

College of Science and Education

Student Handbook 2025-2026

Student Handbook

The College of Science & Education Student Handbook contains information in addition to the contents of this catalog. Please refer to the Student Handbook for additional information on policies and procedures.

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Academic Integrity

The College of Science and Education expects students to be honest in academic matters. We expect each person on campus to be forthright and direct, and to value integrity in all his/her dealings. Activities and attitudes should be consistent with high academic standards, Christian commitment to Christian morals, values, virtues and ethics.

Class Attendance

One of the biggest differences between students who succeed in college and those who fail is class attendance. Even if you have a detailed syllabus, you cannot know what professors are emphasizing unless you attend class. When you are in class, you will have experiences that will help you build your own understanding and real-life applications to your area of study. You will gather up-to-date information about possible schedule changes and assignment additions or deletions. You will form a network of classmates with whom you can form study groups. Most importantly, you will participate in all the hands-on, experiential Labs and Field Study experiences that CSE prides itself in offering its students, which cannot be replaced with any written or computer-based assignments. If you miss class due to illness, or any other reason, you are responsible for notifying your instructors of the reason for the absence and developing a plan for making up any missed work (if allowed by the instructor or the course of study requirements).

FERPA (Family Educational Rights and Privacy Act)

As custodian of student records, in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and amended in 1998, CSE assumes the trust and obligation to ensure the full protection of student records which includes maintaining the confidentiality of educational records.

CSE has developed policy guidelines for access to educational records with respect to the rights of eligible students and parents of dependent eligible students. Educational records maintained by the College are considered confidential, except for directory information and information that is exempt from the need for consent. Information that may be disclosed may be released publicly in verbal, printed, electronic, or other form. The administrative procedures outlined in this section are to be compiled by College personnel who have or accumulate educational records, which are in a personally identifiable form. Students may direct questions regarding FERPA and the regulations to the Registrar' Office.

Access to Student Records

The FERPA policy affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, written requests that identify the record(s) they wish to inspect.

The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend

the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by CSE in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person, company, or agency with whom CSE has contracted (such as an attorney, auditor, or collection agent); a person on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to refuse to let the institution disclose designated directory information. The College has designated the student's name, CSE assigned e-mail address, academic program, academic level, current enrollment status, attendance dates, degrees and awards received as directory information. If a CSE student does not want any or all the information designated as directory information, he/she must complete the Non-Disclosure Form (available in the Registrar's Office).

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CSE to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Electronic Devices In The Classroom

CSE aims to provide an optimum environment for teaching and learning. To this end, we encourage all members of the campus community to be considerate in their use of cell phones and other electronic communication devices. No conversation on a cell phone should take place when a class, meeting, or other public event (such as Chapel) is in progress. In general, all electronic devices should be turned off inside the classroom. When it is necessary to leave such devices turned on, however, all members of the CSE community should make every effort to receive only non-audible signals. Faculty members may establish specific policies for the use of electronic devices in their classrooms. Students will be informed of the policies by the individual instructor at the beginning of the term. Most classes will be restricted to note-taking by hand instead of computer, due to the research showing retention of material is highest in this method. Therefore, laptops and I-pads will be restricted from classrooms UNLESS specified by the instructor for specific work necessitating computers.

Grievance Procedure

Student Grievance Procedure: Should a student have a complaint with CSE, then the following steps shall be taken by him/her:

1. Student shall first attempt to address the grievance with the instructor or applicable staff member and try to resolve it. If unsuccessful, proceed to the written grievance procedure.
2. Student may state the grievance in writing to the Dean of Student Affairs or other designee. The Dean of Student Affairs shall have ten (10) business days in which to investigate and address the grievance.
3. Should the Dean of Student Affairs or designee fail to or unacceptably address the grievance, the student may appeal in writing to the Office of the College President. The appeal must be in writing, include new information that may have a bearing on the grievance, and be submitted within 10 days of the date of the first determination. The Office of the College President will have 15 days to investigate the new information and will mail or email the final answer to the student.

If the Student complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

4. Any and all grievances must be filed within two weeks of the occurrence, or they will not be addressed.

The State Board Address is:

Arizona State Board for Private Postsecondary Education

1740 W Washington St

Phoenix, AZ 85007

602-542-5709

Website: <http://ppse.az.gov>

Recreational Gym Usage

Recreational use of the CSE Gym and pool facilities are for registered, active students, Faculty and staff only. Outside friends or family are not allowed.

Pet Policy

A pet is defined as any domesticated or tame animal that is kept as a companion. For health and safety reasons, no pets are permitted anywhere on campus, either indoors or outdoors. Failure to adhere to these guidelines may result in a student being put on probationary status and violation of the Pet Policy may result in fines exceeding \$2,500.

Unauthorized Entry

Students, guests, and all other unauthorized persons are prohibited from entering any College building or room, as well as College owned or individually owned vehicles without expressed permission from an authorized College official, faculty, or staff member. of such building unit or vehicle.

Vandalism

If any vandalism occurs to your personal property or to the property of CSE, students should report it to the Campus Security Office immediately.

Vending Machines

Vending machines are located in several locations throughout the campus. If issues with a vending machine, contact information is on each machine for students to call the vendor directly which is listed on the front of each machine. CSE does not reimburse for losses related to the machines.

Safety and Security

Emergency Procedures:

Life threatening emergencies should always CALL (911)

Non life-threatening emergency calls from the CSE campus for fire, police, or ambulance depending on the type of emergency, contact one of the following:

- Maricopa County Sheriff's Office: 602-876-1000

Fire Department: 602-237-2083

Procedures for Staff/Faculty Response to Student Crisis:

CSE has implemented procedures as an appropriate response in the event a student is involved in an accident with serious injury, suicide attempt, and/or alcohol or drug overdose or is the victim of violence, sexual assault, harassment, discriminatory acts, violent threats, and/or extreme emotional situation.

CSE staff are available to help with handling issues in a way that is consistent with CSE policies and procedures and will act as liaison, as necessary, between agencies working with issues related to CSE students.

In an emergency, call 911. For confidential crisis counseling, call the crisis hotline:

If you have been a victim or witnessed an incident, you are encouraged to contact the Dean of Student Affairs office:

Fire Safety

The purpose of the fire alarm system is to alert occupants of the building of the need to evacuate. The fire alarms and fire equipment (i.e., extinguishers) are to be used only in case of fire. Please be advised that tampering with fire alarms and equipment is a violation of Arizona state law as well as campus policy. Offenders are subject to CSE disciplinary action as well as criminal prosecution.

1. Upon hearing the fire alarm sound in the room/facility, all occupants should follow these procedures:

- Keep low to the floor if smoke is in your room/facility.
- Close windows.

2. Before opening the door:

Feel the knob. If it is hot, do not open the door. If the knob is not hot, brace yourself against the door, and open it slightly. If heavy smoke or fire is present, close the door and stay in the room/facility.

If you can leave the room/facility:

- Be sure to have clothing appropriate for the weather.
- Leave lights ON.
- CLOSE and LOCK door (if applicable).
- Leave by the nearest safe exit listed on the chart by each exit door.
- If ALL exits are blocked, return to your room/facility.
- Once outside, quickly move away from the building at least 300 feet.
- Do not return to the building until signaled by staff to do so.

If you CANNOT leave the room/facility:

- CLOSE door.
- Seal cracks around the door with towels, clothing, or anything else you can find to help keep

out smoke.

- Open window and escape if possible.

Personal Safety on Campus

The CSE's Safety and Security Department is fully committed to maintaining a safe campus where students, faculty, and staff can work and study in a secure environment. Safety is a shared responsibility and security begins by being aware of one's surroundings and reporting suspicious persons, activities, or safety concerns. The cooperation, involvement, and vigilance of students, faculty, and staff in a campus safety program are needed to make our campus as safe as possible. We encourage all CSE community members to take responsibility for their own safety and security by reporting crimes, suspicious activity, or other emergencies immediately to the Safety and Security Department. Since the opportunity for crime exists everywhere, the campus community should also take precautions to avoid dangerous or risky situations. The following are safety and security tips:

- Use the "buddy" system when walking, especially after dark.
- Park vehicles and/or walk in well-lighted areas.
- Lock vehicle doors and windows when leaving your vehicle, even if for a short period of time.
- Be sure to report lost keys or ID cards immediately.
- Don't leave your possessions unattended.
- Don't leave large amounts of money in your vehicle, and keep valuables out of sight, if you can't keep your valuables on your person.
- Make a list of your valuables, including books, and mark them with an ID that can help in their recovery and record serial numbers of valuables such as laptop computers, etc. Take photos of items.
- Report any broken or flickering lights, and broken locks or windows on campus.

STUDENT SERVICES

- * Disability Accommodations
- * Subject Tutoring
- * Testing Services
- * Degree/Course Planning and Counseling
- * Alumni Connections
- * Campus Christian Ministry

Admissions & Registrar's Office

The Admission Office is located in the lobby of CSE.

Alumni Connections offers the following services to students:

- * Employment opportunities
- * Networking
- * Internships
- * Alumni events

Campus Christian Ministry is part of a Christian College campus. CSE's vision is to provide a Christian campus environment where students and staff can learn through Christian principles reflected both in our faith, leadership and our actions. Acceptable conduct based on the ten commandments and Christian doctrines are expected. Our Chapel is open for prayer & worship 5pm-10pm M-F. Special events will be hosted throughout the year celebrating our Christian faith and providing Christian Fellowship among students and staff.

CSE Bookstore & Gift Shop

The CSE Bookstore & Gifts is located in the Burge Hall, (eastside of campus). Textbooks, new and used as well as CSE apparel and gifts are available here. Hours: Check online each year as hours may change.

Copying & Scanning Services

Photocopying and scanning services are available for students' personal use in the CSE Library. Copy machines are operated via credit cards.

Scheduling and Event Planning. Application and authorization for any event must first be submitted and approval obtained prior to either contracting for an event or making commitments for any campus facilities. The Building, Event, and Room Registration Request application is available at the Registrar's Office. CSE has a number of facilities accommodating a variety of indoor and outdoor sports and recreational activities. Any student wishing to attend an event venue must present a valid CSE student ID.

Financial Planning

The Office of Financial Planning, administers institutional programs designed to assist students in meeting educational costs. Students must meet the satisfactory progress requirements defined in the College catalog in order to retain financial aid. Students must reapply for financial aid each year. The institution priority deadline is April 1st and students are advised to be alert to campus publications for other deadlines. Financial Planning staff are available to answer questions regarding loans, grants, scholarships, changes in family situation, preparation of budgets, and evaluation of family resources. Students have online access 24/7 to their financial aid information using the My CSE portal.

Appointments are required for financial planning issues. For specific information regarding dropping or adding classes, withdrawal from a class, etc., see the appropriate policy section of the CSE Academic Catalog.

Health Insurance

CSE does not require proof of health insurance for enrolled students with the exception of international students. However, it is highly recommended that all enrolled students have health insurance coverage either through their family's medical plan or some privately purchased health insurance plan.

All international students must purchase CSE-approved health insurance with repatriation and medical evacuation coverage. Contact the International Student Services Office for additional information.

Identification Cards

All students are required to carry a CSE photo ID card. ID cards are needed to: use computers and books at the library, to enter the Gym or pool, and for free admission to events. Every student receives an ID card when he or she first registers for classes. If cards are lost or damaged, they can be replaced for a \$35.00 fee in the Safety and Security Office.

International Student Services & Study Abroad

The International Student Services & Study Abroad Office is located in the Registrar's Office. All international students holding F-1 visas must report to this office within seven (7) days of their arrival at CSE. In addition to immigration resources, the International Student Services Office strives to be a friendly and informational home for all the international students. Please contact the International Student Services Office.

