



# sagu AMERICAN INDIAN COLLEGE

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STUDENT HANDBOOK

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## Welcome to SAGU American Indian College!

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Greetings!

Welcome to SAGU-AIC. We are so excited for what God is doing on our campus and we are glad that you can be part of it!

SAGU AIC is a place where you can continue to SEEK HIM. Our purpose is shaped by our commitment to the Word and Spirit of God. Our hope is through our chapels, night devotions, times of fellowship, outreaches, and multiple encounters with ministers will support you as you continue to grow as a man or woman of God and draw nearer to him. Our community includes multiple people who are committed to Christ and living by his example and are willing to walk along with you throughout your SAGU AIC journey to make sure that you are a success in and out of the classroom.

SAGU AIC is a place to LEARN and GROW. We are a community that is dedicated in preparing the next generation of professional leaders in various careers and/or ministry fields. We provide an education with high standards and expectations from our students but also provide the extra support that is needed to make sure they are successful. We also have various social activities for our students, such as Student Government, Athletic Sports, Worship Teams, etc. to support students to socialize and work together as a community with various diversities but also have pride in their college.

SAGU AIC is a place we call HOME. It is understandable that coming to a new place and meeting new people can be a challenge at the beginning but this handbook will help guide you throughout your stay with us. Throughout your stay, you will meet new people and have new experiences but do not stress out. Take a deep breath and enjoy the moment. You are exactly where you need to be. Before you know it, you'll have a bunch of friends who become family, and a college campus that you call home.

I am an alumnus of this wonderful institution. I just want to let you know that my time here was not always easy but I pushed through each rough time and it made me stronger than ever! I hope and pray the same for you for today, tomorrow, the time you receive your diploma, and beyond. I am here at your service.

God Bless,  
Mo Ubaldo  
**Director of Student Life**

## General Information

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### Statement of Purpose

SAGU American Indian College is a Bible-based institution for theological and professional studies. It is rooted in the great commission of Jesus to “Go into all the world and preach the good news to all creation” and to “make disciples of all nations...teaching them to obey everything I have commanded you” (Mark 16:15a; Matthew 28:19, 20), which is the primary emphasis of SAGU’s parent body, the General Council of the Assemblies of God.

The purpose of SAGU American Indian College is to prepare undergraduate and graduate students spiritually, academically, professionally, and cross culturally so as to successfully fill evangelistic, missionary and church ministry roles and to provide quality educational and professional Christian service wherever needed throughout the world.

### Statement of Faith

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

#### We Believe

- .... The Bible is the inspired and only infallible and authoritative written Word of God (2 Timothy 3:16).
- .... There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit (Deuteronomy 6:4; Matthew 28:19).
- .... In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years (John 1:1).
- In the blessed hope – the rapture of the Church at Christ’s coming (Titus 2:13).
- .... The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ (John 14:6).
- .... Regeneration by the Holy Spirit is absolutely essential for personal salvation (Titus 3:5).
- .... In water baptism by immersion (Matthew 28:19).
- .... The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer (1 Peter 2:24).
- .... The baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- .... In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life (Galatians 5:16-25).
- .... In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation (Revelation 20:11-15).

### Statement of Core Values

#### Bible-based Education

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

## Academic Excellence

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

## Spiritual Formation

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

## Missions-mindedness

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

## Pentecostal Distinction

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

## Servant Leadership and Ministry

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

## Community and Personal Wellness

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



## History

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

AIC was originally founded in 1957 by missionary Alta Washburn who saw the great need to prepare Native Americans for church ministry. During its years of development, AIC successfully added an Associates degree in Business and a Bachelor's degree in Education. In time the school achieved regional accreditation with Higher Learning Commission until the transition of 2016. Today SAGU AIC alumni include pastors, educators, business professionals, tribal leaders and others who are bringing positive change to their communities. SAGU's history is one of passionate vision, cooperative efforts, ministry and missions effectiveness, and academic growth to accommodate its institutional purpose.

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

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

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

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

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

## Finding Your Way Around

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

**Campus** – We believe you will enjoy the SAGU AIC campus. It is a pleasant place, located near lots of employment opportunities, with entertainment and shopping facilities close by. We are right on the local bus route, and not far from the major traffic arteries you will use to get around town.

### Buildings:

#### Charles Lee Academic Center

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

#### T.E. Gannon Dormitory

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

#### Alta Washburn Building

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

#### Donald and Virginia Ramsey Cafeteria

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

#### Gene Martin Maintenance Building

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

#### Rodger Cree Student Union

The Student Union, built in 1991, contains a student lounge and other Student Services facilities, as well as the current offices of the Assemblies of God Native American Fellowship. Rodger Cree (Mohawk) pastored Native churches for many years, and has served as an Assemblies of God General Council Presbyter and SAGU AIC board member. The Cree Student Union is available for student activities. Scheduling is done through the Director of Student Life.

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

This is a modern gymnasium used for physical education classes, intramural programs, and other activities. Brother Scott was Director of the Division of Home Missions, and SAGU AIC board member for many years.

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

The Henson Memorial Chapel, completed in 1978, was named for longtime friend and supporter of SAGU AIC, Clyde Henson. The chapel seats 250. The upper level also houses the Enrollment Office and the Financial Aid Office. The lower level contains the Registrar's office administrative offices, including the offices of the President and Director of Student Life.

## **Access**

There are handicapped facilities throughout the campus. There are ramps for access to the Henson Chapel and the Lee Academic Center and all dormitories. The parking lot designates handicapped spaces. Restrooms are available in the Henson Chapel, Cree Union, and Lee Academic Center and all dormitories. Continued attention to accessibility is a goal of SAGU AIC, to ensure sensitivity to the needs of all.

