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**Institutional
Information**

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University Facilities

GCU's 218-acre campus, located in the heart of Phoenix, continues to experience an incredible, multi-million dollar expansion. This expansion includes a number of new residence halls, classroom buildings, dining facilities and student amenities.

STUDENT HOUSING

GCU is dedicated to creating more housing in order to meet the needs of our growing student population. In addition to Hegel Hall which opened in 2003, from 2010 to the present, eleven new modern dorm buildings have been added to campus along with six new apartment buildings.

Conveniently located within close proximity to campus amenities and services, each of our dorm buildings offer suite-style living with personal bathrooms, laundry facilities and gathering rooms. Most of our dorms feature a landscaped center courtyard and barbecue grills. As the campus has expanded, amenities such as additional pools, fitness facilities and a small convenience store have been added within some of the buildings.

CLASSROOM BUILDINGS

For our students living on and commuting to campus, new modern classrooms and office space have been constructed over the past few years for the College of Theology, College of Arts and Sciences, with a new STEM building that opened in 2015 and a second STEM building that opened in 2016. Students in the nursing and health sciences programs will study in modern lab facilities including nursing simulation and skills labs as well as forensics and chemistry labs. Flexible space is integrated throughout the buildings for students to meet, study and relax.

LOPES PERFORMANCE CENTER

A beautiful, 50,000-square-foot recreation center is the training home to our NCAA Division I student-athletes. The multipurpose building includes three full-size basketball courts and state-of-the-art athletic training and sports performance facilities including weights and fitness machines.

STUDENT UNION

The remodeled, four-story Student Union opened in the fall of 2013. Not only does the new facility provide new dining options and expanded food service areas, more space will be available for students to relax and study. One of the exciting features is Grand Canyon University's owned Coffee shop that overlooks the spectacular views of campus.

GCU ARENA

Arguably the main attraction of the campus expansion is the 7,000-seat Grand Canyon University Arena, home to the men's and women's basketball teams as well as the host of other sporting events, concerts and entertainment events.

LIBRARY

The University library is located on the third and fourth floor of the expanded Student Union and includes dynamic spaces featuring computer stations and areas for both group study and individual quiet study.

THUNDER ALLEY

Thunder Alley opened in 2011 and features multiple dining options. The lower level of Thunder Alley includes a 6-lane bowling alley as well as a club-like music venue known as Thunderground, which holds concerts performed by nationally-recognized Christian artists.

Academic Integrity

Academic integrity is at the heart of Grand Canyon University (GCU)'s values and is integral to our university community. According to the Center for Academic Integrity, there are five fundamental values that are center to academic integrity: honesty, trust, fairness, respect, and responsibility. Students who utilize the work of others without proper citation or reference are in violation of these values, and are committing academic dishonesty. Such dishonesty not only discredits the student who is plagiarizing the work of another, but also the university community as a whole. At GCU, we encourage students to develop practices that support academic integrity, such as independent learning, developing study skills such as note-taking and time-management, and respecting the ideas of others by utilizing proper citations

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and references. It is the responsibility of all GCU students to be familiar with the specific policies pertaining to student conduct and academic integrity that are outlined in the University Policy Handbook.

GCU will continually plan for improvement of academic programs as the need is determined and make this information readily available to enrolled and prospective students.

COPYRIGHT INFRINGEMENT

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be subject to the following penalties:

- Actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed.
- For “willful” infringement, a court may award up to \$150,000 per work infringed. A court may, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.
- Willful copyright infringement may also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.
- For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq.

PEER-TO-PEER (P2P) FILE SHARING

P2P file sharing refers to the use of any technology/application that allows users to make media on their computers available for other users to download and use. This may involve direct file sharing between friends or random file sharing between all users of the internet. Some examples of P2P file sharing software include LimeWire, Bearshare, Kazaa, and BitTorrent.

Besides the danger of using P2P software to knowingly or unknowingly share copyrighted material, it also presents considerable personal risk to the P2P software user, as improperly configured software could potentially share out the contents of a user’s computer hard drive to the public internet.

