the Dorm Pastor, Director for Student life or the Vice President for Student Development, or any other Administrator of the University.

## **Threats and Harassment**

In keeping with the goal of a harmonious Christian community, as well as a healthy educational atmosphere, the following will not be tolerated at SAGU AIC: threats, intimidation, actions, defamatory language, public humiliation, and/or behaviors involving actual or implied physical peril. These include but are not limited to verbal assaults, written correspondence, email, texting, instant messaging, communication through social media, and creating a hostile environment.

All reports of threats and/or harassment should be reported to the Vice President for Student Development's office. Once reported, these will be given sincere consideration. A full inquiry will be completed, and action taken, including immediate suspension if deemed necessary.

## **Emergency Notification System**

At SAGU AIC, we strive to provide proactive emergency notification that enhances campus personnel safety for our students, faculty, staff, and parents. Our goal is to inform individuals of potential danger so that we can protect them, minimize loss, and facilitate the return to normalcy as quickly as possible. The SAGU AIC Alert System is used by SAGU AIC to notify all campus personnel of an urgent situation or emergency. The system will contact individuals by either or all the following methods: email, text, or phone. All students are automatically registered in the SAGU AIC Alert System. Individuals may "opt out" of SAGU AIC Alert by filling out the proper form at the Student Life Office.

## **ID CARDS**

ID Cards are permanent and are made at the beginning of the semester. If a student needs to obtain a replacement card, he/she is required to pay the fee of \$10 with the President's Assistant in the Business Office and then take the receipt to the Student Life Office, and a new card will be printed. At any time SAGU AIC personnel and/or Security requests to see a student's ID badge, the student must comply with the request. It is important then for the student to always keep their ID badge in their possession. Student IDs are used for Campus Safety, Warrior Worship attendance, cafeteria entrance, and even campus security gate entry.

## **Automobiles**

These regulations govern the operation and parking of motor vehicles on property under the authority of SAGU AIC. They apply to all persons enrolled in one or more classes at SAGU AIC (including day and night classes, short courses, online classes, special courses, audits, etc.).

The automobile laws of the State of Arizona are declared to be in full force and effect on the campus. SAGU AIC's Student Development is empowered to communicate and notify proper law enforcement concerning these parking and traffic regulations. All city, state, and SAGU AIC traffic regulations and rules governing the use of motor vehicles must be complied with on all parts of the campus throughout all hours of the day and night. The Student Life Office shall have discretionary powers to enforce a policy of traffic on campus when the same is not specifically provided for by these regulations.

## **Parking Permits**

All students who park motor vehicles anywhere within the controlled areas (SAGU AIC campus and contiguous school property) must register their autos, trucks, trailers, and motorcycles with the Student Life Office.

No parking permit or security gate access sticker will be issued unless the Automobile Information Card is filled out.

Students may register their vehicle by coming up to the Student Development Office.

Parking permits will not be considered valid unless they are properly displayed on the vehicle according to the instructions provided by the Student Development Office. Only the valid permit will be allowed on the vehicle, all others must be removed.

Upon receiving and properly displaying a valid parking permit as required by these regulations, the permit holder will be allowed to park on campus in designated areas. Students are not allowed to park in parking reserved for the handicapped, or visitor parking.

All motor vehicles or trailers parked on campus after the first week of school without properly displayed valid parking permits will be cited and fined.

Any student who brings a borrowed vehicle on campus must immediately obtain a temporary permit for the length of time that said vehicle would be parking on campus. Temporary permits will be issued for no more than seven (7) days. One 7-day extension may be issued if the need still exists. After that, a regular permit must be obtained. There is no charge for a temporary permit.

## **Liabilities**

The holder of a parking permit assumes full responsibility for the vehicle for which a permit was issued, including all violations of campus traffic rules involving the vehicle while it is on campus.

SAGU AIC assumes NO responsibility for the care and/or protection of any vehicle or its contents at any time it is operated, or parked, on this campus or at any location.

SAGU AIC reserves the right to impound, at the owner's expense, any motor vehicle or trailer parked on this campus which:

1. Does not have a valid state vehicle registration properly affixed to said vehicle.
2. Has been left parked on campus for more than thirty (30) days in an inoperable condition.
3. Has been cited repeatedly (3 or more times) for violations of campus traffic regulations whose owner refuses to contact the Student Life office for proper disposition of the citations.
4. Has been left parked on campus for thirty (30) or more days after a student's enrollment at SAGU AIC is terminated.
5. It is parked in a restricted area. The restricted areas are a) Corners of drives and fire lanes. b) Crosswalks and walkways loading zones. c) Emergency or handicapped parking. d) In front of dumpsters.

## **Vehicle Insurance**

Each vehicle operated must carry current, appropriate, and valid insurance for said vehicle.

## **Late Night Entry**

For the common protection of our student population, Resident Hall entrances are locked promptly at the scheduled curfew times. On-campus students arriving thirty minutes after curfew are to report to their on duty Resident Assistant to gain entry to their respective Resident Halls. Reports of late entry will be forwarded to the Vice President for Student Development. Failure to comply with proper procedure will result in disciplinary action.

## **Fire Exit Routes**

Guidelines for emergency exit routes are posted in each of the facilities on campus.

## **TITLE IX**



## What is Title IX?

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination based on sex in federally funded education programs and activities. All public and private schools receiving any federal financial assistance must comply with Title IX. Although Title IX is commonly associated with sex-based discrimination in athletics, the law is much broader. The act seeks to reduce or eliminate barriers to education opportunity caused by sex discrimination. The law states that:

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

Title IX prohibits sex discrimination in all College programs and activities, including, but not limited to, admissions, recruiting, financial aid, academic programs, student services, counseling and guidance, discipline, class assignment, grading, recreation, athletics, housing, and employment.

Sexual violence and harassment are forms of sex discrimination prohibited by Title IX. This statute also prohibits retaliation against people for making or participating in complaints of sex discrimination.

As a religious institution, the College is exempt from certain provisions and retains the right to make legitimate employment, admission, and educational decisions based on religious tenets, consistent with applicable laws (Title IX, First Amendment, and Religious Freedom Restoration Act). Because of its affiliation with the General Council of the Assemblies of God and the North Texas District Council of the Assemblies of God, SAGU AIC qualifies for a religious exemption under 20 U.S.C., 1681(a)(3) and 34 C.F.R., 106.12.

For more information about Title IX, visit [www.ed.gov/titleix/](http://www.ed.gov/titleix/)

## Overview of the SAGU AIC Sexual Assault Policy

The SAGU AIC policy prohibits sexual harassment, sexual assault, stalking, domestic violence, dating violence, and discrimination within the College community. Harassment based on sex is a violation of Title IX of the Education Amendments Act of 1972 and Title VII of the Civil Rights Act of 1964. This policy applies equally to all members of the SAGU AIC community: students, faculty, administrators, staff, contract employees and visitors.

The College is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of the threat of unwelcome and unwanted sexual actions. It strongly condemns sexual offenses, will not tolerate sexual offenders, and supports those who have been victimized.

Sexual assault is a single term covering a range of coercive behaviors that violate both State legal statutes and the SAGU AIC Student Code of Conduct. The common element of these behaviors is the use of coercion, force, or threat of force to obtain sexual contact against a person who, by virtue of mental incapacity or physical helplessness, is unable to give or withhold consent. The type of coercion may range from unwanted sexual touching to intercourse. This includes, but is not limited to, incapacity or helplessness caused by alcohol or other drugs. Intoxication of the assailant shall not diminish the assailant's responsibility for the sexual assault. The perpetrator of sexual assault may often be known to the victim. Even with no physical force used, the experience may severely traumatize the victim.

SAGU AIC will respond promptly, fairly, and decisively to all reports of sexual assault. Members of the SAGU AIC community accused of sexual assault will be subject to SAGU AIC's disciplinary procedures when the alleged incident has occurred on campus or when the incident has occurred off campus and materially affects the learning environment or operations of SAGU AIC.

Sexual assaults are serious violations of the College's student judicial code, faculty standards and College employee policies. They are crimes under state law and punishable by fines and/or imprisonment. In addition, these actions are subject to civil suits for damages.

# Definitions of Sexual Assault and Interpersonal Violence Crimes

## **Sexual Harassment**

**Sexual Harassment** for purposes of this Policy is conduct based on sex that constitutes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking.

**Quid Pro Quo Sexual Harassment** occurs when an employee of the College conditions the provision of aid, benefit, or service of the College on an individual's participation in unwelcome sexual contact.

**Hostile Environment Sexual Harassment** is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to the College's education programs and activities.

## **Sexual Assault**

**Sexual Assault** is any unwanted, non-consensual sexual contact against any individual by another, and includes the sex offenses and attempted offenses of Rape, Sodomy, Sexual Assault with an Object, Fondling, Incest, and Statutory Rape.

**Rape** is the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. There is "carnal knowledge" if there is the slightest penetration of the sexual organ of the female (vagina) by the sexual organ of the male (penis).

**Sodomy** is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**Sexual Assault with an Object** is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.

**Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent as defined by Arizona law.

**Coercion** is the use of pressure and/or other oppressive behavior, including expressed or implied threats of physical harm, or severe and/or pervasive emotional intimidation which places an individual in fear of immediate or future harm or physical injury or causes a person to engage in unwelcome sexual activity. A person's words or conduct amounts to coercion if they wrongfully limit the other's ability to freely choose whether to engage in sexual activity. Coercion also includes administering a drug, intoxicant, or other substance that impairs the person's ability to give consent.

## **Domestic violence**

**Domestic Violence** is felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim

under the domestic or family violence laws of Texas, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Arizona.

### **Dating violence**

**Dating Violence** means violence by a person who has been in a social relationship of a romantic or intimate nature with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

### **Stalking**

**Stalking** means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

**Course of Conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, or communicates to or about a person threats, that a reasonable person would regard as threatening bodily injury or death of that person, their family members including someone with whom the person is dating or interferes with that person's property.