## **Student Services Staff**

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### **The Director of Student Life**

Responsible for the housing functions on the campus and the Student Leadership. All student activities will be approved through this department.

### **The Residence Director (RD)**

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

### **Resident Assistants (RA)**

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

## **Student Leadership**

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### **Associated Student Body (ASB)**

The ASB does the planning of much of our student social activity. It encourages spiritual life, fosters school pride, promotes school spirit, and builds school loyalty. Its representatives are responsible to the groups that select them, and to the entire campus community. The members of the ASB consist of the President and Vice President of each class and of the Off Campus Association. The administrative representative is the Director of Student Life. The ASB Constitution and By-laws provide direction to the ASB in the election of officers and conducting of business.

### **Executive ASB Committee**

The members of this committee are the ASB President, Vice President, and Secretary/Treasurer. They give guidance to the ASB, and conduct necessary business between ASB meetings.

## Class Officers

The officers for each class consist of the President, Vice President, and Secretary/Treasurer. These officers are responsible for conducting meetings with their classes, for the purposes of communication and planning.

## Off Campus Association

Students living away from the SAGU AIC campus are represented by membership in the Off Campus Association. For ASB purposes, this association is regarded as a class.

## Academics

### Class Attendance Policy

Unlike some forms of learning, a residential program of education is designed as an in-class learning experience. In this instructional setting, the ability to pass examinations and complete outside projects is only a partial measure of the knowledge, skills, understanding and appreciation a student may or may not have. Therefore, it is absolutely essential for each student to establish and maintain regular and punctual class attendance. Students may leave class early only by special permission of their instructor. Those scheduled for chapel ministry generally need no more than 5 minutes for preparation.

Attendance is taken during every class meeting and begins on the first day each class begins for the semester. (Even if a student registers late for the class.) SAGU's attendance policy takes into account the possibility that students may need to be absent from class on occasion due to serious illness or unavoidable circumstances. Absences which exceed the allowable number of times a class meets, regardless of the nature or reason for the absences, will result in the student being automatically administratively dropped from the course, receiving a grade of "WP, WF or WC" depending on the type of the class and what grade the student earned. (The student will be assessed the established course withdrawal fee.)

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

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

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

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

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

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

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

## Academic Probation

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

## Suspension

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

## Academic Dishonesty/Cheating

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

## Student Rights with Regard to Education Records

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

- SAGU officials, who have legitimate educational interests, have access to the records. Officials of other schools in which the student seeks to enroll will have access to these records upon the written consent of the student.
- Also having access are authorized representatives of the Comptroller General of the United States, the Secretary, the Commissioner, and the Director of the National Institute of Education. In connection with a student's application for receipt of financial aid, access is granted to state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974 (nothing in the paragraph shall prevent a state from further limiting the number or type of state or local officials who will continue to have access thereunder.)
- Access is granted to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.



- Accrediting organizations will have access rights in order to carry out accrediting functions.
- Records may be viewed in compliance with judicial order or pursuant to any lawfully issued subpoena, upon condition that the students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution.
- Student records will be updated each semester enrolled and coursework with grades and total grade point average are figured for the semester's work.
- The student has the right to inspect his/her records maintained by SAGU. To do this the student must request the permanent record from the Registrar. Also, if the information contained in the file is determined to be incorrect, the right to a hearing to change, delete, or write explanations regarding the information in question will be granted. Should a file contain information on another student, only that information pertaining to the inquiring party will be provided.
- The student has the right to waive the option of reviewing recommendations for admission. The student opting to waive the right of inspection may sign the form "Student Waiver of Rights" provided in the Registrar's office or sign the "Waiver of Rights" provided on the front of the recommendation forms used for admissions purposes. The student is not required to waive the right of inspection and would in no case be refused admission, or any of the services offered by SAGU American Indian College, because of failure to sign the waiver.
- The student has the right to challenge the content of his/her education records. To do this, the student should request the form "Request to Amend or Remove Educational Record" from the Registrar's office. After completing the form, it should be presented to the Registrar, and in the event the request is not approved, a date of hearing will be set. The student may be present during the hearing and will be notified on the day of the hearing of the action taken. A scheduled fee is charged for a copy of a transcript.
- Students have until the last day of late registration to request that "Directory Information" be withheld from the public. Pursuant to the Family Educational Rights and Privacy Act of 1974, "Directory Information" includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. If one does not want the "Directory Information" made public, he/she needs only to sign the form, "Notice to Withhold Directory Information" that is available in the Registrar's office.
- This law does not grant the right to contest the grade given for the student's performance in a course, or the right to examine a teacher's grade book.

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

## Campus Services

### Administration

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

### Student Services

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

## Summary of Satisfactory Academic Progress (Sap)

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

### Cumulative Grade Point Average

Undergraduate students are required to maintain a minimum cumulative grade point average (GPA) of 2.0 as stated in the Academic catalog. Graduate students must maintain a cumulative (GPA) of at least 3.0.