CSE offers a variety of international study opportunities. We believe that every student should have the opportunity to be a global citizen and conduct field studies abroad to gain a better understanding of other nations and their cultures. Please contact the International Student Services & Study Abroad Office for more detailed information.

CSE Library & Media Center

The CSE Library & Media Center is located on the East Campus, Rm 6. It is designed to offer CSE students the free use of computers, reference materials and online Library services for research. Copying and scanning services are also available there. Hours 5pm-9pm M-F

Lost and Found

CSE's Lost and Found is located in the CSE Bookstore & Gift Shop. You may also turn any items into Lost & Found that you find so they can be returned to their owner. All items not retrieved after 60 days will be donated to charity or disposed of.

Registrar's Office

The Registrar's Office at CSE is responsible for maintaining official academic records. This involves processing transfer credits, managing courses and registrations, processing veteran's benefits, posting grades and degrees, and providing official transcripts. We enforce the institutional academic policies created by the faculty and the institution.

Many academic policy and program related questions can be found in the institutional catalog, including:

- What is the CSE's grading system?
- How does academic standing, probation, and dismissal work?
- What is general education all about, and how does it work?
- What are the specific degree requirements for the program I am interested in?
- How many different majors does the College of Science and Education offer?
- Are any dual degree options available?

Please visit the Registrar's Office website: to order transcripts, online forms, academic dates and deadlines, transferring credits, academic catalog, student handbook and more.

Student Accounts Office:

This office is in the Main Lobby hallway. Billing and payment for tuition, and fees are processed here. Delinquent payments are charged 2% interest per month. CSE reserves the right to withhold official transcripts until all accounts are paid in full. The Student Accounts Office is open Monday-Thursday from 4:00 a.m. to 6:00 p.m.

Student Employment/Work Study:

The Student Employment/Work Study Office, located in the Lobby Hallway-Office B Student Financial Planning office, coordinates the work-study program, the community-service work program, and campus employment for all students. The office reviews student job performance and assists in necessary payroll documentation. A number of part-time positions are available for students. For most of these, students are expected to qualify under CSE work-study guidelines.

Visit CSE's Website for the following: (www.cseaz.org)

- Online internship and employment resources.
- Cover letter, resume building, and portfolio review and consultation.
- Graduate/professional school consultation.
- Student workshops and informational sessions.
- Networking and recruitment opportunities.
- Mentoring partnership service for career development.
- Service learning and volunteer opportunities.
- Christian Fellowship Events

Technology & Policies

Help Desk - CSE offers a Technology Help in the CSE Library & Media Center

Computer Lab

CSE offers a computer lab for student and faculty use in the CSE Library & Media Center, RM 6 in Burge Hall.

Wireless Access

The entire campus is wireless. If you have problems connecting, please contact the Technology Help Desk for assistance.

Computer Usage

By signing the "Agreement for Use of the Computer System," you will be able to take advantage of all the privileges of using CSE's computer systems. These services include:

- Microsoft Office Applications (Word, Excel, PowerPoint, and more)
- Research programs/Library catalogues
- Network storage space for your files (access locally and via Internet)
- Internet access
- CSE email account (access locally and via Internet)

Technology Acceptable Use Policy

The Communications section of this policy applies to the CAMPUS telephone and Voice Messaging System, as well as the computer network system.

Access

1. Access to, and use of the computer systems and networks, is limited to the faculty, staff, and students of CSE. Others may be granted access for good cause at the discretion of CSE.
2. Acceptable use of hardware and software includes study, research, teaching, and administrative work. Incidental personal use is not permitted.
3. All enrolled students will be granted full access to select software application, and the Internet. Enrolled

students are provided with an e-mail account and remote access capabilities.

4. Attempts to gain access (log in) to another person's account, or attempts to read someone else's mail or files, unless the owner publishes the file on the Internet, is prohibited. Sharing an account with another person is prohibited. Passwords are to be confidential.

5. The CSE Computer System is capable of tracking "footprints" of all users. If a user disputes allegations of inappropriate use, the Office of Technology will make any relevant tracking documentation available as evidence to administrative and/or investigative authorities.

6. CSE uses blocking and shaping software to control Internet usage. Various inappropriate sites will be blocked. Academic and Administrative use is given priority over social use. CSE's computers are meant to be utilized for course work and research, not social media use. Please refrain from using these computers for personal endeavors.

7. CSE will take reasonable efforts to back up all data and files saved on CSE servers. CSE assumes no liability for data lost or destroyed.

8. CSE does not guarantee computer systems to be safe from system errors or operator failures.

9. The Office of Technology will back up and protect all files and databases within the Administrative Software Application and Academic Servers. Files saved to the server by employees and students will also be backed up.

10. The Office of Technology may inspect or remove personal files only as needed to diagnose problems and maintain the system in good working order. Reasonable effort will be taken to notify the owner prior to their removal.

11. Unauthorized use, duplication, or transmission of copyrighted material (including software) is prohibited.

Communications

12. The campus computer and telephone system may not be used for illegal activities, nor may it be used to threaten or harass others. The system may not be used to send chain letters or to post solicitations or advertisements. CSE is not liable for harassment, threats, or impositions resulting from unacceptable use of the computer network. Individuals who believe they are being harassed are to process the incident through the Safety & Security Office.

16. Email should be used with the understanding that electronic communication is never really private. It is recommended that persons not use e-mail for items they would not want the world to see.

17. Mass email or voice mail (a.k.a. spamming) from any student or employee to the larger CSE community (students, employees, or both) is prohibited and must first be approved by the Dean of Students over the requesting office (see the Mass Email Policy for further details.) Periodic messages may arrive via mass email or voice mail from the Office of Technology that relate to the functionality of the network.

18. CSE's Computer System is not a public forum and cannot be used for indiscriminate use. Use of the campus network (and all electronic components under the auspices of the Office of Technology, including voice mail) must be consistent with the Mission, Values, and Vision of CSE. Any activity that does not reflect the College mission will be considered a violation of the Acceptable Use Policy and can result in restricted or eliminated access to the computer system. Examples of activities that are not permitted are:

A. Commercial Use – No student or employee can use the CSE Computer System or other equipment to offer or provide products or services unless approved by the Dean of Students. Purchasing products and services via the campus system is at risk of the user. CSE is not responsible for financial obligations from unauthorized use of the system by anyone.

B. Political Lobbying – Although everyone is allowed to express opinions and analyze measures regarding legislative matters, using the CSE Computer System or other equipment to engage in fundraising or other political lobbying is forbidden.

C. Inappropriate Use of Technology:

1) Criminal speech and/or speech or use, in the course of committing a crime, threats to the President, threats to

others, instructions on breaking into computer systems, child pornography, drug dealing, gang activity, etc.

2) Speech, or use, that is inappropriate:

a. Inappropriate language, video, or graphics—obscene, profane, lewd, vulgar, disrespectful, threatening, or inflammatory language; harassment; personal attacks, including prejudicial or discriminatory attacks; or false or defamatory material about a person or organization.

b. Dangerous information—information, which if acted upon, could cause damage or present a danger of educational or business operation disruption.

c. Violations of privacy—revealing personal information about others.

d. Abuse of resources—chain letters, “spamming,” jokes, or other such mail.

(Spamming is sending an annoying or unnecessary message to a large number of people.)

e. Sending messages for the purpose of selling goods or soliciting responses for goods or services. (This excludes sales announcements by administrative/ academic departments and College related groups.)

f. Copyright infringement or plagiarism.

g. Pornographic material—electronic and printer material which, by their design, are salacious, lascivious, lecherous, lustful, or demeaning to humans in their portrayal of aberrant sexual behavior.

h. It is unacceptable to distribute a computer virus or engage in any procedure that interferes with the normal operation and delivery of services over the network.

Hardware and Software

19. Users of the CSE network should conserve network resources. Activities that result in excessive use of network bandwidth, server storage, or system time are restricted (this specifically includes the downloading and storing of video or music files.)

20. Only legal, licensed software applications may reside on or be transferred over the CSE network.

Reproduction of such software or its related documentation is forbidden unless explicitly authorized by the software developer. All College faculty, students, and employees shall use computer software only in accordance with license agreements and Mission, regardless of the ownership of the license. All shareware programs must be registered in accordance with their license and use provision.

21. Hacking—unauthorized modification of operating systems, application software, or network software on any system attached to the CSE network is strictly forbidden. This includes any activities that result in a denial of service.

22. Tampering with terminals, microcomputers, printers, or any other associated College equipment is strictly forbidden. Removal of computer equipment, disks, paper or documentation from CSE or a computing facility is also unacceptable.

Consequences

23. Violation of the above policy and any other inappropriate use of the computer system, Internet, telephone system, or any systems under the purview of the Office of Technology will result in the suspension of the privilege of use. Suspension of use will be immediate, with the duration of the suspension then determined by the College judicial processes. The System Administrator may close a suspect account at any time, as required, and will in the case of a CSE student, then notify the Dean of Students and the Dean of Academic Affairs. The administration, faculty, and staff may request the Office of Technology to deny, revoke or suspend specific user accounts. Any person identified as a security risk may also be denied access. If an employee of the College is in violation of the policy (as previously described), they will be subject to discipline in accordance with CSE Policy.

24. Any person, or persons, altering or attempting to alter without authorization, the cabling or component of

any computer system, will be restricted from access and/or subject to criminal prosecution, if appropriate.

25. The Office of Technology will investigate complaints it receives from computer users at this and other institutions when those complaints pertain to inappropriate use, including messages that are sent by CSE students.

26. A student suspected of violating the Acceptable Use Policy will be notified via campus email, mail, telephone, or appointment with the Office of Technology. An office of the Dean of Students will notify College employees suspected of a violation. It should be understood that the above policies do not preclude prosecution in cases of criminal misconduct under current laws and regulations of the city, the state, and federal government.

ADDITIONAL CSE POLICIES AND PROCEDURES

This section contains policies and regulations that will help students understand their rights and responsibilities. It is important to understand that, in addition to specific CSE policies, all local, state, and federal laws pertain to behavior on campus. Students are responsible for familiarizing themselves with the rules and regulations outlined in this handbook. Students are expected to be responsible for their own behavior at all times. Written and unwritten standard Codes of Conduct have been established to allow the collective group of scholars and students the opportunity to pursue knowledge within a Christian environment. Students at CSE are expected to act as good Christian citizens by exhibiting respect for order, morality, personal honor, and the rights of others. CSE also expects that in all relationships, students will be guided by a mutual concern for each other's integrity, needs, and feelings. Not only should students be concerned about their own behavior, they should extend support and direction to fellow students whose behavior appears harmful to themselves or the community. A mutual respect for property (personal and College), individual rights, freedom of expression, due process, freedom of access to CSE buildings and services, and intellectual growth and development is essential for the wellbeing of the college community.

CSE reserves the right to implement its student conduct system for illegal acts of local, state and federal laws, wherever these acts are committed, and for violations of CSE policies. Nothing contained herein should be deemed a limitation upon the expressed and implied powers or duties of the College of Science and Education's Board of Trustees or the administrative officers of the College.

AIDS Policy

AIDS (acquired immune deficiency syndrome) and positive HIV (human immunodeficiency virus):

With the numbers still increasing, and our understanding of the disease still evolving, the need for education, prevention, and treatment is a major health care and higher education focus. Looking at the latest information available about the AIDS virus, we find that it can be transmitted in the following ways:

- Through sexual intercourse (all types)
- Through use of contaminated needles by drug abusers (mind-altering and steroid);
- To infants from infected mothers in utero, or through infected breast milk;
- Through contaminated blood products or transplants, however, with the increasing reliability of prescreening and testing, this possibility is very minimal; and
- Through exposure to contaminated blood through an open wound (this is rare and of main concern to health care workers.)

An exchange of body fluids must occur. AIDS is not transmitted by airborne particles and does not survive well outside of the body. No cases of casual contact have occurred, even among family members providing direct care to AIDS victims.

