AUSTIN CHRISTIAN UNIVERSITY

STUDENT HANDBOOK

2026 – 2027 Academic Year

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Austin Christian University reserves the right to change, modify, revoke, and add to the policies and/or procedures as described in this Handbook at any time whether or not this Handbook reflects those changes. All changes are effective when the proper authority determines whether this Handbook reflects those changes. This Handbook and its provisions do not and should not be construed to create a contract or establish any legally binding conditions or procedures. Information in this Handbook supersedes all previous editions and applies to all students.

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PRESIDENT'S WELCOME

Welcome to the Austin Christian Family!

I am excited and prayerful for you as you begin this journey. You are stepping into a special season where you will learn from truly incredible people while deepening your walk with Jesus. My vision is that you will become a Christian leader who can think, live, and serve effectively in the church, the workplace, and the world.

Austin Christian University was born in the heart of Pastors Joe and Lori Champion. Over the years, there have been various attempts to see that vision come to fruition. Austin Christian is the cumulative effort of many who have labored to bring about a strong biblical training school to provide Celebration Church (and local churches) with leaders for the Church of tomorrow. I pray that this handbook helps you as you begin to build what the Lord has put on your and our pastors' hearts.

I am always available if I can assist you in any way.

Go Bronze, Go Blue

Connor Champion

President

ABOUT THIS HANDBOOK

This Austin Christian University Student Handbook ("Austin Christian" or "the University" or "ACU") is a resource. The policies and procedures contained herein are subject to change, update, amendment, and/or modification at any time by the University with or without notice. Students of Austin Christian University are responsible for reviewing and adhering to all published University standards and policies.

This Student Handbook supersedes and replaces all previous versions of the Austin Christian University Student Handbook. New or modified University policies are effective immediately upon publication online unless otherwise noted.

This Student Handbook is intended to guide students throughout their tenure at Austin Christian. It applies from the moment a student is "deposit-complete" in the admission process to the moment they graduate or withdraw, including all intervening academic breaks. The Student Handbook also applies to students who are not actively enrolled in coursework, but who have neither withdrawn nor graduated.

MISSION AND GOALS OF AUSTIN CHRISTIAN UNIVERSITY

Mission Statement

As a Christ-centered higher educational institution, Austin Christian University exists to develop students into Christian leaders who can think, live, and serve effectively in the church, the workplace, and the world.

Institutional Goals

- **Authority of Scripture:** Integrate and apply the certainty of biblical authority, an affection for God's Word, and a biblical worldview into all University content, programming, and functions.
- **Christ-centered:** Provide a Christian higher education experience in which Christ, His Church, and His mission are at the epicenter of all thought, intent, and action.
- **Christian Service:** Develop graduates who dedicate their lives to serving God in ministry and the workplace.
- **Leadership Development:** Produce transformational leaders for Christ through engaging content, experiences, and mentorship.
- **Spiritual and Professional Development:** Foster an environment in which faculty members and students continuously grow academically, spiritually, and professionally throughout their entire Austin Christian University experience.

STUDENT LEARNING OBJECTIVES

The students will be able to:

- **Biblical Worldview**: Develop a biblical worldview that underlies and informs engagement with every form of knowledge and personal encounter.
- **Constructive Thinking**: Think *critically* by analyzing and evaluating data, arguments, and ideas; think *systematically* with creativity and imagination; and think *practically* by making decisions and solving problems.
- **Cultural Engagement**: Appreciate, understand, and evaluate various cultures and interact with individuals and people groups with wisdom and discernment to effectively engage in a culturally diverse world.
- **Effective Communication**: Communicate effectively with varied individuals and audiences in speaking, writing, and using technology.
- **Servant Leadership**: Serve the Lord and people through their spiritual giftedness and professional aptitude, following God’s direction and call.

ADMINISTRATIVE OFFICE HOURS AND APPOINTMENTS

The administrative offices are open from 9:00 a.m. to 5:00 p.m., Monday through Friday, during the academic year. Appointments can be made by phone at 512.763.3000 or email at academics@austinchristianu.org. The administrative offices are located at:

Austin Christian University
1202 Rabbit Hill Rd.
Georgetown, TX 78626

STATEMENT OF FAITH AND BELIEFS

HOLY BIBLE

The Holy Bible, and only the Holy Bible, is the authoritative Word of God. It alone is the final authority in determining all doctrinal truths. In its original writing, it is inspired, infallible, and inerrant. (See 2 Tim. 3:16; 2 Peter 1:20, 21; Prov. 30:5; Rom. 16:25, 26.)

TRINITY

There is one God, eternally existent in three persons: Father, Son, and Holy Spirit. These three are coequal and coeternal. (See 1 John 5:7; Gen. 1:26; Matt. 3:16, 17; 28:19; Luke 1:35; Isa. 9:6; Heb. 3:7-11.)

JESUS CHRIST

Jesus Christ is God the Son, the second person of the Trinity. On earth, Jesus was 100% God and 100% man. He is the only man ever to have lived a sinless life. He was born of a virgin, lived a sinless life, performed miracles, died on the cross for mankind, and atoned for our sins by shedding His blood. He rose from the dead on the third day according to the Scriptures, ascended to the right hand of the Father, and will return again in power and glory. (See John 1:1, 14; 20:28; 1 Tim. 3:16; Isa. 9:6; Phil. 2:5, 6; 1 Tim. 2:5.)

VIRGIN BIRTH

Jesus Christ was conceived by God the Father, through the Holy Spirit (the third person of the Trinity) in the Virgin Mary's womb; therefore, he is the Son of God. (See Matt. 1:18, 25; Luke 1:35; Isa. 7:14; Matt. 1:18, 23-25; Luke 1:27-35.)

REDEMPTION

Man was created good and upright, but by voluntary transgression, he fell; his only hope of redemption is in Jesus Christ, the Son of God. (See Gen. 1:26-31; 3:1-7; Rom. 5:12-21.)

REGENERATION

For anyone to know God, regeneration by the Holy Spirit is absolutely essential. (See John 6:44, 65)

SALVATION

We are saved by grace through faith in Jesus Christ, His death, burial, and resurrection. Salvation is a gift from God, not a result of our good works or of any human efforts. (See Eph. 2:8; Gal. 2:16; 3:8; Titus 3:5; Rom. 10:9, 10; Acts 16:31; Heb. 9:22.)

REPENTANCE

Repentance is the commitment to turn away from sin in every area of our lives and to follow Christ, which allows us to receive His redemption and to be regenerated by the Holy Spirit. Thus, through repentance, we receive forgiveness of sins and appropriate salvation. (See Acts 2:21; 3:19; 1 John 1:9.)

SANCTIFICATION

Sanctification is the ongoing process of yielding to God's Word and His Spirit to complete the development of Christ's character in us. It is through the present ministry of the Holy Spirit and the Word of God that the Christian is enabled to live a godly life. (See 1 Thess. 4:3; 5:23; 2 Cor. 3:18; 6:14-18; 2, Thess. 2:1-3; Rom. 8:29; 12:1,2; Heb. 2:11.)

JESUS' BLOOD

The blood that Jesus Christ shed on the cross of Calvary was sinless and is one hundred percent sufficient to cleanse mankind of all sin. Jesus allowed Himself to be punished for both our sinfulness and our sins, enabling all who believe to be free from the penalty of sin, which is death. (See 1 John 1:7; Rev. 1:5; 5:9; Col. 1:20; Rom. 3:10-12, 23; 5:9; John 1:29.)

JESUS CHRIST INDWELLS ALL BELIEVERS

Christians are people who have sincerely invited the Lord Jesus Christ to come and live inside them by His Holy Spirit. They relinquish the authority of their lives over to Him, thus making Jesus the Lord of their lives as well as Savior. They put their trust in what Jesus accomplished for them when He died, was buried, and rose again from the dead. (See John 1:12; 14:17, 23; 15:4; Rom. 8:11; Rev. 3:20.)

BAPTISM OF THE HOLY SPIRIT

Given at Pentecost, it is the promise of the Father, sent by Jesus after His ascension, to empower the Church to preach the Gospel throughout the whole earth. (See Joel 2:28, 29; Matt. 3:11; Mark 16:17; Acts 1:5; 2:1-4, 17, 38, 39; 8:14-17; 10:38, 44-47; 11:15-17; 19:1-6.)

GIFTS OF THE HOLY SPIRIT

The Holy Spirit manifests through a variety of spiritual gifts to build and sanctify the church, demonstrate the validity of the resurrection, and confirm the power of the Gospel. The Bible's list of these gifts is not necessarily exhaustive, and the gifts may occur in various combinations. All believers are commanded to earnestly desire the manifestation of the gifts in their lives. These gifts always operate in love and in harmony with the Scriptures and should never be used in violation of Biblical parameters. (See Heb. 2:4; Rom. 1:11; 12:4-8; Eph. 4:16; 2 Tim. 1:5, 16; 4:14; 1 Cor. 12:1-31; 14:1-40; 1 Peter 4:10.)

THE CHURCH

The Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of Jesus' Great Commission. Every person born of the Spirit is an integral part of the church as a member of the body of believers. There is a spiritual unity of all believers in our Lord Jesus Christ. (See Eph. 1:22; 2:19-22; Heb. 12:23; John 17:11, 20-23.)

TWO SACRAMENTS: WATER BAPTISM & THE LORD'S SUPPER

Following faith in the Lord Jesus Christ, the new convert is commanded by the Word of God to be baptized in water in the name of the Father and of the Son and of the Holy Spirit and in the name of Jesus Christ. (Matthew 28:19; Acts 2:38; Mark 16:16; Acts 8:12, 36-38; 10:47-48)

A unique time of communion in the presence of God when the elements of bread and grape juice (representing the body and blood of the Lord Jesus Christ) are taken in remembrance of Jesus' sacrifice on the cross. (See Matt. 28:19; Acts 2:38; Matt. 26:26-29; Mark 16:16; Acts 8:12, 36-38; 10:47, 48; 1Cor. 10:16; 11:23-25.)

HEALING OF THE SICK

The healing of the sick is illustrated in the life and ministry of Jesus and is included in His commission to His disciples. It is given as a sign to follow believers. It is also a part of Jesus'

work on the cross and one of the gifts of the Spirit. (See Ps. 103:2, 3; Isa. 53:5; Matt. 8:16, 17; Mark 16: 17, 18; Acts 8:6, 7; James 5:14-16; 1 Cor. 12:9, 28; Rom. 11:29.)

GOD'S WILL FOR PROVISION

It is the Father's will for believers to become whole, healthy, and successful in all areas of life. But because of the fall of man, many may not receive the full benefits of God's will while on earth. That fact, though, should never prevent all believers from seeking the full benefits of Christ's provision to better serve others. Benefits are: (1) Spiritual (See John 3:3-11; 2 Cor. 5:17-21; Rom. 10:9,10), (2) Mental and Emotional (See 2 Tim. 1:7; 2:11; Phil. 4:7,8; Rom. 12:2; Isa. 26:3) (3) Physical (See Isa. 53:4,5; Matt. 8:17; 1 Peter 2:24) and (4) Financial (See Joshua 1:8; Mal. 3:10,11; Luke 6:38; 2 Cor. 9:6-10; Deut. 28:1-14; Ps. 34:10; 84:11; Phil. 4:19)

RESURRECTION

Jesus Christ was physically resurrected from the dead in a glorified body three days after His death on the cross. In addition, both the saved and the lost will be resurrected; they that are saved to the resurrection of life and they that are lost to the resurrection of eternal damnation. (See Luke 24:16, 36, 39; John 2:19-21; 20:26-28; 21:4; Acts 24:15; 1 Cor. 15:42, 44; Phil. 1:21-23; 3:21.)