**Reasonable Person** means a person under similar circumstances and with similar identities to the person subjected to the stalking behavior would fear for their safety or the safety of others or suffer substantial emotional distress.

**Substantial Emotional Distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

### **Consent**

**Consent** is free and active agreement, given equally by both parties, to engage in a specific activity. Giving in is different from giving consent. Consensual sexual activity involves the presence of the word "yes" without incapacitation of alcohol or other drugs, coercion, force, threat, or intimidation.

Consent is not effective when any participant in sexual activity is unsure if a knowing, intentional, voluntary agreement to engage in each act of sexual activity has been demonstrated. Consent is not effective if one person knew or should have known that another person involved was incapacitated. Consent to one act does not imply consent to another; past consent does not imply future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Any expression of an unwillingness to engage in any instance of sexual activity establishes a presumptive lack of consent.

A current or previous dating or sexual relationship or manner of dress does not, by itself, constitute consent. Even in the context of a relationship, there must be a voluntary, mutually understandable agreement that clearly demonstrates a willingness to engage in each instance of sexual activity.

An individual is unable to provide Consent to engage in sexual activity when the individual:

- Is under age 17 and (1) is not a spouse of the Respondent or (2) is more than three years younger than the Respondent at the time of the offense;
- Has a mental disorder or developmental or physical disability that renders her or him incapable of giving knowing Consent;
- Is unconscious or physically unable to resist; or
- Is Incapacitated from alcohol or other drugs, and this condition was known, or should have been known, by the Respondent.

## Definition of Hazing and Failure to Report

Hazing means any intentional knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:

- is “any type of physical brutality;”
- involves any activity that “subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;”

involves criminal activity;

- involves “coercing” a student to consume drugs or alcohol
- Failure to Report - A person commits a Class B misdemeanor if the person:

engages in hazing;

- solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- recklessly permits hazing to occur; or has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the Dean of Students or other appropriate official of the institution.

SAGU AIC will provide a summary of the Hazing Law.

## Reporting Sexual Harassment

Know your rights. Members of the College community have the right to work and learn in an environment that is free from verbal or physical sexual conduct which might either interfere with an individual’s performance or create a work or educational climate that is hostile, intimidating, or offensive, whether that conduct originates with an instructor, a supervisor, or a peer.

Any member of the SAGU AIC community (faculty, staff, or student) who witnesses or receives information regarding an incident that the individual believes constitutes sexual harassment, sexual assault, dating violence, or stalking which was allegedly committed by or against a student enrolled at or an employee of the institution at the time of the incident must promptly report the incident.

A report or complaint of sexual harassment or misconduct should be made to one of the individuals listed below via email, phone call, private meeting, or private, written correspondence.

**Dr. Fred Gore**, Title IX Coordinator

[fgore@SAGU.edu](mailto:fgore@SAGU.edu) | 972-825-4630 | 1-888-937-7248, ext. 4630, Farmer Administration Building, 4th Floor (Waxahachie Campus)

**Ruth Roberts**, Deputy Title IX Coordinator

[rroberts@SAGU.edu](mailto:rroberts@SAGU.edu) | 972-825-4656, Davis Building, Room #204 (Waxahachie Campus)

**Dr. Joseph J. Saggio**, Title IX Investigator SAGU AIC Campus

[jsaggio@SAGU.edu](mailto:jsaggio@SAGU.edu) | 602.944.3335 x244, Lee Academic Building (AIC Campus)

**Dr. Sherry Jones**, Title IX Investigator SAGU AIC Campus

[Sjones@SAGU.edu](mailto:Sjones@SAGU.edu) 602-944-3335 ex. 238

Anonymous reporting is available through email at: [titleix@aicag.edu](mailto:titleix@aicag.edu), or by going to the College's website, [www.aicag.edu](http://www.aicag.edu), and clicking on Title IX at the bottom of the page. Also available on the SAGU AIC Title IX webpage is the Title IX handbook, Anonymous Reporting form, Title IX FAQs, and Sexual Misconduct Brochure.

## **Rights of the Complainant and Respondent**

### **Will the Title IX staff be sensitive to the needs of victims/survivors?**

issues; offer an unbiased and transparent system for gathering facts; and connect all community members with appropriate support and resources.

### **Is there a time limit for filing a sexual violence or harassment report?**

There is no time limit for making a report. SAGU AIC encourages reporting of an incident as soon as possible to maximize a prompt and effective response. The College does not, however, limit the period for reporting. If the respondent is no longer a student or employee, SAGU AIC may not be able to act against the respondent, but it will still seek to meet its Title IX obligation by taking steps to end the harassment, prevent its recurrence, and address its effects, when appropriate.

### **Will my complaint remain confidential?**

The College will make all reasonable efforts to keep and protect the confidentiality of all parties involved if it does not interfere with the College's ability to investigate and take corrective action.

### **What will happen when a Title IX complaint has been made?**

Once a complaint has been reported, an official investigation will be launched with the intent to resolve the complaint within a reasonable period. This investigation would include an opportunity for all parties to present witnesses and other evidence to prove or disprove the complaint. Once a resolution has been reached, all parties will be notified of the verdict and the appeal process. SAGU AIC will take steps to prevent any recurrence and to correct its discriminatory effects on the complainant and others, if appropriate. It should be noted that once a complaint of sexual violence or harassment has been made, the College is obligated by Title IX to complete the investigation.

### **What are my rights as complainant (victim) or respondent (accused)?**

Both the complainant and respondent have the following rights when a sexual violence or harassment complaint has been made:

- To be treated with respect and dignity.
- To receive assistance from the College in reporting the incident to law enforcement, if desired.
- To receive information about the process used in the investigation and appeal.
- To receive information about counseling support available.
- To privacy to the extent possible consistent with applicable law and College policy.
- To have an advisor present throughout the investigation process.
- If both parties are enrolled in the same class, the option is to drop class without academic penalties.
- To protect from retaliation and harassment while the disciplinary process is pending.
- To have reasonable and equitable access to all evidence.
- To choose whether to participate in the investigation process.

- To a prompt and thorough investigation of the allegations.
- To have a reasonable time to provide information to the investigator.
- To raise any question regarding a conflict of interest on the part of any person involved in the investigation or verdict.
- To appeal the decision and any sanctions made by the investigators.
- To written notification of the verdict and the outcome of any appeal.

### **Someone has filed a complaint against me, what do I do?**

If the behavior is brought to your attention, apologize; ask for a description of what was offensive and who found it offensive. Consider the following actions:

- If you realize that you have been inappropriate, apologize as soon as possible.
- Change your behavior.
- Recognize that other steps may need to be taken.
- Be careful of inappropriate advice that would lead you to minimize or ignore this issue.
- Seek the advice of appropriate College resources.
- Attend sexual harassment training.
- Know the policy on sexual harassment.

### **If You are a Victim of Sexual Violence or Sexual Assault**

For definitions specific to Arizona Law, please see Arizona Statues at the following website:

[http://www.womenslaw.org/statues\\_detail.php?statute\\_id=5713#statue-top](http://www.womenslaw.org/statues_detail.php?statute_id=5713#statue-top)

- Go to a safe location as soon as you are able.
- Seek immediate medical attention if you are injured or believe you may have been exposed to an STI/STD or potential pregnancy. Honor Health John C. Lincoln Medical Center provides sexual assault exams for victims. Honor Health John C. Lincoln Medical Center, 250 Dunlap Ave. Phoenix, AZ. 85020, 623.580.5800.

Contact any of the following for immediate assistance:

#### **Phoenix Campus:**

- SAGU AIC Administrative Dean of the College - 602-944-3335 x244 - 8 am to 5 pm, Monday – Friday
- SAGU AIC Vice President for Student Development - 602-515-8677- 8 am to 5 pm, Monday – Friday
- SAGU AIC Resident Counselor\*- 602-944-3335 ext. 108 - 8 am to 5 pm, Monday – Friday
- SAGU AIC Counselor on Call\*- 480-433-3071- 8 am to 5 pm, Monday – Friday
- SAGU AIC Residential Life Office -602-944-3335 ext. 228 or 207 - 8 am to 5 pm, Monday – Friday

#### **Waxahachie Campus:**

- Title IX Coordinator – 972-825-4630 – 8 am to 5 pm, Monday – Friday
- Human Resources Director – 972-825-4656 - 8 am to 5 pm, Monday – Friday
- Campus Safety and Security Office – 972.825.5400/5500 24 hours/7 days a week
- Campus Counseling Center\* - 972--825--4721 – 8 am to 5 pm, Monday - Friday
- Residential Life Office 8 am to 5 pm, Monday – Friday

*\*Denotes that this resource is confidential*

## Off Campus:

- RAINN: Rape, Abuse & Incest National Network\* - 800.656.4673
- Arizona Coalition to end Sexual & Domestic Violence\* - 602.279.2900
- Domestic Violence\* - 1-800-799-7233 - 24/7 hotline
- Warrior Care Therapy Now - SAGU AIC's Telehealth Program

*\*Denotes that this resource is confidential*

Note that campus officials may contact on-call staff from these departments when their offices are closed, or they are otherwise unavailable to assist immediately.

## **If you are experiencing an emergency, you can call local police by dialing 911.**

In cases involving crimes or violence, such as sexual assault or relationship violence, the following steps need to be taken. It is important to preserve physical evidence. Such evidence may include tissue and fluid samples, evidence of violence, sheets, towels, clothing, etc. You may choose to avoid washing, bathing, urinating, etc., until after being examined at a local hospital, if possible. Honor Health John C. Lincoln Medical Center provides sexual assault exams for victims.

Honor Health John C. Lincoln Medical Center  
250 Dunlap Ave  
Phoenix, AZ. 85020  
Phone: 623.580.5800.