While P2P software is legal, to use it for sharing copyrighted material is illegal. Illegal sharing of copyrighted material subjects the users to hefty civil and criminal penalties. Copyrighted materials include music, videos/movies, photos, software, e-books and other written works, etc.

LEGAL ALTERNATIVES

Grand Canyon University routinely receives copyright infringement notices from the Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA), and other parties delegated to protecting copyrighted material. Below is a small sample of what is available as a legal alternative:

- Amazon MP3 Downloads
- Amazon Instant Video
- Flixster
- Hulu Movies and TV
- iTunes Movies, Music, and TV
- Netflix Movies and TV
- Pandora
- Yahoo! Music
- YouTube

For a more comprehensive list of other suggested legal alternatives, visit: <http://www.educause.edu/legalcontent>

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NOTIFICATION OF AN INFRINGEMENT

When copyright infringement notifications are received by GCU at the office of the Chief Information Officer, the information is provided to the Information Security Office (ISO) so it may be correlated via network logs to a specific user. Once the user is identified, network access is immediately revoked and the user is contacted to remediate the alleged infraction. It is the ISO's discretion to reinstate network privileges based on the severity of the alleged infraction. Further disciplinary actions may be imposed as outlined in the disciplinary procedures within the Student Handbook, up to and including removal from Grand Canyon University and potential civil and criminal penalties.

Faculty

Faculty members are listed in the GCU catalog and may be accessed on the GCU website under each College at <http://www.gcu.edu/faculty-list/>

Student Body Diversity

Information about student body diversity, including the percentage of enrolled, full-time students in the following categories: Male, Female, Self-identified members of a major racial or ethnic group and Federal Pell recipients may be accessed on the College Navigator website at <http://nces.ed.gov/collegenavigator/>.

Student Disability Services

HOURS OF OPERATION

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

CONTACT INFORMATION

602-639-6342 or 1-800-800-9776 ext. 6396342

disabilityoffice@gcu.edu

602-589-2652 (fax)

LOCATION

Papago Apartment

Grand Canyon University (GCU) seeks to serve all of its students equally. This plan is established in order to provide all students with equal access to GCU's programs, systems, and facilities.

In order to receive accommodations through the University, students are required to complete the Accommodation Request Form and provide supporting documentation to Student Disability Services. To allow the University sufficient time for processing, requests should be submitted no later than two (2) weeks (10 working days) prior to the start of the course. All approved accommodation requests turned in after the course has begun will be in place as of the date the form and documentation was received by Student Disability Services. Accommodations will not be retroactive. Processing of accommodations begins after both the request form and the appropriate documentation information is received.

Students are required to complete a new accommodation request form annually based on their original approval date. Documentation for permanent disabilities will remain on file with Student Disability Services. Students that are approved for Temporary services will be asked to provide additional documentation to extend services. (Please see Temporary Accommodations Policy for more information). Students are required to notify Student Disability Services of any schedule changes that may occur during their program of study, in order to ensure that their accommodations are applied or adjusted accordingly. Students that withdraw from the University or have been suspended will need to contact Student Disability Services upon their return in order to re-establish their accommodations. Please note that the University cannot provide accommodations that are not requested.

Steps to Accommodations:

1. Complete the Accommodation Request Form
2. Supporting documentation is required for all students requesting accommodations through Student Disability Services. The documentation

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must be from a medical provider (such as a doctor, psychologist, psychiatrist, etc.) or from testing services (such as Wechsler Adult Intelligence Scale and other tests). The documentation should be on letterhead from the provider or service company. The documentation is kept on file in Student Disability Services for verification purposes.

3. Turn in a copy of the above items via one of the options listed below:
4. Fax - 602.589.2652 (All documents must contain the student's name and be addressed: Attn: Disabilities Coordinator)
5. Email - disabilityoffice@gcu.edu please put the students name in the subject line of the email (last, first)
6. Hand Delivery - Take requests to the Kaibab building through the Ground Advisement Team and ask for Student Disability Services.