HEAVEN

Heaven is the eternal dwelling place for all believers in the gospel of Jesus Christ. (See Matt. 5:3, 12, 20; 6:20; 19:21; 25:34; John 17:24; 2 Cor. 5:1; Heb. 11:16; 1 Peter 1:4.)

HELL

After living one life on earth, the unbelievers will be judged by God and sent to hell, where they will be eternally tormented with the devil and the fallen angels. (See Matt. 25:41; Mark 9:43-48; Heb. 9:27; Rev. 14:9-11; 20:12-15; 21:8.)

THE SECOND COMING

Jesus Christ will physically and visibly return to earth for the second time to establish His kingdom. This will occur at a date undisclosed by the Scriptures. (See Matt. 24:30; 26:63, 64; Acts 1:9-11; 1 Thess. 4:15-17; 2 Thess. 1:7, 8; Rev. 1:7.)

MARRIAGE

Marriage is a picture of Christ's relationship with His Bride – the Church. From the beginning of Scripture, it is defined as a lifelong covenant between a man and a woman. God

designed sexual intimacy for a marriage relationship and does not endorse or condone it in any other context. (See 1 Cor. 6:18; 1 Thes. 4:3; Rom. 1:26-27; Prov. 5:3-5, 8-13; 7:21-27; Gal. 5:19; Exodus 20:14; Deut. 5:18; Matt. 5:27; 19:18; Luke 18:20; Rom. 13:9; James 2:11; Lev. 20:10-21; 1 Cor. 10:8; and 6:18; Jude 7.)

DIVERSITY STATEMENT

Austin Christian University provides a Christian education designed to equip the next generation to go into the world as influential servant leaders in their careers and their communities. We believe an acceptance of and appreciation for diversity stems from our biblical understanding of God, His love for His creation, and His call of unity amongst the many different cultures in our world. Because our community is filled with people created in the image of God who express the family of God in diverse ways, Austin Christian seeks to provide a welcoming environment for students, staff, and faculty regardless of race, culture, sex, ability, or socioeconomic status.

Austin Christian does not discriminate based on race, ethnicity, national origin, sex, disability, age, veteran status, or any other protected legal status in matters of admissions, employment, housing, educational programs, or activities. To the extent Austin Christian is not exempt, we operate in compliance with federal non-discrimination laws (such laws include but are not limited to: 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 Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975).

POLICY ON MARRIAGE AND SEXUALITY

We believe that the term 'marriage' has only one meaning and that is marriage sanctioned by God, which joins one man and one woman in a single, exclusive union. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage. We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, or any attempt to change one's sex or disagreement with one's biological sex, is sinful and offensive to God.

Therefore, in order to preserve the function and integrity of the University, and to be a model to the stakeholders and the community, it is imperative that all persons employed by

the University in any capacity, or who serve as volunteers, abide by and agree to the Policy on Marriage and Sexuality and conduct themselves accordingly.

The University's Marriage and Sexuality Policy specifically prohibits acts or omissions of this policy including but not limited to permitting any University assets or property, whether real property, personal property, intangible property, or any property or asset of any kind that is subject to the direction or control of the University, to be used in any manner that would be or could be perceived by any person to be inconsistent with the University's Marriage and Sexuality Policy, including but not limited to permitting any University facilities to be used by any person, organization, corporation, or group that would or might use such facilities to convey, intentionally or by implication, what might be perceived as a favorable impression about any definition of marriage and sexuality other than the definition of marriage and sexuality stated in this policy.

We believe the University's Marriage and Sexuality Policy is based upon God's will for human life, upon which this University has been founded and anchored. The Marriage and Sexuality Policy shall not be subject to change through popular vote; referendum; prevailing opinion of members or the general public; influence of or interpretation by any government authority, agency, or official action; or legal developments on the local, state, or federal level. However, we believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We also believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with the doctrines of the University.

In no case shall persons be accepted into University membership (corporate, non-corporate, or otherwise) and/or University employment that are known to be living in: (i) a common-law state of matrimony; or (ii) a manner inconsistent with the University's teaching on marriage or sexuality.

Sexuality and the divinely prescribed boundaries for the expression thereof is covered clearly in the Holy Scriptures, which limit sexual expression to the marital relationship of one (1) man with one (1) woman. Homosexual acts, adultery, bestiality, and all forms of fornication are categorically condemned in the Holy Scriptures. See 1 Cor. 6:18; 1 Thes. 4:3; Rom. 1:26-27; Prov. 5:3-5, 8-13; 7:21-27; Gal. 5:19; Exodus 20:14; Deut. 5:18; Matt. 5:27; 19:18; Luke 18:20; Rom. 13:9; James 2:11; Lev. 20:10-21; 1 Cor. 10:8; and 6:18; Jude 7. Furthermore, the

University believes that gender is assigned by God at birth, whatever that may be, and the Holy Scripture does not permit an individual to alter their gender physically or otherwise represent their gender differently. See Deut. 23:1.

Consistent with the University's sincerely held religious beliefs, gender specific bathroom facilities may only be utilized consistent with gender assigned at birth and not gender identity or expression. Optional family (non-gender specific) bathrooms may also be made available.

DISABILITY SERVICES

Austin Christian University is committed to prohibiting discrimination and ensuring equal access to all programs, services, and activities for students with disabilities. The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations (including colleges and universities), commercial facilities, and transportation. 42 U.S.C. 12101 et seq. and the ADA Amendments Act of 2008 (P.L. 110-325). Section 504 of the Rehabilitation Act of 1973 (Section 504) prohibits discrimination against an otherwise qualified individual with a disability, solely based on the disability, in any program or activity that receives federal financial assistance. 29 U.S.C. § 701 et seq.

Under both the ADA and Section 504, qualified students with disabilities are entitled to equal access and opportunity to participate in the University's programs, services, and activities. A disability is a physical or mental impairment that substantially limits one or more major life activities, and a qualified student is one who, with or without reasonable accommodation, meets the essential eligibility requirements for the programs, services, and activities offered by Austin Christian.

The Austin Christian University office handles requests for reasonable accommodations and other assistance pertaining to a disability.

PRIVACY OF EDUCATIONAL RECORDS

Austin Christian complies with the obligations under the Family Educational Rights and Privacy Act of 1974 ("FERPA") to maintain the privacy of a student's education record and to prevent the unauthorized disclosure thereof.

OFFICIAL UNIVERSITY COMMUNICATION

Austin Christian University requires all faculty, staff, and students to use their University email address for official University communication. Because the University email is designated as official correspondence, students are encouraged to check their email daily and will be held accountable for all communication sent through this medium.

Austin Christian students will also have a Southeastern University email address. For all Southeastern University courses and correspondence with SEU-specific teams (i.e., student financial services, faculty, etc.), students will be expected to use their SEU email.

DRUG & ALCOHOL ABUSE PREVENTION

Austin Christian University is committed to maintaining a Christ-centered, student-focused learning community free from alcohol, tobacco, and illegal drugs. In accordance with the University's Community Code of Conduct as well as the Community Standards, the possession, use, distribution, or manufacture of alcohol, tobacco, marijuana, illegal drugs, and other intoxicants by students is prohibited both on campus. The University also prohibits abuse, misuse, and distribution of legal prescription medications.

ACCREDITATION

Austin Christian University is a degree-granting institution. Austin Christian holds applicant status with the Association for Biblical Higher Education Commission on Accreditation (5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808). Applicant status is a pre-membership status granted to institutions that meet the ABHE Conditions of Eligibility and possess such qualities that may provide a basis for achieving candidate status within five years.

Students interested in pursuing an accredited degree from Austin Christian University must enroll in Southeastern University (SEU). SEU is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, which authorizes SEU to grant degrees. For more details regarding this accreditation, please refer to the SEU Catalog.

ACADEMIC SERVICES OVERVIEW

Academic Services at the University are governed by the policies and procedures set forth in the ACU Academic Catalog. Students are expected to review and be familiar with the contents of the Catalog.

Below are highlights of some of the important aspects of Academic Affairs that intersect with Student Life. Knowing these highlights is no substitute for being familiar with the Catalog. It is highly recommended that students review the full Catalog for more detailed and expanded information.

Academic Support

Students are encouraged to reach out to the Office of Academic Services at any time, but certainly at the first sign of academic struggle.

The Office of Academic Services offers services and strategies to help students reach their academic goals. MyFire, the web app used to access SEU information and resources, includes Smarthinking, a tool that provides unlimited online tutoring; in-person tutoring may also be arranged through the Office of Academic Services.

The Office of Academic Services is available to assist students in following their degree plan, making major decisions, planning for a timely graduation, and much more. The Office of Academic Services can be reached at academics@austinchristianu.org.

Class Attendance and Conduct

Regular and punctual attendance is required at all classes, practicums, and other activities for which the student is registered.

Absences from scheduled classes, practicums, rehearsals, and laboratories will be excused only for severe and substantiated reasons. The final grade in the course may be lowered for unexcused absences.

If an instructor indicates that a student has fallen below a passing grade in a course because of excessive absences, the Academic Program Director, upon written recommendation of the instructor, may drop the student from that course and assign a grade of "F" for the semester.

All students are expected to behave in a manner that is respectful to others and will contribute to an environment conducive to active learning and engagement while attending class.

Academic Integrity

Academic integrity is essential to Austin Christian University's vision and mission to develop world-class leaders who possess intellect and virtue and who love the truth within a biblical worldview. In cases of alleged academic dishonesty, appropriate designated authorities within the University will inquire into and, if necessary, review such cases in accordance with the principles, policies, and procedures outlined in the Austin Christian University Student Handbook.

Academic Status

Academic progress is measured each semester, and students are required to maintain a minimum GPA of 2.0 to complete a degree. Once a student's term GPA is below a 2.0, the student will be placed on academic probation, where the student's progress will be closely monitored, and the student will need to participate in strategies to raise their GPA. Two consecutive semesters on academic probation will result in academic dismissal. Academically dismissed students have not met Austin Christian's minimum academic standard and therefore cannot remain enrolled as students at Austin Christian University.

STUDENT CONDUCT

Philosophy of the Office of Student Services

The Office of Student Services believes that every student has a journey. That journey is either taken alone or with others. Our students come to us from a diversity of backgrounds—each one containing a world of possibilities. We are excited to be part of this journey! We believe that no one makes their dreams happen alone. No part of the body can function without the entire body doing its part. We believe that we are the best we can be when we do life together. It is the role of Austin Christian University to create an environment that unlocks the potential of each of our students to thrive.

Our Community Code of Conduct and Community Standards aim to encompass social and spiritual aspects of the Austin Christian student experience. Disciplinary action may be taken if a student is found to be in violation of the community standards that are informed by the values and principles of the University. If a student enters the disciplinary process, we assess the individual situation and connect the student with resources throughout our campus and outside community so that others may journey alongside the student and provide a basis upon which the student can integrate their faith and learning both inside and outside the

classroom. We know the greatest relationships for residents are those found within the community, so we have done all the work to make this connection easier.