Because evidence of a sexual assault can deteriorate quickly, you may choose to seek a medical exam as soon as possible. Evidence collection should be completed within 120 hours (about 5 days) of an assault, but fluids, hair samples, and DNA can be collected for a long time thereafter. Even if you have washed, evidence can often still be obtained. After 120 hours (about 5 days), it may still be helpful to have medical attention, even if you are not trying to obtain evidence of an assault. Sexual assault nurse examiners (SANE) are trained in the collection of forensic evidence and can check for injuries and exposure to sexually transmitted diseases. If you are still wearing any clothes worn during the assault, wear them to the hospital, but bring a change of clothes, as the hospital will keep the clothes you are wearing as evidence. If you have changed clothes, bring the ones you were wearing during the assault to the hospital in a clean paper (not plastic) bag or a wrapped in a clean sheet. Leave sheets/towels at the scene of the assault. Police will collect them. Typically, police will be called to the hospital to take custody of the rape kit, but it is up to you whether you wish to speak with them or file a criminal complaint.

Choose how to proceed. You have options: (1) Do nothing until you are ready; (2) Pursue resolution by the College; (3) Initiate criminal proceedings; and/or (4) Initiate a civil process against the perpetrator. You may pursue whatever combination of options is best for you. If you wish to have an incident investigated and resolved by the College, students should contact the Residential Life Office. Employees should contact the Human Resources Office. College procedures will be explained. Those who wish incidents to be handled criminally should contact the Campus Safety & Security Office or local police where the assault occurred. A campus official is available to accompany students in making such reports, if desired. Students should contact the Office for Student Development for more information and employees should contact the Human Resources Office for more information.

## Reports to Law Enforcement

The College recognizes and supports the right of a victim of a crime to choose whether to report the crime to law enforcement, to be assisted by the institution in reporting the crime to law enforcement, or to decline to report the crime to law enforcement. In addition, it is important for a victim of sexual harassment, sexual assault, dating violence, or stalking to go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after an incident. Individuals experiencing sexual violence and/or sexual harassment will be notified by college personnel how to file a report with SAGU AIC Safety & Security and other appropriate law enforcement agencies. The complainant will be allowed to decide if he/she wants to file a report with the College or local law enforcement agency

## Non-Discrimination Policy

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SAGU AIC does not discriminate based on race, color, national origin, gender, disability, age, veteran status, or any other protected legal status in matters of admissions, employment, housing, educational programs, or activities, except as granted by waiver from the US Department of Education. The University operates in compliance with federal non-discrimination laws, including:

- Title IX of the Education Amendments of 1972;
- Title VI and Title IX of the Civil Rights Act of 1964;
- Section 504 of the Rehabilitation Act of 1973;
- The Age Discrimination Act of 1975.

As a religious institution, the university is exempt from certain provisions and retains the right to make legitimate employment, admission, and educational decisions based on religious tenets, consistent with applicable laws (Title IX statute, 1st Amendment, and Religious Freedom Restoration Act). Because of its affiliation with the General Council of the Assemblies of God and the Arizona Ministry Network of the Assemblies of God, SAGU AIC qualifies for the religious exemption under 20 U.S.C § 1681(a)(3) and 34 C.F.R. § 106.12.

## Student and Employee Drug Policy Statement

SAGU AIC, in accordance with high Christian standards of living, is committed to maintaining a drug-free environment. In support of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, SAGU AIC has adopted the following policy statement as conditions of enrollment and/or employment:

1. As a condition of enrollment/employment, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is prohibited at any time.
2. The University will comply with all applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
3. The University makes literature available describing the health risk associated with the use of illicit drugs and the abuse of alcohol.
4. All students/employees found in violation of this policy will be referred to the office of Residential Life.
5. Students/employees are required to notify Campus Security, Dorm Pastor, Vice President for Student Development, or supervisor respectively of any known criminal drug statute conviction or violation occurring at the University immediately upon knowledge of such conviction or violation. (See Major Infractions.)
6. The penalty for violation of any of the above statements may be termination from - enrollment/employment with referral given to the appropriate authorities for thorough - prosecution.
7. The University will conduct an annual review of its program to
  - a. determine its effectiveness and implement changes if they are needed;
  - b. ensure that the sanctions developed are consistently enforced.

## ALCOHOL AND DRUG TESTING POLICY

Those in violation of University standards, city ordinances or state or federal statutes regarding (a) the manufacture, possession, use or distribution of illegal drugs, synthetic drugs (K2 and other synthetic cannabinoids, bath salts, or products used in a similar manner), alcoholic beverages or tobacco products or (b) the abuse of medications not prescribed to the



individual and use of alcohol on or off campus will be subject to disciplinary action, including possible suspension from the university.

Students at SAGU AIC are considered “in possession” and responsible for alcoholic beverages, illegal substances and prescription drugs not prescribed to the individual that have been determined to be on their person, in their possession, in their residence, or their vehicle. SAGU AIC reserves the right to check for compliance with its alcohol/drug policy by various means, including active and passive alcohol sensors, random drug tests, and room searches (see room search section for procedures regarding room searches). Any member of the University community who refuses to take a breathalyzer test and/or drug test, and/or refused to provide consent for SAGU AIC to be provided results of such tests (paid for by the student), will be in violation of the University’s Alcohol and Other Drug Policy and could face suspension.

The University will consider testing when there is a reasonable cause. “Reasonable cause” for alcohol may include the odor of alcohol on a person’s breath, slurred speech, glassy eyes, being unsteady or unstable on a person’s feet and/or similar observations. Reasonable grounds for drug testing may include, but are not limited to incoherent, erratic, or violent behavior; drug-related odors on person, clothing, room, or vehicle; sudden unexplainable drop in academic or work performance; possession of drug paraphernalia; previous positive drug screen results; being cited for substance abuse violations by university or legal authorities; a report that is provided by a reliable and credible source regarding use of illegal substance. All test costs will be the responsibility of the student.

If a student is suspected of being involved in any alcohol or drug-related behavior, the following steps may be taken:

1. A test will be given immediately and if results are positive, the following may occur, depending on the severity and number of occurrences:
  - A. Student will be placed on immediate probation and duration will be determined.
  - B. Up to 2 random tests during the current semester
  - C. 2 random tests during the next semester (blood alcohol content tests and/or drug tests)
  - D. Refusing to take drug or alcohol testing will result in an appearance before the Student Development Committee for further action. Students will be immediately suspended if positive.
2. If any future tests return positive, students will face the Student Development Committee or immediate suspension.
3. If the test result is negative, SAGU will reimburse the student for the cost of the test.

## **Missing Student Policy**

Every SAGU AIC employee and student has a duty to report a person believed to be missing to the Student Life office at (602) 944.3335 Ext. 215. The Student Life office immediately investigates any report of an individual missing from campus.

It is the policy of the University to provide each student residing in student housing facilities the opportunity of identifying an individual to be contacted by the University if the student is determined to be missing for a period of more than 24 hours. The students will provide this information during the residential hall check-in process at the beginning of each semester. The student will be advised that his or her “missing student” contact information will be registered confidentially, will be accessible only to authorized university officials, and may not be disclosed except to those officials and enforcement personnel engaged in a missing person investigation.

After investigating a missing person report, should the Safety and Security Department determine that the student has been missing for 24 hours, we will notify law enforcement and the student’s designated missing student contact person no later than 24 hours after the student is determined to be missing. Students under the age of 18, who are not emancipated individuals, shall be advised that the University is required to notify the student’s custodial parent or legal guardian within 24 hours after Public Safety or another law enforcement agency determines that the student has been missing for more than 24 hours, in addition to notifying any contact person designated by the student.

The purpose of this policy is to establish procedures for SAGU AIC response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

## **Americans with Disabilities Act**

SAGU AIC complies with the American with Disabilities Act. For inquiries, contact the ADA Coordinator, Katie White at [kwhite@sagu.edu](mailto:kwhite@sagu.edu).

## **Policy for Service Animals on Campus**

Information may be obtained from the office of the Vice President for Student Development.

## **HEW Regulations**

HEW regulation 84:21." No qualified handicapped person shall, because a recipient's facilities are inaccessible to or unusable by handicapped persons, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity provided by the college."

## **Campus Safety Report**

SAGU AIC annually submits a safety report to the federal government. Current students will be notified of the availability of the report by campus email.



# Community Life

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Community life at SAGU AIC is a path of discipleship that reflects biblical principles and Christian teaching that encourages students to be loving and civil to one another. The heart of biblical discipleship is to value growth and maturity, especially regarding responsibility for personal behaviors and actions. SAGU AIC students are called to a high standard of discipline to maintain an atmosphere that is conducive to learning and personal achievement. We recognize that there is diversity among our student body in terms of our individuality and cultural backgrounds; however, we expect that our students submit themselves to the ideals unique to this community while continuously enrolled at SAGU AIC. Students agree to be included into SAGU AIC's community of faith when they sign a covenant of faith that summarizes the University's values, which include the Biblical and Community Standards listed in the SAGU AIC Student Handbook. Students reaffirm their commitment each semester by clicking "I agree" to their student bill that includes a statement that says they will continue to hold to the same Biblical values and truths that SAGU AIC holds as well as to the community standards that help students live in harmony and unity.

**SAGU AIC's Covenant of Faith:** As a student of SAGU American Indian College, I will abide by the standards set forth in the student handbook. I understand that attendance at SAGU AIC is a privilege, not a right, and that the school reserves the right to require my withdrawal as a student at any time it is deemed necessary to safeguard the ideals and moral atmosphere of the University. I understand that the faculty and staff of this University have the right to correct students, and that fines will be assessed when necessary to ensure proper student behavior. (The student handbook can be accessed online or through Student Development).

## Personal Life Philosophy

SAGU AIC is always concerned about the personal life of its students. All students (married or single, off-campus or on-campus) are expected to conduct themselves at all times in accordance with the teachings of the Word of God, the accepted standards of the Assemblies of God, and the standards of conduct held by SAGU AIC. SAGU AIC Warriors must realize the importance of being examples of Christian living both on and off campus.