### Time Frame Used In Measuring Progress

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

### Financial Aid Suspension

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

### Financial Aid Reinstatement Procedures

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

### Financial Aid Appeal Process

If a student is placed on Financial Aid suspension he/she may petition the Financial Aid department to consider mitigating (special) circumstances that resulted in his/her inability to meet the SAP requirements. The appeal must be typed and must include the Suspension Appeal Form, an explanation with supporting documentation (i.e., medical statements, divorce documents, letters of unemployment, etc..) of the reason(s) the minimum academic standards required by Satisfactory Academic Progress (SAP) policy were not achieved. Additionally, each appeal must be submitted with a letter of endorsement from a SAGU AIC faculty/staff member. The appeal narrative and documentation should also demonstrate that the adverse circumstances have been resolved. All appeals will be reviewed within 7 business days of the Financial Aid office's receipt of a complete appeal (appeal form, student's appeal letter, endorser letter and supporting documentation). Notification of the review will be sent via the campus email address. For appeals that have been approved, students will be placed on Financial Aid probation for one academic year beginning with the next Fall Semester. SAP will be calculated again at the end of the Spring Semester. If the cumulative standard is met students will be placed back in good standing. Students that meet SAP for the academic year, yet are not meeting the cumulative requirement, will remain on Financial Aid probation until the requirement is met. For students that have been denied there is another level of appeal. Student must request in writing a review by the Financial Aid committee. Appeals that have been approved at this level will be required to see an academic counselor in order to tailor the class schedule for student success.

### Loan Exit Requirement

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

## Refunds

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

## Student Billing Services

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

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

## Student Employment Procedures

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

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

## Counseling

Academic advising is available through the department chair of the student's advisory. Should professional counseling become necessary, that counseling may be arranged through the Director of Student Life.

## Food Services

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

Weekly meals are normally served as follows:

### Breakfast

Monday – Friday 7:00 am – 9:00 am

### Lunch

Monday-Friday 11:00am – 1:00 pm

### Dinner

Monday – Friday 5:30pm – 6:30 pm

### Saturday

Brunch 10:00 am – 11:00 am

Dinner 4:00 pm – 5:00 pm

### Sunday

Lunch 2:00 pm – 3:00 pm

Sandwiches 9:00 pm – 10:00 pm

## Health Services

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

## Laundry

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

## Postal Services

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

## Recreation

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

## Sports

The "Warriors" is the official name, adopted by the SAGU AIC student body. Official school colors are maroon and gold.

## Resident Staff Office

This office is located in the northeast wing of the Washburn Building. Office hours will be posted at the beginning of each semester.

## Telephones

Payphones are not available, and all personal calls should be made from personal cell Phones. Emergency phone calls may be made at the Director of Student Life's Office or the Resident Staff Office. Students are to inform their family that messages may be left with the Director of Student Life's Office by calling (602) 944-3335 x250.

## Transportation

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

## Library

The Dorothy L. Cummings Memorial Library has been equipped and furnished by many individuals and groups across the United States. It is a main source of information for help in studying. Early in the school year, students will be shown how to find information they need. Books in the Library are classified according to the Library of Congress system. The card catalog, the index to the library collection, is located in the computers. It can also be accessed through the SAGU AIC website. In addition to books, there are newspapers and magazines (periodicals), pamphlets, cassette tapes, and videos.

Conduct in the Library should be as follows:

1. The Library should be quiet and orderly at all times.

2. Keep any necessary conversation short.
3. Food and drinks are not permitted in the Library.
4. The Library telephone is not for student use, neither for incoming or outgoing calls.
5. Cell phones are not permitted in the library.

## Hours of operation

- **Monday** - 8:30am–9pm
- **Tuesday** - 8:30am–9pm
- **Wednesday** - 8:30am–5pm
- **Thursday** - 8:30am–9pm
- **Friday** - 8:30am–3:30pm
- **Saturday** - 11am–3pm

The library is closed on Sundays and holidays and during activities involving the entire SAGU AIC community, including chapel.

## Circulation of books

1. Books, videos and other materials may be checked out, with the exception of reference materials. Check out period is three weeks. Up to 15 books may be checked out at a time.
  - a. Reserve books may be used only in the library for a two-hour period. Only one reserve book may be checked out at a time.
  - b. Reserve books may not be taken from the library without the permission of the instructor.
2. Returning books: Books may be placed in the book drop or returned to library staff at the circulation desk. Books and magazines used inside the library should be left on a table or book cart for library staff to count and re-shelve.
3. Requesting a book: If a book which a student needs is already checked out, the student may request to be notified when the book is returned. Inform the library staff at the circulation desk of the title and author of the requested book.
4. Overdue fines: Regular circulation fine is \$.10 per day for all materials.
5. Lost books: If a book has been lost, please inform the library staff. Cost of the book and a processing fee will be charged to the student's account. Transcripts and diplomas may be held for books not returned or paid for.

## Student Computers

Student use computers are provided for online research. Bring a flash drive to save documents. Class assignments may be printed on the printer behind the circulation desk free of charge.

## Library Staff

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

# Spiritual Life and Ministry

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## Philosophy of Ministry

Your life of ministry does not begin after you complete your college training and receive your diploma. It begins the moment you are born again and continues throughout your lifetime on earth. Ministry is all about honoring and glorifying God through



serving Him with all that you have and all that you are. It is the natural outflow of your love for God, His church and the lost. It is the natural expression of your Christian life. Because we believe that all Christians are called to serve the Lord, the Church and the lost, we make no significant distinctions in our Student Ministries requirements based on your academic program. Whatever is your major, you are called to serve, and you will have plenty of opportunities for service while you are here.

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

## Chapel

Attendance at Chapel services is a vital part of your spiritual life while you are at SAGU AIC. Regular Chapels and other services provide an important means by which the Holy Spirit can help you develop the tools you will need to be successful in life and ministry.

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

Chapel is Tuesday-Thursday from 10:00am – 11:00am. Upon arrival, you will check in on the device. You may not check in anyone else but yourself. Chapel begins at 10:00am. You will be marked late/absent after chapel begins.

You are required to stay the entire duration of the chapel service. Leaving before the end of chapel results in an absence. Students needing to leave chapel should immediately notify the Director of Student Life.