Good Samaritan Policy

At Austin Christian University, student safety and health are paramount. When incidents involving a threat to safety or a medical emergency occur, Austin Christian students are expected to care for themselves and for others by seeking help, even when violations of the Community Standards may have occurred. Because the University understands that fear of disciplinary action may deter students from seeking help or providing others with emergency assistance, this Good Samaritan Policy exists to alleviate such concerns and reduce hesitation by Austin Christian students to seek help. It is the policy of the University to provide students who report or assist in the event of a threat to safety or a medical emergency with amnesty from minor policy violations related to the incident.

This policy does not protect repeated, flagrant, or serious violations of the Community Standards (e.g., abusive conduct, sexual misconduct, distribution of alcohol or drugs, hazing, assault, theft, property damage, etc.), nor does the policy preclude or prevent action by police or legal authorities. Failure of students to take responsible action under this policy, where action is clearly warranted and harm results, may, in egregious circumstances, constitute "abusive conduct" under the Community Standards. In the event of a threat to safety or a medical emergency, students are expected to: 1) Call 911 or appropriate University personnel to report the incident; 2) remain with the individual(s) needing emergency treatment and cooperate with emergency personnel as long as it is safe to do so; and (3) meet with appropriate University officials after the incident and cooperate with any University investigation.

Community Code of Conduct

Austin Christian University students strengthen their devotion to God through the local church, chapels, small groups, and relationships with others. Since all members of this faith-based community have voluntarily chosen to be a participant, all students are obligated to a code of scriptural and community standards and behavior.

As a Christ-follower and member of the community of Austin Christian University, I will:

- Practice the spiritual disciplines—regular reading of God's Word, prayer, etc.
- Regularly attend church services as expected
- Uphold the community standards
- Pursue integrity and practice professional ethics
- Adhere to guidelines of the dress code

- Respect the dignity of all persons and highly value the diversity of the body of Christ
- Respect the rights and property of others
- Discourage bigotry, slander, and gossip among the members of the community and refuse to engage in such behavior
- Refrain from the possession, use, or distribution of beverage alcohol (except for communion), marijuana, or other intoxicants either on or off University premises (Ephesians 5:18 & Proverbs 20:1)
- Refrain from the possession, use, or distribution of tobacco products either on or off University premises
- Refrain from the possession, use, or distribution of illegal substances and the abuse or illegal use of legal substances, including prescription and over-the-counter medications, both on and off University premises
- Refrain from all sexually immoral behavior, including premarital sex; adultery; lesbian, gay, bisexual, or transgender behaviors; and involvement with pornography in any form. (Biblical marriage consists only of a faithful, heterosexual union between one genetic male and one genetic female, and biblical marriage is the only legitimate and acceptable context for a sexual relationship.)
- Resolve conflict according to the model in Matthew 18:15-20
- Honor the servant-leaders who watch over this community and cooperate with their leadership
- Demonstrate compassion for others and a passion for the lost as a representative of Christ

COMMUNITY STANDARDS

In all communities, it is necessary to have certain rules and regulations. These rules and regulations are not meant to restrict the rights of any one person but are to protect the interests of all. These Community Standards reflect some of the reasons a student may face disciplinary action. Although the Community Standards are specific, it is not an exhaustive list, and there may be other reasons for disciplinary action against a student, as determined at the sole discretion of the University.

1. The use, possession, or distribution of all alcohol, tobacco, marijuana, illegal drugs, and other intoxicants is strictly prohibited on and off campus. This prohibition includes, but is not limited to, the following: alcoholic beverages, powdered alcohol, or alcoholic beverage vaporizers; cigarettes, cigars, snuff, smokeless tobacco, chew, hemp, hookah, e-cigarettes, and/or vaporizers; narcotics, controlled substances, opioids, cocaine, stimulants, depressants, anabolic steroids, hallucinogens,

psychedelics, designer or synthetic drugs, marijuana/cannabis, K2 and other synthetic cannabinoids, inhalants, bath salts, or products used in a similar manner; over-the-counter or prescription drugs used in an unintended or non-prescribed manner; and drug paraphernalia. Further, students are not permitted to provide alcohol to minors. Anyone aged 21 years or older supplying alcohol to those under the age of 21 years will be severely sanctioned. Students of legal age, that is, 21 years of age or older, are not prohibited from using alcohol as long as they do not overindulge or behave irresponsibly. As the ACU campus and residences are alcohol-free, those of legal age may not possess alcohol in these areas.

2. Inappropriate sexual behavior is prohibited. This includes, but is not limited to, any conduct or activity deemed contrary to the Austin Christian University standard on sexuality and marriage, as determined by the Office of Student Services.
3. Deliberate refusal to comply with clearly stated policies or directives issued by any University official, including Resident Directors, Resident Assistants, faculty, staff, and security personnel acting in the performance of their duties. This includes, but is not limited to, failure to evacuate a building during a fire alarm or refusal to present proper ID upon request.
4. Possession, distribution, propagation, storage, exposure, and/or viewing or forwarding of illicit, explicit, and/or inappropriate material regardless of intent, that includes, but is not limited to: obscene or distasteful material as determined by the values and principles of Austin Christian University; sexually provocative, explicit, or pornographic videos, movies, books, magazines, internet or webcam use, internet usage/sites, and social media forums and apps; inappropriate text messages, phone calls, emails, pictures, social media posts or messages, messaging apps, or other correspondence that is offensive, lewd, or distasteful in nature; or intentional exposure of body parts in any live or electronically-communicated fashion.
5. Aiding, abetting, or conspiring with another person to become involved in inappropriate behavior; being present when another student violates University policy; and behaving in such a way that constitutes permitting or condoning the violation.
6. Fighting, physical abuse, verbal abuse, threats, intimidation, harassment, coercion, pranks, and/or other conduct that threatens, endangers, harasses, disturbs, discomforts, or bullies the health or safety of any person.
7. Acts of dishonesty, including but not limited to the following:
    a. Cheating, plagiarism, or other forms of academic dishonesty

   b. Furnishing false or inaccurate information or lying to any University official, faculty member, or office
   c. Forgery, alteration, misuse of any University document, record, or instrument of identification
   d. Tampering with the election of any University-recognized student organization.
8. Unauthorized taking or keeping of items of University property, items rented, leased, or placed on the campus, property leased by the University, items belonging to students, faculty, staff, or guests of the University, using another student's ID number; or possession of suspected stolen property.
9. Hazing, defined as an act that endangers the mental or physical health or safety of a student or that destroys or removes public or private property for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership in a group or organization.
10. Unauthorized possession, duplication, or use of keys to any University premises or unauthorized entry to or use of University premises; unauthorized or improper use of student ID.
11. Violation of federal, state, or local law.
12. Possession of firearms, explosives, Tasers, expandable batons, other weapons, or dangerous chemicals. These items are *not* permitted on University property.
13. Participation in a campus demonstration which disrupts the normal operations of the University and infringes upon the rights of other members of the University community, or the breach of peace, aiding, abetting, or causing another person to breach the peace on University premises or at functions sponsored by or participated in by the University.
14. Conduct that is disorderly, lewd, or indecent as determined by the University at its sole discretion.
15. Use of profane, vulgar, or other inappropriate language that may be offensive to others.
    a. Deliberate acts that are deemed unscriptural by the administration of the University for disruptive and potentially destructive purposes are prohibited. This prohibition includes propagation of spiritually unhealthy and unsound practices, including, but not limited to: Occult practices, witchcraft, anti-Christian practices, intended worship of a non-Christian deity, doctrinal practices/teachings, etc. that endanger the University community; or
    b. Unsound doctrine and practices with the intent of deliberate contradiction of

University-held beliefs for the purpose of disrupting the University community.

16. Any gambling activity on or off campus. Gambling is defined as any gaming activity that involves wagering or exchanging money or material wealth. Gambling on University premises, including online gambling, or at Austin Christian University events is strictly prohibited.
17. Attending places of questionable amusement, including but not limited to bars, casinos, adult entertainment clubs, and/or X-rated establishments. This includes patronizing or being present on or at premises or events constituting a "stand-alone bar," which is defined as predominantly or totally devoted, during any time of operation, to serving alcoholic beverages, intoxicating beverages, or intoxicating liquors, or any combination thereof, for consumption on the licensed premises and in which the serving of food, if any, is merely incidental to the consumption of any such beverage.
18. Improper entrance or exit of the University campus, including returning to the campus more than thirty minutes past curfew. See the Curfew Policy for additional information.
19. Any activity that violates the policies stated in the Information Technology section of the Austin Christian University Student Handbook.
20. Abuse of the disciplinary system, including but not limited to:
    a. Failure to obey the summons of a University official
    b. Falsification, distortion, or misrepresentation of information before the Student Conduct Code of Conduct Council or during a student conduct proceeding
    c. Disruption or interference with the orderly conduct of a student conduct proceeding
    d. Attempting to discourage an individual's proper participation in, or use of, the University's student conduct system
    e. Attempting to influence the impartiality of a member of a University adjudication body before and/or during the proceeding
    f. Harassment (verbal or physical) and/or intimidation of a member of a University adjudication body before, during, and/or after a proceeding
    g. Failure to comply with the sanction(s) imposed by any other University official
    h. Violating any Community Standard or other Austin Christian University rule, policy, or directive while already serving a disciplinary probation period.

21. Any conduct that is not in keeping with the values of the Austin Christian community. Any attempt to circumvent a University regulation, even if it does not violate the letter of the rule, is considered a violation.
22. Any violation of the opposite sex visitation policy.
23. Being out overnight with members of the opposite sex without prior approval from a Resident Director.
24. Any violation of the Dress Code policy as defined in this Handbook.
25. Any violation of the Housing Policies and Procedures section of this Handbook.
26. Violation of any other policy contained within the Student Handbook, the Catalog, or other University policies, rules, or guidelines not specifically mentioned elsewhere in this list.

Dress Code

In keeping with the mission and values of Austin Christian University, the dress code reflects standards of modesty, respect for self and others, and growth toward professionalism. Students are expected to dress appropriately while on University premises and at Austin Christian-sponsored events.

Modesty is defined as choosing clothing that provides appropriate coverage and does not draw undue attention to one's anatomy. Because styles and body types vary, the University reserves the right to address individual situations and changing fashion trends. Students are expected to cooperate when a faculty member, staff member, or student leader addresses a dress code concern.

General Standards

These standards apply to all students at all times:

- Styles & Graphics: Clothing, graphics, or appearances that promote messages contrary to Christian principles or are extreme or inappropriate for the University environment are not permitted.
- Shirts & Tops: Shirts and appropriate undergarments must be worn. The chest, back, sides, midriff, and torso should be appropriately covered. Clothing should not be excessively sheer, low-cut, backless, or cut open below the armpit.
- Fit & Coverage: Clothing should provide appropriate coverage and should not expose undergarments.
- Footwear: Footwear is required in classrooms, chapel, offices, hallways, common areas, sidewalks, and other campus spaces.

- Athletic Wear: Reasonable exceptions are permitted during workouts, athletic practices, and competitions.
- Classroom & Chapel: Departments or faculty may establish additional standards for practicums, internships, performances, or other activities. Headphones and earbuds are not permitted during class or chapel unless approved by faculty or staff.

Standards by Gender

Guys

- Pants are required. Shorts are not permitted.
- Pants should be worn at the waist and should not be excessively tight or revealing.
- Shirts with excessively large arm openings or openings extending significantly below the armpit are not permitted.
- Swim briefs, thong-style swimwear, or similarly revealing swimwear are not permitted.