We have learned many things about AIDS, and while treatments and early care have greatly increased longevity, no cure has been found. Prevention of infection continues to be the focus. Much has been done to decrease the amount of overt discrimination to which an infected individual is subjected. In light of this, CSE has adopted the following guidelines. It is the policy of CSE to respond on a case-by-case basis to any known

case of the disease. Due to the uniqueness of each case, there is no predetermined way any particular case will be handled. Through set guidelines, we hope to provide consistency, fairness, and accountability.

Access to Facilities

Students with known HIV infections or AIDS will be allowed to attend the College in regular classroom settings and will be eligible for all academic rights, privileges, and services provided to students. This includes College dining areas, and the use of Gym and pool.

Confidentiality

All information will be kept in

The student's confidential files in the Registrar's Office. HIV testing and the diagnosis of AIDS shall remain confidential until the individual gives written and specific consent when and with whom the information shall be shared. The information will not be disclosed to staff, faculty, family, or students, unless permission is granted. The only (rare) exceptions will be those agencies, as specified by law, public health officials (case reporting), blood banks, and organ-procurement agencies. Should a case be present in which there is a clear, specific danger of transmission that can be demonstrated by competent medical evidence, the assistance of the local public health officials shall be enlisted.

Alcohol

CSE strictly forbids alcohol or drugs of any kind on campus at any time.

Persons under the influence of alcohol or drugs will be asked to leave and a disciplinary report will be completed and submitted to the Dean of Student Affairs.

CSE understands the need for strict adherence to the law in cases involving alcohol, drugs, and other addictions. However, as part of its Mission, the College also practices compassion toward those with abuse and/or dependency of a substance or other addictive disorders. To this end, College officials will try to assist students in receiving professional counseling and/or treatment to support them in becoming productive members of the College family and society. Students in need of services due to abuse and/or dependency of alcohol, drugs, or other addictions are welcome to contact the Office of Health & Wellness to assist with a confidential and professional referral to an appropriate service within the area or through the student's preferred provider within their insurance plan. The referral service is provided at no charge to the student. The Office of Health & Wellness does not provide treatment for alcohol, drugs, or other addictions.

Mass Email and Unsolicited Email Policy

The focus of this policy is to govern the use of mass email communications via CSE servers and network. The College maintains email distribution lists to facilitate communication within the campus community. To help protect the College's email and other resources from computer viruses, worms, SPAM email, etc., the College has established a Mass Email and Unsolicited Email Policy. This policy ensures the College's ability to deliver mission-critical or time sensitive information relevant to the College's business and mission. Permission to send a mass email: Various individuals have been authorized to transmit mass email messages through their office/department email accounts. All mass emails to a large audience must be authorized and sent via the authorized individuals below. Exceptions or requests outside the scope will be handled on a case-by-case basis. Mass emails requests should be directed to:

Dean of Academic Affairs.

While faculty, staff, and students can maintain personal group lists, those lists should not be used to send unsolicited or mass emails that violate any of the College's policies. Sending unapproved or unsolicited mass email messages via a College email account, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam), is prohibited.

Questions or comments about these guidelines may be directed to the Dean of Students

Media Relations and College Publications

All College media contact (press, television, radio, etc.) shall be coordinated through the Office of Public Relations. All faculty and staff should direct any and all media contacts by reporters or account representatives to the Office of Public Relations.

The proper name: College of Science and Education is the exclusive property of the corporate entity, the College of Science and Education, and cannot be used by other individuals or organizations without its consent. All publications or any promotional efforts of any kind directed to an off-campus audience representing CSE must be processed through the Office of Public Relations in the Lobby building, Office B.

For further information, contact the Office of Public Relations.

Letterhead or envelopes used by students or student groups should not have the name College of Science and Education printed on them. Official College stationery in any form may not be used for personal use.

The College logos are trademarks of the College of Science and Education and are important to its overall image, and approval must be obtained from the Office of Public Relations prior to the use of any logo for any purpose.

Parking and Motor Vehicle Policies

These regulations are provided to ensure the safety of drivers, pedestrians, and property, as well as manage parking for all who drive a vehicle on and around the CSE campus. All persons registering or driving a motor vehicle on CSE property are responsible for knowing the rules and regulations governing parking and traffic. All persons who wish to park in any of the College parking lots must register their vehicle with CSE's Safety and Security Office.

NOTE: The purchase of a parking permit does NOT guarantee a parking space. Parking is available on an "as available" basis.

Parking permits are required in all CSE parking lots. Parking lot types are designated by a sign at the entrance to each lot. It is the driver's responsibility to observe and obey the signs. Due to space limitations, only one car or motorcycle per student can be parked on campus lots. The same parking rules apply to motorcycles as to cars. Permits are not transferrable. Students must register vehicles before the first week of classes or within 24 hours of bringing a vehicle on campus. In order to register, a valid driver's license, current proof of insurance, and the state vehicle registration form must be provided before a permit will be issued. Permits may be picked up at the CSE Safety and Security Office, located in the Lobby offices. All vehicles parked on CSE campus properties must be currently licensed and operational at all times. Vehicles may not be left on campus unattended for extended periods of time. If you need to leave your vehicle in a parking lot due to it becoming inoperable, please contact CSE's Safety and Security Office to make appropriate arrangements. Vehicles may not be left on campus when you are not currently enrolled, or if your status shows that you are no longer a student at CSE.

Permit Requirements & Parking Lot Assignments

All vehicles parked on the CSE campus properties must have a CSE Parking Permit. The CSE Parking Permit is to be displayed inside the lower left corner of the vehicle's windshield. Permit should be fully attached with the adhesive. Any permits taped or not fully adhered to the window will be cited for Improper Display. The Safety and Security Office issues the following types of permits, which must be properly displayed to park on CSE properties:

- Faculty/Staff – may be purchased by employees of CSE; specific to designated lots as stated on the hang tags, which must be hung from the rearview mirror on the front windshield.
- Enrolled students-may be purchased by students. Specific lots designated on the permit may be utilized.
- Visitors – guests of the College are welcome to park in the Visitors Area

Parking Fees

Student Parking Permit: \$100.00 per year

Replacement Permit: (with old sticker, in pieces) No charge

Replacement Permit: (without old sticker) \$75.00

Students who have not registered their vehicles and accumulated multiple parking violations will be assessed a \$25.00 license plate research fee which will be charged against the student's account.

No Parking Areas

No Parking areas include any areas marked by permanent or temporary signs, grassy areas, building entrances, crosswalks, garage entrances, and any other area not designated as parking areas. The absence of "No Parking" signs does not imply that parking is allowed. It is illegal to park in any area that is not designated for parking. Parking on most streets surrounding the College is prohibited by signs marking areas designated as "No Parking" areas. The fines for parking in these areas are stated below.\

No Parking Zones

- Loading area and drop off zones
- Drive-through lanes in all parking areas.
- Middle and end of drive lanes
- All areas marked as fire lanes, either by sign or yellow-painted curb.
- All sidewalks and patios on campus.

Do not park in Handicapped Parking spaces, including the striped areas alongside the designated space, without the appropriate state issued permit.

General Parking Regulations

Parking in University lots requires an appropriate CSE Permit, which you can obtain from Safety & Security.

Parking is prohibited within:

- 15 feet of a crosswalk
- 10 feet of a fire hydrant
- 4 feet of a driveway

Vehicles MUST be parked in marked spaces and within stall markings.

Reckless driving/speeding is considered a blatant disregard of personal safety and property. Emergency flashers will not be acknowledged as a signal for short term parking.

Parking Fines

Violating CSE's Motor Vehicle and Parking Policies will result in the following fines:

The following carry a \$100.00 fine:

- **Handicapped Parking violation: \$100.00**
- **Parking in a fire lane or alley: \$100.00**
- **Careless or reckless driving: \$100.00**

All the following carry a \$25.00 fine:

- Falsifying a permit: \$25.00
- No current permit: \$25.00
- Parking on the grass or on a sidewalk: \$25.00
- Parking in a "Faculty/Staff Parking" area: \$25.00
- Parking in a "Visitor" parking area: \$25.00
- Parking in a "No College Employee or Student Parking"/"No Parking" area: \$25.00
- Parking where "Permit Not Valid in Lot": \$25.00
- Improper parking: \$25.00
- Improper display of permit: \$25.00
- Parking Prohibited: \$25.00

All parking fines are the responsibility of the student registering the vehicle. All parking fines are to be paid in the Registrar's Office in the lobby. Failure to pay parking fines in a timely manner will result in those fines being charged against your student account. Please note that unpaid student charges, including unpaid parking

finances, may prevent registration for classes and the withholding of grades and transcripts.

Parking Questions and Violation Appeals

Questions concerning parking violations can be addressed with CSE's Safety and Security Office. Appeals on traffic or parking violations must be made in writing and brought to the Security office.

Vehicle Tow Policy

Any vehicle blocking another vehicle, a driveway, or a fire lane is subject to towing without notice, at the owner's expense. Vehicles with excessive tickets are considered habitual violators of the parking regulations, and may be subject to judicial referral to the Dean of Students and/or towed at the owner's expense. Vehicles left abandoned or not operational will be subject to towing unless the owner has made arrangements with CSE.

Bicycle Parking and Skateboard Policy

CSE has an obligation to provide a safe environment for students, faculty, staff, and visitors and to protect College property. Skateboarding may present a safety issue for drivers, pedestrians, and the skateboarder. Skateboarding can also cause significant damage to benches, railings, steps, curbs, and trash receptacles. Therefore, skateboarding, skating, and cycling are not permitted on campus. Bicycling is permitted in designated areas only.

Campus includes: inside of buildings and the property surrounding the buildings, including campus steps and parking lots. "Skateboarding" refers to any motion of the skateboard with a rider on the board. "Skating" refers to the motion of skater wearing inline or regular skates. "Cycling" refers to riding by whatever means with one or both feet on the bicycle or unicycle. All bicycles must be parked in the designated bicycle racks provided by the College on campus. If they are parked elsewhere, they may be removed by Safety and Security for safety reasons. Do not lock bicycles to trees, signposts, lampposts, railings, fencing or anywhere else on campus where they may be an obstruction. When not in use, bicycles should be locked to a bicycle rack at all times with a heavy-duty steel chain and padlock (both with at least a 1/4" shank) or U-type bar lock. Any bicycles found abandoned, locked in an improper location, or left in a bicycle rack after the end of the academic semester will be removed and placed in a storage area for 30 days. After 30 days, the College will dispose of such bicycles by donating them to a charitable institution that distributes bicycles to charity. The College assumes no responsibility or liability for bicycles abandoned, left in improper locations, or left unclaimed for more than 30 days. All gas-powered vehicles, motorcycles, mopeds, and motorized bicycles must be registered with Safety and Security and parked in designated areas only (not in bicycle racks.) Due to reported safety risks with hover boards (self-balancing scooters,) the College prohibits the possession, use, or storage of these items on campus. This includes all self-balancing scooters, such as hover boards, Segways, battery-operated scooters, or similar devices. CSE will continue to monitor information provided by the Consumer Product Safety Commission as they investigate reported concerns and work to develop safety standards.

Posting Policy

All postings must be on the designated bulletin boards on campus. Posting on walls, doors, or windows will not be permitted. CSE reserves the right to remove all non-approved or unauthorized postings. Postings that are directly connected to a CSE campus department, course, or registered organization can be posted on campus after receiving approval and a stamp from the Student Affairs Department. Please note that for some posting locations, additional approval is also required. Any posting without prior approval and a stamp may be removed and discarded. Thumb tacks, push pins, or masking tape should be used when posting on the bulletin boards; no duct tape, packaging tape, or nails. Postings should be removed within 48 hours of the conclusion of program or event. If these guidelines are not followed, organizations and/or departments may lose posting privileges. Postings not directly sponsored or affiliated with a CSE campus department, course, or registered organization must also be "Approved for Posting" prior to being posted.