An absence is excused when it is cleared with the Director of Student Life or Resident Director. Attendance may be excused due to medical and/or family emergencies and school approved activities (Sports, Ministry, Student Teaching, etc.) Any school approved activities must be approved at least 24 hours prior to planned missed chapel. Any absence that is not cleared will be unexcused.

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

You are able to miss up to (5) unexcused chapels per semester. Absenteeism will be treated with immediate and upmost concern. Once you reach (5) unexcused chapels, you will receive a letter from the Student Life Office.

## Chapel Absenteeism

The following consequences will occur after all (5) days are used up.

1st Unexcused Absence/Tardy - Meeting with Director of Student Life

2nd Unexcused Absence/Tardy - 1 Page Essay on why you were absent/tardy

3rd Unexcused Absence/Tardy - 2 Page Essay on why you were absent/tardy

4th Unexcused Absence/Tardy - Suspension of School Activities \*\*\*Time to be determined

5th Unexcused Absence/Tardy – Meeting with Director of Student Life/Admin & Possibly Expelled

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

1. Write a (2) page essay on the reason why you are not able to attend chapel
2. Attach essay after filled out appropriate Chapel Release Form
3. If the reason is work related, please turn in a letterhead letter from the company signed and stating the exact times that you will be needed and a paystub from your last paycheck
4. Set up a meeting to meet with Director of Student Life to discuss issue
5. A meeting will set with the Student Life Committee to make a final decision
6. Until the entire process is complete, you must still attend chapels

## Ministry Groups and Outreaches

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

### Music Ministry

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

### Drama Teams

These teams present exciting dramatic presentations of the Gospel on outreaches, in regularly scheduled services, and in local churches.

### Children's Ministry

These teams work in local churches, neighborhoods, and special services and events to win children to Christ.

### Outreach Teams

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

### Internship Programs

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

### Student Ministries Program

This is a program for all students. It requires attendance in chapel and in your local church. It may also include the chance to serve a local church in whatever capacity is needed. This program is under the direct supervision of the Student Ministries Director. Each team will be led by student, staff and faculty leadership. You may have the opportunity to become a student leader of one of these groups. Whether you are called into full time ministry or not, these opportunities are beneficial to your Christian life and growth. Participation in these ministry opportunities is subject to your success in academics, financial responsibility to the college, and spiritual life and condition. The Student Ministries Director will oversee all ministry groups and outreaches.

### Extra-Curricular Activities

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

## Life at SAGU AIC

### Your Life on Campus

**You are here for learning.** We will do all we can to ensure that our students have the best learning environment possible. Adjusting your habits to fit the SAGU AIC schedule and lifestyle is the best way to maximize the benefits of being a student at SAGU AIC. Many successful students have paved the way before you, attaining their educational goals by taking heed to our directions. So can you.

### Standards of Conduct

When a student decides to come to SAGU AIC, it should be because of a conviction that this college will be the best way to prepare for one's future life and ministry. By enrolling at SAGU AIC, each student agrees to submit to the authority that has been given by God to guide our students in their preparation. Enrollment at SAGU AIC is a voluntary decision on the part of the student. The continued enrollment of each student is conditional upon adherence to our community standards of conduct.

**Therefore, registration at the college constitutes an agreement to abide by the guidelines and regulations communicated in this handbook and elsewhere.**

Our standards of conduct are drawn from numerous sources. Not all of the standards are of equal priority, and violations may not be addressed with equal severity. However, all standards of conduct are real expectations for our entire campus community.

1. God's Word plainly warns us not to participate in certain behaviors. Where the Bible is clear in its instructions, this handbook will be equally plain. The college prohibits practices that are clearly forbidden by the Word of God (1 Cor. 6:9-11, Gal. 5:19- 21; drunkenness, sexual immorality, dishonesty, etc.) The Scriptures teach that some practices can do harm to both the individual and to other members of the Christian community. Some standards of conduct are based on this principle, even though the specific behaviors addressed may not be explicitly mentioned in the Bible. Therefore, certain standards are believed to be a necessary part of the student's conduct. Students must refrain from the possession of alcoholic beverages, tobacco, narcotics or any other type of recreational drug use, and gambling.
2. There are other decisions that each of us make, based on experience, our own or that of others. By enrolling at SAGU AIC, a student acknowledges that he or she intends to learn from the wisdom of others, and therefore recognizes that others, in roles of authority, may make choices for us that we would not. The student is expected to use discretion, discernment, and restraint in the selection of live entertainment, as well as electronic and print media (1 Corinthians 10:23, 24). The Director of Student Life reserves the right to directly intervene in situations in which it appears this discretion is lacking. This intervention may be in the form of mandatory training sessions, disciplinary measures, removal/impoundment of personal property, or other appropriate means. Our lives should be characterized by clean conduct, clean conversation, modest apparel, and a deep consecration and devotion to spiritual life. All behavior of students must reflect moral purity.
3. There are also things to which we agree for the purpose of peace. We all have rights that we willingly defer for the greater good of the community. In order for us to live together, we must agree on certain issues of daily living. The observance of these guidelines does not totally reflect one's spiritual maturity; however, a willingness to adhere to the guidelines portrays a spiritual concern for other Christians. Certainly, we strive to fulfill the law of love as is set forth in Galatians 5 and Romans 14 and 15.

## Behavioral Expectations

All students are expected to know these expectations and to comply with them. Departure from acceptable behavior will result in intervention, and when necessary, discipline will be administered in the hope of helping the student.

Conduct that becomes an offense to the College community is not acceptable. Deliberate or continual disregard of expected conduct is cause for appropriate disciplinary action, up to and including dismissal from the College. The College reserves the right to dismiss or refuse to readmit any student whose conduct or academic standing is unacceptable or undesirable. This prerogative may be exercised at any time and without definite charges when, for the safety, welfare, or integrity of the College community, such action seems advisable. Your enrollment as a student at the College constitutes your agreement to observe these ideals and standards of conduct, whether on or off campus. The Administration reserves the right to modify or amplify, whenever necessary, the standards communicated in the handbook. Notification of such changes will be through handbook updates, student memos or other written means of public campus communication, and will be considered equivalent to such changes being published in the Student Handbook. It is recommended that these memos be added to your copy of the handbook.

## Dating Standards and Guidelines

A great concern to single students is finding God's choice as their lifetime marriage partner. Brief courtship and hasty marriage could result in missing God's divine plan for your life.

Students who involve themselves in dating must be willing to accept ongoing counseling as directed by the Director of Student Life.

## Public Display of Affections

In keeping with Christian standards, dating relationships should reflect that commitment to Christ in modesty and action. Students are expected to demonstrate Christian ethics in private and public behavior bringing glory to God. Students need to be sensitive to those around them resulting in appropriate behavior.

## Personal Appearance and Dress Code

The SAGU AIC Appearance and Dress Code is based on the recognition that there are different situations in which our students will commonly operate, and that these require differing approaches to appearance. Our standards of proper appearance are guided by two principles:

1. **Modesty** – The Bible teaches modesty as a great value in Christian living. Modesty is a direct reflection upon our spiritual and scriptural understanding, and the lack of it often indicates a spiritual deficiency. One of the easiest ways to be wrongly judged as unspiritual, or even immoral, is to be immodest. Modesty involves more than the amount of skin one shows. Any element of your style that calls undue attention to yourself is immodest, and should be avoided. Based on the principle of **modesty**, some things are **never acceptable**:
  - a. Styles that expose too much of you are simply never in order.
  - b. Examples (not a complete list): Shorts or skirts that are above mid-thigh should not be worn outside your own dorm. Tight fitting clothing, bare midriff and tops that expose cleavage are not modest.
  - c. **Extreme styles are subject to restrictions.** Remember, immodesty involves not just showing, but also showing off. Your use of dyes, jewelry, and other hair and body alterations may be curtailed, as may extreme fashions in clothing. In the interest of modesty, some things are sometimes inappropriate. For instance, a dress that works well in a classroom may be immodest for gym activity.

There are situations in which you may be representing the College to the public. You may go out to minister in a church or school, or visitors may come onto our campus or into our offices. At these times appearance is particularly important, and we will have to be sensitive to the needs of others, who may have differing convictions and definitions of modesty.

2. **Professionalism** – The world in which we live has expectations about professional appearance. The way you look may communicate something unintended to others, even before you have a chance to speak. Excellence is part of our calling. You need to look excellent. Just as with modesty, so also in professionalism, some things are never acceptable. Immodesty itself is unprofessional. None of the professions for which you may be preparing accepts apparel with offensive language or images, and neither do we. In the professional setting you and your clothes will be expected to be clean. Extreme hairstyles or excessive hardware hanging from your ears and other parts will not be widely accepted in the workplace, and will not be accepted at SAGU AIC, in situations where a professional appearance is expected. This includes the classroom. You cannot be expected to maintain your professional look all the time, and the definition of what is a proper professional appearance varies by situation, so there will be things that are acceptable at some times. A casual style is appropriate for classes and Chapel, but if you are ministering from the platform in chapel, you will be asked to dress to a higher expectation. By “casual” we mean that both men and women will be expected to wear clothing that is clean and in good condition. We ask that you maintain this same classroom dress code during weekday lunch in the cafeteria.

Men and women may wear athletic shoes in these settings, if they are clean and in good repair. All types of hats and caps should be removed in all classes, chapel services and formal meetings. Facial or body jewelry designed for piercing, or made to look like it will not be worn in classes or chapel, except for modest earrings.

There are situations in which you will be **representing the College to the public**. You may go out to minister in a church or school, or visitors may come onto our campus or into our offices. We expect a professional level of attire in these situations, and you should expect to dress at least at classroom standard when you are in these positions. Some office positions may require you to dress to a higher standard. SAGU AIC personnel responsible for these occasions will have discretion regarding your attire.

## Sexual Identity/Transgenderism

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

The College believes that God created mankind in His image, both male and female (Genesis 1:27; Matthew 19:4-5). We further believe that God established an individual's gender at birth. Any advocacy, expressions of sentiment or practice otherwise violate are out of harmony with the religious convictions of SAGU AIC. Thus transgenderism is disapproved.

The same Christian standard applies to all administration, faculty, staff, and students.

(See also the Assemblies of God position paper on Homosexuality – [A/G Position Paper](#).)

## Residence Halls

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

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



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

For your safety, the following items are prohibited in dorm rooms: toasters, electric skillets, George Foreman tabletop grills, rice cookers, woks, hot plates and other cooking appliances. Candles or any items that can produce fire and space heaters are not permitted. Pets (including fish) of any kind are not permitted. Coffee makers are allowed. Violations of this safety policy will result in the impoundment of the item.

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

## Procedures

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

Be respectful of the Hallway Quiet Hours (11pm – 8am daily). During this time, students should be considerate of those who may be sleeping and/or studying in their dorms.

Dorm Checks will occur on Sunday morning at 9:00am. Students should be up and getting ready for church or already gone to church. If a student leaves for the weekend, their room must be ready to be inspected. Each room must have a neat floor, clean bathroom, clean sink area, clothes must be put away, bed cleaned/set, and no extreme odors. If action is needed, the RA will ask for that to be complete before clearance. If it is not completed, the RA will report it to RD and if needed, the Director of Student Life. Dorm checks may also be completed at different times but will be announced at least 24 hours prior. Unscheduled dorm checks can only be completed by Resident Director.

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

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

## Curfews

Our student's safety is important to us.

On Sunday to Thursday nights, students are expected to be on campus before 12:00am. Any guests who are not staying overnight will be asked to leave at this time by security. The main gate will be closed at this time. Ten minutes prior to dorm curfew, security will call out for a "10-Minute Warning". At this time, students should begin heading to their dorm room. They should be inside the doors before the curfew time of 1:00am. Anyone who is late will be given a citation from security.

Campus curfew for Friday & Saturday is 1:00am. Dorm curfew for Friday & Saturday is 2:00am. Students should abide to the curfew procedures for the safety of all that are on campus.

Curfews are established to help our students develop useful lifestyle habits and to minimize possible inconveniences to fellow students.

## Violations

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

1st Violation: Verbal Warning

2nd Violation: Written Warning

3rd Violation: Appear before Peer Counselors

4th Violation: Meeting with Student Life Director

5th Violation: Meeting with Student Life Director/Admin Possibly Expelled (Students are able to appeal)

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

## Fire Drills

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

*Procedures for a fire drill are as follows:*

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

## Guests

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

## Vehicle Regulations

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

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

## Student Parking Lot Procedures

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

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

## Privacy and Security

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

## Room Care

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

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

## Residential Violation Policy

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

1. First offence will result in a verbal/written warning.
2. Second offence will result in a written warning and notification to the Director of Student Life.
3. Third offence will result in a write up and will be turned over to the Director of Student Life for community service.

## Going Off Campus

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

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

## Policies and Procedures for Overnight and Weekend Absences

1. Students expecting to be away overnight must notify the Residence Director by 4 PM of that day. Students desiring to be away for a weekend should get prior approval before 4PM on Thursday.
2. Notification will only be approved when submitted on the standard forms.
3. All requests for information on the forms are required in full.
4. Students who know they will unavoidably be late for curfew must notify resident staff directly and immediately.
5. In the absence of the Residence Director, students may notify the Senior Resident Assistant.

6. These policies and procedures apply both to overnight and weekend absences.
7. The College may restrict students to campus as needed. Permission to leave campus overnight or on weekends may of course be withheld during these times of restriction as well.

## Discipline

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### Expectations and Objectives

Before you became a student at SAGU AIC, every effort was made to communicate the expectations that are upon you as a part of this community. There is an agreement between you and the College that you will conform to those expectations. When there appears to be a violation of our community standards, the response of the College will be first to communicate with you regarding the issue, to determine the relevant facts. Then, the appropriate action will be taken, considering both the integrity of the College and your right to due process.

If there truly has been a violation, then there has been a failure of self-discipline. Therefore, it may be that some sort of external discipline will need to be imposed by the College. The intentions of these actions are to strengthen and restore the student, not to punish. Our desire is to rebuild trust between all parties involved, to protect SAGU AIC students and to retain the integrity of the College's ministry.

### Disciplinary Actions

Disciplinary procedures may be initiated in two ways, at the discretion of the Director of Student Life:

1. The Director of Student Life may act directly in disciplining a student who is in violation of our community standards. In this case, the Director of Student Life will first meet with the student(s) in question, to determine as well as possible the facts of the issue. When disciplinary action is taken, the student(s) may be notified in person, but will always be told in writing what measures are being taken.
2. The Director of Student Life may also bring the inappropriate behavior immediately to the attention of the Student Life Committee for consultation and action. The Director of Student Life will meet with the student as described above. After the meeting the Director of Student Life will report the matter to the committee, which is chaired by a vice president appointed by the president of SAGU AIC. After the committee has reviewed the issue, they will communicate the results to the student in writing. This method is intended for more serious problems, such as issues of morality, repetitive misconduct, or legal issues.

### Disciplinary Appeals

The purpose of the appeals process is to insure that students receive due process, as required by law and biblical principles of fairness. However, students should be aware that the Student Life Committee and the SAGU AIC Board of Administration both have the prerogative of substituting other appropriate disciplinary measures for the actions being appealed. Students appealing a disciplinary decision must make their appeal:

1. In writing
2. Within three school days
3. To the chairperson of the group to which they are appealing. In the case of the Student Life Committee, this is the Director of Student Life. For the Board of Administration, appeals are addressed to the President. An appeal of a decision of the Director of Student Life may be made to the Student Life Committee. In this case, both the Director of Student Life and the student will speak to the committee, and the meeting will be chaired by Vice President for Academic Affairs or the Vice President for Financial Services. The meeting must take place within one week of the date of the appeal. Student Life Committee decisions may be appealed to the Board of Administration.

The appeal may then be heard at the next meeting of the board. The President may choose to schedule a special meeting to hear the appeal, but is not obligated to do so. In all cases, the discipline being appealed will not be carried out while the appeal is outstanding. However, the Director of Student Life has the right to withdraw the prescribed discipline if it will be under appeal at the end of a semester. If this is done, the Student Life Committee will review the matter before the student is allowed to enroll for the next semester.

## Grievance Procedures

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

1. A grievance shall be reported to the Director of Student Life, in writing, no later than five days after the student has become aware of its occurrence.
2. The Director of Student Life, or other administrative designee, shall meet with the student privately to discuss the nature and substance of the grievance, in an effort to resolve the matter according to biblical principles.
3. If the student feels his or her grievance has not been satisfactorily resolved, an appeal may be made to the SAGU AIC President. The appeal must be presented to the Campus President in writing. Such hearing shall be scheduled within five (5) business days of the receipt of the request.
4. A written response shall be given to the student no later than five (5) business days after the hearing. The Campus President shall be the final appeals board for all students.
5. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1400 W. Washington Street, Room 260, Phoenix, AZ 85007, phone # 602-542-5709, website address: <http://azppse.gov>.
6. The grievance procedure outlined herein is available only to currently enrolled students at the SAGU AIC campus.

## Title IX Statement

It is the policy of SAGU AIC to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the University's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. SAGU has designated Title IX Coordinators to coordinate SAGU AIC's compliance with and in response to inquiries concerning Title IX. A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting: [www.ed.gov](http://www.ed.gov) or calling 1-800-421-3481.

### What is Title IX?

Although Title IX is commonly associated with sex-based discrimination in athletics, the law is much broader. Title IX of the Education Amendments of 1972 is a federal law that provides:

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

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

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

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

To file a complaint or to ask questions about Title IX please contact:



Joe Saggio, Title IX Coordinator or  
Dave Willemssen, Title IX Officer (All SAGU Campuses)  
[dwillemssen@sagu.edu](mailto:dwillemssen@sagu.edu)  
972-825-4630 or 1-888-937-7248 ext.4630

## SAGU AIC Sexual Misconduct Policy

It is the policy of Southwestern Assembly of God University to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the University's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. SAGU AIC has designated Title IX Coordinators to coordinate SAGU AIC's compliance with and response to inquiries concerning Title IX. A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting: the U.S. Department of Education's website or calling 1-800-421-3481.

The mission of SAGU AIC is to educate the whole person in a context that fosters the development of humane values. SAGU AIC expects that all members of the University's community will conduct themselves in a responsible manner that shows respect for others and for the community at large. As a part of the larger community, SAGU AIC is subject to, abides by, and supports federal statutes, Texas state statutes, and local ordinances regarding criminal conduct.

SAGU AIC is committed to fostering a safe and supportive environment conducive to the academic pursuit and healthy personal development of all students. It is the intent of the University to provide safety and support to victims of sexual misconduct. Reports of sexual misconduct will be taken seriously and incidents will be responded to appropriately and in a timely manner.

This policy strictly prohibits sexual misconduct by a student whether occurring on or off campus. Policy provisions for faculty and staff are contained in the employee handbooks. The University encourages individuals who believe they have been the victims of sexual misconduct to pursue on campus and criminal action against the alleged perpetrator.

## Regards to the Involved Parties

The University strives to provide a prompt and fair process for investigating and resolving complaints related to sexual assault or other sex-related misconduct. Throughout this process, both the complainant and respondent have the following rights, many of which are described in greater detail in this policy:

- To be treated with respect and dignity.
- To receive assistance from the University in reporting the incident to law enforcement at any stage of the process.
- To receive information about the process the University will employ for conducting the investigation, hearing, determination, and appeal.
- To receive information about support available from University or community resources.
- To privacy to the extent possible consistent with applicable law and University policy.
- To have an advisor present throughout the process.
- To choose whether or not to participate in the investigation process.
- To a prompt and thorough investigation of the allegations.
- To have a reasonable time to provide information, including any oral or written statement, to the investigator.
- To raise any question regarding a possible conflict of interest on the part of any person involved in the investigation or determination.
- To appeal the decision and any sanctions made by the investigators.
- To notification, in writing, of the case resolution, including the outcome of any appeal.

## Definitions of Sexual Assault and Interpersonal Violence Crimes

Below is a list of frequently used terms and their commonly used definitions related to sexual assault and interpersonal violence crimes. The SAGU AIC Security Department, the Dean of Students and Residential Life, and the SAGU AIC Counseling Center can provide institutional policies and additional information regarding these terms and definitions that are consistent with state laws and federal laws.

For definitions specific to Texas Law, please see Texas Statutes at the following website: [http://www.womenslaw.org/statutes\\_detail.php?statute\\_id=5713#statute-top](http://www.womenslaw.org/statutes_detail.php?statute_id=5713#statute-top)

Domestic Violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, persons similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

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

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

Sexual Assault is any unwanted, non-consensual sexual contact against any individual by another. It often includes acts involving manipulation, physical force, or coercion.

Consent is free and active agreement, given equally by both parties, to engage in a specific activity. Giving in is not the same as giving consent. Consensual sexual activity involves the presence of the word "yes" without influence or incapacitation of alcohol or other drugs, pressure, force, threat, or intimidation.

## Student and Employee Sexual Assault/Harassment Policy

### Non Discrimination Policy

SAGU does not discriminate based on race, color, national origin, gender (see pg. 24), disability, age, veteran status, or any other protected legal status in matters of admissions, employment, housing, educational programs or activities. We operate in compliance with federal non-discrimination laws (Title IX of the Education Amendments of 1972, Title VI and Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975). As a religious institution, the university is exempted from certain provisions and retains the right to make legitimate employment, admission, and educational decisions on the basis of religious tenets, consistent with applicable laws (Title IX statute, 1<sup>st</sup> Amendment, and Religious Freedom Restoration Act). Because of its affiliation with the Assemblies of God, SAGU qualifies for the religious exemption under 20 U.S.C § 1681(a)(3) and 34 C.F.R. § 106.12.

### Sexual Harassment Policy

In support of the Crime Awareness and Campus Security Act of 1990 and under Title IX of the Education Amendments of 1972, the University has adopted the following policy statement with regard to sexual harassment.

SAGU AIC, in accordance with high Christian standards of living, is committed to the pursuit of a morally pure environment. This moral purity touches the entire scope of human relationships. Preaching, teaching, properly orienting students, and modeling this commitment on campus prevents many of the problems with which society struggles. SAGU AIC's standards are described in detail in the Student Handbook under the following subheadings: Personal Life, Biblical

Standards and Community Standards. Information concerning sexual harassment may be obtained in the office of Residential Life.

The following definition of sexual harassment applies: unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment. Prohibited sex discrimination covers sexual harassment, including sexual violence. Examples of behavior that could be considered sexual harassment or sexual misconduct include, but is not limited to, the following: unwelcome (1) physical contact of a sexual nature including touching, patting, hugging, or brushing against a person's body; (2) explicit or implicit propositions or offers to engage in sexual activity; (3) comments of a sexual nature including sexually explicit statements, questions, jokes or anecdotes, remarks of sexual nature about a person's clothing or body, remarks about sexual activity, speculation about sexual experience; (4) exposure to sexually oriented graffiti, pictures, posters, or materials; (5) physical interference with or restriction to an individual's movements.

In the event that a violation on campus should occur students are encouraged to immediately contact one of the following:

Any SAGU AIC Employee  
Student Life Director  
Residence Hall Director – Debra Yazzie  
Campus Security  
Title IX Coordinator - Joe Saggio

## Reporting Procedures

A report or complaint of sexual harassment or misconduct should be made to one of the individuals listed above. The complaint will be investigated. An adequate, reliable, and impartial investigation of complaints will be conducted, including the opportunity for both parties to present witnesses and other evidence. An attempt will be made to resolve the complaint within a reasonable time. Notice will be given to both parties of the outcome of the complaint. The University will take steps to prevent a recurrence of any harassment and to correct its discriminatory effects on the complainant and others, if appropriate.

## Rights of the Complainant and Respondent

The University strives to provide a prompt and fair process for investigating and resolving complaints related to sexual assault or other sex-related misconduct. Throughout this process, both the complainant and respondent have the following rights, many of which are described in greater detail in this policy:

- To be treated with respect and dignity.
- To receive assistance from the University in reporting the incident to law enforcement at any stage of the process.
- To receive information about the process the University will employ for conducting the investigation, hearing, determination, and appeal.
- To receive information about support available from University or community resources.
- To privacy to the extent possible consistent with applicable law and University policy.
- To have an advisor present throughout the process.
- To choose whether or not to participate in the investigation process.

- To a prompt and thorough investigation of the allegations.
- To have a reasonable time to provide information, including any oral or written statement, to the investigator.
- To raise any question regarding a possible conflict of interest on the part of any person involved in the investigation or determination.
- To appeal the decision and any sanctions made by the investigators.
- To notification, in writing, of the case resolution, including the outcome of any appeal.

## Student and Employee Drug Policy Statement

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

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

## Missing Student Policy

Every SAGU AIC employee and student has a duty to report a person believed to be missing to the Safety and Security Department at (602) 622-4735. The Department of Safety and Security immediately investigates any report of an individual missing from campus.

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

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

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

## Americans with Disabilities Act

SAGU AIC complies with the American with Disabilities Act. For inquiries, contact the ADA Coordinator, Landon Orrill at lorrill@agu.du

## Policy for Service Animals on Campus

Information may be obtained from the office of the Director of Student Life.

## Hew Regulations

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

## Campus Safety Report

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

## Safety & Security

The Director of Student Life will be responsible for campus security and the control of access to the campus. Appropriate "No Trespassing" signs will be posted at entrances to the campus. The main gate entrance is to be closed every night from 1:00 a.m. to 5:00 a.m. The campus security will be responsible for monitoring all movement on campus between the hours of 1:00 a.m. and 5:00 a.m. After office hours, call 602-622-4735 for assistance.

## Security Personnel

Security personnel will patrol the campus during the late evening through early morning hours. Security personnel will be knowledgeable in campus reporting procedures.

1. Non-resident students of the college will be given preference in the hiring of security personnel.
2. The enforcement authority of the security personnel will be that which is customary for unarmed security officers in the general public.

## Appendix

### Fundraiser Approval

Instructions: Please fill this form out completely. If you are raising funds for a campus organization, after the fundraiser, please turn in all money to the Business Office. Please submit all receipts for expenses. For advances and reimbursements, please use the forms available in the Business Office.

Type of Fundraiser: \_\_\_\_\_

Description of fund raiser:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Funds to be used for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Campus Organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date /Time of Fundraiser: \_\_\_\_\_ Site for Fundraiser: \_\_\_\_\_

Authorized Leadership of Fundraiser (Class/Organization Officers)

\_\_\_\_\_ Position: \_\_\_\_\_

\_\_\_\_\_ Position: \_\_\_\_\_

Do members who will be handling food for the fundraiser have food handler's permits? \_\_\_\_ Yes \_\_\_\_ No

#### Authorization

\_\_\_\_\_  
Organization Authorization

\_\_\_\_\_  
V.P. of Academic Affairs

\_\_\_\_\_  
Business Office Executive

\_\_\_\_\_  
Director of Student Life



## Fundraiser Follow-Up Sheet

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Please use advance or reimbursement sheets available in the Business Office.

Amount Raised - \$ \_\_\_\_\_

Less Expenses (Attach receipts) - \$ \_\_\_\_\_

Reimbursements (Attach receipts) - \$ \_\_\_\_\_

Adjusted Total - \$ \_\_\_\_\_

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

Organization Rep: \_\_\_\_\_ Position: \_\_\_\_\_

## Disclaimer

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

Revised as of: April 2017