Girls

- Pants, dresses, and skirts are permitted. Shorts are not permitted.
- Dresses and skirts must be at least fingertip length when standing naturally.
- Tops and dresses should provide appropriate coverage of the chest, back, sides, and midriff.
- Leggings or similarly form-fitting clothing should be worn in a manner consistent with the University's standards of modesty and appropriate coverage.
- String bikinis, thong-style swimwear, or similarly revealing swimwear are not permitted.

Dress Expectation by Setting

Polished Professional
Standard for Classes & Chapel

We pursue excellence in every way, including how we present ourselves. Students are encouraged to show personality and individual style while remaining polished and appropriate.

- T-shirts and casual tops are welcome.
- No shorts.
- **Guys:** Pants and closed-toe shoes are required.
- **Girls:** Pants, dresses, or skirts are permitted. Dresses and skirts must be at least fingertip length.
- Clothing should be clean, appropriate, and consistent with University dress standards.

Business Casual

Standard for Fellow Fridays & Designated Events

Students should present themselves in a polished, professional manner appropriate for workplace and ministry environments.

- **Guys:** No jeans, T-shirts, or baggy clothing. Dress pants or chinos with a collared or professional shirt are appropriate.
- **Girls:** No blue jeans. Dressy black or white jeans are permitted. No spaghetti straps. Skirts and dresses should be professional, at least fingertip length, and not excessively tight or short.

Amnesty Policy

The University's Amnesty Policy allows a student who has committed a violation of the Community Standards to confess their fault and submit to a restoration process before a formal disciplinary process commences. We recognize that it is the work of the Holy Spirit to convict and lead an individual to repentance, resulting in the gift of God's goodness and mercy. By taking responsibility for their inappropriate behavior before it comes to the attention of a University official, the student seeking amnesty will voluntarily submit to being held accountable, enter into a restoration process, and also avoid any possible disciplinary sanctions that they otherwise would have been subject to, and instead receive redemptive mercy.

1. Eligibility

a. Amnesty may be applied for, and is available to, a student once during their academic career at Austin Christian.
b. A student must apply for amnesty before the initiation of a disciplinary investigation into any incident.
c. The student applying for amnesty must not currently be on disciplinary probation for a prior Community Standards violation.
d. Under the University's Title IX policy, any victim(s) and witness(es) of alleged sexual misconduct will receive amnesty when, in good faith, they report or participate in an investigation related to sexual misconduct.

2. Procedure

a. A student seeking amnesty should initiate contact with any University representative (staff, faculty, student leader, etc.) to request that the amnesty process commence. The representative will normally notify the Austin Christian staff about the amnesty applicant within one business day of receiving the request.
b. The Austin Christian University staff will set up an in-office personal appointment with the student.
c. The student will enter the amnesty process and will be required to sign an Amnesty Agreement. The staff member will review all details of the Amnesty Agreement.
d. The student must fulfill all conditions and responsibilities within the semester stated in the Amnesty Agreement. Failure to do so will subject the student to a conduct review and all applicable disciplinary sanctions.

Philosophy of Discipline

The values and principles contained in the Austin Christian University Student Handbook provide a basis upon which students integrate their faith and learning. The procedures found in the Handbook are designed to promote fundamental fairness and will be adhered to as faithfully as possible. If exceptional circumstances dictate a deviation from these procedures, the deviation will not invalidate a decision unless it prevented a fair hearing or abrogated the student's rights. The objectives of the discipline processes at Austin Christian University are to:

1. Teach personal responsibility for actions.
2. Develop a sense of accountability among community members.
3. Discourage behavior that infringes upon the dignity and integrity of the community.
4. Discourage behavior that violates program policies and civil law.

5. Value acts of restitution as part of the restorative process.

Student Code of Conduct Procedure

1. Code of Conduct Council

a. The Code of Conduct Council is made up of five (5) members of the ACU community. They include the Dean of Men/Dean of Women, the Director of Student Life, and two other ACU community members.
b. The Code of Conduct Council is responsible for reviewing and acting upon all information and evidence presented concerning all violations of the Community Standards by a University student.
c. The Code of Conduct Council provides recommendations on sanctions to be imposed upon a student to the Director of Student Life and Care, who makes all final decisions and communicates that final decision to the student.

2. Student Disciplinary Process

a. Any member of the University community (faculty, staff, or student) may file a report against any student for misconduct. Reports should be in writing and directed to an Austin Christian University staff member for further investigation. Any report should be submitted as soon as possible after the event, preferably within 24 hours.
b. Typically, the report is then investigated by the Office of Student Life through a scheduled interview with the student. The Office of Student Life subsequently fills out a student conduct interview form.
c. Once the Student Conduct Office receives a report from the Office of Student Life, the student is contacted via email or student messaging system to attend a Code of Conduct Council meeting.
d. It is the student's responsibility to schedule a time to meet with the Code of Conduct Council. If a student doesn't select a meeting time within 48 hours of being notified that they are required to appear before the Code of Conduct Council, the Office of Student Life will schedule a time for the student.
e. Any student facing a possible sanction for violation of the Community Standards has the right to be interviewed by a member(s) of the Code of Conduct Council to give their testimony prior to any disciplinary action or decision being made. This interview is the student's opportunity to submit their statement to the entire Code of Conduct Council for its consideration.
f. The student also has the right to bring one (1) support person with him or her to the meeting. The support person cannot have any possible involvement

with the situation being investigated. Furthermore, the student will need to sign a release form when a support person is present at the meeting.

g. The Code of Conduct Council shall meet regularly to review and act upon all allegations of student violations of the Community Standards that are brought before it. The Code of Conduct Council shall review all interviews, statements, reports, and other evidence available to determine whether the student has violated the Community Standards.

h. The Code of Conduct Council's determination shall be made based on whether it is more likely than not that the accused student violated the Community Standards. By majority vote, if the Code of Conduct Council determines that a violation has occurred, it will also recommend the appropriate level of sanction to be applied.

i. All disciplinary decisions of the Code of Conduct Council shall be clearly communicated to the involved student(s) in a timely fashion. The student will typically be given the decision within one business day of the Code of Conduct Council's final decision so that the student can exercise their right to appeal if desired.

j. If a student receives a minimal sanction, the Office of Student Life will place a letter detailing the sanction in the student's mailbox. In the event of a commuter, the student will be emailed for a time slot to retrieve the disciplinary letter. If a student receives a sanction that requires an educative or creative sanction that needs further explanation, the Office of Student Life will make every effort to schedule a meeting with the student to explain details of the sanction. If a student receives a suspension/expulsion, the Office of Student Life will meet with the student face-to-face to deliver the decision and make necessary arrangements for residential check-out and/or University withdrawal. If, after 72 hours of the initial attempt to contact the student, the Office of Student Life is unsuccessful in scheduling a meeting, the Office of Student Life will send a PDF version of the letter to the student's email address.

3. Sanctions

Sanctions for violations of the Community Standards will be based on the circumstances surrounding the violation. Sanctions can include, but are not limited to:

a. A verbal or written warning

b. Monetary fine
c. Requirement to attend online training
d. Requirement to attend mentoring sessions
e. Creative sanctions
f. Community service
g. Apology letters
h. Suspension from Austin Christian
i. Austin Christian University reserves the right, in its sole discretion, to convert non-monetary sanctions that are not completely satisfied or fulfilled by a student by the end of the applicable academic semester into monetary fines and apply the same to the student's account.

4. Dismissal from Austin Christian
    a. Suspensions and Expulsions
        i. In the case of all University expulsions and any suspension that occurs for the remainder of the academic semester, the student will not be allowed to finish classes for that semester and will be asked to leave campus within 24 hours. At that time, the student is responsible for withdrawing from the University. The grade of "W" will be assigned in each of the student's courses, and credit will not be earned.
        ii. Interim Suspensions
            1. In certain circumstances, University officials may impose a University suspension upon a student prior to the next scheduled meeting of the Code of Conduct Council. Interim suspension may be imposed at the sole discretion of the Office of Student Life for a variety of reasons, including, but not limited to:
                a. Ensure the safety and well-being of members of the University community or the preservation of University property
                b. Ensure the student's own physical or emotional safety and well-being
                c. Ensure the student does not threaten disruption of or interference with the normal operations of the University

d. Allow proper investigation to take place and the Code of Conduct Council to make an appropriate decision within a reasonable timeframe.

2. During an interim suspension, students will not be allowed access to the residence areas and/or to the campus (including classes) and/or to all other University activities or privileges for which the student might otherwise be eligible and as the University may determine to be appropriate. Failure to comply with the guidelines of an interim suspension may result in further disciplinary action.

b. Appeal Process - Grounds for Appeal

i. A student may appeal a disciplinary action taken against him or her based on the following grounds:

1. New Information Forthcoming - New substantive information is available that could not have been discovered by a diligent party at the time of the investigation and that would have likely changed the outcome of the case.
2. Gross Violation of Process - The Code of Conduct Council engaged in a substantive procedural error, or in the interpretation or application of University policy in a manner that denied the student the right to a fair investigation and decision.
3. Punishment Inconsistent with the University Norm – The sanction was manifestly disproportionate to the facts established by the investigation or to sanctions rendered by the University in comparable situations. The decision was clearly unreasonable and unsupported by the greater weight of information.

ii. Timeline and Process

1. The student has a right to appeal the Code of Conduct Council decision. Appeals must be submitted within 48 hours of the student receiving the final decision letter. After the 48-hour window has passed, the decision of the Code of Conduct Council will be final and is not subject to further review within the University.
2. All available information regarding the investigation, the sanction, and the appeal will be provided to the Director of

Student Life and Care for review and a final appeal decision. All decisions thereafter are final, and there shall be no subsequent appeals.

3. While an appeal is under review, disciplinary sanctions may be enforced on an interim basis.
4. The student who brought an appeal shall not receive a hearing in connection with any appeal, but the Director of Student Life and Care may request written submissions from the student or consider any other information as deemed appropriate in his or her sole discretion.

iii. Content - Requests for appeals must include the grounds for appeal, a statement explaining in detail why the student is appealing, and any relevant documentation available that substantiates or clarifies the appeal.

iv. Review and Final Decision – The Executive Leadership Team will determine whether there is sufficient basis for modifying the original decision. The appealing student has the burden to establish sufficient grounds for modifying the original decision. The Executive Leadership Team will take one of the following actions on all appeals:

1. Affirm the original decision and uphold the original sanction(s)
2. Affirm the original decision but modify the original sanction(s)
3. Overturn all or part of the original decision and uphold, modify, or remove the sanction(s) appropriately
4. Remand the case to be re-reviewed by different administrators
5. The appealing student will be informed in writing of the outcome of any appeal within three (3) business days of the date on which all requested information is received unless the Executive Leadership Team determines that additional time is required.

v. Parental Notification - The University will not share a student's disciplinary records with parents, faculty, administrators, and other students unless the student has given express written consent. However, the Office of Student Life may disclose some student information to parents or guardians during extreme circumstances, such as if:

1. There is a health or safety emergency involving the student

2. The student becomes involved with law enforcement
3. A student under the age of 21 is found purchasing, distributing, using, or possessing alcohol or a controlled substance.

COUNSELING, HEALTH & WELLNESS

Celebration Church Care Team

The mission of the Celebration Church Care Team is to assist in maintaining the well-being and safety of church members, students, and the Austin Christian University community at large by ensuring that no student in distress goes unnoticed or unassisted. If anyone is aware of a student in distress or wants to know more about the Care Team, email pastoralcare@celebration.church or call 512.763.3000. In an emergency situation, call 911.

Students Experiencing Mental Health Emergencies

Austin Christian is committed to supporting the physical, spiritual, and psychological health of its students. Because of this commitment, Austin Christian provides resources, such as the Celebration Church Care Team, to empower students to care for their mental health.