The student is required to provide documentation that demonstrates credible assurance of a disability issue. The documentation should directly support the student's request for accommodations. The documentation must be from a medical provider (such as a doctor, psychologist, psychiatrist, etc.) or from testing services (such as Wechsler Adult Intelligence Scale and other tests). The documentation must state the specific disability and show cause for why a student's disability significantly limits their ability to complete their educational goals at GCU. The documentation should include a summary of the student's functional limitations in order for the University to determine the appropriate accommodations. The documentation is kept on file in Student Disability Services for verification purposes.

The documentation should be typed with the appropriate official signature and contact information for the associated facility for verification purposes (on official letterhead is preferred). We do NOT accept documentation that is handwritten or submitted on a prescription note. These documents are scanned into a protected part of your permanent record and therefore, must be legible and clear. Documentation can be submitted to Student Disability Services either by fax to 602-589-2652, by email to disabilityoffice@gcu.edu or they can be hand delivered to Student Disability Services at the Main Campus in Phoenix, Arizona.

Once documentation is received it will be reviewed. If the documentation provided does not meet the University's requirements it will not be accepted as the official documentation. Students will receive notice and will be asked to provide alternative supporting documentation. The documentation is kept on file in Student Disability Services for verification purposes. Students requesting additional accommodations after their initial approval may be asked to provide additional documentation.

Additional information about student disability services may be found the Grand Canyon University Policy Handbook.

Costs

The cost for attending school at Grand Canyon University (GCU) including tuition and fees charged to full-time and part-time students; estimates of typical charges for room and board and any additional costs of a program in which a student is enrolled or expresses a specific interest are located on the GCU website at <https://www.gcu.edu/admissions/tuition-and-financing.php>. The Net Price Calculator can also be accessed on this page.

Course Materials Cost

TRADITIONAL CAMPUS

The average program costs for course materials for a traditional campus student is described below by level. Traditional students utilize a mix of print and digital course materials for their courses.

- Undergraduate – Average cost is \$3,060. This figure is calculated using an average course cost of \$102 multiplied by 30 courses.
- Graduate – Two graduate programs are offered in the Traditional campus format.
- Cost for the Master of Divinity program is \$2645. This figure is calculated using an average course cost of \$115 multiplied by 23 courses.
- Cost for the Master of Arts in Christian Ministry is \$955. This figure is calculated using an average course cost of \$95 multiplied by 10 courses.

NON-TRADITIONAL CAMPUS

The average program costs for course materials for non-traditional students are described below by level. Non-traditional students utilize digital content for the majority of their courses.

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- Undergraduate – Average program cost is \$2,550. This figure is calculated using an average course cost of \$85 multiplied by 30 courses.
- Graduate – Average program cost is \$955. This figure is calculated using an average course cost of \$95 multiplied by 10 courses.
- Doctoral – Average cost is \$2,100. This figure is calculated using an average course cost of \$105 multiplied by 20 courses.
- <http://www.gcu.edu/Consumer-Information.php>.

Official Withdrawal

In the event that students choose to discontinue their enrollment at GCU, they must officially withdraw from the University. Students in this situation lose all of the rights and privileges associated with being GCU students, including maintaining enrollment in their Program of Study (POS). To officially withdraw from the University, students must submit a University Official Withdrawal Form to the Office of Academic Records via the GCU Student Portal. When submitting the University Official Withdrawal Form, students will be asked to identify the reason for withdrawing from the University. If students notify their Student Services Advisor of their intent to withdraw from the University but do not complete the Official Withdrawal form, Student Services Advisors will notify the Office of Academic Records of the Official Withdrawal. Students may also be withdrawn from the University through the Unofficial Withdrawal policy.

Students are still subject to the Course Tuition Refund Policy and the grading policy listed in the Course Drop Policy in the University Policy Handbook. Before withdrawing from the University, students are strongly advised to speak with a Student Services Advisor to understand the academic and financial ramifications associated with dropping a course.

All Financial Aid students are required to complete Exit Counseling for any federal loans borrowed while in attendance at Grand Canyon University. This is in accordance with the Department of Education requirements and students should contact their Student Services Advisor (SSA) for further information on how to complete the Exit Counseling.

Officially withdrawn students must reapply for admission to the University if they decide to return, and enroll in the most current POS.

Traditional campus students, who choose to discontinue their enrollment at GCU for the current semester enrolled, must complete a Semester Official Withdrawal Form, which can be obtained through their Student Services Advisor.

Institutional Refund Policy

The University will refund tuition according to the following policy unless a student attending courses online is a resident of a state that requires the University to follow different guidelines. These state policies are listed in the State Refund Policies section of the University Policy Handbook: <http://www.gcu.edu/Admissions/Admissions/Policy-Handbook.php>.

Refer to the Official Enrollment Status Change section of the University Policy Handbook for a complete explanation of the University's Withdrawal Policy.

NONTRADITIONAL STUDENTS

Students who drop/withdraw from a course/all courses are eligible for the following refund:

Before Week 1.....100% tuition refund
During Week 1..... 75% tuition refund
During or after Week 2.....No refund

TRADITIONAL CAMPUS STUDENTS

Students who drop/withdraw from 15-week courses at the ground campus in Phoenix, Arizona, are eligible for the following refund:

Before Week 1100% tuition refund
During Week 1.....90% tuition refund
During Week 2.....75% tuition refund
During Week 3.....50% tuition refund
During or after Week 4No refund

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Course Fee Refunds:

NONTRADITIONAL STUDENTS

All fees, including materials fees, are non-refundable after the start of a course.

TRADITIONAL CAMPUS STUDENTS

With the exception of materials fees, which are non-refundable after the start of class, all instructional and ground campus-related fees (such as insurance and facilities fees) are refundable during Week 1. After Week 1, all fees are non-refundable.

Return of Title IV Funds

Any Federal financial aid recipient who withdraws from all classes is subject to a Federal Return of Title IV Aid Calculation. This calculation determines the amount of Federal aid that the school is allowed to retain as well as the amount that must be returned to the Department of Education.

1. Withdrawal:

- a. Withdrawal from the University before the first day of classes, 100% of Title IV aid must be returned.
- b. Withdrawal from the University through 60% of the payment period will result in a prorated percentage of aid being earned. Any unearned aid due from the school will be returned to the appropriate funding source. In some instances a portion of unearned aid will be the student's responsibility.
- c. Withdrawal from the University after attending more than 60% of the payment period will result in 100% of the student's Title IV aid being earned. The institution will retain 100% of funding that covers institutional costs; students may retain the remainder of funding.

2. Failing All Courses in a Semester (Traditional Campus):

Traditional campus students earning all failing grades for the semester will earn only 50% of Title IV aid. If validation can be obtained of a later Last Academic Activity date (LAA), that date will be used in the calculation. The student will continue to owe tuition and fees for the entire semester and will be responsible to the University for any remaining balance on account.

3. Unofficial Withdrawal within a Term Containing Modules (Traditional Campus):

Coursework taken within a term where no courses taken span the entire length of the term will be subject to modular refund rules. If the withdrawal from future courses within the term occurs while the student is no longer attending a course, Title IV aid will be earned at a 50% rate and the student will be responsible to the University for any remaining balance. If validation can be obtained of a later Last Academic Activity date (LAA), that date will be used in the calculation.

Disbursement of Title IV Funds for Books and Supplies

If a Pell grant-eligible student meets all requirements to receive Title IV funds at least 10 days before the start of a payment period, any Title IV funds in excess of the amount owed to the school at the that time (Title IV credit balance funds) are to be made available to the student up to the amount needed to obtain books and supplies.

The school must make the Title IV credit balance funds for books and supplies available to the student by the 7th day of the payment period. If a student has not yet established eligibility to receive Title IV funds at least 10 days before the beginning of a payment period due to outstanding verification requirements, unresolved "C" codes on the Student Aid Report (SAR), or conflicting information, this requirement does not apply.

In determining whether a Title IV credit balance exists, the school considers all Title IV funds that could be disbursed at least 10 days before the term/payment period, regardless if funds have been received by the institution. It is the student's eligibility to receive Title IV funds at that time, rather than the school's schedule for receiving or disbursing those funds, that determines the existence and amount of a Title IV credit balance for this purpose.

If a student requires monetary assistance with purchasing books and supplies, he should contact his Student Services Advisor to determine

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if he meets the qualifications listed above. If the Student Services Advisor determines that the student is eligible to receive assistance in purchasing books/supplies, the student will have a maximum of \$300 available at the GCU bookstore to purchase the required books/supplies. The student is under no obligation to take advantage of this provision.

Constitution and Citizenship Day

Each year, Grand Canyon University recognizes Constitution Day, commemorating the Sept. 17, 1787 signing of the U.S. Constitution. In 2017, Grand Canyon University observed Constitution Day on Sept. 15 and Sept. 18. On the observed days, faculty in the College of Humanities and Social Sciences offered various lessons in their classrooms including a video clip followed by classroom discussions. In addition, a company-wide email communication was sent to all employees and students that included a video explaining the impact of the Constitution as well as a game geared toward teaching individuals about the effect of the document. You may use the following resources to learn more about the U.S. Constitution.

One of the Library of Congress' repositories for Constitutional documents and information may be accessed at:

<http://memory.loc.gov/ammem/index.html>.

The National Archives also has a Web site with a scan of the U.S. Constitution available online at:

<http://www.archives.gov/exhibits/charters/charters.html>.

In addition, the National Archives has a nationwide network of research facilities, including presidential libraries that welcome students as young as 14 years of age. Information about the facilities (by region and state) can be located online at:

<http://www.archives.gov/locations/index.html>.

Voter Registration

As a participant in Title IV Federal Student Financial Aid programs, GCU would like to remind students who are U.S. citizens of the importance of registering to vote.

To register to vote in Arizona, please go to <https://servicearizona.com/webapp/evoter>.

If you are interested in participating in local, state, or national elections, please visit the Election Assistance Commission website at www.eac.gov/voter_resources/register_to_vote.aspx to learn how you may register to vote.

Net Price Calculator

The net price calculator for Grand Canyon University may be accessed at:

<http://www.gcu.edu/Admissions/Tuition-and-Financing/Traditional.php>.

Contact Persons

The following persons are designated to assist enrolled or prospective students in obtaining information:

STUDENT SERVICES ADVISORS

Responsibility: Assist students with planning financial assistance and resources needed to fund their education. A detailed description of available federal and state financial assistance is located in the Financial Information link on the Consumer Information page of the GCU internet. In addition, they assist students with planning and maintaining their program of study.

Phone: 602-639-7500 or 800-800-9776

OFFICE OF ACADEMIC RECORDS

Responsibility: Track student progress to degree completion, evaluate transcripts, and admit students to the University. Information on completion and graduation rates may also be obtained from this office.

Phone: 602-639-7500 or 800-800-9776

Email: academicrecords@gcu.edu

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PUBLIC SAFETY DEPARTMENT

Responsibility: To ensure safety on the campus of GCU. To obtain school security policies and crime statistics you may go to the Consumer Information section of our web site at <http://www.gcu.edu/Consumer-Information.php> or contact Public Safety.

STREET ADDRESS

Grand Canyon University
3300 West Camelback Road
Phoenix, AZ 85017-3030
602-639-8100 or 800-800-9776

Miscellaneous Information

Information on the following may be located at:

<http://www.gcu.edu/Admissions/Admissions/Policy-Handbook.php>:

- Academic programs
- Evaluation for transfer of credit
- Admission policies and application procedures (including vaccination policies)
- University technology requirements, including copyright infringement policies and sanctions
- Drug free campus and workplace policy
- Names of associations, agencies, and/or governmental bodies that accredit, approve, or license GCU and its programs. To receive a copy for review of the school's accreditation, licensure or approval, please send a detailed request to:

Office of Academic Compliance
Grand Canyon University
3300 West Camelback Road
Phoenix, AZ 85017-3030
academicrecords@gcu.edu