With those from various and differing backgrounds, it is necessary that each student become acquainted with SAGU AIC's standard of conduct and dress. The University states its intention of making biblical principles its primary basis for conduct as referred to in the Assemblies of God Bylaws, Article IX, Section 6, as follows:

In view of the alarming erosion of national moral standards, we reaffirm our intention of holding up Biblical standards against all forms of worldliness. We urge all believers; *"Do not love the world or anything in the world...For anything in the world—the cravings of sinful man, the lust of the eyes and the boasting of what he has and does—comes not from the father but from the world"* **1 John 2:15,16 NIV.**

In its teaching regarding worldliness, the Scripture warns against participation in activity that defiles the body or corrupts the mind and spirit. The inordinate preoccupation with pleasures, position, or possessions, can lead to their misuse; manifestation of extreme behavior, unbecoming speech, or inappropriate appearance; any fascination or any association which lessens one's affection for spiritual things (Luke 21:34,35; Romans 8:5-8, 12:1,2; 2 Corinthians 6:14-18; Ephesians 5:11; 1 Timothy 2:8-10; 4:12; James 4:4; 1 John 2:15-17, and Titus 2:12).

## ACTIVITIES STANDARD

### Activities

There are many student activities at SAGU AIC. These activities are under the general supervision of the Student Government, Residential Life, and the Student Life office. Students are encouraged to attend these activities, balancing their academic and spiritual responsibilities.

### Student Government

Student leaders endeavor to make SAGU AIC a better university by promoting Christian fellowship and cooperation among students and faculty. The Student Government encourages spiritual activity, fosters school pride, promotes school spirit,

and builds school loyalty. The Student Government plans various student activities each semester for the entire student body. Some of these activities include the Spring Banquet and Homecoming.

## Res Life

The Residential Life department is passionate about community involvement and builds its events calendar and activities based on the vision statement "Connecting Students Through Community."

## Varsity Athletics

The primary purpose of athletics at SAGU AIC is to offer a chance for the student to coordinate physical effort, self-discipline, and Christian testimony in the arena of sports. Team cooperation, development of a sense of fair play, and ministry outreach are important products of this program. Athletic teams at SAGU AIC call themselves "The Warriors" or "Lady Warriors" and their colors are red and black. SAGU AIC is a member of the National Christian College Athletic Association (NCCAA) Division 1.

## **RELATIONSHIP STANDARD**

### Community Relationships

#### Public Behavior

Public behavior is that behavior with the opposite sex that is considered appropriate in places understood to be public and in places occupied, open to and in full view of others. (Note: Apart from a student's dorm room, the entire campus at SAGU AIC is considered public.)

The following is considered appropriate public behavior by couples at SAGU AIC: sitting together, holding hands, a woman taking the arm of her date, and a discreet, brief "good-night" kiss.

The following is considered inappropriate public behavior by couples at SAGU AIC; laying on each other, petting, fondling, or caressing each other and extended periods of kissing.

#### Private Behavior

Private behavior is that behavior with the opposite sex that is considered appropriate in places not designated as public or commonly understood as public. Places that are private in character and nature –times when a couple is alone, not in the presence of another person or couple, away from others.

It is understood and recognized that private behavior will not be governed by the same guidelines as public behavior. At the same time, however, it is expected that Christian couples will always conduct themselves in a way that avoids undue temptation and is glorifying to God. Considering that, the following things will be considered inappropriate private behavior for couples at SAGU AIC: laying on each other, petting, fondling, or caressing each other, extended periods of heavy kissing or hugging, sexual relations of any kind or degree outside of marriage are forbidden, or body massages.

NOTE: The Vice President for Student Development, Director for Student life, Dorm Pastor, Resident Assistants, Faculty, Staff, and Administrative Personnel have the authority to interpret, apply and enforce these guidelines. Students who violate them may be reported to Administrative Personnel, Staff, Faculty, Resident Assistants, Resident Director, and the Vice President for Student Development who may initiate disciplinary action.

All members of the SAGU AIC community are encouraged to live lives that represent the Spiritual Disciplines stated in this handbook. SAGU AIC recognizes that people have differing viewpoints concerning various standards; however, to create a model of consistency, the University has set a level of conduct that each member of this University must live by. All members of the SAGU AIC community are expected to show personal discipline, civility, and respect always.

### Sexual Identity/Transgenderism

SAGU American Indian College is a Bible-based institution for theological and professional studies. Affiliated with the General Council of the Assemblies of God, SAGU AIC embraces its doctrinal teachings. Further, SAGU adheres standards of conduct that are the same as those accepted by the Assemblies of God. Additionally, the University has established a biblically and morally based Standard of Conduct that guides expected behavior while a student is enrolled.

The University believes that God created man in His image, both male and female (Genesis 1:27; Matthew 19:4-5.) We further believe that God established an individual's gender at birth. Any advocacy groups or expressions of sentiment are out of harmony with the religious convictions of SAGU AIC. Thus, transgenderism, same sex relationships and cross-dressing are disapproved.

The same standard applies to all administration, faculty, staff, and students. (See also the A/G paper on <https://ag.org/Beliefs/Position-Papers>.)

## **Dating**

Students are encouraged to follow the teachings of the Word of God when dating so that their conduct does not bring reproach upon the cause of Christ. Students are warned against any practices which might be interpreted as stalking or sexual harassment.

**Employee-Student Relationships:** Faculty and/or staff members may date students only after consultation with their area administrator and the Vice President of Student Development.

## **Engagement and Marriage**

Hasty engagements and marriages are discouraged. Students contemplating marriage are encouraged to participate in Engaged & Pre-Engaged counseling services. (See also the A/G paper <http://ag.org/Beliefs/Topics-Index/Marriage>).

Married students should exercise all caution to protect their family relationships. Discipline and character are important to have while facing the rigorous challenges of higher education. (See also the A/G paper <https://ag.org/Beliefs/Position-Papers>).

## **Divorced Student Guidelines**

Individuals who are divorced but not remarried and whose former spouse is still alive, may be admitted under the following conditions:

1. **The divorce must have been legally** finalized at least three months before Enrollment.
2. **Divorce students must agree to a pre-registration** interview with the Vice President for Student Development, or his designate, as well as a session with a university counselor.
3. **The student may be required to live off-campus.**
4. **Individuals who are separated from** their spouses are not permitted to date.

## **Public Display of Affection**

Students have a right to know what their school considers appropriate behavior in their dating relationships. The following standard of conduct has been adopted, will be applied, and enforced. It is expected that students will demonstrate public and private behavior in their dating and friendships that is glorifying to God and in keeping with a Christian testimony. They need to be sensitive to those around them and should not conduct themselves in an offensive or inappropriate fashion.

SAGU AIC strongly disapproves of private visitations by opposite or same gender students in another student's residence in a sexual relationship. (See Public Behavior and Private Behavior).

## **DRESS STANDARD**

### **Dress Code**

SAGU AIC's statement of purpose and core values reflect an intention to provide students with a comprehensive educational experience that prepares them mentally, spiritually, physically, and socially. The University's dress standards are, first, designed to create an environment that encourages spiritual formation; and secondly, to prepare students for success in the professional workplace. A follower of Christ desiring to successfully serve in vocational ministry, counseling, corporate business, etc., must understand what clothing, hair style, and adornment is appropriate for different settings.



As Christ followers our dress should be modest. (I Peter 3:3-4). SAGU AIC expects all students to be clean, neat, dressed in good taste, and avoiding bizarre or extreme styles, including form-fitting clothing. Shoes must be always worn in public areas.

All appearance standards specified below are to be observed campus-wide with no exceptions. They apply to all students, single or married, living on-campus or off-campus. The dress code is in effect at the beginning of each semester, during finals, during summer sessions, and to all students on campus during vacation and holiday periods. Under all circumstances, MODESTY is the standard for all occasions.

The University reserves the right to declare any single piece of clothing or decoration as unsuitable attire for any occasion .

## **Warrior Worship/Travel Ministry Attire**

Students may be involved in Warrior Worship ministry. The following guide concerns acceptable platform wear under normal circumstances. Its application pertains to student speakers, worship leaders, musicians, singers, choir members and other platform leadership roles.

### **Men**

Dress slacks, jeans (no holes) and shirts with a collar (no shorts, flip flops, tennis shoes, or earrings). SAGU AIC t-shirts are permitted as well.

### **Women**

Dress slacks, jeans (no holes), dresses, skirts of modest length (no slits above the knee) and shirts with a collar or blouses (no shorts, flip flops, tennis shoes). SAGU AIC t-shirts are permitted as well.

## **Warrior Worship/ Non-Ministry Attire**

When attending Warrior Worship and students are not involved in platform ministry, the community attire guidelines are in effect. A few things to keep in mind, however, is that athletic apparel is not allowed in Warrior Worship services. Hats are permitted in Warrior Worship but wearing hoodies and the use of cell phones for social media, texting, Facebooking, twitter, Instagram, and the wearing of headphones, or earbuds are not prohibited.

## **Summary of Dress Code**

While the above policies reflect broad parameters for community attire, individual sponsors, faculty, and staff members may have additional specific standards for students while participating in university sponsored events or programs. Failure to comply with these standards may result in loss of ministry opportunity by decision of the Vice President for Student Development, Director for Student Life, Dorm Pastor, Administration, Faculty or Staff. Further explanation will be provided during Dorm Orientation.

## **Community Attire**

### **Men**

Full-length shirts, sweaters, sweatshirts, or t-shirts with appropriate logos are acceptable. Sleeveless shirts are permitted provided they are cut close under the arm and not made of see-through material. Slacks, jeans (holes permitted up to the knee), sweatpants or shorts (mid-thigh) are acceptable (spandex or any other form-fitting clothing is not allowed). Pajama items are not acceptable as outerwear at any time. Hats and ear studs are permitted, gauges are not permitted. Bizarre hairstyles are not permitted.

### **Women**

Full-length shirts, blouses, sweaters, sweatshirts, or T-shirts with appropriate logos are acceptable.