All students experience stress. Stress is part of everyone's life and can usually be managed by using the Celebration Church Care Team and practicing self-care techniques.

However, a mental health emergency may occur when a student's standard coping mechanisms for dealing with stress are no longer effective, and the student's physiological, psychological, and emotional response escalates to the point that the student becomes disoriented, irrational, nonfunctioning, highly disruptive, destructive, or threatens harm to self or others. Signs that a student is in distress and experiencing a mental health emergency may include, but are not limited to, expressions of hopelessness, uncontrollable crying, expressions of suicidal thoughts or ideation, or imminent threats to the health and safety of others.

During business hours, 9:00 a.m. to 5:00 p.m., Monday-Friday, if you or another student you are supporting is not in immediate danger but is experiencing a mental health emergency, contact the Austin Christian office at 512.763.3000. Tell the receptionist that you or a fellow student is in an emergency. A pastor or staff member will contact you within 24 hours. Every effort will be made to make contact the same day the call is received.

During non-business hours (nights, weekends, holidays, etc.), if you or another student you are supporting is not in immediate danger but is experiencing a mental health emergency,

contact the Resident Director or call 512.763.3000. The Resident Director will contact the Celebration Church pastor on call.

If a student experiencing an apparent mental health emergency is unwilling to accept or ask for help for themselves, any student, faculty, or staff member may contact the Care Team for assistance by calling 512.763.3000 or emailing pastoralcare@celebration.church. If you are worried about your own or another person's immediate health or safety, call the Residence Director. Call 911 if you are off campus. The Resident Director will assist in contacting 911 if necessary and will notify the on-call pastor.

If, for any reason, you are unable to contact any of the resources listed above or they are unable to respond in a timely manner, call 911 directly for assistance with mental health emergencies.

Withdrawal, Medical Withdrawal & Readmission

At times, students may experience unforeseen circumstances (life events, emergencies, family crises, medical symptoms (including mental health symptoms), or injuries) that compromise their abilities to meet academic requirements, adhere to University behavioral standards, safely participate in campus life, or reside safely in student housing. When this happens, students may apply for a withdrawal or medical withdrawal from the University. This is considered a "voluntary" withdrawal. The Office of Student Life may convene a confidential evaluation committee to require a student to medically withdraw from the University. This is considered a "required medical withdrawal." Whether voluntary or required, a student who withdraws or medically withdraws will be expected to remain off campus until he or she is properly re-enrolled in the University. His/her campus privileges, including access to student housing, academic buildings, and extracurricular activities, will be suspended for the duration of the period in which their student status is Withdrawn. Statements about the student's health status, as well as confidential medical or treatment records, will be kept separate from the student's academic record.

1. **Withdrawal/Voluntary Medical Withdrawal**
    a. A student must make his/her request to withdraw for personal or medical reasons in writing to the Office of Student Life. This letter of request should clearly state the reason(s) that the student is asking for a withdrawal/voluntary medical withdrawal. The Office of Student Life may ask the student to provide documentation of their special circumstances or of their medical condition from their licensed healthcare provider(s) and may consult with other

appropriate University officials to evaluate the appropriateness of the student's request.

b. Whenever possible, a decision will be made about a student's request for withdrawal/voluntary medical withdrawal within 24 hours of receiving his/her letter of request. The student will receive a written response indicating whether the request has been granted. Appropriate University administrators will also be informed that the student has been granted a withdrawal/voluntary medical withdrawal. However, they will not be given the details of the student's situation or medical condition. If the request is granted, The Office of Student Life or designee(s) will also meet with the student to discuss:
    i. The student's anticipated plans during his/her absence from the University
    ii. Requirements for future re-enrollment at the University
    iii. The impact the withdrawal will have on financial aid/student funding/University employment
    iv. The impact of the withdrawal on immigration status, if applicable
    v. The impact of the withdrawal on athletic participation (current & future), if applicable
    vi. Requirements for leaving and returning to University housing
c. If the request for withdrawal/voluntary medical withdrawal is denied, the Office of Student Life, or designee, will meet with the student to discuss the reason(s) for the denial and refer the student to campus resources to help them succeed as a student while remaining enrolled.

2. Required Medical Withdrawal

a. The Office of Student Life may convene a confidential Evaluation Committee to require a student to withdraw during the semester if the student has experienced medical or health symptoms or an injury that compromises their ability to meet academic requirements, adhere to University behavioral standards, safely participate in campus life, or reside safely in student housing, if applicable. A student may also be considered for required medical withdrawal if they require a level of care from the University community that Austin Christian resources and staff cannot reasonably be expected to provide. Required medical withdrawal proceedings will only be initiated if a medically compromised student has not requested a voluntary medical withdrawal.

b. The Evaluation Committee will be chaired by the Office of Student Life and shall include at least three of the following individuals:
    i. Chief of Staff
    ii. Director of Student Life and Care
    iii. Student's Resident Director
    iv. Other ACU administrators, if their unique expertise is needed to advise the Committee.
c. The student will be informed either in person or by email that they are being considered for required medical withdrawal. As a courtesy, the University will also mail a copy of the notice to the student's parents or guardians, provided that the student has signed the appropriate Federal Educational Rights and Privacy Act (FERPA) releases.
d. A student being considered for required medical withdrawal will have the opportunity to provide any information or records that they believe would help the Evaluation Committee make a fair and informed decision in their case. Except for records that the Evaluation Committee already has access to because they are student records, provision of information to the Evaluation Committee by the student is voluntary.
e. The student will have ten (10) business days to respond to the notice that they are being considered for required medical withdrawal and to provide any additional information that they wish to submit to the Evaluation Committee. Any additional information and records submitted by the student should be sent to the Office of Student Life.
f. After the student in question has had ten (10) business days to submit additional information or records to the Evaluation Committee, the committee will meet within seven (7) business days to decide whether the student should be medically withdrawn from the University.

3. Notification and Appeal Process for Required Medical Withdrawal

a. If the Evaluation Committee determines that a student is required to medically withdraw, the student, their parents or guardians (if the student has signed a FERPA release), and appropriate University administrators will be notified of the Evaluation Committee's decision in writing within three (3) business days. The Office of Student Life will inform the student's faculty that the student is required to medically withdraw from the University but will not include the details of the student's medical condition.

b. The notification letter will be sent to the student at their permanent address with a return receipt requested. Included in the notification letter will be an invitation for the student to meet with the Director of Student Life and Care, or designee, to review the reasons for the required medical leave as well as the following:
    i. Suggested actions for the student to take while away from the University
    ii. Requirements for future re-enrollment at the University
    iii. The impact the withdrawal will have on financial aid, student funding, and/or University employment
    iv. The impact of the withdrawal on immigration status, if applicable
    v. The impact of the withdrawal on athletic participation (current & future), if applicable
    vi. Requirements for leaving and returning to University housing
c. If the student wishes to appeal the decision of the Evaluation Committee, he or she should submit a letter of appeal to the Director of Student Life and Care within seven (7) days of the postmarked date of the letter announcing the committee's decision. Generally, the appeal will be considered by the committee if the student is submitting new information. If new information is submitted, the Director of Student Life will reconvene the Evaluation Committee within seven (7) business days of receipt of the student's appeal to consider said information.
d. If the student wishes to appeal the decision without submitting any new information, the Director of Student Life and Care will request that at least three University officials, drawn from the Executive Leadership Council, review the Evaluation Committee's decision. Every effort will be made to complete this review within seven (7) business days of receipt of the student's appeal. The student will remain withdrawn while their appeal is considered. The student will again be informed of the University's final decision regarding the withdrawal via a letter, return receipt requested, sent to their permanent address within three (3) business days of the final decision.

No Contact Directive

Austin Christian reserves the right to issue a "No Contact Directive" at the sole discretion of the staff office. A No-Contact Directive is a letter containing mandatory restrictions issued to a student who may be involved in a matter in which contact between that student and one or more other students may lead to or cause harm, harassment, inappropriate contact, or

Community Standards violations. All parties involved are typically given a No-Contact Directive, and unless there are extenuating circumstances, it lasts throughout the students' academic career at the University. The No-Contact Directive generally outlines the following:

- Physical, written, verbal, telephone, or electronic communication may not take place between students identified in the Directive.
- Neither party is to have any contact with the other in any location on campus. This includes, but is not limited to, residence halls, library, eateries, etc. Loitering in the living area of any student involved, whether by another student or by known associates of that student, can constitute a violation of a No-Contact Directive.
- No third party may contact the identified students on any of the other students' behalf. Harassment of any student by known associates of the other student may result in additional disciplinary sanctions, up to and including expulsion. If an academic or work situation arises that would require contact between students identified in a No-Contact Directive, the students should contact the Office of Student Life immediately. The Office of Student Life will consult with the appropriate parties to determine a reasonable adjustment to the No-Contact Directive. Any attempts at contact in violation of a No-Contact Directive should be immediately reported to the Office of Student Life. A violation of the No Contact Directive is considered a serious offense and may result in possible suspension and/or expulsion from the University.

Room Search

Austin Christian reserves the right to access, enter, and/or search students' housing, whether the student is absent or present, for the following reasons:

- To conduct inspections, take inventory, perform custodial services, and ensure protection of University property (room checks).
- To ensure compliance with University policies and to ensure the welfare and safety of individuals on campus, which may include occasional bed checks.
- To search for contraband and other prohibited items when the University has any reason to believe that contraband or other prohibited items are in the rooms.

By virtue of being granted the privilege of enrolling as a student at Austin Christian University and checking into a residence, all students consent to room inspections and searches and expressly waive any objections thereto.

The Office of Student Life or the Resident Directors are authorized to approve a room search. Room searches will normally be conducted by Resident Directors and/or any designated representatives.

The student may, at Austin Christian's discretion, be allowed to be present during the search or inspection, but the student's presence is not required as a condition for conducting the search or inspection.

In an emergency situation or in the case of a perceived serious threat to the safety and well-being of the community, Austin Christian reserves the right to act in a reasonable manner to counter the threat and to have law enforcement on the scene during a search, if deemed necessary. Any student who impedes the University in performing a room search will be subject to serious Community Standards sanctions.

All stolen property, including street signs, store property, shopping carts, and dining service property, is not permitted in students' rooms.

Austin Christian reserves the right to confiscate any unauthorized articles or articles the University deems unacceptable and to implement disciplinary action or actions as it deems appropriate, including immediate termination of housing privileges. Furthermore, Austin Christian reserves the right to retain any/all property removed from the student's residential facility as evidence in the student conduct adjudication process. Should a student wish to claim a confiscated item for return, they are to compose a written statement explaining why they believe the item should be returned and submit the statement to the Office of Student Services. Austin Christian reserves the sole and exclusive right to determine if the student is allowed access to or return of the item. Any items returned to the student will typically occur when the Office of Student Life receives confirmation that the student has scheduled a time to check out of their room at the end of the year.

SAFETY AND SECURITY

Austin Christian University's Safety and Security Department is committed to providing a safe and secure environment for the entire Austin Christian community. The University partners with the Williamson County Sheriff's Office to provide quality campus law enforcement services. There is a deputy sheriff assigned to the main campus, along with a member of Celebration Church's campus safety team. Security officers are on campus each day when classes are in session. Austin Christian also has a Campus Safety Director on campus for additional security.