Postings should NOT be placed in the following locations:

- Any glass doors or windows in any building
 - Walls or doors in any building
 - CSE Chapel
 - CSE Library: No posting unless approved by Library Staff
- Relations and CSE Publications are exempt from this policy.

SEXUAL MISCONDUCT POLICY (Title IX)

CSE is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex; which includes all forms of sexual misconduct. Sexual misconduct violates an individual's fundamental rights and personal dignity. CSE considers sexual misconduct in all its forms to be a serious offense. This policy refers to all forms of sexual misconduct, including but not limited to: sexual discrimination, sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. CSE does not discriminate on the basis of race, color, creed, age, gender, sexual orientation, religion, national origin, veteran status, physical or mental disability, genetic information, or any other basis of prohibited discrimination in its programs and activities. This policy extends to employment with and admission to CSE. Please refer to CSE's Sexual Misconduct Policy: Title IX Policy.

Social Media Policy

CSE understands the current global popularity for social media use. Students should be aware that third parties, including other students, faculty and staff, future employers, media, etc., could potentially access individuals' profiles and view all personal information, including postings, pictures, comments, etc. Inappropriate material on social media sites can affect the perception of the student and CSE. This could potentially be detrimental to students, including future employment options. If a student's profile and its contents are found to be inappropriate in accordance with the expectations and guidelines of student behavior outlined in the Student Handbook, the student will be subject to disciplinary actions by Student Affairs, including potential suspension from the College. Official CSE Social Media Sites must be approved in concept and registered by the College prior to creation and publication. All official CSE sites will be administered by and managed by a CSE employee, and must comply with applicable policies governing employee behavior and acceptable use of electronic and information resources. Only public information may be posted on Official College Social Media Sites.

Students With Disabilities

CSE complies with the Americans with Disabilities Act Amendment Act of 2008 (ADAAA), Section 504 of the Rehabilitation Act of 1973, Fair Housing Act, and other applicable federal and state laws that prohibit discrimination on the basis of disability. CSE encourages students with documented disabilities to fully participate in the community of CSE. All faculty, staff, and administrators will actively support students with disabilities in all the educational programs, services, and activities. The office of Academic Support Services coordinates services and accommodations for students with disabilities. The process involves a review of the student's documentation; consultations with the student to identify appropriate accommodations; production of a Verification of Individual Student Accommodations (VISA) letter; as well as support and education across campus regarding the implementation of accommodations. CSE is committed to providing access to all members of the learning community with disabilities. The process involves a review of the student's documentation; consultations with the student to identify appropriate accommodations; production of a Verification of Individual Student Accommodations (VISA) letter; as well as support and education across campus regarding the implementation of accommodations. CSE is committed to providing access to all members of the learning community.

Responsibility for Identification and Request for Disability Services

It is the responsibility of the student with a documented disability to initiate a request for reasonable accommodations, based on their disability, by contacting the Academic Student Support Department (ASSD). It is also the student's responsibility to provide current and supporting documentation to the ASSD that aligns with the requested academic adjustments. All expenses incurred with acquiring the appropriate medical documentation are the responsibility of the student. Follow-up consultation with the ASSD will assist the student in identifying potential accommodations based on the individual student's needs, preferences, and available resources. Although every appropriate effort will be made to provide students with their requested accommodations, CSE cannot provide accommodations that fundamentally alter a course's essential design or learning outcomes. If CSE has reason to doubt the validity, accuracy, or completeness of the medical documentation, CSE may require, at the student's expense, the re-examination of the student and/or the documentation by a service provider designated or approved by CSE.

To Review, the process for identification begins with the student self-disclosing to the ASSD the nature of their disability. Upon the initial contact by the student to the ASSD, the ASSD will review procedural expectations with the student; students with disabilities are expected to follow standard office procedures for requesting and acquiring accessibility services/accommodations relative to a disability.

Standard office procedures will include:

1. The student will contact the Director of ASSD to make an Accessibility Accommodation Request. This initial contact is student-driven and the student discloses their disability.
2. The student will provide supporting documentation.
3. A meeting with the ASSD to review the student's medical documentation and discuss potential accommodations will be scheduled.
4. The ASSD will provide a Verification of Individualized Student Accommodations (VISA) letter via email in the form of a PDF based on the documentation provided.
5. The qualified student will provide their VISA letter to the professor/ instructor of any course in which they are requesting the specific accommodations.
6. An instructor who has concerns regarding the provision or nature of the requested accommodations should address those concerns to the ASSD, who will act as a liaison for the qualified student, and also consider the extent to which the accommodation fundamentally alters the course's essential design or learning outcomes. Consultation with the Dean for Academic Affairs will be established.
7. Any additional requests for further accommodations should be made by the student and directed to the (ASSD).
8. It is the responsibility of the student with a VISA letter to follow up with all professors/instructors, or other CSE department(s), to ensure the accommodation is provided in a timely manner.
9. Faculty members who are not familiar with specific or appropriate accommodations should contact the ASSD for clarification and educational assistance.
10. In the event a faculty member denies an accommodation, the student with a documented disability may request a joint review of the decision by the ASSD, the Dean for Academic Affairs, and the office of the Vice President for Academic Affairs. Findings and recommendations will be forwarded to the President for a final decision.

A copy of the Accessibility Accommodation Request must be forwarded to the ASSD to be included in the student's file. All electronic documents related to the student will be stored and disposed of according to the College's established protocol.

Tests and Examinations

Any examinations, tests, and other methods of evaluating students with documented disabilities will be conducted in a manner that ensures the results of the evaluation represent the student's achievement in the course rather than reflecting the student's disability. Appropriate methods of alternative testing for students with documented disabilities will be determined on an individual basis, taking into consideration the type and extent

of the student's disability, the nature of the course material, provided that the alternative method of testing must be practical and not cause an undue burden or fundamental alteration in the nature of the testing program objectives and outcomes. Testing formats that can be demonstrated as essential to the integrity of the program of instruction being pursued by based on any licensing requirement will not be considered as unlawfully discriminatory within the confines of this policy. Alternative methods of testing may include, but are not limited to: additional time; use of a reader and/or scribe; alternative forms of the test such as large print, Braille, taped or audio versions; use of special equipment such as a computer or alternative test location; or any necessary combination of these alternatives. While it is necessary at times to have differences in specific requirements and in methods of evaluation, the overall level of academic challenge for qualified students with disabilities shall be equivalent to that for other students.

Auxiliary Aids

CSE will provide qualified students with disabilities access to the appropriate auxiliary aids necessary to allow reasonable participation in the College's educational programs and activities, unless it fundamentally alters the nature of the program or activity in a way that interferes with the integrity of the program of instruction being pursued or based on any licensing requirement. Auxiliary aids include services, adaptive equipment, or other educational assistance that enables a qualified student with a disability to participate in or benefit from the educational process. Auxiliary aids may include, but are not limited to: readers, sign language interpreters, note takers, tutors, and special equipment. The ASSD will assist qualified undergraduate and graduate students in locating tutors and readers. CSE does not provide personal attendant care. The ASSD will help identify service providers and special equipment on campus or in the community. **However, it is not the financial responsibility of CSE to provide personal devices or services.** Rules may not be imposed on a qualified student's use of auxiliary aids if the rule would have a limiting effect on the student's participation in the educational process (e.g., prohibiting guide dogs, interpreters, tape recorders, or other necessary special equipment in the classroom.) In unusually difficult cases, CSE may provide alternative methods by which the qualified student with a disability may effectively meet educational requirements. Any such alternatives must be practicable and not interfere with the integrity of the program, or activity, or any licensing requirements. Such alternative methods may include, but are not limited to the following: course substitution, curricular modification, and extended time to meet requirements. Such accommodations will be employed only when deemed necessary and so long as the alternative method is nondiscriminatory in nature, is not unduly limiting to the educational process of the student with a documented disability, and is reasonable under all of the circumstances. Students with documented disabilities requesting auxiliary aids are expected to provide the ASSD access to medical, educational, psychological, or other information as necessary to assess the need for auxiliary aids. **CSE reserves the right to disallow the use of auxiliary aids that are, or are reasonably likely, to be disruptive to the academic environment.**

Complaint Process

Students with disabilities have the right to have access and accommodation complaints addressed through a formal appeals procedure. Relief may be sought from decisions, actions, or conditions that are believed to be in violation of the law or this policy statement. Any member of the student body who believes she/he has not been reasonably accommodated as required by law or this policy, or who believes she/he has been unlawfully discriminated against on the basis of a disability, may initiate informal or formal actions for complaint resolution as outlined in the CSE's Harassment Policy. These procedures are published in the Student Handbook.

COLLEGE OF SCIENCE AND EDUCATION **CODE OF CONDUCT**

Student Conduct Processes and Procedures

Conduct processes and procedures will be utilized for CSE students for violations of CSE Ethics & Virtues policies, and procedures.

Definitions

Hearing Officer: A CSE official who has been given the authority by the Dean of Student Affairs to carry out a student conduct hearing.

Student Conduct Board of Appeal: A group authorized by the Dean of Student Affairs to consider an appeal on the grounds of failure to receive due process, the sanction imposed was excessive, or new evidence becomes available. The Student Conduct Board of Appeal shall be appointed by the President of the College, or their designee, and composed of faculty and/or staff members. [Note:

Title IX case appeals will be heard by a Title IX Coordinator. See the Title IX Policy for further details.]

Mission

The Mission of the Student Conduct Program at the CSE is the teaching of appropriate individual and group behavior, as well as protecting the campus community from disruption and harm. The program is designed to foster the ethical, moral, and spiritual development and personal integrity of students in the promotion of an environment that is in accord with the overall Christian Virtues and Ethics of the College.

Goals:

- Develop, disseminate, interpret, and enforce campus policies and regulations.
- Protect relevant legal rights of students.
- Deal with student behavior in an effective and efficient manner.
- Facilitate and encourage respect for campus governance.
- Provide learning experiences for students who participate in the operations of the student conduct system.

Philosophy

The basic student conduct philosophy at CSE is one of education and focuses on the growth and development of students. Individuals found in violation of the values, policies, and procedures of CSE are educated to accept responsibility and consequences for those actions, to respect the rights of others, and to develop self-discipline. It should be understood that there is a fundamental difference between the nature of student discipline and that of criminal law. Regardless of the type of proceeding used, the disciplining of students must be consistent with the educational Christian philosophy of the College. For this reason, the procedures employed and types of sanctions used on campus seldom resemble those used in the criminal process. Although students' rights to due process and fairness must be carefully protected, the rules of criminal law are neither required nor necessary to achieve the educational goals of CSE discipline. Therefore, legal counsel will only be allowed to participate or observe as an advisor in any student conduct proceeding at CSE.

Responsibility

The formal responsibility for student conduct has been delegated by the President of the College to the Dean of Student Affairs. The Dean of Student Affairs may delegate another representative from this Department authority for student conduct. Whether the discipline case is processed by the Dean of Student Affairs or another designated hearing officer, the end goal remains the same—to redirect behavior into acceptable patterns and to protect the rights of all students and staff.

Authority: Institutional

The primary authority for campus student conduct programs is the responsibility of the Dean of Student Affairs. Violations of CSE academic policies are under the primary authority of the Dean of Academic Affairs. Please see the Virtues & Ethics Violations section for possible sanctions regarding academic violations.

Authority: Civil/Criminal

Activities of students may, on occasion, result in a violation of civil or criminal law. Although CSE does not provide legal advice or retain counsel on the student's behalf, it may serve a supportive role to a student encountering legal difficulties. Students who violate the law may incur penalties prescribed by civil authorities.