Sleeveless shirts are permitted provided they have a two-inch width shoulder, are cut close under the arm, and not made of see-through material. No midriffs allowed. Slacks, jeans (holes permitted up to the knee), jogging suits (with proper undergarments) or shorts (mid-thigh) are acceptable (spandex or form-fitting shorts are not permitted). Yoga pants must be covered to the top of the thigh. Pajama items are not acceptable as outerwear at any time. Hats, earrings, and a nose stud are permitted, gauges are not permitted. Bizarre hairstyles are not permitted.

While the above policy reflects broad parameters for community attire, individual sponsors, faculty, and staff members may have additional specific standards for students while participating in university sponsored events or programs.

## **Athletic Attire**

The Major Rule for Athletic Wear is ...MODESTY.

### **Men**

Full-length t-shirts, sweatshirts with sweatpants, or tank tops with uniform shorts or those approved for an activity (spandex or any other form-fitting clothing worn by itself is not permitted). Athletic attire must be modest in length and fit. Students cannot be without having their upper torso covered.

### **Women**

Full-length t-shirts or sweatshirts (sleeveless types not permitted) with sweatpants, uniform shorts or those approved for an activity (spandex or any other form-fitting clothing worn by itself is not permitted). If wearing yoga pants, tights, or leggings, shirts must go down to fingertip length. Athletic attire must be modest in length and fit.

## **Varsity Sports** (Men and Women)

Uniforms will be modest and appropriate. Uniforms will be chosen and approved for each sport. Practice clothing may be similar, but not briefer than team uniforms.

## **Special Occasions**

The following is an approved dress code for special occasions such as Homecoming, or Spring Banquet.

### **MEN**

The platform ministry attire offers a basic guideline for attire. Suits or casual dress is acceptable. Outfits that are wild or bizarre in design or color will not be permitted. Participants/Students are recommended to wear a suit that is a dark color. All attire, however, must meet handbook expectations, or the candidate will not be able to participate.

### **Women**

Dresses, skirts, or hemlines no higher than 2 inches above the knee in length. Spaghetti strap gowns are allowed, provided they meet the modesty guidelines. See Dorm Pastor for guidelines. Proper undergarments are required. Since a regular brassiere is to be worn, no skin lower than this undergarment should be exposed in the front or back. The dress is required to have a decent neckline. No dress should have holes cut out of the material in the front or back. The dress should not be molded to the body, and if the dress is made of sheer material, it must be fully lined. All attire must meet these stated expectations, or the student will not be able to participate. Sleeveless types are permitted with permission from the Resident Director.

## **Private Time**



For the privacy of their rooms students discreetly choose their own dress. Students are permitted to follow the leisure dress code in dorm lobbies. At no time are students permitted to stand in their room window or have their dorm door open when inappropriately attired.

## **HOUSING STANDARD**

### **Housing Standards**

From our experience we know that an important part of college life is the building of relationships within the campus community. The development of these relationships will have an impact both now and, in the years to come. Our residence halls are an environment in which lessons of life and faith are lived out day by day.

Because we recognize the educational, spiritual, and social values reinforced by student residence on campus, single, full time (12 credit hours or more) students under the age of 24 are required to live on campus. Students who desire to live at home with their parents may request exemption by appealing to the Vice President for Student Development prior to registration and must fully explain the exceptional circumstances involved.

Over half of our students live on campus. Because of this, we have various procedures in place to support many students with various needs. We have many different students who may be living in the dormitory of SAGU-AIC. We hope students take this experience as another steppingstone to understanding how to communicate with others in an understanding way.

Safety and emergency evacuation training for students and resident advisors are conducted each fall and spring semester.

### **Room Usage**

The room will be taken care of by its occupants. Decorations and pictures may be hung after receiving approval from Resident Director. Nails or the equivalent should not be driven into the walls, closets, or furniture. Tape with hooks should be used to hang pictures. Students or guests are not permitted to arbitrarily use rooms that are designated as empty or unoccupied.

### **Room Furniture**

Every student is provided with a dresser or chest of drawers, desk, chair, and bed. Students are expected to take care of university furniture. When assuming occupancy, the student becomes responsible for the room furniture. Students will be charged for defacing or destruction of room furniture. **FURNITURE MUST NOT BE MOVED FROM ONE ROOM TO ANOTHER OR ONE DORMITORY TO ANOTHER OR TAKEN APART WITHOUT PERMISSION FROM THE RESIDENT DIRECTOR.** Dorm residents are permitted to personalize their rooms with their own furnishings—except for what is provided for the student by SAGU AIC (i.e., bed, desk, etc.)—however, they are not permitted to have any outward facing objects (i.e., flags, posters, signs, etc.) visible from the window to the outside. Beds must be separated by a dresser or at least a 2-foot space, so that no two beds are pushed together side-by-side. Residents are encouraged to remember rooms are limited in size and roommates share an equal right to personalize their room.

### **Room/School Property**

Students will be charged for the repair of any damage done to school property. Students can list any prior damage to their room or furniture on their occupancy voucher upon check-in at the beginning of each semester. The Director of Maintenance will assess the damage and make recommendation to the Vice President for Student Development. Student Life will notify the student in writing and inform the accounting office, who will add the charges to the student's school bill.

### **Room Cleanliness**

A direct relationship exists between the way rooms are maintained and student attitudes. Each student is responsible for the daily care and cleaning of the room to promote a healthy community as well as harmony between roommates. A planned room inspection occurs twice a semester. **Unannounced room checks may be made periodically to ensure that rooms are kept neat and clean.**

### **Campus Days**

This is an extraordinary event held on campus several times a year. Dormitory residents should expect to share their rooms and minister to prospective students who visit classes and participate in school devotions. Everyone works hard to

make the event special for both our current and future students. Since hospitality is a mark of Christian leadership (1 Pet. 4:9 “Be hospitable to one another without complaint”; also Heb. 13:2; Rom. 12:13; 1 Tim. 3:2), this is a fantastic opportunity for SAGU AIC Warriors to shine for the Lord and touch lives through courtesy, care, and compassion.

## **Loss of Personal Property**

For one’s own protection, **rooms should be always locked when not occupied**. The University is not responsible for the loss of personal belongings of students in any building. Students may check with the Office of Residential Life for any lost items.

***SAGU AIC assumes no responsibility for any loss of or damage to personal items, supplies, clothing, personal furniture, carpets, etc. due to fire, theft, and inclement weather or otherwise. Students desiring to protect individual property should contact their insurance carrier to purchase “renter’s type” insurance. The Residential Life office may be contacted for a referral to an insurance carrier, if needed.***

## **Procedures**

Be considerate of others in your dormitory and their belongings. We suggest talking over some boundaries with roommates the first day to communicate those boundaries.

Quiet hours are from 11:00 pm - 07:00 am in each of the Residence Halls (Gannon and Washburn) and are to be respected in the immediate areas around the building itself. Any activity deemed to be a distraction to the enforcement of Quiet Hour could be moved or ceased by Residential Life. Therefore, the following guidelines will be enforced:

- a. Students must learn to live in mutual respect. SAGU AIC is an institution of higher learning and Students should respect one another’s need for study and appropriate sleep.
- b. Stereos, TVs and musical instruments may be used but the noise level must not be heard outside the room during Quiet Hour. Drums are prohibited from being played in the dorms.

If you plan to stay somewhere else overnight or for the weekend, please fill out the proper forms online to communicate with resident staff that you will be gone and when you plan to return.

A few times a semester, your dorm may be scheduled for a Community Weekly Cleaning. This is to make sure your hallway, lounge, and laundry areas are clean. Please follow the cleaning directions posted in the hallway and complete the tasks needed.

## **Curfews**

Curfews are established to help maintain student safety, to help our students develop useful lifestyle habits and to minimize inconveniences to fellow students.

SAGU AIC will follow this curfew schedule on the first night of New Student Orientation:

Sunday - Thursday	1:00 am
Friday - Saturday	1:00 am

All buildings on campus should be closed immediately at curfew and/or earlier as posted. Any guests who are not staying on campus overnight will also be asked to leave ½ hour before curfew by security or residential life staff.

## **Late Permission**

If a student needs to be out of the Residence Hall after curfew, approval is needed from the Dorm Pastor.

## Working Students

If a student needs to be out of the Residence Hall after curfew due to employment, that student must file with the Resident Director a "Student Work Form" indicating the place of employment and the hours scheduled for work. Any change in work hours/employment requires submitting a new Student Work Form.

## Curfew Room Checks

The purpose of curfew room checks is to ensure that every dorm student is accounted for and that those who are not present at curfew have signed out properly.

1. RA's will conduct these curfew room checks which will be on random days, at least twice a week.
2. RA's will need to physically see each student when conducting the curfew check. RA's will gently knock on each door and wait for a response. After several knocking attempts, they will slightly open the door for visual confirmation.

## Violations

Depending on the situation you may be given the following or through the process at a faster pace.

1st Violation: Verbal Warning

2nd Violation: Written Warning

3rd Violation: Meet with Dorm Pastor

4th Violation: Meet with the Director for Student Life

5th Violation: Meet with the Vice President for Student Development / Student Development Committee. Expulsion from SAGU AIC. (Students can appeal)

Any situation with alcohol and/or substance abuse, etc. will be automatically sent to counselling

## Fire Drills

Drills are conducted at unannounced times. All students will proceed quickly and quietly to designated areas outside of the buildings. Exits should be always kept clear.

*Procedures for a fire drill are as follows:*

1. Leave the building immediately through the nearest exit to you. On your way out, turn off all lights and air conditioning (and stoves in kitchen and apartments). Make sure all windows and doors are closed. These procedures help contain the fire.
2. Assemble in the open area in front of the cafeteria (Lake Lopez) until a count can be taken and it is determined that no one is still in a building. Remain in the open area until the person in charge gives a release to return.

## Guests

Overnight guests may be accommodated if beds are available in the dormitories. Permission must be secured from the Residence Director, who will require appropriate information from the guest. All guests must abide by SAGU AIC regulations. Guest fees are set at the beginning of the school year.

The following should be considered when guests are coming to stay on campus.