1. Contacting Security

Campus security is operational from 9 a.m. until 5 p.m. daily. Security can be contacted directly by phone at (512) 254-2194. Once Security is notified, an officer will be dispatched as needed to that location.

2. General Safety Tips

a. Always follow well-lit paths. Stay out of the shadows and travel in pairs whenever possible.
b. Tell a friend or roommate where you are going and when you expect to return.
c. Do not post your information on the outside of your door.
d. Park your car in well-lit areas and as close as possible to your destination. If you feel uncomfortable walking to your destination, stop and call the security hotline first to request transport from the lot.
e. Always keep entrance doors locked and buildings locked. If you find a door propped open, close it.
f. If strangers come by for their friends, ask them to wait outside while you relay the message. Do not invite them in.
g. Always keep your room locked whether you are there or not, especially late at night or when you are sleeping.
h. Never post personal information on the internet, such as apartment complex name, apartment numbers, phone numbers, etc.
i. If you see anything that could pose a hazard, such as a broken lock, loose walkway bricks, lights that are out, etc., please get in touch with your Resident Director and request that a work order be completed.

3. Fire Safety

a. All apartments are equipped with fire detection and suppression equipment. Fire or suspicion of fire in a building should be reported at once to the Chapel Hill Administration office or the Resident Director. Emergency fire pull stations may also be used to notify of a fire immediately.
b. Unlawful obstruction of doors, windows, and building exits is prohibited and will result in suspension from the University. Any unauthorized use or destruction of fire safety equipment or alarms will be documented and could result in criminal charges in addition to Community Standards sanctions.

c. In the case of an emergency (whether a drill or actual emergency), students are required to follow the directions of Chapel Hill or Austin Christian staff members.

4. Weapons and Fireworks

a. Weapons of all kinds, including but not limited to firearms/guns, BB guns, pellet rifles, paintball guns, airsoft guns, Tasers, expandable batons, throwing knives, knives with blades longer than three inches, and martial arts weapons, are not permitted on campus or within apartment housing. The manufacturing, possession, or use of explosive devices or fireworks is also prohibited.
b. The University reserves the right to immediately suspend and remove any student for the possession or use of such weapons or devices. The University also reserves the right to confiscate and dispose of any such items brought onto campus. Possession of weapons or fireworks is a Community Standards violation, and disciplinary action will be handled by the Dean of Men/Dean of Women. In addition, possession of prohibited weapons on campus could result in criminal charges.

5. Personal Property and Liability

a. The University is not responsible for personal belongings or personal property such as money, valuables, bikes, etc. that students bring onto, store, or leave on campus or at student housing. Students should take measures to ensure and safeguard their personal belongings against misappropriation, theft, or loss due to damage or dispossession.
b. Austin Christian University does not assume any liability for the care and/or protection of any vehicle or its contents while parked on campus or at student housing. All vehicles should remain locked when parked.

CHARACTER FORMATION

Austin Christian University challenges students to live a life of excellence through living a healthy lifestyle and developing their leadership abilities. Students develop Christ-like character through relationships with mentors and peers during their time at Austin Christian University.

Student Care

Austin Christian is committed to the growth of each student. The Office of Student Life exists to help students become more Christ-like through discipleship and community. If any

student needs mentorship or support, the Student Life Team has access to different resources that may aid students physically, mentally, and spiritually.

Austin Christian values the role that professional counseling plays in improving mental and emotional health. Austin Christian does not provide counseling services. However, the Student Life Team can refer students to professional counseling services upon request. If a student demonstrates a need for professional counseling, the student may be referred for evaluation to an independent licensed psychologist or psychiatrist at the student's own cost. The student will be notified in writing if an evaluation is required. Failure to comply with a request for evaluation may necessitate permanent withdrawal, interim withdrawal, or referral for disciplinary action of the student.

A student will be subject to involuntary withdrawal from the University if the University determines that the student is suffering from a potentially harmful mental and/or emotional disorder. If a student attempts suicide or is hospitalized for mental health reasons, returning to campus life is contingent upon an evaluation as prescribed by the Office of Student Life. Following the assessment, failure to comply with the recommendations will result in involuntary withdrawal from the University.

Encouragement to Voluntarily Seek Help

If a student is having difficulty with an issue in their life, whether it violates the Student Handbook or not, they are strongly encouraged to seek help from a member of the campus community. When students voluntarily come forward seeking help, the University will make every effort to bring healing, wholeness, and reconciliation. The Office of Student Life, faculty, and Austin Christian staff are eager to listen and help students through difficulties.

Dining

Students have access to the Blend Monday through Friday in the annex building with additional snacks and drinks for purchase.

Student Life Events

Austin Christian University values community and fun! Student Life Events are designed to connect students with each other through movie nights, holiday parties, and more. Enjoying life with other students is important at Austin Christian because the relationships students cultivate will last throughout life and ministry. All Student Life Events are optional, and some might incur personal expenses.

STUDENT FINANCES

Austin Christian University provides a premier college education experience integrated with dynamic student development experiences. Austin Christian strives to make these experiences accessible and affordable to aspiring students by connecting with generous donors who invest in the next generation of leaders.

TUITION AND FEES

Semester	Tuition	Housing*	Total*
Fall	$12,500	$5,000	$17,500
Spring	$12,500	$5,000	$17,500
Total*	$25,000	$10,000	$35,000

*total cost average for traditional, on-campus, non-married students.

Tuition (12 to 18 credit hours per semester)
Students at Austin Christian University are considered full-time with an academic semester of 12 or more credit hours. Students are part of a cohort model that determines their courses and the number of semester credit hours each semester. Tuition costs cover student loads of 12 to 18 credit hours per semester. Students must have pre-approval from the University in the form of University-approved college transfer credit or advanced placement test scores to alter their courses and/or course load.

Student Experience Fee
Students at Austin Christian University experience inclusive, interactive, and competitive student life activities and events. Austin Christian believes that growth happens both in and outside of the classroom. Student Experience Fee include but are not limited to:

- Professional Speakers
- Lions Games
- Welcome Week
- Leadership Coaching
- Community Engagement Events
- Student Company Holistic GPA

Housing
The residential living experience fosters student growth in interpersonal interaction and communication. It develops students' interpersonal, leadership, and problem-solving skills

through community engagement. Each person in the community has an opportunity to help hold themselves and others accountable to ensure a safe, respectful, inclusive home for all. Students receive one (1) apartment key, one (1) mail key (shared with roommates,) one (1) apartment amenity key fob (to share with one other roommate), and one (1) parking sticker (if parking a vehicle at the apartment community).

Students seeking to not participate in on-campus housing must submit a Housing Exemption Form. Please see the Housing Policy form for more information.

Additional Fees

Enrollment Deposit (non-refundable, applied to tuition)	$400
Apartment Covered Parking	$660
Replacement or failure to turn in Apartment Key(s)	$50
Replacement or failure to turn in Apartment Amenity Fob	$100
Replacement or failure to turn in Apartment Parking Sticker	$200
Replacement ID Card	$50
Course Repeat	(credit hour cost)
Transcript Request	$10
Student Experience Replacement Fee (damage to University provided uniform and/or equipment)	(item cost)
Additional Apartment Maintenance Repair (costs to repair damage)	(repair cost)

FINANCIAL INTEGRITY

Payment Schedule

Fall Semester	**Amount**	**Cumulative Amount**
August 1st	20%	20%
September 1st	20%	40%
October 1st	20%	60%
November 1st	20%	80%
December 1st	20%	100%
Spring Semester	**Amount**	**Cumulative Amount**
January 1st	20%	20%
February 1st	20%	40%
March 1st	20%	60%

April 1st	20%	80%
May 1st	20%	100%

Payment Plan

Students opting not to pay all tuition and fees due prior to or during Registration must complete a legally binding Promissory Note that details when the payments are due. Students who complete the Promissory Note are invoiced their account balances on or before Move-In day. All tuition and fees paid in installments must be paid according to the Payment Plan schedule above. Students with unpaid account balances on the business day following the final payment date of the semester are barred from registration for the upcoming semester, and their Populi student accounts are placed on Financial Probation, blocking access to their final grades.

Students unable to make one or more installment payments according to the Payment Plan must contact Financial Services immediately to propose alternate payment arrangements.

Refund Policy

Students may withdraw from Austin Christian University and receive a refund according to the schedule below. The refund schedule applies to all university-accepted and enrolled students. Students must submit a Withdrawal Form to their academic advisor prior to the deadlines below. The Withdrawal Date will be the day an Austin Christian University academic advisor receives the Withdrawal Form. Admitted students who do not subsequently enroll initiate refunds through Enrollment Services.

Withdrawal Date	Refund Amount
Before Move-In*	100%
Before Add/Drop Date (End of Week 2) *	80%
Before End of Week 4*	60%
Before End of Week 6*	40%
Before End of Week 8*	20%
Tuition is not refundable after the end of Week 8	0%

*according to the current year's Academic Calendar

FINANCIAL ASSISTANCE

Austin Christian University provides limited financial assistance through scholarships to exceptional students. Admitted students may apply for scholarships through Austin Christian University. The University also encourages students to apply for scholarships provided by third-party sources. Austin Christian University does not participate in federal or state financial assistance programs, Title IV funds, Veterans Administration, or individual federal or state-recognized tuition benefit or reimbursement programs.

Scholarships

Austin Christian University offers competitive scholarships to full-time students. Scholarships are available to both incoming and returning students. Scholarships awarded to incoming students are based on academic performance and community and church service. The terms of continuing an award are outlined in the scholarship award package. These terms can include but are not limited to, excellent student conduct, maintaining a minimum grade point average, and maintaining good financial standing with the University.

Need Based Financial Aid

Austin Christian University provides need-based financial aid similar to the Federal Application for Student Financial Aid (FAFSA). Students will complete a needs-based financial aid form which includes parental and student financial information to calculate the true financial need a student displays. Needs-based financial aid is applied for annually and uses the previous year's tax documents and income statements for the student's family.

STUDENT HOUSING

Austin Christian University has a residential campus that fosters a sense of community as part of the body of Christ by immersing students in a diverse culture where they can learn, grow, and build relationships. Residential living provides a unique experience of being in close proximity to students of diverse personalities, interests, and cultural backgrounds. This affords a wealth of learning and an opportunity for personal growth and relationship building. Living on campus complements a student's overall development, impacting academic, social, spiritual, and individual areas of life. The following are important topics for community living.

Housing Policies and Procedures

All students in the traditional undergraduate program are required to live in student housing unless the University, at its sole discretion, provides authorization to live off campus. These authorizations may only be granted for extenuating circumstances.

The University provides student housing for traditional undergraduate students for the entirety of the program.

Students who violate the student housing policy will be billed for full housing charges for the student housing plan.

1. Parking
    a. Students are permitted to park their motor vehicles in non-reserved parking spaces. Students should refrain from parking in designated handicapped spaces and in areas that must be kept clear due to fire regulations. Do not block garages or dumpsters. Failure to comply will result in vehicles being cited with the possibility of relocation at the violator's expense.
    b. Only one vehicle is allowed per student.

2. Housing Refunds

    After check-in is complete (signing for the housing key upon initial semester check-in), residents who leave campus housing will not receive refunds for housing, except in the event of withdrawal from the University (see University Catalog for withdrawal refund policies). When a resident formally withdraws from the University, they typically have 24 hours to check out of student housing. Since it may occasionally take longer than 24 hours for a resident to vacate the residence hall, arrangements may be made to allow more than 24 hours upon a student's request to the Resident Director and the Dean of Men/Dean of Women. Such requests should only be made in cases where extenuating circumstances exist. In such cases, the University will generally approve the request only if the University does not need the vacated bed for another student and the Resident Director and the Office of Student Life do not see a problem with extending the check-out period beyond 24 hours. The student will be charged for their housing up until the day they complete a proper check-out from their residence hall.