The student who violates CSE policies and/or Arizona state law in the course of his/her off-campus activities shall be subject to CSE disciplinary action. CSE action should be independent of community pressure. The College reserves the right to enforce its own regulations against members of the College community when the action occurs on or off-campus. In the event a violation of a student's rights and/or College policy/Arizona state law occurs off campus, the Dean of Student Affairs may conduct an investigation through any means he or she feels appropriate to determine if this off-campus behavior poses a threat to the peace, safety, or learning environment on campus. If the investigation reveals such a threat, the Dean of Student Affairs shall refer the case to the appropriate student conduct body for a hearing and possible sanctions. Students may be liable to penalties by both civil and CSE authority, as in the case of underage drinking or providing alcohol to minors. This does not constitute double jeopardy. Since CSE does not function as a sanctuary from law enforcement agencies, the College will cooperate fully with these agencies when they are investigating alleged criminal activities. The College may, at any time it deems necessary, call upon civil law enforcement officials to assist in the confrontation of any student who violates institutional policies, rules, and regulations that may also be a violation of civil law.

Student Conduct Process

Any member of the College community may file a complaint against any student for misconduct. Complaints shall be prepared in writing and directed to the Dean of Student Affairs or their designee responsible for the administration of the College student conduct system. Any charge should be submitted as soon as possible after the event takes place. Any student and/or organization alleged of violating a regulation has the right to due process as outlined on the following pages. Organizations so accused will be represented in the hearing process by their president and vice president or their designee. The advisor may be present during each step of the process, but only in -an advisory capacity. The advisor may not address any hearing official.

Due Process

Due process is a concept of fundamental fairness. It is not a fixed or inflexible concept unrelated to time and circumstances. The courts have preferred to define it as the "gradual process of judicial inclusion and exclusion." Generally, due process embodies the concepts of fair play and reasonableness. In summary, this means that if you adhere to the written standards of the student conduct process set forth by the Student Handbook, and these guidelines are fundamentally fair, the student's due process rights will be protected. When there are situations that are not clearly defined in the Student Handbook, it is safest to have a higher authority clarify the issue (i.e., the Dean of Student Affairs.) Students who believe their due process rights have been compromised are able to request a new hearing through the appeal process.

Record Keeping

Academic and disciplinary records will be kept in separate locations. This minimizes the risk of improper disclosure of disciplinary information. Other than College expulsion, disciplinary sanctions shall not be made part of a student's permanent academic record, but shall become part of the student's confidential record kept in the Student Affairs Office. Cases involving the imposition of sanctions other than CSE housing unit expulsion, CSE suspension, or CSE expulsion may be expunged from the students' confidential record seven years after the student graduates.

Hearing Procedure

Any student who is suspected of violating a CSE rule and regulation and denies the violation, is guaranteed a timely and fair hearing. Appropriate safeguards of the due process have been built into the procedures so that no permanent or recorded penalty shall be given until the alleged violator has a fair opportunity to be heard.

Hearing Guidelines/Student Rights

The following procedural guidelines are established for the direction of all persons or bodies conducting formal hearings in student conduct matters:

- An appropriate College official will notify the student, through the student's CSE email, that the student is accused of violating a policy/regulation.
- The Dean of Student Affairs or their designee will conduct all initial formal hearings on student conduct matters.
- The student is entitled to an expeditious hearing of the case.
- The student may admit to the suspected violation and request that the official take whatever action seems appropriate.
- All hearings are private and confidential.
- In cases involving more than one student, any of the involved students may request that their case be heard separately.
- The hearing officer may choose to hear the cases separately.
- The student may examine written testimony of any witness (names may be withheld to protect witnesses.)
- The complainant, the alleged violator, or the hearing officer shall have the privilege of presenting witnesses.
- The student may be accompanied by an advisor of their choice at the hearing. The advisor is there only to advise the student. The advisor may not speak on behalf of the alleged violator.
- The student may refuse to answer questions (without implication of admitting violation of College Virtues & Ethics, policy, or procedure.)
- The student is entitled to an explanation of the reasons for any decision rendered against them.
- An appropriate sanction will be imposed as soon as possible. The student would retain the right of appeal if they felt the sanction imposed was not in keeping with the gravity of the violation.
- If the student wishes to appeal the decision, they must do so in writing within three (3) school/business days. The Appeal Letter must be delivered to the Dean of Student Affairs who will either act on the appeal or forward to the appropriate party depending on the origination of the hearing decision. An appeal of a decision made by the Dean of Student Affairs will be heard by the Dean of Student Services or another CSE official, dependent upon the type of case.
- The student shall be notified of their right to appeal an initial decision. Should the student appeal, any judgment assessed shall be suspended until acted upon by a higher body, unless the person's actions are considered dangerous to others.

Student Conduct Structure

The guidelines indicated above shall be implemented as follows:

The Dean of Student Affairs is responsible for the student conduct structure at CSE. Suspected violations occurring within a housing unit or by a housing unit student will most often be initially the responsibility given to a designated College official by the Dean of Student Affairs. The designated College official then becomes a hearing officer. Students found in violation of College Virtues & Ethics, policies, or procedures may appeal. The appeal must follow all established guidelines as outlined in the current CSE Student Handbook.

Process

In cases of original jurisdiction or appeals, the alleged violator shall be accorded the full right of due process as outlined. Hearing proceedings shall be conducted as outlined in this Student Handbook. Suspected violations of CSE policies or regulations shall be reported in writing to the Dean of Student Affairs. The Dean, or their designee who will serve as a hearing officer, will inform the alleged violator, in writing, of their rights of due process concerning the alleged violation and arrange for a hearing. Students found in violation of College Virtues & Ethics, policies, or procedures may appeal following the established guidelines. Reasonable time extensions because of the alleged violator's inability to appear shall be granted, but normally limited to a single reschedule. A record of proceedings shall be kept including the name of the alleged violator, the complainant, the violation, the decision of the hearing officer, the reasons therefore, and the sanctions imposed. Pertinent records, exhibits, and written statements may be accepted as

evidence for consideration by the hearing officer.

Rules of Evidence

There are varying standards of proof that are recognized in the various levels of civil proceedings. First, “substantive evidence” will most likely be required in the case before it reaches the board, meaning there must have been “enough” evidence as determined by College officials before the case would be adjudicated. The three levels of evidence recognized in the civil courts are a “preponderance of evidence,” “clear and convincing evidence,” and “proof beyond a reasonable doubt.” A preponderance of evidence is when the existence of fact is more probable than not. CSE uses this degree of evidence in order to establish responsibility or in violation. In most criminal cases, proof beyond a reasonable doubt is required to hold individuals responsible for a certain behavior. The courts have consistently viewed this degree of evidence necessary only in instances when life or liberty is at stake, thus, not requiring colleges or universities to adhere to such a strict standard.

Decisions

After hearing a case (of original jurisdiction), the hearing officer shall decide whether the student was or was not responsible for any of the alleged violations of the Virtues & Ethics, policies, or procedures with which the student is charged.

Should the student be found responsible for violating any of the College Virtues & Ethics, policies, or procedures, sanctions shall be determined in accordance with the severity of the violation. The Dean of Student Affairs, in consultation with other designated staff, may immediately suspend any student from the College and/or housing unit facilities when that student threatens or causes physical harm to another student, or if the behavior of that student threatens the safety of other members of the community.

Appeals

Decisions may be appealed by the alleged student or complainant within three (3) business days of the decision. Appeals must be in writing and delivered to the CSE appeal official named in the sanction letter.

Grounds for Appeal

All grounds for appeal shall be based on:

- The emergence of new evidence that was previously unavailable or unknown during the investigation or original hearing;
- The grounds that some aspect of this policy or procedure was not adequately followed that significantly impacted the outcome; or
- The sanctions imposed are substantially disproportionate to the severity of the violation or fall outside the range of sanctions the College has designated for the offense. All appeals will be conducted in an impartial manner by either the Dean of Student Affairs or another designated Appeal Official, neither whom conducted the initial investigation, or by the Student Conduct Board of Appeal that shall be convened for this express purpose. An appeal shall not be heard unless the student presents a written request for an appeal which touches on one or more of the three (3) Grounds for Appeal issues. The Appeal Official or the Student Conduct Board of Appeal shall limit its inquiry to the issue(s) put forward in that complaint as these issues relate to its charge. If, in the opinion of the Appeal Official or the Student Conduct Board of Appeal, the appeal lacks merit, they have the power to refuse to accept it. If the Appeal Official or the Student Conduct Board of Appeal does accept the appeal, it shall review the reports and documentation from the original hearing.

Final Decision

After hearing an appeal, the Appeal Official or the Student Conduct Board of Appeal may decide as follows:

- Accept the original decision.
- Direct the case to be reheard if it is determined there was a failure to provide due process.
- Accept the original decision, but reduce the sanction imposed.

The decision of the designated Appeal Official or the Student Conduct Board of Appeal is final.

Sanctions Defined

Action Plan: Utilizing the resources at its disposal, the College will encourage all students to examine the moral and theological components of one's life. Sanctions for violation of College Virtues & Ethics, policies, or procedures are described in the following statements. Depending on the violation(s), a student may receive one or a combination of these sanctions.

Loss of Privilege: Removes from the student a privilege of use, access, or participation for a specified length of time to be determined with the violation and student in mind.

Loss of Representation: Removes from the student the ability to represent the College through participation in any expeditions, leadership roles on College committees and recognized student clubs or organizations for the duration of the time the sanction is in effect.

Responsibility Agreement: Defines the parameters of expected behavior for a given period of time. The agreement must be prepared by the student under the supervision of the designated hearing officer and be approved by the hearing officer before implementation. A Responsibility Agreement should be designed with the specific violation and the student in mind and may include one or more of the following:

- A written apology to another person who has been offended or harmed through violation of an institutional policy, regulation, or requirement.
- Community service in which the student seeks to act in a positive manner and contribute to the community through a specific project or activity.
- A paper designed with the specific violation and student in mind in which the student is required to research a given topic and provide a written report on the nature of his or her research and findings. Specific paper proposals and deadlines will be agreed upon before implementation.
- Counseling in which the student and the Dean of Student Affairs, or his or her designee, explore the nature of the issue and the reasons behind the specific violation in order to come to a resolution regarding future behavior. When extreme behavior indicates that professional counseling may be beneficial, the student may be referred.
- Participation in a co-curricular activity designed to help the person learn self-discipline and the value of being a part of a larger community.
- Any other creative educational or corrective experience designed specifically with the violation and the student in mind.

Restitution: Is the act of returning to another person something that has been stolen, or replacing that which has been lost, removed, damaged, or taken away. This includes reimbursement for repair or replacement costs of property (including clean-up costs) and, as it relates to persons, acknowledgment of intentional or unintentional wrong doing and compensation for that grievance in a way that restores and forgives all parties.

Reprimand: Is official notice, in writing, to a student reminding him or her that an institutional policy, regulation, or requirement has been violated and warns that person that a repeat of the offense will lead to disciplinary action.

Disciplinary Warning: Serves notice to a student that his/her behavior has not met College standards. The period of disciplinary warning will be defined.

Disciplinary Probation/Final Disciplinary Probation: Serves notice to a student that his/her behavior is in serious violation of CSE standards. The period of disciplinary probation will be defined. If another violation occurs during this period of disciplinary probation/final disciplinary probation, the question of rendering a more severe sanction (suspension or expulsion) will be raised. A sanction of final disciplinary probation automatically places the student not in good behavioral standing which invokes the loss of representation sanction.

Suspension from CSE: Is separation of the student from CSE for a designated period of time, after which the student may reapply for admission. Any student who is readmitted to CSE will be required to design a Responsibility Agreement with the Dean of Student Affairs outlining behavioral expectations for a specified period of time. Normally that period of time will be a minimum of one semester and a maximum of two

semesters.