1. Never is a member of the opposite sex allowed to stay in the same room overnight.

2. If a student has a guest staying the night, who has already been approved to do so by the Dorm Pastor, this should not exceed more than 2 nights per month.
3. The Dorm Pastor should be notified of a potential guest coming on campus at least 24 hours in advance, for approval.
4. Once the guest arrives, they need to fill out the Guest Occupancy form (whether staying by themselves in a room or with a student.)
5. If guests fail to meet SAGU American Indian College regulations, they can be removed from campus.

## **Vehicle Regulations**

The following rules apply to both resident and off campus students who own or operate a vehicle while attending SAGU AIC:

1. The student must have a current driver's license from his or her resident state.
2. The vehicle must have a current license plate from the state in which it is registered.
3. Insurance required by state law shall be secured by the vehicle owner and kept in effect, and the student will provide proof of such insurance to the college.
4. Students should not bring automobiles to campus if it creates a financial burden for them.
5. Transporting first or second semester first-year students of the opposite sex in private vehicles may not take place without a third party.
6. The College reserves the right to deny any student the privilege of using his or her own car, or any other vehicle.

## **Student Parking Lot Procedures**

1. Resident and non-resident students parking a vehicle on campus will be required to pay a \$50 parking fee per year. This fee will be paid at the time of registration.
2. Resident student parking is on the designated lower-level parking lot.
3. Non-resident students are to park on the upper-level parking lot.
4. The college reserves the right to impound any vehicle in violation of parking policies at the owner's expense.
5. Fines of \$10 are assessed for the following violations:
  - a. Parking in no parking zone.
  - b. Parking or driving on lawns or landscaped areas.
  - c. Speeding or reckless driving. (Campus speed limit is 5 mph)
  - d. Parking in unauthorized areas or handicapped spaces.
  - e. Parking on sidewalks or pedestrian paths.

The operation of a student motor vehicle on campus is granted by the college administration and is revocable at any time. The college assumes no responsibility for damage to any vehicle and/or any loss while operated or parked on campus property.

## **Privacy and Security**

It is important to all of us that we feel secure while we are on campus, and in our rooms. We maintain a "no visitation" policy between members of the opposite sex within our residences. Students concerned about breaches of privacy or security should make them known to the dorm staff immediately.

## **Room Care**

SAGU AIC recognizes that your dorm room is your home, and we intend to keep intrusions and impositions to a minimum. However, there are a lot of other people living in your "house," and all of them are important to us. Also, others will follow in the very room you now occupy. Therefore, we have some necessary requirements for room maintenance and upkeep.

You may expect to be notified when college staff will be in your room. You will be given advance notice when possible and will be notified in writing if staff members have entered your room when no one is there. The College reserves the right to enter and inspect rooms for the purpose of insuring compliance with all campus standards. Items which represent violations in our standards of conduct may be removed without prior notice and placed in the custody of the Vice President for Student Development.

## **Residential Violation Policy**

If a student is not abiding by prescribed guidelines and policies for residential room care, then the following guidelines will apply

1. The first offence will result in a verbal warning.
2. Second offence will result in a written warning and notification to Dorm Pastor.
3. Third offence will result in notification of Vice President for Student Development.

## **Going Off Campus**

*In the Neighborhood* -- Occasionally you may want to venture out from our safe and secure campus. The Sunnyslope village has many good features, but it also has its dangers. The surrounding streets have on occasion been referred to as a high-crime area. Presently, there is a good police presence, and all our neighbors are friendly, but we are in a big city urban area. You do not need to live in fear, but you do need to be aware. It is always best to have someone with you when you are walking in the neighborhood, and this is certainly the recommended procedure after dark.

Overnight/Weekend Absence -- Full-time single students under the age of 24 are required to live on campus. However, situations may arise that necessitate dorm students being away overnight. For the purposes of communication and security, we require dorm students to give prior notice when they will not be on campus for the night. It is for the benefit of all students that our residence policies are put in place. Student life policies and procedures are developed in consideration of numerous elements, including biblical guidelines, college regulations, legal and ethical issues, security concerns, and our own experience with many students over the years.

Therefore, All Residence Hall students must sign out to stay off campus during a school term, even breaks and holidays. This can be done by filling out the overnight visit/weekend off-campus form found online on our website [www.aicag.edu](http://www.aicag.edu). A residential address and name of the individual the student is staying with must be provided. Signing out to go camping or staying in a hotel (with members of the same sex only will be considered) must be approved by the Vice President for Student Development. Signing out to a place of business (i.e., restaurant, coffee house, etc.) is not permissible.

To have a single person of the opposite sex in his/her home, the student must fill out the overnight visit/weekend off-campus form found online and provide contact information for the student(s) parents in order that the Dorm Pastor may follow up and contact the host parent. Students are not permitted to be out overnight in mixed company in private (or public without permission) settings (including, but not limited to campers, tents, homes, apartments, vehicles, hotel rooms, or residence room) without approval from the Vice President for Student Development.

## **Policies and Procedures for Overnight and Weekend Absences**

1. Students expecting to be away overnight must notify the Residence Director by 4 PM of that day. Students desiring to be away for a weekend should get prior approval before 4PM on Thursday.
2. Notification will only be approved when submitted on the standard forms.
3. All requests for information on the forms are required in full.
4. Students who know they will unavoidably be late for curfew must notify resident staff directly and immediately.
5. In the absence of the Residence Director, students may notify the Head Resident Assistant.
6. These policies and procedures apply both to overnight and weekend absences.
7. The College may restrict students to campus as needed. Permission to leave campus overnight or on weekends may of course be withheld during these times of restriction as well.

## **Single Student Visits in Residences of Opposite Sex**

Single students are permitted in the residences of single students of the opposite sex Monday from 6pm-9pm. Dorm rooms doors are to remain with doors open. The Dorm Pastors and RAs (Resident Assistants) will monitor this single night. Other nights of the week are opposite sex dorm visits are not permitted.

## **Students in Room of a Member of the Opposite Sex**

Students are allowed to have a member of the opposite sex in their room on Mondays from 6pm-9pm providing the doors are open. It is our desire that healthy relationships are allowed to grow as we interact with one another in a Christ honoring manner. The Campus Pastor and RAs (Resident Assistants) will help monitor dorms during these hours.

## **Prohibited Items**

Toasters, electric skillets, George Foreman tabletop grills, rice cookers, woks or any other cooking appliances are not permitted. Candles or any items that can produce fire or have an exposed heating element are not permitted. Pets (including fish) of any kind are not permitted. Coffee makers will be allowed. Violation of this safety policy will result in the impoundment of the appliance, item, or animal.

## **Firearms/ Fireworks Prohibited**

All firearms, fireworks and unlawful weapons of any kind are prohibited on campus and school sponsored events. Any items, including, but not limited to handguns, shotguns, rifles, knives (blades larger than width of the palm of your hand), swords, daggers, katana, clubs, paintball guns, pellet and/or BB guns, archery equipment, homemade devices, and any other items deemed dangerous by the University. If any prohibited item(s) are found, they will be confiscated by Residential Life.

## **Secure Doors, Windows, Alarms, Thermostats, & Electrical Panels**

Unauthorized use of window exits and secured doors in non-emergency situations is not permitted. Setting off or tampering with security alarms, thermostats, and electrical panels is forbidden. Talking, whistling, gesturing, or yelling out of windows is always prohibited, in all buildings. Students are not permitted to remove windows, screens, or doors. Nothing should be thrown from the windows. Those violating this guideline may be required to appear before the Student Development Committee.

## **Searches**

Room searches are discouraged and seldom performed. If a serious need warrants it, Campus Security and/or the Residential Life team and the Dorm Pastor may search any or all rooms only with approval from the Vice President for Student Development. If a dorm room needs to be searched, this provides the university with the ability to search the occupant's vehicle as well. If the occupant cannot be notified, and/or is not present, the Resident Directors shall be accompanied by two witnesses in addition to Campus Security personnel or the Vice President for Student Development.

## **Dorm Meetings**

All on-campus students are required to attend all announced meetings. The Dorm Pastor must approve any exception. Failure to attend may result in disciplinary action.

## **Illnesses**

Any illness is to be reported to the Residence Assistant and/or the Dorm Pastor who will help give guidance to the student regarding care and/or referrals to local health care agencies.

## **Checking Out of the Residence Halls**

All students must clear checkout with the Resident Director, turn in their keys, and have their rooms inspected for satisfactory condition before leaving campus at the end of each semester or if the student is withdrawn or suspended from the University. Rooms must be completely vacated and cleaned out by noon the day the Residence Halls close (see Calendar). The only exceptions will be students who contract to reside on campus for the summer. If rooms are not left clean and in good repair, the student's account may be fined up to \$150 for cleaning and minor repairs. Anything left in

the room becomes the property of SAGU AIC and will be discarded. Failure to properly check out of your Residence Hall will result in an additional fine being assessed.

## **Summer Storage and Abandoned Possessions**

Regrettably, due to space limitations, annual maintenance, and use of the University facilities by many outside groups, summer storage of student possessions is a service which cannot be offered. Student possessions left on campus during the summer will be disposed of. This includes bicycles.

## **Summer Housing**

The University offers summer housing. The summer contract is available through the Student Life office. This contract shares the pertinent information for an agreeable living arrangement for the summer. It also includes cost information.

Note the following procedures:

1. Obtain a contract from the Student Life office.
2. Read in full and sign, then turn in to the Student Life office.
3. When the countersigned document is returned to the student, the student must pay the summer fee in advance with the President's Assistant who will act as cashier.
4. The cashier will validate on the student's contract that the fee has been paid.
5. The student will take the validation to the Student Life office for room assignment.

## **BEHAVIOR STANDARDS**

### **Spiritual Disciplines**

Upon enrollment at the University each student makes a serious and spiritual commitment to obey all standards of conduct of SAGU AIC, to take care of university property, and to assume all obligations as a student with DISCIPLINE, OBEDIENCE and CHARACTER. All admission standards apply during the entirety of the student's enrollment including breaks between semester and summer break.

SAGU AIC considers the following behaviors to be unacceptable for its students. Engaging in these activities is a violation of the Standard of Conduct of the University and results in a fine. Additionally, the student could appear before the Student Development Committee for disciplinary action or subject the student to immediate suspension.

Prudence and good judgement concerning all disciplines are given to Faculty and Staff. Should a specific item or situation arise that is not denoted in the Student Handbook, Faculty and Staff have the discretion to request students and residents to comply and must be adhered to in the spirit of Christian maturity and submission to Godly authority.

### **Biblical Standards**

We avoid the following in view of Scriptural mandates and principles concerning living lives of righteousness, holiness, living above reproach, avoiding worldliness, avoiding the appearance of evil, respecting and caring for the body as the temple of the Holy Spirit (Titus 2:11-14; II Corinthians 3:18; Hebrews 12:14; I Corinthians 10:13; Romans 13:13; Romans 8:6-7; Romans 12:1-2; I Peter 4:7; Romans 8:6-7; Luke 21:34; and Galatians 5:21.)

- Possession or use of any illegal drug, mind altering substance, and/or drug paraphernalia (See also the A/G paper at <https://ag.org/Beliefs/Position-Papers>).
- Any Scripturally prohibited sexual behavior as described in Exodus 20:14; Proverbs 6:32; Matthew 5:27-28; Matthew 15:19; Mark 7:21-23; Romans 13:9; I Timothy 1:8-11; and I Corinthians 6:13, 6:18 including:
  - Adultery
  - Fornication (which by scriptural definition encompasses intercourse and oral sex)
  - Any physical contact producing sexual stimulation
  - Homosexuality, lesbianism, transgenderism. Students may not engage in romanticized same-sex relationships or be engaged in any sexual relationships. Any student struggling with same-sex attraction is encouraged to seek counseling with the Student Development. (See also the A/G papers at <https://ag.org/Beliefs/Position-Papers>).
  - Visiting sexually oriented businesses as described in Galatians 5:19-21; I Thessalonians 4:3; and Hebrews 13:4
  - Sexting i.e., creating, or sending images or videos of a sexual nature via email, text, cellphone, or any other form of communication

- Dishonesty, cheating, falsifying testimony, falsifying Warrior Worship, Community Connection and church attendance or falsification of documents, including but not limited to applications for Admissions as described in Jeremiah 7:9-10; Matthew 15:19; and Mark 7:21-23 (see also p. 28, Academic Dishonesty/Cheating)
- Stealing (Possession of another person's property without permission) as described in Jeremiah 7:9-10; Matthew 15:19; Mark 7:21-23; and Ephesians 4:28
- Using profanity or obscenity in your speech or written materials, including but not limited to text messaging, smart phone apps, online messaging, and social media. This includes using acronyms to describe inappropriate speech or profanity (Matthew 15:19; Ephesians 5:3, 5:4; and Colossians 3:8-10)
- Possession or use of books, literature, magazines, audio/visual materials (tapes, CDs, videos, downloaded pictures/videos, DVDs, suggestive posters) and websites that are pornographic or inappropriate due to sexual content, obscene language, and/or violence (including all R, NC-17, X, and unrated ratings) as described in Mark 7:21-23, Matthew 15:19 and 5:27-28. Students struggling with pornography are encouraged to use the student counseling services of the University.
- Possession of material on occult practices, witchcraft, Satanism as described in Galatians 5:19-21.
- Abortion as described in Romans 13:9; and I Timothy 1:8-11, We believe in the sanctity of life and support a student's (married and unmarried) decision to carry her unborn child to birth. We strongly oppose abortion to terminate a pregnancy. In the event the pregnancy is outside of marriage, the student is encouraged to seek confidential help from the Student Counseling Department for help in navigating the complex needs of pregnancy. (See also the A/G paper <https://ag.org/Beliefs/Position-Papers>).
- Violation of any civil or criminal law - local, state, federal. (Including but not limited to spouse or child abuse, child neglect, sexual harassment, stalking) as described in Hebrews 12:14 - Students under criminal investigation can be placed on probation or suspension until cleared of all charges.
- A thorough review of Scripture reveals stern warning against intoxicating drinks and a call to separation from such drinks. The spirit and intent of Scripture emphasize the consequences of recreational consumption of alcohol. Students are prohibited from possessing or drinking alcohol, attending bars (places where the primary function is serving alcohol or hookah, and/or dancing) or attending places where men/women are sexually exploited. A business may be a bar/lounge/club if it (a) requires an ID for admission, (b) advertises alcoholic beverages, and/or (c) provides social dancing and drinking (See also the A/G paper <https://ag.org/Beliefs/Position-Papers>).
- Recognizing that our body is the temple of the Holy Spirit and that certain products are a danger to one's physical and psychological well-being, possession or use of tobacco or anything containing nicotine (including e-cigarettes or vapes, whether nicotine is used or not) or medicinal marijuana is prohibited.
- Gambling is defined as "any activity in which wealth exchanges hands, mainly on the basis of chance and with risk to the gambler." Scripture is clear regarding a believer's responsibility to be a careful steward of one's life and resources; therefore, students are restricted from participating in all forms of gambling. This includes internet poker/gambling (See also the A/G paper <https://ag.org/Beliefs/Position-Papers>).
- Dancing in a setting in which alcohol is a primary influence, as well as sexually explicit dancing, is prohibited in view of the expectation that we honor God with our body as a temple of the Holy Spirit (I Corinthians 6:18-20). This prohibition would include, but not be limited to nightclubs, dance halls and bars. In view of our primary goal of creating an atmosphere contributing to spiritual formation, the University does not sponsor dances/dancing except for pre-approved choreography within a supervised campus production. Modest dancing with non-suggestive movements or attire may be participated in at church, formal, cultural, family, and/or other approved off-campus celebratory events. The general guide represents a higher standard of respect for self, the University, and the Lord.
- All personnel involved on the campus, including administration, faculty, staff, and students, are subject to the ethical, moral, social, and spiritual standards of conduct approved by the Assemblies of God. All are expected to evaluate all forms of entertainment considering their faith in Christ Jesus as Lord and Savior. External rating systems are inadequate for developing discernment but can be used as a point of reference. All individuals are encouraged to think seriously about the moral implications of what is watched without relying solely on the entertainment industry's rating standards. All entertainment choices (e.g., television, video, movies, internet, computer games, music, publications, comedy clubs, theatre productions, etc.) should be limited to those which contribute to healthy spiritual, intellectual, and social development. Activities and entertainment that are of questionable value or diminish a person's moral sensitivity should be avoided. Pluggedin.com and Screenit.com are two helpful sources that offer valuable information concerning entertainment content. Entertainment that has a rating of MA, R or XXX is prohibited on campus. The University reserves the right to declare any entertainment inappropriate.



Failure to maintain biblical standards may incur a fine from \$50 up to \$250 and could result in the student appearing before the Student Development Committee and termination from the University. Failure to comply with disciplinary action could result in another fine or further disciplinary action.

## COMMUNITY STANDARDS

The following may incur a fine from \$50 up to \$150 for the student appearing before the Student Development Committee and termination from the University. Failure to comply with disciplinary action could result in another fine or further disciplinary action.

- Unauthorized student visits to the room/residence of opposite gender on unapproved days, including mixed gender company off campus (this includes on campus and off campus students)
- Disruptions of Warrior Worship, classroom, cafeteria, dormitories, or other school events
- Disrespect to University authorities as well as failure to produce I.D. when requested by appropriate school personnel and security personnel.
- Failure to respond to an official summons and/or notice sent by university.
- Possession of firearms, fireworks, or any device that burns or causes a fire, including but not limited to matches, candles, lighters, and illegal appliances
- Tripping or tampering with fire equipment of any kind, including fire alarms, security alarms, thermostats, fire extinguishers, or lights.
- Defacing, destruction, or unauthorized removal of school property. [Plus, replacement cost]
- Having University property illegally in your room or possession; such as, unauthorized possession of an examination, campus keys, another's ID card, cafeteria dinnerware, University inventory tags, etc...
- Hazing, fighting, or abusing peers including slander and gossip (See below on Threats/ Harassment.)
- Failure to comply with Fire or Weather alarm or drill
- Failure to properly check out of Residence Halls at the end of each semester
- Throwing items, including water, from Residence Hall windows
- Pranks
- Inappropriate use of windows or exits (including fire exits/escapes, roofs, cat walks, and hatches) before or after curfew

The following infractions could incur a fine from \$10 to \$25. In some cases, a warning will be issued. Repeated violations could result in probation.

- Attempting to use a room that is unoccupied or empty in any form
- Trash talking in sports
- Failure to properly check out of the dorm overnight
- Excessive noise or loud music during quiet hours (11 pm-7 am), disturbing the peace
- Public display of affection
- Dress code violations
- Poor room inspection
- Failure to vacate Residence Hall or sign out at lobby for Sunday morning services
- Having pets in the Residence Hall
- Having water fights, water balloons, or water guns in Residence Halls
- Coming in after curfew without signing in appropriately with dorm personnel

The University reserves the right to declare an issue unsuitable for the campus community or environment as well as reserves the right to update the Student Handbook online for edits and pertinent information.

**Social Networking** Internet sites like Twitter, Facebook, and others, have provided numerous ways for individuals to connect and stay in touch. Students must be careful that the material that is posted on their account falls within the biblical and community standards of SAGU AIC. Any illegal or inappropriate behavior or language posted online violating standards of the University can be used as evidence for disciplinary actions by the University. Vulgar language and lewd images are improper for a person of moral integrity. In addition, students need to be aware that the material on their site is open to public viewing and potential employers, graduate schools and others can obtain access to postings.

**Multimedia** SAGU AIC recognizes the legitimacy of a wide variety of tastes in media acceptable to Christians. People from diverse backgrounds, cultures, and levels of spiritual maturity must live with each other in a harmonious Christian campus community. Use of media should inspire, not depress; edify, not tear down; promote healthy, holy values; not attack them. No unrated, X-rated, NC-17, MA or R-rated media will be allowed on campus.

The appropriateness of media will be determined by loudness, lyrics, and atmospheric effects within the campus community. The use of media to the disrespect of roommates and other dorm residents is an un-Christian behavior. Students are to show consideration for others in the way media is played. People repeatedly offending the dormitory community by inconsiderate use of their media equipment are subject to having that equipment impounded by the Resident Director. Students demonstrate high Christian principles by rejecting media that popularizes anti-Christian themes and activities. Media which portrays such themes and activities, together with their covers or posters are not to be brought to campus. Those discovered on campus may be impounded by the Resident Director.

## **DISCIPLINARY STANDARDS**

To preserve a healthy Christ-honoring community, it is necessary at times to hold members of the SAGU AIC family accountable to the Biblical Standards supported by Scripture, as well as the Community Standards that reflect the values of SAGU AIC. Our goal is to provide a loving response, balanced by justice and restoration. Justice requires accountability for those who violate SAGU AIC's standards; however, SAGU AIC also supports the understanding that all people are sinners in need of God's grace and need restoration. Therefore, discipline is both corrective and restorative. The goal is to redeem individuals and to restore relationships so that community members can grow and develop in knowledge and grace. The purpose of restorative justice at SAGU AIC is to maintain a Christian environment that reflects the educational goals of the university, protect the rights of individuals in the community, encourage personal responsibility, and redirect behavior in a restorative manner. (Hebrews 12:11, Hebrews 12:6, Hebrews 12:8, 2 Corinthians 13:11, Revelation 3:19).

### **Disciplinary Actions**

Disciplinary procedures may be initiated in two ways, at the discretion of the Vice President for Student Development:

1. The Vice President for Student Development may act directly in disciplining a student who is in violation of our community standards. In this case, the Vice President for Student Development will first meet with the student(s) in question, to determine as well as possible the facts of the issue. When disciplinary action is taken, the student(s) may be notified in person but will always be told in writing what measures are being taken.
2. The Vice President for Student Development may also bring the inappropriate behavior immediately to the attention of the Student Development Committee for consultation and action. (See Student Development Committee below)

### **Responding to Official Notice**

A student is expected to make an immediate response to an official summons/notice from the Dorm Pastor, Director of Student Life, the Vice President for Student Development, Faculty member, or any administrative office of the University. Disregarding an official summons/notice may constitute grounds for termination.

### **Fines**

When a student violates the Standard of Conduct of SAGU American Indian College he/she may be assessed a fine. Any fine should be resolved immediately. It is to be paid in the Business Office during regular business hours. Any regular fine that remains unpaid after 15 days (about 2 weeks), becomes a separate infraction, and is subject to disciplinary action. A student cannot reserve a room or register for classes if he/she has an outstanding fine. Fines may be appealed to the Vice President for Student Development who will report the appeal to the administration.

### **Community Service**

In some cases, a student may be allowed to perform "community service" as a form of restitution for offending behavior.

## Disciplinary Probation

A student may be placed on “disciplinary probation” for a major offense or the accumulation of several minor offenses.

1. **A student may be placed on “disciplinary probation”** for a major infraction or accumulating three minor infractions of the Standard of Conduct. The student may face the Student Development Committee as well.
2. **If under 18 years of age, whenever a student** comes under “disciplinary probation” the Vice President for Student Development contacts the parents or guardian explaining the circumstances.
3. **Students under “disciplinary probation”** are not permitted to participate in any extracurricular activities, such as traveling groups, varsity sports, club sports, Warrior Worship leadership/music, school musicals/programs, summer/holiday tours, hold an office in clubs, classes, Student Government or engage in a school activity or external ministry which puts them in a visible, public role.
4. **If a student under “disciplinary probation”** commits another offense, major or minor, that student may be required to appear before the Student Development Committee.
5. **Any student who incurs disciplinary probation** two semesters in a row will be suspended.

## Suspension

A student’s tenure may be interrupted for a stated length of time in such cases where, in the opinion of the University, it will benefit the student or preserve the integrity and standards of the school. SAGU AIC reserves the right to suspend students because of low standards of scholarship, poor mental health, or a conflict of attitudes and standards of behavior with those which the University seeks to maintain.

A student who does not cooperate with the aims and ideals of the University may be asked to withdraw or be denied readmission whenever the general welfare demands it, even though there may be no specific breach of conduct.

In the event a student is suspended from school, he/she will be required to contact his/her parent or guardian immediately. A refund of room and board charges will follow standard refund policies applicable to student withdrawal. All students readmitted after suspension for disciplinary reasons are placed on disciplinary probation for the first semester after their return. Further violations could result in termination of the student.

Students who are suspended are required to vacate the campus community no later than 24 hours after the decision to suspend has been rendered. Suspended students are not allowed on campus or at any university sponsored event off campus, including athletic events unless given special permission from the Vice President for Student Development and are viewed as trespassers subject to arrest and prosecution.

## Student Development Committee

SAGU AIC holds that every student, upon signing the University application form, is under moral contract to the University to abide by its standards. Consequently, each student is responsible to exercise self-discipline to live within the limits of the University standards. Because the student body is composed of persons who are devoted to Christ and who consider Christian submission and humility valuable assets to the building of strong character, this should not be a problem.

In the case of a serious violation of university standards the Vice President for Student Development will initiate the following disciplinary process:

1. **The Vice President for Student Development** will notify the Student Development Committee of the inappropriate behavior for consultation and action.
2. **The Committee will discuss the violation(s)** concerning the student.
3. **The Committee has the right to suspend or terminate** a student when the members are convinced that a major violation of school standards has been committed or terms of disciplinary probation have been violated.
4. **In the event of suspension or termination**, the student must leave campus within 24 hours. Any student denied admission or suspended for disciplinary reasons is banned from the campus except by special permission from the Vice President for Student Development.

5. **The decision of the Student Development Committee** is communicated to the student by the Vice President for Student Development.
6. **The decision of the Student Development Committee** is communicated to the parents or guardian of a dependent student under 18 years of age, by the Vice President for Student Development.
7. **A student suspended by the Student Development Committee** may choose to appeal against the decision of the Committee. The appeal process is as follows:

Students appealing a disciplinary decision must make their appeal:

1. In writing
  2. Within 24 hours the student receiving notice of the Student Development Committee's decision
  3. To the chairperson of the group to which they are appealing. In the case of the Student Development Committee, this is the Vice President for Student Development. For the Board of Administration, appeals are addressed to the President. An appeal of a decision of the Vice President for Student Development may be made to the Student Development Committee. In this case, both the Vice President for Student Development and the student will speak to the committee, and the meeting will be chaired by the Administrative Dean of the College. The meeting must take place within one week of the date of the appeal. Student Development Committee decisions may be appealed to the Board of Administration. The appeal may then be heard at the next meeting of the board. The President may choose to schedule a special meeting to hear the appeal but is not obligated to do so. In all cases, the discipline being appealed will not be carried out while the appeal is outstanding. However, the Vice President for Student Development has the right to withdraw the prescribed discipline if it will be under appeal at the end of a semester. If this is done, the Student Development Committee will review the matter before the student can enroll for the next semester.
8. **The Appeals Personnel has the prerogative** to consider all decisions made by the Student Development Committee and to:
- a. Reaffirm the action of the Student Development Committee, or
  - b. Lessen the severity of the action taken by the Student Development Committee, or
  - c. Increase the severity of the action taken by the Student Development Committee.

## **Information for Crime Victims about Disciplinary Proceedings**

Disclosure Requirement: Information provided to victim of crime HEOA Sec. 493(a)(1)(A) amended HEA Sec. 487(a) (20 U.S.C. 1094(a): added HEA Sec. 487(a)(26) Southwestern Assemblies of God University, upon written request, discloses to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased because of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim. For more information, please contact the Vice President for Student Development.

## **Students Complaints**

The University regards general complaints with appropriate attention. The student body is regularly polled with respect to academics and student life. Faculty members, Academic Liaisons, and the Administrative Dean of the College are approachable concerning classroom and curricular matters. The Associated Student Body executive officers regularly share student concerns with the Vice President for Student Development. Students are welcomed to visit with the Vice President for Student Development to make personal concerns known. Formal written complaints may be filed with the Vice President for Student Development.

## **Grievance Procedures**

At SAGU AIC a student with a grievance concerning any of the conditions of enrollment shall abide by the following procedures. The intent of the procedure is to provide students with a means of representing grievances to appropriate levels of supervision, without fear of reprisal of any kind.

1. A grievance related to Student Life issues shall be reported to the Director for Student Life in writing no later than five days (5) after the student has become aware of its occurrence. A grievance related to Academic or course-related issues shall be reported to the Administrative Dean, in writing, no later than five days (5) after the student has become aware of its occurrence.
2. The Vice President for Student Development shall meet with the student privately to discuss the nature and substance of the grievance, to resolve the matter according to biblical principles.
3. If the student feels his or her grievance has not been satisfactorily resolved, an appeal may be made to the SAGU AIC President. The appeal must be presented to the Campus President in writing. Such a hearing shall be scheduled within five (5) business days of the receipt of the request.
4. A written response shall be given to the student no later than five (5) business days after the hearing. The Campus President shall be the final appeals board for all students.
5. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1740 W. Adams, Suite 3008 Phoenix, AZ 85007, phone # 602-542-5709, website address: <http://azppse.gov>. 6. The grievance procedure outlined herein is available only to currently enrolled students at the SAGU AIC campus.

## **DISCLAIMER**

The online version of the Student Handbook is provided for the convenience of the College community. It is intended to provide current policies, procedures, descriptions, and other information pertaining to the College's student life. SAGU American Indian College (SAGU AIC) reserves the right to change the provisions of this on-line handbook at any time without advanced notice, including but not limited to, all programs and requirements. Changes to the on-line student handbook are published as they are approved.

**Notes:**