3. Relocations

    A student may wish to relocate to a different apartment; however, relocations are permitted only in cases of extenuating circumstances in consultation with the student's Resident Director.

4. Private Room Fee and Policies

    Private rooms are available only if apartments are not at full capacity at the end of the drop/add deadline for each semester. If a private room becomes available, the

University will offer private rooms for an additional cost per semester. Students can request a private room by contacting the Office of Student Life. Special consideration is given to private room requests for medical reasons, provided documentation is submitted. Residents requesting a private room may be required to relocate into an empty room and residents with vacancies not wishing to pay the private room fee may be required to consolidate with other residents in the same situation. The University reserves the right to assign full occupancy to all rooms within student housing.

5. Check out Procedure

When a student checks out at the end of the school year or upon withdrawal from the University, they must follow appropriate check-out procedures. This process also applies to residents who relocate from one apartment to another. Normally, the Resident Director or the Office of Student Life will send an email to all residents with a link to schedule a check-out time. Residents should sign up for a check-out time 24 hours in advance. Prior to the assigned check-out time, the student should do the following: empty and defrost the refrigerator; throw out all food items; take out the trash; reset the furniture to its original layout; pack and remove all belongings from the room; clean all rooms; and complete a check-out form. At the appointed check-out time, the student will check out with the student's Resident Director. Once the check-out is complete, the student may not return to the room. For Christmas Break, as long as the student is returning to the same room in the spring and has not filed for relocation, the check-out process is similar. The student only needs to discard perishable food items and unplug all electronics, but their belongings may remain in the room, and the check-out form need not be completed. Students are assessed a $100 fee for improper check-out. The University reserves the right to dispose of abandoned personal belongings left in residences.

6. Check-out/Relocation Process (Fall to Spring Semesters)

a. Students who are approved to relocate to a new room for the spring semester must complete that relocation on the day housing closes in the Fall. Students who are unable to relocate on that day must take all their belongings home over Christmas break and bring them back to campus on opening day in the spring.
b. Residents must vacate campus housing by the published time on the day when housing closes. Those paying additional charges to remain during Christmas

break do not have to vacate. Residents are expected to follow reasonable directives given by Resident Directors regarding the check-out process.

c. While students remaining in the same room from fall to spring may leave their belongings in their residence halls over Christmas break, it is expected that rooms are to be left in satisfactory condition for inspection. Refrigerators must be defrosted and emptied; all trash should be emptied, and all electronics should be unplugged. Residence Life personnel will inspect each room for compliance. A $100 improper Christmas Break Check-Out fine will be assessed for noncompliance. It is assumed that if a student does not plan to return for the spring semester, they will check fully out of their housing before Christmas break.

7. Housing for Christmas Break

Housing may be available for an additional cost during Christmas break. Please see the Office of Student Life for separate applications and housing charges for the Christmas break. Students are permitted to remain in their housing during Christmas break without the consent of their roommate(s).

8. Housing Furniture

a. Housing furniture must remain in the room where it is assigned. The student assumes financial responsibility for loss or damage to furniture. In an effort to preserve living space, students are encouraged to limit the amount of personal furniture. For safety reasons, lofts, personal mattresses, and waterbeds are prohibited.

b. While students are encouraged to personalize their rooms, rearranging University room furniture is limited and must be configured in ways that adhere to safety and damage-avoiding standards. Furniture can be moved as long as the configuration meets the guidelines below:

    i. Stacking of Austin Christian furniture is prohibited in all rooms.

    ii. Unsafe stacking of personal furniture must be avoided.

9. Room Alterations and Decorating

a. Students are encouraged to personalize their rooms, making them comfortable and attractive. However, decorations that deface, damage, or destroy any part of University property are prohibited. At checkout, the room must be left in its original condition. Room modifications (nails, thumbtacks, paint, wallpaper, masking tape/double-sided tape that leaves residue, and other changes that

lead to damage, etc.) are prohibited. The only material students may use to attach items to walls is sticky tack.

b. Students shall make no repairs or alterations of any kind to an apartment, including, but not limited to, electrical fixtures and outlets, windows, window screens, plumbing, walls, doors, and ceilings.
c. To maintain the attractiveness of the housing, students must limit personal decorating to the interior of their room. Window screens should not be removed for any reason.
d. Students will be responsible for all damage that occurs to the apartment that arises from any item of decoration/personalization.

10. Room Usage and Facility Damage

a. It is expected that students have knowledge of and are aware of, within reason, the condition of, and activities taking place in their apartment. Students are held responsible for conditions and activities that cause damage to University property. Any financial liability stemming from damage to the apartment, furniture, and/or property is the responsibility of all roommate(s) unless otherwise specified.
b. To create a safe living and learning environment and to prevent potential damage, residents should refrain from playing sports inside buildings (hallways, bedrooms, etc.)

11. Housing Repairs

A student who needs any type of repair should submit a work order request through the online form.

12. Room Privacy

a. A student is not to enter another student's room or use another student's personal possessions without receiving their prior approval. Unauthorized possession of keys or unauthorized entry to any room or building is a violation of the Community Standards.
b. Ordinarily, rooms are not entered by University personnel unless the student is present. However, the University reserves the right to enter and/or search rooms whether the student is absent or present for general maintenance purposes, occasional room checks, occasional bed checks, or to inspect the rooms for contraband and other prohibited items when the University has any reason to believe that contraband or other prohibited items are in the rooms.

Residence Life personnel will conduct such inspections for contraband and other prohibited items.

13. Roommate Inspections and Roommate Agreements

a. Resident Directors conduct cleanliness inspections to ensure a healthy and safe living environment that is conducive to living and learning. It is the student's responsibility to be considerate of roommates and to always keep their apartments neat and clean. Resident Directors review all aspects of an apartment with respect to health issues, trash, and safety.
b. Rooms are graded on an Excellent, Pass, or Failure system. If an apartment fails the inspection, the first failure of the semester results in a written warning. Each failed room inspection after the written warning will result in a monetary sanction placed on the student's account. Only one grade is given per apartment because roommates are jointly responsible for the condition of the room.
c. If students would like to complete a Roommate Agreement regarding the cleanliness of their room, they can contact their Resident Director. Roommate Agreements are recommended for all students living with a new roommate for the first time.

14. Animals/Pets

a. Austin Christian supports the availability of Service and Assistance Animals to individuals with disabilities and has established the following policy regarding Service and Assistance Animals.
    i **Definition**: A dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. In some cases, a miniature horse may be permitted as a Service Animal, but other animals do not qualify as Service Animals. Examples of the work or tasks Service Animals provide include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties.
    Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must be directly related to the person’s disability. Dogs, or any other animal whose sole function is

to provide comfort or emotional support, do not qualify as Service Animals.

ii **Service Animals on Campus**: Service Animals may travel freely with their owner throughout most areas of campus and housing. Exceptions to Service Animal access (for the animal's health and safety or others') could include, but are not limited to, motor pools, boiler rooms, classrooms where live animals are part of the learning experience, laboratories, and other locations where all animals are prohibited. Exceptions to restricted areas may be granted on a case-by-case basis by contacting the Austin Christian staff. These departments will work together to develop a reasonable plan of action.

iii **Service Animals in the Classroom:** It is strongly recommended that students who require the assistance of a Service Animal in the classroom register their disability with the Office of Academic Services. Documentation is not required to have a Service Animal in the classroom; however, doing so will allow students to document their need for appropriate academic accommodations and receive a letter of accommodation for their instructors at the beginning of each semester. Upon approval of a Service Animal, course faculty, Campus Safety, and other employees who will need to expect a Service Animal's presence in the classroom will be notified as appropriate.

iv **Service Animals in Residential Areas:** A student requesting permission to keep a Service Animal in student housing must make a formal request to the Dean of Men/Dean of Women. This request must be submitted at least 60 days prior to the need for accommodation. The request should ideally accompany an application for housing. The Office of Student Life will work together with the Office of Academics to determine appropriate housing arrangements, taking into consideration the student's needs and preferences, the space needed for the dog, and other variables, including roommate(s). While applications submitted after these recommended deadlines will be accepted and considered, Austin Christian cannot guarantee that it will be able to meet late applicants' accommodation needs, including any needs that develop during the semester. While students requesting the accommodation of a Service Animal in housing are not required to provide documentation of disability or certification of the dog as a

Service Animal, students should answer the two questions on their formal request relevant to Service Animals: (1) Is the animal required because of a disability, and (2) What work or task is the animal trained to perform? The Office of Academic Services and the Office of Student Life will review the housing request and then will arrange a meeting with the student to discuss the decision and policies relating to having a Service Animal in community living spaces. Upon approval of a Service Animal, the student's roommate(s), or will be notified (if applicable) to inform them that the Approved Animal will be residing in the shared assigned living space.

v **Service Animal Handler's Responsibilities in Residential Living spaces**: The student/handler is responsible for assuring that the approved Service Animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there. The student/handler is responsible for any expenses incurred for cleaning above and beyond standard cleaning or for repairs to Austin Christian premises that are assessed after the student and animal vacate the residence. Austin Christian shall have the right to bill the student account of the approved Student Animal owner for such charges. The student/handler's residence may be inspected for damage or other reasons, such as concern about the approved Service Animal's well-being. Students are strongly advised to obtain renters' insurance, including liability coverage, for approved Service Animals. Approved Service Animals may not be left overnight in housing to be cared for by another student. Animals must be taken with the student if they leave campus overnight or for a longer period. Student Housing reserves the right to relocate the student/handler and approved Service Animal as necessary. The student/handler must notify the Director of Student Life and Care and the Office of Academics in writing if the approved Service Animal is no longer needed or is no longer in residence. To replace an approved Service Animal, the owner must file a new formal request.

vi **Service Animal maintenance and control requirements**: Care and supervision of the animal are the responsibility of the individual who benefits from the approved Service Animal's use. The student/handler is required to maintain control of the animal at all times. When an

approved Service Animal is outside the student/handler's residential space, the Service Animal must be kept on a leash unless doing so prevents the Service Animal from rendering accommodation assistance. The student/handler is responsible for ensuring the animal's waste is cleaned up. Waste must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside trash dumpsters. The student/handler must ensure that the Service Animal does not disrupt classroom learning, social events, or other activities that are the right of all Austin Christian students.

b. Animal Health and Well-Being
    i. Vaccination: In accordance with local ordinances and regulations, the animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Local licensing requirements must be followed.
    ii. Health: Animals that reside in housing must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health. Austin Christian has authority to direct that the animal receives veterinary attention at the student's expense.
    iii. Licensing: ACU reserves the right to request documentation showing that the animal has been licensed. Local licensing law is followed.
    iv. Training: Service Animals must be properly trained.
    v. Other Conditions: The Office of Student Life and the Office of Academic Services may place other reasonable conditions or restrictions on the animals depending on the nature and characteristics of the animal.

c. Pets and Non-Approved Animals

    A "pet" is an animal kept for ordinary use and companionship and is not considered a Service Animal or an Assistance Animal. Residents are not permitted to keep pets on University property or in housing. Until animals are approved as Service Animals or Assistance Animals, these animals will be considered "pets". Students will be subject to all appropriate community standards of sanctions for having non-approved animals on campus and in student housing. Students may not have animals on campus until the approval process is complete, and animal accommodations cannot be applied retroactively to appeal pet violations.

d. Removal of an Approved Animal

Austin Christian may exclude/remove an approved Service or Assistance Animal when: the animal poses a direct threat to the health or safety of others; the animal is out of control and the student/handler does not take effective action to control it; the animal's presence results in a fundamental alteration of the academic and/or residential program; or the student/handler does not comply with community living responsibilities or control requirements on campus.