Expulsion from CSE: Is a permanent separation of the student from CSE with no opportunity for re-application. Clear and Present Danger: If, in the opinion of the Dean of Student Affairs, a student is a clear and present danger to the community, the Dean, in consultation with the President of CSE, may suspend a student from CSE pending a student conduct hearing (process described above) and an appeal process.

Parent/Legal Guardian Notification Policy

CSE personnel may, at times out of concern for a students' health, welfare, or in a grave emergency, (i.e. death of a student, etc.) notify parent(s)/legal guardian(s) of a student. When alcohol or drug violations of CSE policy occur and the student is under 21 years of age, College personnel may notify parent(s)/legal guardian(s) in writing and/or by telephone.

Sexual Misconduct Policy -The College of Science and Education is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex; which includes all forms of sexual misconduct. Sexual misconduct violates an individual's fundamental rights and personal dignity. CSE considers sexual misconduct in all its forms to be a serious offense. This policy refers to all forms of sexual misconduct, including but not limited to: sexual discrimination, sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. CSE does not discriminate on the basis of race, color, creed, age, gender, sexual orientation, religion, national origin, veteran status, physical or mental disability, genetic information, or any other basis of prohibited discrimination in its programs and activities. This policy extends to employment with and admission to the College. Please refer to CSE's Sexual Misconduct Policy: Title IX Policy.

VIRTUES & ETHICS AND VIOLATIONS

CSE recognizes students' rights to respect and consideration and to the constitutionally guaranteed freedoms of speech, assembly, and association as long as they are consistent with the mission and stated policies of the institution. CSE expects the same respect and consideration from students going through the student conduct process. CSE further recognizes the students' rights within the institution to freedom of inquiry and to the reasonable use of the services and facilities of the College that are intended for his or her education. In the interest of maintaining order on the campus and guaranteeing the broadest possible range of freedom to each member of the community, a list of Virtues & Ethics and Violations has been developed and is listed in the Student Handbook. All students are responsible for knowing the policies, standards, and regulations that are printed in the Student Handbook and available on the CSE website. The following forms of misconduct by a student, or student groups, or organizations and their officers are subject to disciplinary action when they occur on campus or off campus. Conduct that is displayed electronically may be subject to the student conduct process. Staff does not police online social networks for possible violations. However, if information concerning a potential violation is brought to the staff's attention, a hearing may be conducted to determine whether or not a violation has occurred. If a student feels they have been a victim of, or has witnessed, any type of misconduct outlined within the Virtues & Ethics of CSE (Integrity, Individual Worth, Self-Discipline, Respect for Authority, and/or Respect for Property of the Campus Environment) they are strongly encouraged to report the incident(s) to a member of the Student Affairs Office, a faculty/staff member, or Campus Safety & Security.

Action Plan: The following are examples of inappropriate behavior. This listing is not inclusive, but is intended to give you an idea of the types of behavior that may result in disciplinary action and sanction(s). Some sanctions may also include police or community intervention as well as CSE sanctions.

Academic Dishonesty:

In any case of suspected academic dishonesty, the instructor will initiate a meeting with the student. If an allegation of academic dishonesty is founded, the instructor will notify the student of the finding in writing or by email and send a copy of the notification, along with the evidence, to the Dean of Academic Affairs, who will keep a file of all substantiated offenses. Each semester, the Dean of Academic Affairs will report all offenses to the Academic Standing and Admission Committee. See more specific details regarding first, second, and third offenses in the section on Processes and Consequences of Academic Dishonesty.

General Evidentiary Policy:

The faculty member alleging academic dishonesty must present evidence to the student to support the faculty member's finding. If the student chooses to appeal a finding of academic dishonesty, he or she must produce evidence to support the appeal. At each stage of the decision process, the student and the faculty member may present additional evidence, so long as it is directly relevant to the finding.

Course Withdrawal Restrictions:

Once a student is informed in writing of an allegation of academic dishonesty, the student may not withdraw from the course. However, if the student appeals and is found innocent of the allegation after the withdrawal deadline has passed, the student may then withdraw without penalty within five (5) calendar days after the student is notified of the decision.

Processes and Consequences of Academic Dishonesty

A determination of academic dishonesty will result in the imposition of the following sanctions. Particularly severe or egregious cases may result in the imposition of higher level or additional sanction(s).

First Offense: The student will be required to meet with the instructor to discuss the alleged Academic Dishonesty offense. The instructor will determine a finding of guilt or innocence. If the allegation is founded, a grade of zero will be recorded for the quiz, test, examination, or work in courses with a letter grade, and "No Credit" will be recorded for the quiz, test, examination, or work in Credit/No Credit grade courses. If the student fails to meet with the instructor, the matter will be resolved with the evidence presented and the student will lose the right to appeal the case any further. After meeting with the instructor, the student may request an appeal of the unfavorable finding. An alleged first offense of academic dishonesty is appealable to the Dean of Academic Affairs. A student choosing to appeal will have 5 calendar days from the date on which the finding is made to schedule an appointment to meet with the Dean of Academic Affairs. The student should be prepared to provide evidence during the meeting to explain why the finding is false. Before making a decision on the appeal, the Dean of Academic Affairs will discuss the student's appeal with the faculty member and any other persons they deem necessary to draw a just decision. The decision of the Dean of Academic Affairs is final.

Second Offense: After receiving notification of an allegation of a second offense of academic dishonesty, the student will be required to meet with the Dean of Academic Affairs. After examining the evidence provided by the instructor and discussing the matter with the student, the Dean of Academic Affairs will determine a finding of guilt or innocence. If the student fails to appear at the meeting, the matter will be resolved with the evidence presented, and the student will lose the right to appeal.

If the allegation is founded, a grade of "F" will be recorded for the course in which the offense occurred for

courses with a letter grade, and “No Credit” will be recorded for Credit/No Credit grade courses. In addition to the above sanction, additional sanctions may be prescribed, such as ineligibility to represent CSE in public performances and/or participate in recognized College activities for a specified period of time while enrolled at CSE. After meeting with Dean of Academic Affairs, the accused student may request an appeal to an unfavorable finding. A second alleged offense of Academic Dishonesty is subject to appeal by the accused student to the Dean of Student Affairs. An appeal must be submitted in writing to the Dean clearly explaining the reasons for and basis of the appeal along with evidence the appellant expects to submit at the hearing of the appeal. Students have (5) five calendar days from the date on which the finding is made to submit an appeal to the appropriate office. Once an appeal has been submitted, the faculty member will be invited to respond to the appeal documents, and then a hearing will be scheduled with the Dean. The decision of the Dean is final.

Third Offense: After receiving notification of an allegation of a third offense of academic dishonesty, the student will be required to meet with the Dean of Academic Affairs to discuss the possible ramifications of a third offense and prepare the student for appearing before the Academic Standing and Admission Committee. The student will then be required to meet with the Academic Standing and Admission Committee to discuss the alleged Academic Dishonesty offense. After consulting with the faculty member and meeting with the student and any other persons they deem necessary, the Academic Standing and Admission Committee will determine a finding of guilt or innocence. If the student fails to appear at the meeting, the matter will be resolved with the evidence presented, and the student will lose the right to any further appeal regarding the matter. In addition to recording a grade of F for the course in which the offense occurred for courses with a letter grade or a “No Credit” for Credit/No Credit courses, the student is subject to dismissal from CSE. Should the Academic Standing and Admission Committee recommend dismissal, the student may appeal the decision to the Vice President for Academic Affairs. After consulting with the faculty member and meeting with the student, the Vice President for Academic Affairs will make the final determination whether to dismiss the student. If the student remains at CSE, the student will not be eligible to represent the College in public performances and/or participate in recognized College activities, or other co-curricular programs for the remainder of the time he or she is enrolled at CSE. The decision of the Vice President for Academic Affairs is final and not subject to appeal by the student.

Identity Fraud

All forms of academic dishonesty are considered serious violations of the ethical standards of CSE, but one that is considered particularly egregious is identity fraud. Any student who has another person impersonate him or her, or in any other way commits identity fraud in any course, exam, or other academic exercise, will be dismissed from the school. Whether a first, second, or third offense, the student should follow the appeal process identified under the Third Offense outlined above.

Virtues & Ethics

Virtue & Ethics #1: Individual Worth

Violations:

1. Physical Abuse/Assault

Physical abuse/assault is the physical abuse of any person, or other conduct which attempts or threatens to do harm to another person with force or violence including, but not limited to, striking, shoving, kicking, slapping, or otherwise forcefully touching a person.

2. Bullying

Bullying is defined as conduct of any sort directed at another that is severe, pervasive, or persistent, and is of a

nature that would cause a reasonable person in the victim's position substantial emotional distress and undermine the person's ability to work, study, or participate in their regular life activities or participate in the activities of the College. Cyber bullying (or any type of harassment) will not be tolerated via social media. Cyber bullying can and will lead to disciplinary and/or legal action with detrimental consequences by CSE's administration. This policy is not intended to, and will not be applied in a way that would, violate rights to academic freedom and freedom of expression, nor will it be interpreted in a way that undermines a supervisor's authority to appropriately manage their work unit. If a student feels they have been bullied, the student is encouraged to report the incident(s) to a member of the Student Affairs Department, faculty/staff member, or Security.

3. Hazing

Hazing is any action taken or situation created intentionally that produces mental or physical pain, discomfort, embarrassment, harassment, or ridicule for the purpose of initiation or admission into, or affiliation with an organization regardless of a student's willingness to participate in the activity. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. Hazing creates an environment/ climate in which dignity and respect are absent and is strictly PROHIBITED.

4. Harassment

Harassment is any physical abuse or verbal abuse, threats of abuse, intimidation, harassment, coercion, character vilification, provocation, retaliation, stalking, and/or other conduct that threatens or endangers the health or safety of any person, including racial, sexist, or ethnic slurs or public displays of racist or sexist pictures, cartoons, jokes, written materials or internet (i.e. Facebook, Twitter, Instagram, etc.) Speech or other expression constitutes harassment by personal vilification if it:

- Is intended to insult or stigmatize an individual or a small number of individuals on the basis of their sex, race, color, handicap, religion, sexual orientation, or national and ethnic origin;
- Is addressed directly to the individual or individuals whom it insults or stigmatizes; or
- Makes use of insulting or "fighting" words or nonverbal symbols.

5. Harassment: Sexual

Sexual harassment is unwanted/unwelcome, sexual, sex-based, and/or gender-based verbal, written, online and/or physical conduct. Sexual harassment may be disciplined when it takes the form of quid pro quo harassment or retaliatory harassment, and/or creates a hostile environment.

Hostile Environment: A hostile environment is created when sexual harassment is sufficiently severe, persistent or pervasive, and objectively offensive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from CSE's educational (and/or employment), social, and/or residential program.

Quid Pro Quo Harassment: Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, by a person having power or authority over another constitutes sexual harassment when, submission to such conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational (or employment) progress, development, or performance. This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational (or employment) program.

- Examples could include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual-based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; and gender-based bullying.

6. Sexual Misconduct

It is our belief and experience that God's gift of sexuality is special and is best reserved for expression between two people who have committed themselves to each other in that lifelong union known in Christian tradition as marriage. This policy will also be used to address persons who spend extended hours of a night together and/or sleep together.

Sexual Misconduct is any sexual behavior that violates CSE's Code of Conduct and/or Title IX Policy. Prohibited conduct under this Sexual Misconduct Policy includes:

Non-Consensual Sexual Contact: any intentional sexual touching, however slight, with any object or body part, by a person upon another person, without consent and/or by force.

Sexual Contact can include:

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other intentional bodily contact in a sexual manner.

Non-Consensual Sexual Intercourse: any sexual intercourse however slight, with any object or body part, by a person upon another person, without consent and/or by force.

Sexual or Gender Discrimination: behaviors and actions that deny or limit a person's ability to benefit from, and/or fully participate in the educational programs or activities or employment opportunities because of a person's sex, sexual orientation, or gender.

- Examples of sexual discrimination under Title IX include, but are not limited to, sexual harassment, failure to provide equal opportunity in education programs and co-curricular programs, discrimination based on pregnancy, and employment discrimination.

7. Dating & Domestic Violence

A pattern of violence or abuse, power and control between those in an intimate relationship with each other. Some examples of dating or domestic violence include threatening a partner or their family, coercing them into doing something they don't want to do, constantly belittling them, controlling what they can and cannot do, or physically hitting, kicking, punching, slapping or scratching.

8. Retaliatory Harassment:

Any harassing action, taken against a person participating in a protected activity, because of their participation in the protected activity. Subject to limitations imposed by the First Amendment and/or academic freedom. Retaliation against an individual for an allegation, for supporting a reporting party, or for assisting in providing information relevant to an allegation is a serious violation of College policy.

9. Sexual Exploitation

When a person takes non-consensual or abusive sexual advantage of another for self-serving advantage or benefit, or to benefit or advantage anyone other than the one being directly exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

- Examples of sexual exploitation include, but are not limited to: Invasion of sexual privacy; Prostituting another person; Non-consensual digital, video or audio recording of nudity or sexual activity; Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity; Engaging in voyeurism; Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex); Knowingly exposing someone to or transmitting an STI, STD, or HIV to another person; Intentionally or recklessly exposing one's genitals in non-consensual circumstances, or inducing another to expose their genitals; and Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

10. Stalking

Stalking is a course of conduct, directed at a specific person, on the basis of actual or perceived membership in a protected class that is unwelcome, AND would cause a reasonable person to feel fear. Repetitive and menacing pursuit, following, harassing, and/or interfering with the peace and/or safety of another. Any other CSE policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's sex or gender.

Virtue & Ethics #2:

Self-Discipline

Violations:

1. Alcoholic Beverages

Students are expected to abide by all Arizona state laws and statutes regarding the use, possession, distribution, and consumption of alcoholic beverages. In order to consume alcohol legally in the State of Arizona, you must be 21 years of age. Furthermore, the use, possession, distribution, /or consumption of alcohol or possession of

an alcohol container on the College campus or at any activity off-campus that is sponsored by any CSE organization, department, or group is strictly prohibited. The President, or appropriate designee, may approve exceptions to this prohibition to allow possession or consumption of alcoholic beverages by persons of legal drinking age at designated special events. For clarification regarding this policy, please contact the Dean of Student Affairs. No alcoholic beverages may be present at any activity for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership.

Students will be held responsible for the contents of their housing unit. If alcohol is found anywhere in a student's housing unit, that student may be found in violation of the alcohol policy. Regardless of a student's involvement in any event or activity, each student is responsible for their space. Illegal distribution of alcohol beverages is defined as providing anyone under 21 years of age with alcohol. Students under 21 years of age providing alcohol to other students under 21 years of age is also in violation of the illegal distribution policy.

2. Complicity

Students associated with or present during the commission of an act(s) by another which constitutes a violation of College policy may also be charged if the student's behavior constitutes permission, contributes to, or condones the violation.

3. Dishonesty

Dishonesty is knowingly or intentionally concealing requested information and being untruthful or deceptive, or knowingly or intentionally using, misusing, entering, opening, or possessing any College property, office, room, building, or equipment (including cable and phone lines, furniture, television, computers, computer files, keys) without authorization.

4. Fraud

Fraud is any action considered falsification, misrepresentation, or distortion of information or results (including tampering with the election of any College -recognized student organization); any forgery, alteration, misuse, or embezzlement of College, or other documents, equipment (including computers and computer files), records, funds, property, or instrument of identification (including passwords).

5. Gambling

Gambling is defined as betting on or selling "pools" pertaining to athletic or other events, card playing either in person or in an online environment for money, rolling of dice for money, use of college property including phone and internet services for illegal gambling activities, involvement in bookmaking activities, or online gambling which the U.S. Government has determined to be illegal. CSE recognizes that, for some individuals gambling can become a destructive pattern of behavior. Resources are available to assist individuals who may be experiencing problems related to gambling. The CSE President, or appropriate designee, may approve exceptions to this prohibition. Requests for an exemption to this prohibition are available in the Business Office.

6. Illegal Drugs: Use, Possession, or Distribution

Definition of Illegal Drugs

Illegal drugs constitute the illegal use, possession, or distribution of controlled substances, including, but not limited to, prescription drugs, amphetamines, barbiturates, hallucinogens, narcotics, marijuana (legal and illegal types), cocaine, anabolic steroids, or other intoxicants. Any paraphernalia related to the illegal use, possession, manufacturing, or distribution of such drugs fall into the CSE illegal drug policy. Any other evidence that strongly leads a reasonable person to believe that such drugs or drug related activity is involved will be considered a violation of CSE policy and students may be subject to immediate suspension from CSE.

Definition of Illegal Drug Use

Illegal drug use constitutes the use of drugs described in the above definition on-campus or off-campus in forms that include, but are not limited to, being smoked, ingested, inhaled, applied externally to the body, used through a syringe, or any other application device. Students can be found in violation of the illegal drug use policy with evidence of using drugs or being in the vicinity of illegal drug use whether the illegal drug use was on-campus or off-campus. Illegal drug use evidence includes, but is not limited to, odor, slurred speech, loss of coordination, hyperactivity, and bloodshot eyes.

Definition of Illegal Drug Possession and Paraphernalia

Illegal drug possession constitutes the possession of any drugs described in the above definition whether on a

person, within personal effects or vicinity, or within any living area assigned to a student. Illegal drug possession on a person includes, but is not limited to, clothing pockets, personal items, or a body orifice. Personal area includes, but is not limited to, book bags, purses, wallets, motor vehicle, personal clothing, living quarters, and furniture, whether personally owned or CSE owned. Possession of drugs can be considered for items found on-campus and Illegal drug paraphernalia refers to, but is not limited to, bongs, hookahs, rolling papers, non-medically prescribed syringes, grinders, and pipes. Possession of paraphernalia in a personal area includes, but is not limited to, book bags, purses, wallets, motor vehicle, living quarters, and furniture, whether personally owned or CSE owned. Items found on-campus or off-campus can be considered possession of illegal drug paraphernalia.

Definition of Manufacturing and Distribution of Illegal Drugs

Illegal drug manufacturing constitutes any actions with the intent to manufacture illegal drugs on-campus or off-campus. Illegal drug manufacturing includes, but is not limited to, procuring ingredients specific for drug manufacturing, the direct manufacturing of an illegal drug, packaging of an illegal drug, or transporting an illegal drug. Illegal drug distribution refers to any involvement in any transaction or attempted transaction of any illegal drug on-campus or off-campus. Students can be found in violation of the illegal drug distribution policy with any level of positive, affirmative, or conscious involvement in a chain of connecting any individual seeking the procurement of illegal drugs and a dealer of illegal drugs. Students can be found in violation of illegal drug distribution without having handled the illegal drug personally or without having been directly involved in the transaction.

7. Intoxication

Intoxication is defined as a person who, having consumed alcoholic beverages, experiences a loss of the normal use of his or her mental and/or physical faculties. This includes, but is not limited to, slurred speech, loss of motor coordination, aggression, loss of memory, or abusive behavior.

8. Lewd, Indecent, or Disorderly Conduct

Conduct or speech that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on campus premises, at events sponsored by the college, or events that CSE participates in either on or off-campus.

9. Noise

Noise is defined as any talking, yelling, singing, playing a musical instrument, electronic device, etc. loudly enough to disturb members of the College and or surrounding Community.

10. Pets or other Animals

A pet violation includes the presence or evidence of the presence of an animal in a residence unit as set forth under the Pet Policy outlined in the Student Handbook.

11. Smoking and/or Tobacco Use

All CSE facilities and grounds, including any CSE-owned or leased, or controlled buildings, athletic areas, or vehicles are off limits for tobacco use, including but not limited to, or within a 5-foot allowance from any property boundary fence, is a smoking violation. Hookahs, e- cigarettes, and/or other similar devices or nicotine-related products are prohibited on campus. This policy applies at all times, including school-sponsored and non-school sponsored events. Persons failing to abide by this policy are subject to disciplinary consequences. Students found to be smoking on campus may be fined \$750 per incident. The law does not prohibit smoking on public property around CSE.

Virtue & Ethics #3:

Respect for Authority

Violations:

1. Activities Obstruction

Definition: includes any participation in a demonstration that disrupts the normal operations of CSE and infringes on the rights of other members of the College community; any obstruction or disruption of the free flow of pedestrian or vehicular traffic, or of teaching, research, administration, disciplinary proceedings; other

College activities (including its public service functions on or off-campus); other authorized non-college activities when the act occurs on CSE premises; or leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

2. Computer Misuse

Definition: all policies outlined in the Technology Acceptable Use policy which includes, but is not limited to, criminal speech and/or use in the course of committing a crime, inappropriate, obscene, profane, lewd, vulgar, pornographic, disrespectful, threatening, or inflammatory language, video, or graphics. It also includes harassment, personal attacks (including prejudicial or discriminatory attacks), false or defamatory material about a person or organization, dangerous information (information that, if acted upon, could cause damage, present a danger, or educational or business operation disruption), violations of privacy, abuse of resources (use of chain letters or “spamming”), and copyright infringement or plagiarism. Also included is misuse of social media (see Social Media Policy.)

3. Unauthorized Entry

Definition: students, guests and all other unauthorized persons are prohibited from entering any CSE building or room, including housing unit facilities, as well as CSE owned/leased or individually owned vehicles without expressed permission from an authorized CSE official, faculty, or staff member or resident of such housing unit or vehicle.

4. Student Conduct System Abuse

Definition: student conduct system abuse includes, but is not limited to, the following:

- Failure to obey the summons of a student conduct body or CSE official.
- Falsification, distortion, or misrepresentation of information before a student conduct body or a CSE official.
- Disruption or interference with the orderly conduct of a student conduct proceeding.
- Institution of a student conduct proceeding knowingly without cause.
- Attempting to discourage an individual’s proper participation in, or use of, the student conduct system.
- Attempting to influence the impartiality of a member of a student conduct body prior to, and/or during the course of, the student conduct proceeding.
- Harassment (verbal or physical) and/or intimidation of a member of a student conduct body prior to, during, and/or after a student conduct proceeding.
- Failure to comply with the sanction(s) imposed under the Code of Conduct.
- Influencing or attempting to influence another person to commit an abuse of the student conduct system.

5. Guest and Visitation Guidelines

Campus Community Violations: being on an opposite-gender designated areas; being in a CSE housing unit without an escort; sleeping in a CSE housing unit that is not your assigned housing; being in a CSE housing unit without having been approved through the Guest & Visitation Policy process; not adhering to the Guest & Visitation Policy or the spirit of the policy. See the Guest & Visitation Policy in this Handbook.

Off-Campus Guest Violations: having off-campus guests stay overnight without following the Guest & Visitation Policy fully; having guests in your housing unit who are under age 18 unless a sibling and approved by the Director in charge; having a guest who violates the Virtues & Ethics of CSE; not adhering to the spirit of the Guest & Visitation Policy. See the Guest & Visitation Policy in this Handbook. CSE housing units include all housing on all expeditions in the USA and in countries abroad.

Virtue & Ethics #4:

Respect for the Property of the Campus and the Campus Environment

Violations:

1. Failure to Comply

Failure to comply with CSE policy and community standards with the directives of CSE officials or law enforcement officers acting in performance of their duties and/or failure to honestly identify oneself to these persons when requested to do so; failure to vacate a building after the fire alarm sounds or at the direction of a CSE official; failure to appear when summoned for an official meeting; failure to show respect for CSE faculty,

staff, guests, or vendors including, but not limited to, verbal offensive behavior or obscene gestures; failure to complete community service hours and/or designated projects by the deadline stated with a sanction.

2. Refusal to Identify Oneself

Refusal to identify oneself; failure to display a CSE identification card or other identification; providing false identification to any appropriate CSE official or designee upon reasonable request.

3. Fire Setting and Arson

The deliberate act of lighting a fire without authorization. This includes use of fireplaces, candles, incense, or any other flammable or smoldering device in a housing unit or campus building. Arson is the act of setting a fire with the intention of destroying property.

4. Fireworks Possession or Use on Campus

The possession, use, or distribution of fireworks, explosives, incendiaries, flammables, or mixing of dangerous chemicals to produce such reactions is prohibited.

5. Littering

The deliberate act of leaving your garbage in a place other than within approved disposal containers, including but not limited to, cigarette butts left on the ground, garbage, food or beverage containers, or other debris left in hallways and on floors or near a garbage container.

6. Reckless Behavior

Any behavior that creates risk of danger to others or the CSE community including, but not limited to, propping open exterior doors, throwing objects from windows, climbing outside walls of buildings, climbing through windows, removing window screens, removing furniture from designated locations.

7. Safety Concerns: General

Failure to observe all safety regulations applying to specific use of electrical appliances and/or; failure to clean up any accidents involving, but not limited to, tobacco

chew, spit, vomit, urine, feces, hair, food, or other products; any actions considered by state law, local ordinance, or CSE community standard to be a threat to the safety, health, and welfare of oneself or others.

8. Safety and Fire Prevention: Equipment Tampering

Tampering with, damaging, destroying, or improperly using safety equipment or fire-prevention equipment such as exit lights, stair rails, fire exit doors, smoke detectors, fire alarms, fire escape stairs, or corridors.

Students found to have tampered with and fire safety equipment will be fined \$750 per incident. Setting off a false alarm is also a criminal offense under the Arizona Fire Code, and is punishable by a fine of \$750. Students who do not leave during a fire alarm are subject to a fine of up to \$750 for a first offense and \$1,000 for any subsequent offense. In addition to other sanctions, restitution charges for fire extinguishers are:

- Recharge Costs: ABC Dry-Chemical - \$200.00; Water Extinguisher - \$200.00
- Replacement Costs: ABC Dry-Chemical - \$250.00; Water Extinguisher - \$200.00

9. Theft

Taking, selling, or possessing property without the consent of its owner or without proper remuneration.

10. Vandalism

Any deliberate act of destruction (removal, destroying, defacing, or damaging) to any part of CSE or any items of personal property, including but not limited to, any property (including buildings, grounds, or equipment) belonging to the College or to any student, faculty, staff, or guest of the College; any destruction that remains unreported by those responsible for accidental damage to such items.

11. Weapons

CSE expressly prohibits the possession and/or use of weapons on campus, on properties or facilities owned/leased or occupied by CSE, and at activities or events sponsored by CSE. Possession includes carrying weapons on or about your person (e.g. holster, pocket, backpack, etc.) or other area under your effective control (e.g. housing units, storage locker, etc.) including, but not limited to, any vehicle located on CSE property.

For purposes of this policy, the term “weapons” includes:

- Firearms or ammunition of any kind, whether loaded, unloaded, or antique;
- Air rifles and guns of any type, including but not limited to, pellet, flare, tranquilizer, Nerf, stun, spear, and

dart;

- Swords, knives, daggers, switchblades, and other spring-operated knives or projectile knives, whether common, antique, novelty or specialty, and pocket knives
- Martial Arts weapons including, but not limited to, nunchakus, staffs, and throwing stars;
- Bows and arrows, or slingshots;
- Explosive devices including hand grenades, bombs, black powder, smokeless powder, percussion caps, friction primers, and pyrotechnic fuses;
- Any other items or devices banned from open and concealed carry under federal or Arizona law, including those items or devices that in the reasonable discretion of Campus Security pose a risk to the College community similar to that posed by any of the items or devices mentioned above. CSE permits individuals to carry pepper spray or mace for the purpose of fending off a sexual assault or other unwanted attack. This prohibition against weapons applies equally to those carried by persons with a government issued permit or license, with the exception of weapons carried by local, county, state, and federal law enforcement, correctional officers, CSE Security Staff and members of the United States armed forces or National Guard as required for the proper fulfillment of their official duties. If you possess weapons in violation of this policy you will be required to remove the weapons or yourself from College property. You may also be subject to dismissal from CSE and its facilities, events and activities, and debarment from College premises and business relationships. If CSE finds you to be in violation of this policy, charges may be referred against you with local and state authorities for criminal prosecution in addition to the institution's disciplinary proceedings and sanctions. Violations or suspected violations of this policy should immediately be reported to CSE's Safety and Security Office.

Contact Information

General Contacts

Website: www.cseaz.org

Main Email: Info@cseaz.org **Admissions Email:** Admissions@cseaz.org

Main Phone: 623-900-2230 **Fax:** 623-900-7668

Main Campus and Mailing Address:

College of Science and Education

6313 W Southern Ave

Laveen, AZ 85339

CSE Facilities See map- It shows all the buildings on campus and all Outdoor Lab Areas.

Additional Locations:

Quinta Clara Biological Station

Laguna de Fraijenes, Costa Rica

Golfito Reserve Biological Station

Golfito, Costa Rica

Piedras Blancas Reservacion Biological Station

Playa San Josecito, Costa Rica

Belizean Blue Marine Biological Station

Ambergris Caye

San Pedro, Belize

Alpine Highlands Biological Research Station

5 County Rd 2087

Alpine, AZ 85920

Cedar Ridge Biological Station

Snowflake, AZ

Sonoran Desert Biological Station

Tonopah, AZ

Student Contacts

Admissions & Registration: Main Lobby Offices (Hallway) Email: admissions@cseaz.org

Students are assisted with admission, registration and career guidance.

Academic Affairs Office: Main Lobby Offices (Hallway)

Student Affairs Office: Main Lobby Offices (Hallway)

Campus Operations, Safety and Security: Main Lobby Offices (Hallway)

All areas of public safety and any issues relating to the campus and access to all campus facilities are handled in this department.

Information regarding parking passes, pool and gym access, and student IDs for all students, faculty and staff.

Phone: 623-900-2230

CSE Library & Media Center: Burge Hall, Rm 6

CSE supports all academic programs with resources through an on-line library for easy accessibility for all students and faculty, as well as on-campus resources available in the campus library, in Burge Hall

CSE Bookstore: Burge Hall-front office

Our bookstore is located on campus and on-line for easy access. It supports required materials and books for CSE courses. CSE gifts and apparel are also available.

CSE News:

CSE provides periodic Newsletters for all upcoming events and Expeditions.

These are in print available in the lobby, CSE Bulletin Boards throughout campus and also on-line.

Academic Records Office (Main Lobby Offices (Hallway))

Student records of grades, course completion, transcripts, degree completion and admission records are available here.

Copy Center: Office in Hallway or CSE Library/Media Center Burge Hall, Rm 6

Copying services are available for faculty and students. (Credit cards accepted.)

International Student Affairs Office: (Lobby Hallway offices)

Assistance for all International students.

Services for Students with Disabilities: Office of Academic Support (Lobby-Hallway Offices)

For students with self-disclosure of a disability, services are available to assist with reasonable accommodations. See the Academic Support Services Department (ASSD)

Academic Advisors: Lobby (Hallway Offices)

Assistance with Degree and course planning, financial resources, and maintenance of coursework is provided.

Counseling Services: Students in need of counseling see the Office of Counseling Support Services

Counseling Services available: One on one counseling, group counseling and recommended outside services: Jewish Family Services

Technical Services: CSE Library/Media Center Burge Hall, Rm 6

CSE uses a variety of technical/software systems. Support in these areas are available in the CSE Library Media Center, Room 6, Burge Hall

Special Events Office: Lobby (Hallway Offices)

All upcoming special events available to students, faculty and staff are arranged through this office. These events are also published in the CSE Newsletter.

Spiritual Services: Lobby (Hallway Offices) Chapel: Burge Hall, Rm 1

Spiritual needs of all students, faculty and staff are provided through Chapel, Campus Ministry, ministry support and our Campus Outreach programs. Check postings on the CSE Campus Ministry Bulletin Board in the Lobby Hallway, outside the CSE Library media Center, and on our website.

College of Science and Education Admissions Application

Student Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone: _____ Cell: _____

Date of Birth: _____ Male _____ Female

Ethnicity(optional): _____ Hispanic _____ African/American _____ White _____ Hawaiian/Pacific Islander
_____ Native American _____ Asian _____ Other

Complete the following:

1. Attach High School or college transcripts to this application. Your application cannot be processed without these.
2. Military Verification Documents for the Military Discount must be attached to the application, if applicable.
3. Attach 3 references that are from persons of a supervisory nature, which you have been employed by or instructors that are from classes you have taken.
4. Schedule an interview with the CSE Student Affairs Office: Date _____
5. Include a check for the Admission/Registration fee of \$100.00 (This is NON-REFUNDABLE if past the 3 Day Cancellation Period.)

High School Graduation Date: _____

School: _____

College Graduation Date: _____

College/University: _____

College Program Applying for-Circle One: Natural Sciences Education Interdisciplinary History

Degree Program applying for: _____

Emphasis Area: _____

Degree Level Applying for: Circle one

Associates Degree Bachelor's Degree Master's Degree Graduate Certificate Auditing Coursework

Projected graduation Date: _____

Projected Credit hours per semester: _____

Proposed Semesters attending: ____1 ____2 ____3 ____4 ____5a ____5b ____5c____ (See Summer Semesters below)

Class start times 5a: 8 or 9 am 5b: 12:30pm 5c: varies(4 or 5 pm depending on the number of credits)

If accepted into the College of Science and Education, I understand I will be required to complete and sign an Enrollment Agreement Contract before registering for classes.

As posted in the Academic catalog and stated here, I agree to pay the tuition of: (circle one)

\$395.00 per credit hour for all Undergraduate credits

\$425.00 per credit hour for all Graduate and/or Audited credits

If I am verified to have been certified as a Military/Veteran personnel, of a branch of the United States Military, I understand it will afford me the Military tuition discounts as follows: \$355.00 per credit hour for all Undergraduate credits and \$380.00 per credit hour for all Graduate or Audited credits. (The maximum of 50% discount for all Experiential Learning Portfolio credits will apply to these rates for Military Discounts.)

I understand that all tuition MUST be paid in advance of the start of the first class session, unless prior documentation of Federal/State aid and scholarship funds for tuition credit will need to be verified and are in process of being sent or processed to the College of Science and Education.

Extra costs/fees for expeditions traveling in the US and abroad will be specifically displayed next to the expedition for each semester when being offered in the Academic Course Calendar. These travel costs change according to the economy and therefore are only fixed by semester dates. My planned Expeditions for this calendar year of _____ are for the following expeditions: _____

I understand the costs for these expeditions (Not including airfare, food), as per the current Academic Calendar are: _____.

(Note: These can change without notice and CSE reserves the right to add any additional charges to these expeditions as necessary. These additions, if any, will be relayed to students BEFORE the expedition, so they will have the option of dropping the course by the DROP/ADD periods listed.)

I understand all airfare ticketing and costs will be my responsibility to attend any and all expeditions which require air travel.

I understand all expeditions out of the USA will require a passport and it will be my responsibility to acquire the passport, at my cost.

Student Signature: _____ Date: _____

Official CSE Data:

Received: ___ transcripts ___ Referenced ___ Military Documentation ___ Scholarship Documentation ___ Interview

___ accepted Date: _____

___ not accepted **Missing:** ___ transcripts ___ References ___ Interview ___ other _____

Deficient

Academics: _____

College of Science and Education Official

Signature: _____

_____ Date: _____

Letter of Acceptance/Denial sent on: _____