15. Laundry Access

All undergraduate students will have access to a washer and dryer within their apartment. Detergent and other laundry supplies are the student's responsibility.

16. Residence Life Staff

a. Resident Director (RD) - Resident Directors are full-time staff members of the University who reside on campus. They serve as an integral member of the Residence Life team. The RD reports to The Office of Student Life and adheres to the expectations and responsibilities outlined in the RD position description.

b. The role of the RD includes, but is not limited to, facilitating the academic, social, spiritual, and personal adjustment of students. RDs are responsible for cocurricular opportunities through various programs and activities. RDs interact weekly with facility management and Austin Christian staff and are responsible for curating an inclusive, safe, learning environment for students to live and grow.

17. Curfew Policy

a. All students are subject to a weeknight (Sunday night through Thursday night) 12:00 a.m. curfew and a weekend (Friday and Saturday nights) 1:00 a.m. curfew, meaning they must be in student housing no later than 12:00 a.m. weeknights/ 1:00 a.m. weekend nights. All students who are at their residence after curfew are required to either be in their room or traveling to it. There is to be no loitering outside of a student's assigned room for any reason after curfew.

b. If an emergency prevents a student from adhering to curfew, they should talk to their Resident Director within one school day of the curfew violation.

c. Regular curfew hours are in effect during holidays and any other time students are on campus. All curfew extensions must receive prior approval from the appropriate Resident Director.
d. Violations of the curfew constitute violations of the Community Standards and are subject to appropriate disciplinary sanctions.

18. Courtesy Hours

a. As a courtesy to other students and residents, excessive noise throughout the day (i.e., loud talking, musical instruments, televisions, stereos, radios, etc.) is discouraged. An intentional/unintentional disturbance created by pranks or other behavior that impacts others is prohibited. Noise levels in and around residence areas should be minimal from 11 p.m. to 9 a.m.
b. During final exams week, courtesy hours are to be observed 24 hours a day.

19. Babysitting

Babysitting in student housing is prohibited. Small children with their families are allowed in the residence halls for a short visit, such as a tour of the housing, but these visits should not exceed two (2) hours.

20. Visitation Guidelines

a. Opposite Sex Visitation
    i. Opposite sex visitation is allowed in common areas of an apartment. Crossing the threshold of the bedroom door constitutes a violation of this policy. Failure to comply with the Community Standards will result in disciplinary action.
    ii. Opposite sex visitation must be accompanied by an additional person, regardless of location. (Rule of three or more)
b. Overnight Guests

    On-campus students who desire to have overnight guests must make arrangements with their Resident Director. The Resident Director, with the roommate(s)' consent, may approve overnight visits. Overnight guests are limited to a two-night stay. Visitations beyond that length of stay will be subject to a $25/night charge. Overnight guests who are minors must be at least 12 years of age and have a letter of parental consent to stay in student housing. Overnight guests may not be older than 24 years of age. All guests are subject to and expected to comply with University and residential policies.

c. Overnight Sign-out Procedure

Residents who plan to be out of the building overnight, Monday through Thursday, are required to complete the Overnight Sign-out Form provided by their Resident Director. Failure to do so will result in a Community Standard violation. The University does not take responsibility for locating students or for their safety when off-campus on personal trips.

21. Lost Key

Students are responsible for their apartment key. Lost apartment keys should be immediately reported to the appropriate Resident Director for replacement. There is a charge to change the lock and re-issue keys if deemed necessary for safety and security reasons.

22. Mandatory Residence Meetings

Residence meetings will be scheduled periodically for students in their respective residence areas. Attendance at these meetings is mandatory. Failure to attend these meetings may result in disciplinary action.

23. Securing Student Housing in the Event of a Weather-Related Evacuation Order

a. All furniture, including beds, should be pulled away from windows. All windows will be closed.
b. All objects on the floor should be placed off the floor.
c. All loose objects should be placed in drawers or closets.
d. Electrical equipment (TV, stereo, computer) should be unplugged and placed off the floor, preferably in a closet.
e. The University is not responsible for loss of, or damage to, personal property occurring because of damage to student housing due to flood, fire, wind, or failure of the student to properly secure their belongings.

STUDENT LIFE

1. Printing/Copying

Printing and copying stations are located on campus in the central offices. Students are allowed to use the printers as needed.

2. Mail

a. Receiving Mail

All Austin Christian undergraduate students will have access to a mailbox at Chapel Hill Apartments. A mailbox and key are issued to a student for the duration of time they remain an undergraduate student. Mailboxes are to be used for all incoming personal mail. Due to volume and liability issues, mailboxes cannot be used for running a business or sharing with another person (outside of roommates). Off-campus mail services may be obtained to accommodate those needs. Students can only access their mail by using their key to open their box. Students will be notified by email to come to the business center to receive any trackable envelopes/packages delivered to the apartment office.

b. Incoming Mail
    i. Mail should be addressed as follows:
        Student's Full Name
        401 Westinghouse Rd (apartment #)
        Georgetown, TX 78626
    ii. Incoming mail should never read "Post Office Box" or "PO Box"
    iii. Misaddressed mail may be delayed, returned to the sender, or possibly lost without ever arriving at Chapel Hill.
    iv. When making an online order, please use only the student's name (not that of a parent, etc.) and place the student's apartment number in the address line to ensure that the package will be delivered properly.

c. Outgoing Mail and Postage

    Outgoing mail can be sent from the outgoing mailbox in the mailbox area. Postage stamps, express and priority mail services are available from the local USPS facility. All USPS and pre-paid UPS packages must be brought to a USPS or UPS location to be mailed. Austin Christian will not provide tape or packaging supplies. Students should be aware that it is never safe to send cash by mail. The University is not responsible if it is lost or stolen.

d. Mail Forwarding Policy

    Permanent address changes should be reported immediately to USPS and to the Austin Christian University office (including move-out for summer or other circumstances). Failure to report changes could result in mail not being forwarded or going to the wrong person and/or address.

e. Mailbox Key

    Students must turn in their mailbox key to the Austin Christian office when they are no longer an undergraduate student, upon withdrawal from

the University, moving off campus for the summer, or graduating. Failure to do so will result in a $15 charge to the student's account.

f. Mail Privacy

Anyone tampering with mail, mailboxes, or mail equipment will be subject to federal prosecution or the Austin Christian Community Standards sanction process, as applicable.

g. Mailbox Key Replacement Policy

When a student loses a mailbox key, he or she is responsible for informing the Austin Christian staff so a replacement key can be made. A replacement key will be received after paying the $15 key replacement charge.

3. Information Technology

The University has a comprehensive policy regarding the Acceptable Use of Technology. Please consult the Acceptable Use policy for information about University internet access, software, help desk, computing, information, communication resources, and other information technology issues.

4. Library

a. Circulating books may be checked out for a period of two weeks. Books may be renewed if no one has placed a hold on them. Books must be returned to the library desk, or the book drops outside the library.

b. A fine for overdue materials will be assessed for each day an item is overdue. Students are also responsible for any lost or damaged books they have checked out. A student will be held responsible for everything checked out to their ID. At the end of the semester, grades may be withheld until all financial obligations are paid in full.

c. The library also provides space for study and research. Loud noises and other disruptions inconsistent with a quiet study atmosphere could be subject to disciplinary actions.

d. Students may also use the Southeastern University library website: http://library.seu.edu for additional online resources.

5. Official Calendars

a. The academic calendar for the school year is published in the University Catalog. Changes in the calendar are announced in advance to allow students

time to make plans accordingly. The Academic Office manages the University's academic calendar.

b. An additional Student Life calendar can be found at the end of this handbook. Changes in the calendar are announced in advance to allow students time to make plans accordingly. The Student Life office manages the University's Student Life calendar.

6. Spiritual Formation

a. Spiritual Formation at Austin Christian University exists for the purpose of seeing spiritual growth in our students. We accomplish this by creating dynamic and life-changing environments in which students are discipled, equipped, and released to impact their world in the spirit of Christ.

b. As a Christ-centered University, our most distinctive characteristic centers on the integration of faith and higher learning. Therefore, all full-time undergraduate students are required to participate in the spiritual formation experiences described below.

    i. The Chapel Experience

        1. Chapel services are the spiritual center of the Austin Christian University community and serve as a time of corporate worship. Chapel services aspire to meet every student where they are in their spiritual journey. Chapel should be enjoyed and not endured, so the aim is to creatively engage the presence of God. Chapel is offered once every week for undergraduate students.
        2. All students are required to practice appropriate spiritual conduct while participating in the chapel experience. Students are to refrain from any disruptive behavior that would deflect attention away from Jesus Christ. Please respect others around you as you abstain from the following: use of a laptop, leaving early, sleeping, lying on the floor, or doing homework. Students are encouraged to be attentive and respectful to participants during the chapel experience.
        3. Excusable absences from chapel may be granted for severe conditions or special situations that temporarily affect attendance. Examples of absences that may be excused include hospitalization, family bereavement, extended illness, or mandatory court appearances. Excuses for other circumstances of a similar nature will be granted at the discretion of the Austin

Christian Student Life office. It is the student's responsibility to communicate an absence prior to chapel.

ii. The Discipleship Experience

Austin Christian University students are encouraged to become involved in a small group and therefore experience discipleship. Every student is encouraged to join a Small Group at either Celebration Church or their local church each semester for spiritual growth. These Small Groups are led by church members, staff, and students who have a passionate heart to pour into the lives of others.

iii. Ministry Formation

The ministry formation program is designed to equip students with the knowledge, skills, and spiritual foundation needed to effectively lead and serve in ministry contexts outside of their chosen practicum. Students can choose a ministry to participate in, including but not limited to Celebration Serve Groups, Celebration Serve Saturdays, and Celebration Students. Participation in the ministry is required and monitored by a supervisor, with an assessment given at the end of each semester. Ministry formation begins in the first semester and continues through each subsequent semester. Upon completion of the ministry formation program at graduation, students will have a strong foundation in practical ministry skills, enabling them to serve in various ministry contexts effectively.

7. Campus Amenities

a. Student housing at Chapel Hill has an expanded fitness center featuring a mix of free weights and machines to encourage the entire campus community to stay in shape and exercise. Celebration Church also offers a basketball court, and there are open fields that can be used for games of frisbee, football, and more.

b. Student housing also has a pool to help students keep cool and provide a fun spot for friends to hang out. The pool, under the management of Chapel Hill, is open each day; however, it may close due to maintenance or other reasons. The fire pits in the Chapel Hill pool deck serve as a fun gathering spot to keep warm during the winter.

c. It is the students' responsibility to act safely and responsibly when using all campus and housing amenities.

Acknowledgment and Signature
I acknowledge that I have received access to the ACU Student Handbook. I agree to read and abide by the policies, procedures, and community lifestyle standards outlined within it. I understand that these standards apply to both my academic and spiritual life at Austin Christian University. Student Initials: By signing below, I verify that I understand these policies and agree that my electronic signature is the legally binding equivalent of my handwritten signature.
Student Printed Name:
Student Signature:
Date: