



STUDENT HANDBOOK
JUNE 2016 (Revised)

1.0 INTRODUCTION

1.1 About the Handbook

This is a PAC University Students handbook which governs the conduct of students registered in the University. This handbook is provided to students for their general guidance only.

1.2 Vision Statement

To be a world class Christian university, characterized by high quality, transformative and value based education.

1.3 Mission Statement

To develop transformative godly Christian leaders through training, research and innovation for service to God in the Church and community.

1.4 Philosophy of the University

The education and life of the University is integrated with Christian faith and practice as expressed in the Pentecostal Evangelical Christian doctrine, theologically rooted in historical Christian Orthodoxy. This Philosophy seeks to foster belief and practice consistent with this background and endeavours to produce leaders who live the Christian pattern of servant-hood as they serve the Church and society.

1.5 University Doctrinal Statement

- (1) The standard of all biblical and theological interpretations set forth by the Board of Trustees and University Council and all philosophy and practices taught by the University shall be constituted on the basis of the following Doctrinal Statement that:

We believe:

- a) The Bible is inspired by God and the only infallible and authoritative Word of God and the only rule for Christian faith and conduct.
- b) The whole Bible is the all-sufficient rule for faith and practice.
- c) There is one God, eternally existent in three persons; God the Father, God the Son, and God the Holy Spirit.
- d) 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, and in His personal future return to this earth in power and glory to rule over the nations.
- e) The only means of salvation is through repentance toward God and faith in the Lord Jesus Christ and that this results in regeneration by the Holy Spirit.
- f) The redemptive work of Christ on the cross provides healing in the human body in answer to believing prayer.
- g) In the Baptism of the Holy Spirit with the outward evidence of speaking in tongues.
- h) In the sanctifying power of the Holy Spirit, whose indwelling enables the Christian to live a holy life.

- i) In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.
- (2) Each member of the governance bodies and staff of the University will be required to adhere to and affirm their acceptance of the Doctrinal Statement as amplified in the Statutes.
- (3) Admission to the University as candidates for degrees, diplomas, certificates, or any other awards of the University shall be open to all persons accepted by the Senate as being qualified according to the Statutes. However, all admitted persons shall agree to respect and not act contrary to the philosophy and doctrinal practice of the University.

1.4 Core Values

- Pursuit of truth and moral integrity.
- Stressing the importance of people.
- Mutual respect and collaboration for PAC UNIVERSITY's diverse community.
- Priority and focus on biblical and spiritual formation.
- Relevance of training in content, structure, and process.
- Excellence in work, spiritual walk and service among students, faculty, and staff.
- Instilling servant leadership values among students, faculty, and staff.

2.0 STUDENTS LIFE IN THE UNIVERSITY

2.1 Academic Life

Upon beginning their program of studies at Pan Africa Christian University, each student is given his/her own copy of the Prospectus containing the academic regulations. Each student is responsible for understanding and following these regulations. Questions concerning academic matters should be directed towards the DVC-Academic Affairs and/or the Registrar. Students should equip themselves with other resources that will assist them in their educational experience at PAC University including the Research and Writing Manual and Information Technologies Resource Manual, as well as, the Prospectus. **Students are encouraged to get more detailed information about academic matters from the University catalogue**

2.2 Spiritual Nurture

Pan Africa Christian University is an interdenominational university by student and community representation. As students of a Christian university whose mandate is discipleship, every student is required to live a life that is distinctively Christian and in harmony with the University's Christian values and in keeping with Biblical principles. Chapels, Care Groups and other specified University activities are considered as part of the curriculum; therefore, punctual attendance is expected of all students. These are not optional activities.

Spiritual life activities at PAC University consist of both required and personal choice activities. Spiritual nurturing is an important key to collective unity and effective ministry. To strengthen this very important dimension of university life, the Spiritual Development Team, which constitutes faculty, staff, and students, has planned out some regular activities.

i. Chapel and Care groups

The spiritual life of the institution stands out as the distinctive mark of our institution. Every student is strongly encouraged as a biblical principle, to be part of, and actively involved in a local church. As a distinctively Christian university, it is required as indicated above that all full-time students attend chapel services and care group meetings without fail. Failure to do so will result in disciplinary actions being taken by the institution as this is in contravention to our core values as a community.

ii. Fellowships

Besides students being given opportunities to minister in chapel, it is encouraged and expected that they will also be involved in other fellowships created in the institution, such as, the men and women fellowships, dorm fellowship (especially for those residing in the institution's housing units), 4Real Fellowship (a fellowship for the young and young at heart), Keshas (all night prayer vigils), etc.

iii. Christian Outreach

In keeping with the biblical mandate to make disciples, PAC University endeavors to raise and send missions teams to schools and college rallies, evangelistic meetings, hospital visitation, prison ministry, youth work, inland missions, etc. These provide a rich source of practical experience for students to positively impact, affect, and change their society even as they are being trained. These also provide an opportunity for internship and mentoring to take place among the students. For more details about Missions at PAC University, see the Missions Coordinator of PACUSF (Pan Africa Christian University Student Fellowship) or the Chaplaincy office.

Note: It is expected that all students will attend the Chapels, Bible study groups, Prayer Day and other spiritual activities as may be planned by the University in keeping with University's vision and mission. **These activities are not optional.** Habitual absenteeism will result in

subjection to university disciplinary measures. **Every student is expected to attend at least 75% of the chapels in each semester.**

2.3 Students Counseling Services

Students are encouraged to enhance their emotional growth and development through counseling. Students struggling with alcohol, cigarette smoking or any addictive type of behavior are encouraged to seek help or counseling in the support group services available at the University counseling center or any other avenue available in the University. Failure to adhere may lead to disciplinary action against the student. Academic counseling can be sought from the University Academic Registrars, Deans of relevant school and staff as well as heads of respective Academic departments.

i.4 Accommodation and Catering

a) Halls of Residence

- i. Incoming students who require on-campus accommodation should apply for it ahead of time. Applications are to be directed to the office of the Housing and Hospitality Office, the Student Affairs, or the Admissions Office. Rooms will only be allocated to students who have paid for the same.
- ii. Allocation of rooms to resident students will be the prerogative of the Housing and Hospitality Manager. Once allocations have been made, change of rooms, beds etc, will not be allowed without written permission from the Housing and Hospitality manager.
- iii. Students' rooms are out of bounds to members of the opposite sex at all times.
- iv. The Housing and Hospitality Manager, Dean of Students, University security head or any other assigned member of the faculty may carry out student room inspection from time to time.
- v. All visitors need to be fully declared and are required to report at the Security Check point at the gate on their way in and out of PAC University. All visitors should leave PAC Campuses by 10.00 pm. Failure to do this will lead to disciplinary action against the student hosting the visitors.
- vi. As a security measure, visitors are not allowed into students' rooms. All visitors shall be received or entertained in the cafeteria, common room or outside.
- vii. Hawking is not allowed in PAC University hostels. Any boarder who allows hawking in their room or hostel will forfeit their residence.
- viii. Removal of campus furniture or any other campus equipment from the rooms or any other part of the hostels without the permission of the University Housing and Hospitality department is forbidden.
- ix. Students who want to hang pictures on the walls must request for proper nails to be fixed on the walls by the University housing department.
- x. All losses or damage to University property in students' rooms should be reported immediately to the Housing department or the Dean of Students. Such damage will be paid for by students, either individually or collectively.
- xi. The University will not be held responsible for any losses or damage to student property while in the hostels. Students will be responsible for the security of their property.
- xii. Students are responsible for the cleanliness of their rooms. They are expected to use the equipment provided to clean their rooms. Students are also expected to use the communal areas responsibly including: Corridors, TV rooms, bathroom, toilets, laundry areas etc.

- xiii. All hostel residents are required to be back on campus by 11.00 pm unless they have been permitted to be late by a university staff member. Such permission shall be sought from the Dean of Students at least one day before. The main hostel doors will be locked at 11.00 pm. and those Students returning to the campus after 11.00 pm shall be required to register with the security office.
- xiv. Walls are to be left clean without being defaced by advertisements or posters. Students who stain walls or deface them shall be charged for repairs.
- xv. All students MUST vacate their rooms at the end of semester, except with the written permission from the Dean of Students. Such permission may be granted after application for the accommodation is approved in writing by the Dean of Students.
- xvi. Students must surrender all keys to the Housing department office at the end of every semester. A fee equal to the cost of making another copy of the key will be levied on students who do not sign out upon surrendering the keys.
- xvii. Students should clearly label all their luggage and make arrangements for storage of the same with the Housing and Hospitality Manager. All luggage should be collected by the end of the Registration process. Students who are not reporting for the following semester should not leave their luggage at the University.
- xviii. Students need to be considerate to others in the hostels, e.g. they should avoid banging doors and they need to keep the volume of their music low. The music gadgets of students constantly reported to be loud and noisy shall be confiscated indefinitely.
- xix. Students should speak to one another respectfully while in the hostels and avoid making disruptive noises.
- xx. Students shall not keep any offensive weapons within the University, as defined in the laws of Kenya.
- xxi. Interaction between men and women should be in open, well-lit, public places, such as the Student Center, gazebos, and other designated meeting areas.
- xxii. Married students living with their spouses are asked to observe the curfew restrictions concerning noise, when visiting or hosting visitors and they should not host members of the opposite sex without their spouse being present.
- xxiii. After using the toilet, make sure it is left clean and tidy. The person using it after you will be most grateful.
- xxiv. When making field trips or any kind of educational outings be attentive, courteous and friendly to lecturers, drivers, and all persons you come in contact with. Students are expected to behave in a respectful manner during all trips.
- xxv. Respect the order of queues.
- xxvi. Give way and hold doors for others.
- xxvii. Always stand and walk on the left side of corridors and stairways.
- xxviii. If a visitor appears to be lost, offer him/her your assistance.
- xxix. Offer a helping hand to University staff whenever it is needed.
- xxx. Greet and address people politely.
- xxxi. No student is allowed to cook in rooms or use heavy voltage electric equipment.

b) Laundry

- i. Students shall use their own buckets for soaking clothes. They are not allowed to soak clothes in the sinks, bathtubs, or dhobi sinks.
- ii. Students shall leave the laundry area clean.
- iii. Students shall not use chairs for washing clothes on or to stand on while hanging clothes.
- iv. Students shall not wash their clothes in the bathrooms or in their rooms.

c) Use of television sets in the student center/Common rooms

Students are free to use TV sets in the common rooms/student center subject to the following guidelines:

- i. The TV shall not be removed from the common rooms.
- ii. There should be no viewing of TV during chapel and Bible study time.
- iii. The TV's volume shall not be disruptive to other students.
- iv. The TV shall not be used to watch outlawed materials including pornographic content
- v. Visiting in the students lounge must end at 11:00 pm Monday to Thursday and at Midnight Friday to Sunday. This rule applies to staff, students, and visitors unless there is special arrangement through the Dean of Students Office.

d) Catering Services

Cafeteria/ Dining Hall/ Restaurant

Dining hall meals are available at the University outsourced caterer. Cafeteria services are available at your own cost. The University has out-sourced cafeteria services where snacks and meals can be bought.

2. 5 University Trips/Tours

- i. This policy establishes rules and procedures for travel that is funded, hosted, or coordinated by PAC University schools, offices, student organizations, or other units within the University. Examples include but are not limited to study abroad programs, conferences, competitions, mission trips, recreational excursions, political and educational related activities.
- ii. Travel that would reasonably be perceived as representing the University or as being sponsored by a PAC University unit because of the way it is marketed or coordinated is covered under this policy, regardless of whether the University provides funding.
- iii. Travel that is hosted by a department or School must follow the School's procedures for approval. Student Organizations must register and receive approval for travel by submitting an Off Campus Event Application at least 3 weeks in advance. The request form can be Itineraries, confirmed attendees, and liability waivers are due to the DVC Academic Affairs one week prior to travel.
- iv. All participants must sign a liability waiver.
- v. All trips must have a Trip Coordinator who travels with and leads the group. Trip Coordinators must be regular employees or faculty members. Exceptions can only be considered in special circumstances in consultation with the Dean of the School/College as appropriate.
- vi. Students must be in groups of at least 3 when going outside of the hotel or other established locations for this trip. ("Established locations" being the site of the conference/competition/study program, or any locations that are part of the official trip itinerary.) In certain locations where there are particular concerns for safety, this rule may be further limited at the discretion of the Trip Coordinator. If a Trip Coordinator believes factors such as the age of the participants, the location of the trip, and the length of the trip warrant an exception to this rule, he/she may request an exception in advance of the trip. For school-based travel, the Dean or the Dean's designee will approve exceptions.
- vii. When the schedule allows "free time" for the participants, the Trip Coordinator should determine whether public transportation, taxis, or walking are appropriate means of transportation given the location of the trip, and whether certain locations or areas are

- off limits. Free time activities should be openly discussed with and approved by the Trip Coordinator.
- viii. A male and female should never be alone together in a hotel room, except for married couples. Additionally, students should avoid all situations that bear a semblance of impropriety.
 - ix. For the safety of the students, the Trip Coordinator should set a time by which students cannot be outside of the hotel. Midnight is advised as a standard acceptable time.
 - x. Participation in the trip is limited to PAC students, faculty, and staff. Additional participants may be approved on a case-by-case basis by the Dean or the Dean's designee. For student organization trips, additional participants may be approved by the Student Council President.
 - xi. Students may not leave the established trip locations with anyone not associated with the trip. Friends and family members who are in the area may join the group for meals or excursions as approved by the Trip Coordinator. The Trip Coordinator may make exceptions to allow students to leave established trip locations with locals whom the Trip Coordinator knows or individuals whom are personally recommended by someone the Trip Coordinator knows.
 - xii. PAC University may be unable to provide accommodations for people with disabilities, particularly for international travel. If an individual needs specialized assistance or accommodations, that person may be required, depending on the circumstances, to bring a companion/assistant at full price. Also, those who have a health or mental condition that may interfere with participation in program activities need to consult with their physician to determine if they are able to participate in the trip.
 - xiii. All participants are accountable to the policies and procedures contained in the Student Code of Conduct Handbook.
 - xiv. In keeping with the Biblical call (Romans 12:3) to a sober mind and sound judgment, PAC also forbids the use, possession, distribution or sale of alcohol or tobacco on University premises, including University housing, at any official function, any event supported by PAC University funds or any event identified with or directly linked to the University. Therefore, trip participants may not consume alcohol or use tobacco at any event, excursion, or meal that could be considered as "identified with or directly linked to the University." Participants are further accountable to section which states, "Any incident that occurs as a result of the use of alcohol that, in the judgment of the University administration, reflects negatively on the image of the University will be considered a violation of the Student code of conduct and will be dealt with accordingly."
 - xv. At no time during PAC University related travel should faculty, staff or student, consume alcohol. If an individual is both a student and an employee of PAC University, the individual will be deemed a staff member for purposes of application of this policy.
 - xvi. Participants are responsible for complying with the Kenyan laws and are responsible individually for any violations.
 - xvii. Trip Coordinators should meet with the Dean of students and the Student Council President prior to the trip to ensure their understanding of this policy. This is only necessary once for each Trip Coordinator.
 - xviii. This policies and procedure apply to International Travel.

2.6 Parking

- i. Handicapped.

Handicapped parking spaces are provided on campus. This parking privilege is under and which requires handicapped license plates or handicapped permits/signs on vehicles occupying

these spaces.

ii. Permits.

Parking permits may be obtained from the University Administration Office. The permit is mandatory for all vehicles parked on campus. Students may park in any paved, lined University parking area, which is not marked as reserved. Automobiles inappropriately parked in spaces that are reserved, parked in **No Parking** zones, or without proper permits are subject to fines and/or towing.

2.7 Maintenance services

All defective University property should be reported to the University Maintenance Department while security matters should be reported to the security office. Any movement of University assets should be authorized by the University Administration.

2.8 Telephone Services

Students are free to contact the reception desk for assistance. In case of an emergency at night the Dean of students/Security head can be contacted.

NOTE

- i. Students are not allowed to use office telephones for personal calls unless with permission from the responsible University officer.
- ii. Any student who wishes to use University facilities for a non-academic activity, specifically lecture rooms, spaces and halls, should first seek written permission from the responsible university officers. Booking should then be done 14 days prior to the event through the Housing and Hospitality Manager.

2.9 Mail Services

- i) All postal services can be accessed from the post office situated off-campus.
- ii) Both outgoing and incoming mail will be posted and received twice a week in both campuses.
- iii) Mails can be collected either at the mail office or at the Student Affairs Office.
- iv) Students are advised to check for their mail at the Student Affairs Office.
- v) Each student will be given a personal PAC email account for official and general communication. Students are highly encouraged to ensure that the account is activated and operational. Important university announcements are channeled through the official PAC emails.

2.10 Bookshop Services

The Evangel bookshop at the administration building stocks books, other reading materials, and stationery to cater for the University community, e.g., pens, pencils, paper, envelopes, stationery, etc. A number of other services are also available including photocopying.

2.11 Medical Policy

- i. All full time students must have an adequate medical cover. This is in line with Commission for University Education (CUE) and Government expectations. There is a coverage that is available at the University and officially endorsed by the Student Council.
- ii. All students are required to join the PAC Medical Scheme which is through a medical Insurance company contracted by the University in consultation with PACUSA.
- iii. Those bringing proof of having a different medical insurance may be exempted.

- iv. Students will be issued with an insurance membership card and this should be carried at all times in case emergency treatment is required.
- v. When a student needs medical attention, he/she can get it from the list of health provider appointed by the insurer.
- vi. In case of any admission to the hospital, it should be brought to the attention of the medical insurer and the Dean of Students.
- vii. It is important that students familiarize well on what is constituted in their personal medical scheme, particularly the exclusions.
- viii. Students with personal medical cover must submit a letter from the respective insurer to the Dean of Students at the beginning of every academic year.
- ix. Illnesses that prevents a student from attending classes or requires medical attention is to be reported immediately to the Registrar or Dean of Students. The student is also responsible to inform their lecturers that they will be unable to attend any classes.

NOTE: Please refer to the Medical Policy for other related medical matters.

2.12 International Students

All non-Kenyan students are required by law to obtain immigration documents before enrolling for study in Kenya. This includes a valid passport with a current visa, Kenya Pupils Pass and an Alien Certificate. A re-entry pass is required for those travelling home in the course of study. Further information is available at the Admissions Office.

2.13 Student Exchange Programme

Through the Student Exchange Program, the University provides opportunities for PAC students to participate in exchange programs with other universities. The programs are open to second, third or fourth year students during their first semester.

A Cumulative GPA of 2.7 is required as well as the ability to purchase a return ticket and pay a full year's or semester fee in advance. The student must also be a mature Christian, possessing evident leadership qualities with no record of indiscipline. For more information contact DVC Academic Affairs Office.

3.0 LIBRARY DEPARTMENT

The University has a fully equipped library which is known as the Richard Ondeng' Library. It is accessible to all registered students during the duration of study. The Library has subscribed to scholarly, peer-reviewed e-journals and e-books. Access details will be provided during a Library orientation. The e-resources links are available on the Library page on the

University's website. The PAC University Library also houses a print book collection (presently around 30,000 volumes), as well as, magazines and pamphlet collections. The books are arranged according to the internationally recognized Library of Congress Classification Scheme.

3.1 Library Staff

The library staff consists of the University Librarian, the Assistant Librarian, and several library assistants. The Library staff is trained to provide efficient service to all the Library users and to ensure that all Library regulations are observed. The Library staff is trained to provide efficient service to all the Library users and to ensure that all Library regulations are observed. Users of the Library should, therefore, not hesitate to approach the staff for guidance and help when required. Problems that cannot be solved by the Library assistants should be brought to the attention of the University Librarian. In the absence of the Librarian, suggestions or problems should be brought to the attention of the DVC- Academic Affairs.

Your cooperation with all library staff will ensure the smooth running of the Library.

3.2 Library Books

i. How to Find a Book

- a. Every book in the Library is listed in the online public access library catalogue (**Resource Mate**) according to title, author, and subject. Shelves are clearly labeled to assist in locating the books. Note: Oversized books, (too tall for the ordinary shelves) are located on a special shelf designated OS in the line of the call number.
- b. Students will use the computerized library catalogue to find books in the Library. Details on this program will be covered during the Library orientation and are included in the Information Technologies Resource Manual.

ii. Reserve /Short Loan Books

Reserve books are usually taken from the regular shelves, at the request of the instructors, and placed on the special shelf marked "Reserve Book Shelf". Most textbooks are also found on this section. Books in this section may be used in the Library for the hours specified and may not leave the Library except for overnight loans, after 9:00pm on weekdays and 5:00pm on Saturdays. These books must be returned to the Library and to the shelf by 8:00am the following day except on Sundays. A fine of Ksh. 10/= per volume per hour is charged for all "Reserve Books" not returned on time.

iii. Reference Books

Reference books are kept in a special reference section and marked 'REF' in red above the book numbers. These books include thesis, encyclopedias, dictionaries, and general and specific reference volumes. **Please note that Reference Books can never leave the Library at any time.**

iv. Journal and Periodical Collection

The Library subscribes to various scholarly hard copy journals that support the curriculum of the University. The Library also subscribes to a number of magazines and newspapers to supplement the book collection. These are arranged in a single alphabetical arrangement, with the most recent edition on the top. Dated journals are bound, classified and arranged on the shelves in the Journals Section. **Please note journals /Periodicals (magazines and newspapers) cannot leave the library at any time.**

v. **Signing Out a Book**

When you have found a book you want to check out, go to the circulation desk. Present your student ID card. **NO BOOK MAY BE BORROWED WITHOUT THE PRESENTATION OF YOUR STUDENT ID CARD.** Open the front cover of the book and take out the white card. Write your name as it appears on the student ID on the space provided. The Library assistant will then stamp the card and replace it with a white slip showing the date you must return the book. Details regarding book sign out, return and reservation are managed at the Circulation Desk using the **Resource Mate** program.

vi. **Return of Books**

When you are finished with a book you had borrowed (checked out), hand it over to the Library staff to check it in. **DO NOT PUT ANY BOOK BACK ON THE SHELF OR LEAVE THEM LYING AT THE CIRCULATION DESK.**

3.3 **Other Library Regulations**

i. **Library Hours**

- a. The Library is opened 8:00 am to 10:00pm, Mondays to Friday and 9:00am to 6:00pm on Saturday while the University is in session. The Library is always closed on Sundays and public holidays. During the inter-term breaks in April, August and December, the Library is open for shorter hours. Books may be read in the Library during the inter term but not signed out.
- b. All Library users are expected to observe silence inside and around the library premises. Cell phones shall be either on silent alert or completely off.

ii. **Loan Periods**

Students may borrow up to six books at one time for a period of two weeks, renewable once. All books loaned must be returned not later than the last day of exams at the end of the term. Books may not be borrowed from the Library during the inter-term breaks. Books returned after the end-of-term deadline will incur a fine of Ksh 500/= each.

NOTE: Any user of the PAC University library is responsible for any book issued to him/her and will be required to pay the cost of or damage to books borrowed.

iii. **Library Fines**

Fines of Ksh 5/= per volume per day will be charged for the late return of books. A fine of Ksh 10/= per volume per hour is charged for all reserve books not returned on time. Fines of Ksh 500/= per volume is charged for books remaining out after the exam period has ended. **THE RESPONSIBILITY FOR RETURNING BOOK IS WITH THE USER.** All unpaid accumulated Library fines will be added to the students account at the end of the term. An unpaid student account prevents a student from writing exams and could prevent him/her from graduating.

iv. **Seating Space**

Seating in the Library is on a first come basis. There is no reserved table space. Library assistants are instructed to remove books etc., left on unattended table. The Library takes no responsibility for the loss or damage of any private property left in the Library.

v. **Re-Shelving of Books**

When you are finished using a book that you have not signed out within the Library, do not put it back on the shelf. Place it on the designated return books trolleys. Return all books you have signed out to a Library assistant. Your co-operation in not re-shelving the books is important in keeping the books in proper order so that they may be easily found.

vi. **Damage and Loss of Library Materials**

Any user who causes damage (this includes writing or marking the materials) or loss of any Library material or other property will be charged for replacement at current costs. On top of this a processing fee of KSH. 500 will be charged. The marking of books and other Library materials will be regarded as damage. Absolutely **NO food or beverages** are to be brought into the Library. Bottles of ink must also not be brought into the library.

vi) **Theft and Attempted Theft**

If you are stopped by the security guard at the check point and found to have materials that are not properly checked out, the Library will record the details of the incident, including your name, the time, and date. If it is determined that you attempted to steal any Library materials, you will receive a letter of warning and a copy of this letter will be submitted to the Dean of Students for inclusion in your University records. You will also be required to replace the material in question with the latest version of the same. In addition you will be banned from the Library for one term.

vii. **Non-University Users**

People who are not part of the University community may apply for a Library Pass. If granted, the Pass must be brought each time the holder uses the Library.

Holders of such a Pass may use the Library holdings in the library, but do not have borrowing privileges. Such users are required to pay a membership fee and should see the Librarian for details.

viii. **Young Readers Corner**

The young readers' corner is a collection of children's books for use by the children of members of the PAC University community. Parents may sign out two books per child at a time for two weeks. A separate sign out procedure is in place for these books as they are not included as part of the University library catalogue. Please see the Library assistants on duty for assistance.

ix. **Electronic Gadgets**

Mobile telephones, computers, and any other electronic gadgets must be silent in the Library at all times. Mobile phones that do not have a mute function must be shut off. No phone conversation should be done inside the library.

3.4 **Library Discipline**

- i. All users must observe total silence in the Library and its environs at all times.
- ii. All users are required to show their college IDs to the security officer upon entrance to the Library.
- iii. Use of mobile phones is strictly prohibited in the Library.

- iv. All bags, cases, folders, etc. must be left in the luggage area outside the Library.
- v. Users are not allowed to leave their baggage overnight in the Library. The Library shall not take any responsibility for loss of personal property or books already signed out to a user.
- vi. Users are not allowed to log in using their personal passwords at the search computers or to access the Internet from there. Do not shut down the Resource Mate program after you are through with your search.
- vii. All users are required to show all items to the security officer before leaving the Library.
- viii. No student is allowed to enter the circulation area without the consent of the Library staff.
- ix. Anyone caught marking, defacing, or mutilating books or any other Library material will be expected to pay for the material with the most current edition of the same.
- x. Good order must be observed in the Library at all times, for example, placing of feet on the furniture, eating and drinking, smoking, sleeping, etc. will not be allowed.
- xi. Group discussions are only allowed in the discussion room and the noise must be kept to a minimum and should not disturb any other user in the Library.
- xii. Use of sound equipment's like radios, Walkman's, cell phones, etc. is strictly prohibited in the Library and its environs.
- xiii. Seats in the Library may not be reserved.
- xiv. Users are not allowed to reshelv books after removing them from the shelf. Leave the books on the table or on the trolley near the door.
- xv. No Library equipment may be moved, modified, or tampered with without permission from the Librarian.

3.5 Exclusion from the Use of the Library

- i. The Library Committee shall have the power to suspend or exclude from the library any user who disregards the library rules and regulations.
- ii. The Library staff have the right to ask students to leave the Library if they are behaving inappropriately or causing disturbance to other users.

NB: These rules and regulations are subject to review by the Library Committee from time to time.

4.0 COMPUTER LABORATORY USAGE

4.1 Student Access & Storage

- i. All lab users will receive a “user name” and password upon acceptance of their application for computer lab access. You are responsible for all activity under your account including any consequences from how your account is used. Your password is **not to be shared** with anyone else. If at any time you feel unsure of the security of your account or you determine that an unauthorized person has accessed your account, please ask the Information Technology Department to change your password.

NB: Only those registered as lab users can use the computers at the lab.

- ii. Once processed, the lab fee for the current term is non-refundable, and will not be returned upon the cancellation or termination of an account, or if one chooses not to utilize the computer systems on the campus.

A refund of 50% of the current term payments can be given if a user has never used the lab services, and intends not use even in the remaining part of the current term, and if this request is made before the end of the first month of the term that the payment was made.

- iii. All student accounts have a dedicated disk drive for storing files. At no time should student data be stored on the hard drive, desktop, or network shares. If you are having difficulty accessing your “home directory,” please notify the Information Technology Department.
- iv. Student home directories should never exceed 20MB in space. Students who are over the limit will be warned to clean off files to meet the space requirement. If an account ever reaches 20MB or more, access to the account will be restricted, and the student will need to contact the Information Technology Department to unlock the account again. Upon the expiration of your account in the computer lab, the drive and all files in it will be deleted.
- v. The home directories and shares are intended for the storage of documents and schoolwork only. **No software, photos, or music files** may be stored on the network under any circumstances. Any software, photos or music files found in the personal storage areas will be deleted immediately, without warning or notification to the user. Repeat offences will result in the user’s storage capacity reduced to 5MB or less.
- vi. No copy-written materials may be stored on the network without the express permission in writing by the author. The user storing copy-written information must notify the Information Technology Department in writing, and a copy of the letter of permission by the author must be submitted.
- vii. The public shares may never be used to distribute personal work with the intent to copy. Assignments should not be stored on the shares, as these are accessible by anyone on the network. If a school-related assignment is found on the public shares, the author will be notified and the file removed.
- viii. Users are not allowed to use PAC University Internet to download music or any other software. Users found downloading music or software will have their accounts deactivated until the next working day.

4.2 Email Use

- i. All registered lab users are provided with a personal email account and address book. This account is accessed with your user name and password, and is for your use only. Do not allow any other person to use this account. You will be held responsible for any activity under the account.

- ii. Outgoing emails may contain attachments, but the email may not exceed 250KB without prior authorization from the Information Technology Department. The server will not process any outgoing email that is larger than this size restriction.
- iii. Emails that contain obscene, profane, lewd, vulgar, inflammatory, threatening, or disrespectful language are not to be sent at any time.
- iv. The harassment of another person is expressly prohibited. Harassment is persistently acting in manner that distresses or annoys another person.
- v. The email system is not to be used for the distribution of unsolicited email, mass mail outs, or the sending of advertising. This includes emails sent to the University-body as well as to people outside of the University.

4.3 Computer Operations

- i. Only the computers in the computer lab are available for student use. These computers may only be logged on to using your user name and password. The network has security measures in place to prevent unauthorized users from using the system. User accounts will only be activated upon the full payment of lab fees.
- ii. The search computers in the library are intended for Resource Mate searching and educational research only. They may only be logged on to using the Library user name, not your own. The Resource Mate program should never be closed, nor should these computers be shut down without permission from the Library Staff. If the search software is closed, do not attempt to open it again. Notify the Library Staff immediately, and allow them to correct the problem. Please limit use of these computers if there is a queue.
- iii. No **computer settings** may be changed at any time on the PAC University network. Any user found to be changing these settings will have their account deactivated until the following day. These settings include, but are not limited to:
 - a. Background wallpaper
 - b. Screen resolution
 - c. Screen savers
 - d. Sound settings
 - e. Icons
 - f. Desktop themes
 - g. Mouse pointers
 - h. Network settings
- ii. At no time should additional software be installed on PAC University computers. This includes games, word processing programs, maintenance utilities, and personal programs.
- iii. No user should be involved in any activities that may damage or interrupt computer equipment. Disassembling computer parts or altering settings on computing hardware or software is prohibited. This includes the unplugging of equipment from power sources, network connections, or peripheral devices including mice and keyboards.
- iv. A user found disassembling or changing computer settings will have their account deactivated until the next working day.

4.4 Etiquette & Safety

- i. Email should not be used to send anyone you do not know personal contact information. This includes, but is not limited to your email address, mailing address, telephone number, the college mailing address, date of birth, etc.
- ii. Under no circumstances should attempts be made to obtain unauthorized access to the Pan Africa Christian University systems. This includes attempting to log in through another user account or attempting to access another person's files without their express consent. Discovery of unauthorized access attempts will result in the immediate deletion of the user account and the removal of access privileges for the remainder of the users' time at PAC University.
- iii. Deliberate attempts to disrupt computer systems, alter settings therein, or destroy data by spreading computer viruses or by any other means should never be made.
- iv. Computers should never be left unattended while you are logged in. If at any time you need to leave the computer, save all of your work and log off.
- v. Users should maintain silence when working in the lab. Our computer lab is a place of research. If you need to talk to another person, please move to where they are so you can talk in appropriate low tones. Users who engage in disruptive noise will have their account deactivated until the next working day.

4.5 Personal Computers

- i. The use of personal computers on the PAC University network is permitted provided the user registers their device with the Information Technology Department. A user must pay the lab fee for the current term to be allowed to use their own computers in the network. Any required hardware and software must be provided by the user, including cables, network cards, and peripherals. There is a one-time set-up fee of KSh. 500.00 for machines to be used on the network, and the Information Technology Department must do the network configuration of the client. This service can be withdrawn at any time without warning and without a refund of the set-up fee.
- ii. Any user on the PAC University network is subject to the terms of the PAC University Acceptable Use of Computer Technology Agreement, whether or not they are using a PAC University computer or a personal computer connected to PAC University network resources.

4.6 Other Miscellaneous Regulations

- i. Visitors and children are not allowed into the computer lab.
- ii. Eating or drinking within the computer lab is prohibited.
- iii. Music in the lab is not allowed, unless one has earphones on, and keeps a low volume.
- iii. Your co-operation is needed:
 - It is the goal of the I.T. Staff to offer efficient services to the computer lab users. We request that you be patient to wait for your turn in case the I.T. person is attending to another user or performing some other urgent responsibility.

Bad language or shouting disrespectfully must never be used against the I.T. Staff under any circumstances. Any user guilty of this attitude will have their account disabled indefinitely. An extreme case will result in the cancellation of user account for the remaining part of the term without the option of a refund.

5 PAC UNIVERSITY STUDENTS ASSOCIATION

1. PREAMBLE

All the full time and part time students enrolled for certificate, diploma, undergraduate and postgraduate studies qualify for membership in PACUSA upon the payment of the annual student activity fees as set by the Management.

PACUSA's vision is: "To be a Christ-centered, mature, and interactive student community that is balanced and holistic in all students' matters."

PACUSA's mission statement is: "To seek to promote growth of a Christ-centered community through fellowship and care of members by facilitating dialogue with all the relevant stakeholders and developing of relevant clubs and student activities."

2. AIMS

- a. The aims of PACUSA shall be:
 - i. To be actively involved in all matters pertaining to spiritual growth, social welfare, and academic development of the members.
 - ii. To maintain cordial relationships between the members, faculty, and staff of PAC University.
 - iii. To creatively initiate, promote, and support clubs and activities beneficial to the members.
 - iv. To do and act in all ways that shall be deemed to promote the ultimate welfare of the members and PAC University.
 - v. To serve as a link to other student bodies in other Universities.
- b. To achieve these aims PACUSA shall:
 - i. Encourage and mobilize its members to attend and participate in all forums that enhance spiritual formation.
 - ii. Endeavour to provide facilities and encourage participation in recreational activities.
 - iii. Initiate programs that enhance fellowships, student well-being, and address special needs of the different groups that constitute the Association.
 - iv. Liaise with relevant departments in PAC University for the provision of various services depending on the needs of the students at various times.
 - v. Encourage dialogue, maintain good communication, and settle disputes that affect students.

3. PACUSA has the following organs:

- a. Students' Council, and
- b. Student Senate.
 - a. **The Composition of the Student Council**
 - i. President,
 - ii. Vice-President/Academic Secretary,
 - iii. Secretary General,
 - iv. Finance Secretary,
 - v. Social and Campus Affairs Coordinator - Male representative,
 - vi. Social and Campus Affairs Coordinator - Female representative,
 - vii. International Students Representative,
 - viii. Sports and Entertainment Coordinator,
 - ix. A Representative from each Satellite Campuses,
 - x. A Representative from each Constituent College,
 - xi. Postgraduate students' representative,
 - xii. TCL Representative,

- xiii. A maximum of two co-opted members when need arises according to the qualifications of the Elections in Article (XII),
- xiv. Students' Fellowship Chairperson,
- xv. The Dean of Students (or delegate) as Ex-officio member.

b) The Composition of the University Student Senate

- i. Vice President/Academic Secretary,
- ii. Secretary General,
- iii. Program Representatives,
- iv. Satellite Campus Representatives,
- v. Constituent College Representatives,
- vi. A representative from each Diploma Program,
- vii. Post-Graduate Students' Representatives,
- viii. Registrar (Ex-officio).
- ix. For more information on PACUSA refer to the Association's Constitution.

6.0 CODE OF CONDUCT

6.1 Preamble

The Code of Conduct reflects the University's values and helps it protect its distinctively Christian character. These standards are intended to reflect a preferred lifestyle for those who belong to the University community rather than 'campus rules' and apply both on and off campus. All members of the University are expected to:

- i. **Obey the law of Kenya and conduct themselves as responsible citizens and/or residents who contribute to the welfare of the greater community** (Romans 13:1-7). This precludes, among other things, conduct that disrupts classes or the general operation of the University. It also includes demonstrating respect for the property of others and of the University and 'To Love one Another' as commanded by the Lord Jesus and echoed by the Apostle Paul (John 13:34-35, Romans 14: 1 Corinthians 8: 13). In general this involves showing respect for all people regardless of religion, race, tribe, social status, or gender. It also involves regard for human life at all stages, edifying others, showing compassion, demonstrating unselfishness, and displaying patience.
- ii. **Live a life consistent with biblical teachings.** Members of the University community must refrain from vices such as: drunkenness and all forms of drug abuse (Ephesians 5:18), swearing or using profane language (Ephesians 4:29, 5:4, James 3:1-12), assault and harassment (John 13:34-35, Romans 12:9-12, Ephesians 4:31), all forms of dishonesty including cheating and stealing (Proverbs 12:22, Colossians 3:9, Ephesians 4:28), abortion (Exodus 20:13; Psalms 139:13-16), involvement with the occult (Acts 19:19; Galatians 5:19), and sexual sins including premarital sex, adultery, homosexual behavior, and all forms of pornography (1Corinthians 6:12-20, Ephesians 4:17-24, 1Thessalonians 4:3-8, Romans 1:26-27, 1Timothy 1:9-19). Furthermore, married members of the community agree to uphold the sanctity of marriage and to take every step possible to avoid divorce.
- iii. **Utilize careful judgment in the exercise of personal freedom** (Galatians 5:16-6:10; Romans 12:1-15:13; 1 Corinthians 8: 9-13; 13: 1-13; Ephesians 4: 17-6:18; 1 Thessalonians 4:1-5: 24). This entails the responsible use of time and material resources, and the honest pursuit of knowledge including regular attendance of classes, chapel services, care groups, fellowships, and other University events.
- iv. **Abstain from all unacceptable behaviors** such as the use or possession of alcoholic beverages, tobacco in any form, other forms of substance abuse, and all forms of gambling.
- v. Students are also **expected to maintain modest, inoffensive behavior in interpersonal relationships.**
- vi. Members of the community are to **utilize discretion in their choice of entertainment** (including television, movies, internet and live productions), because many contemporary forms of amusement are of questionable value or diminish one's moral sensitivities.

6.2 Academic Responsibility

6.2.2 Academic Duties

Students should abide by the policies governing learning in the University especially with regard to class attendance, exams and relationship with colleagues and faculty. Students should abide by policies set by the University Senate regarding the attendance of lectures, tutorial, seminars, practicals, registration, assigned work, examinations, and other such academic scheduled activities.

6.2.2 Examination Offences

Any student found to be guilty of exam related offences as defined in the University Catalogue shall be subject to disciplinary action.

6.3 Attire/Dress Code

As a Christian community of higher education, we value modesty and professionalism in attire, while also recognizing that casual attire is often appropriate on a college campus. Students should dress decently in order to glorify God and encourage each other in the Lord as opposed to stumbling one another. The biblical perspective of hairstyle and dress for both men and ladies is cleanliness and modesty. Modesty includes all that which is morally, socially and reasonably acceptable. The measuring yard is the Bible. God was the first to dress man as in the book of Genesis. He had a purpose. It will be noted however, that the Bible does not give us specifics but rather gives us principles on which to build our thinking and modes of operation and behavior. Dressing is a very clear means of communicating one's value system. Students are encouraged to observe the following PAC dress code as laid out below.

6.3.1 Dress code for ladies

- a) Dresses and skirts should not be above knee line
- b) Slits should not reach above the knee.
- c) Tops should be long enough that the midriff is never exposed.
- d) Sleeveless tops and dresses should be worn with a sleeved blouse, etc. at all times; spaghetti tops are not allowed.
- e) Mini-skirts that are above the knee line, necklines that are four inches below the shoulders, body tight trousers, bare-backs, leggings and joggings, navel-gazers ("tumbo-cut"), and see through among others should be avoided
- f) Sweaters, loose fitting tops/dresses/skirts, trousers suits are acceptable
- g) Excessive make-up, and eye shadows are not allowed.
- h) It is also un-acceptable to pierce one's nose, navel, eye brows, tongue or any other body part (including putting a ring) or to cut tattoos on our bodies. Those already with tattoos should have them covered always.

6.3.2 Dress code for Men

- a) Hair should be properly groomed, well-trimmed and combed, no plaiting.
- b) Tattoos and body piercings are un-acceptable.
- c) Caps/hats or other head gear are dis-allowed in the Dining Hall, Lecture halls, Library, Offices, University functions and Chapel.
- d) Clothes with inappropriate writings are un-acceptable
- e) Baggy, sagging, worn out, or torn trousers are un-acceptable.
- f) Braiding hair in any form of locks or braids is dis-allowed
- g) Earrings and studs are not allowed.
- h) Display of a bare chest is not allowed.

Students, both men and women are encouraged to wear professional or business attire during university formal programmes like lectures, chapel, interviews, graduations, etc. Students will be denied admission to various functions or places if their manner of dressing is inappropriate.

6.3.3 Social Gathering and Celebrations

- i. Students who wish to hold social gatherings or celebrations in the open within the University compound must comply with the following regulations:

- ii. Applications for permission which includes a list of the proposed guest(s), should receive the approval of the relevant H.O.D. hosting the event.
- iii. The activities must conform to the acceptable Christian values and practices.
- iv. Such activities must never adversely affect the privacy of people living in the neighborhood.

6.3.4 Sports and Games

A regular schedule of intramural sports activities is arranged by the Student Council Committee for Sports and Social activities under the leadership of the Campus Affairs Coordinators and the Sports Coordinator. There are also, opportunities that arise for competition with other Universities. All students are encouraged to participate in the sports program.

6.3.5 Fundraising meetings

The University does not facilitate private fundraising meetings on campus. Students in financial need may apply for assistance from the Student Council Benevolent Fund.

6.3.6 Membership to outlawed groups

Membership to outlawed groups is prohibited for any student.

6.3.7 Music

Only music that meets the university's Christian standards is allowed to be played on campus and at the University functions. Musical gadgets must be operated at a volume which does not annoy fellow residents and those in the neighborhood. Anti-Christian music is prohibited. Uncooperative students will be required to surrender their musical instruments and/or equipment to the Dean of Students or Housing and Hospitality Manager..

6.3.8 Unrest and obstruction

- i. As a community of believers, PAC faculty, staff, and students believe in the Biblical approach to settling of grievances or misunderstandings that may arise from time to time (Matthew 18:15-17). The University will provide every opportunity for dialogue.
- ii. Students are expected not to engage in any action, which obstructs the learning, teaching or research activities in the University. Obstruction includes:
 - a) Failure to identify oneself when required to do so by a University Officer,
 - b) Any action that prevents or impedes freedom of speech or communication, any action which endangers the health or safety of another individual,
 - c) Any action that impedes disciplinary procedures of the university including failure to comply with penalties imposed by a disciplinary hearing.
- iii. Boycotts, strikes, riots, sit-ins, protests, unruly behavior, incitement or any form of mass in-discipline are prohibited at PAC University.
- iv. Any form of involvement or participation in any of the above will lead to disciplinary action that may result in suspension or dismissal.

6.3.9 Threats and Violence

As a redemptive community, we support life, health, and well-being. The University prohibits threats or violence to the health and safety of others. Engaging in any act, such as fighting, physical assault, unlawful detention, interference with the freedom of movement of another

person, verbal abuse, threats, stalking, intimidation, harassment, coercion or any other conduct which endangers or has the reasonable potential to endanger the health or safety of the student or other members of the University community including oneself or visitors is prohibited. As a Christian organization, we expect members of the University community to treat each other with respect and civility.

6.3.10 Unlawful Conduct

Violations of any Kenyan or International law, regardless of whether such conduct takes place on or off the campus, and regardless of whether there has been any trial and/or conviction for such conduct in a court of law, may also constitute a violation of the Student Code of Conduct. Conduct leading to arrest, indictment or conviction for violation of the state law may result in disciplinary action by the University.

6.3.11 Harassment

Any form of harassment by a student in or outside the University is prohibited. Harassing or threatening another person, including racial or sexual harassment or threats is prohibited. Harassment includes, but is not limited to, striking, laying hands upon, threatening with violence, or offering to do bodily harm to another person, or other treatment of a demeaning, abusive, taunting, or alarming nature. It also includes obscene, abusive, or repetitive telephone calls, telephone messages, electronic mail, instant messages using electronic mail programs, or other obscene, abusive, or repetitive communications.

6.3.12 Substance Abuse

a. Definition

Substance abuse involves the misuse of any chemical whether legal or illegal which when introduced into the body will alter the normal functioning of the body. Substance abuse affects a person's social, physical, mental, health and spiritual wellbeing. Commonly Abused Substances include the following:

- a. Legal: alcohol, cigarettes (all tobacco products e.g shisha, kuber), miraa (khat) etc
 - b. Illegal: cannabis sativa (bhang), cocaine, heroin, mandrax, ecstasy, LSD, etc
 - c. Prescription drugs: Panadols, Piriton, Postinor 2, Valium, Viagra, etc.
- i. The Bible calls us to a sober mind and sound judgment. The University requires that members of the PAC community—faculty, staff and students—refrain from the illegal use of drugs and the abuse of addictive substances controlled by law. Consistent with this policy, the use, possession, manufacture, distribution or sale of illegal drugs or drug paraphernalia is prohibited. Students with a valid prescription for controlled medications are permitted to possess and use those medications on campus with consent from the Dean of students. The misuse, sale, or distribution of prescription medications is prohibited.
 - ii. In keeping with a call to a sober mind and sound judgment, PAC also forbids the use, possession, distribution or sale of alcohol or tobacco on University premises, including University housing, at any official function, any event supported by PAC University funds or any event identified with or directly linked to the University.
 - iii. Non-tobacco smoking products (i.e. electronic and herbal cigarettes) are also prohibited. The Apostle Paul exhorts the body of Christ that, if they truly loved their fellow man, they would set aside personal freedom by refraining from behavior that might be a stumbling block to weaker brethren. PAC University encourages members of the PAC community to exercise personal responsibility and, guided by Paul's admonition, appropriately set aside personal freedom and refrain from the use of

- alcohol and tobacco.
- iv. Any use of alcohol, tobacco, or controlled substances that results in a criminal violation, e.g., drunken driving, public nuisance, disorderly conduct, use of these substances by a minor, etc., is considered a substance abuse violation and will be dealt with through the disciplinary process, whether or not the student is charged with or convicted of a crime.
 - v. Any incident that occurs as a result of the use of alcohol that, in the judgment of the University administration, reflects negatively on the image of the University will be considered a violation of the Student Code of Conduct and will be dealt with accordingly. In some instances, violations could result in removal from student housing or suspension or dismissal from the University.
 - vi. PAC University, being a Christian University embraces the values of sobriety encouraged in the Bible and also in the Laws of Kenya. In line with this, consumption of alcoholic drinks, cigarette smoking, misuse of legal and prescription drugs, use or distribution and abuse of illegal drugs is dis- allowed for students of PAC University.
 - vii. Students found in possession or peddling illegal drugs will be handed over to the Law Enforcement Authorities and later to PAC University Student Disciplinary Committee.
 - viii. Students found to have disruptive substance abuse behaviors such as repeated use of substances, coming to school while drunk, smoking in the school compound, or spiking of others' drinks will also be liable for disciplinary action.
 - ix. Students struggling with alcohol, cigarette or any addictive type behavior are encouraged to seek help or counseling and support group services available at the PAC University counseling center or any other avenue available at the University before disciplinary action is taken-

b) Resources and Support

- i. Any student who believes he/she has a problem with drug and/or alcohol abuse is urged to seek counseling and treatment at a clinic of his or her choice or rehabilitation. A list of some of the available clinics which provide counseling and/or treatment or rehabilitation centers will be provided by the University Counselor. All counseling and treatment sessions, as well as referrals, will be handled in a confidential manner.

c) Sanctions

- i. In applying sanctions as provided by the Student Handbook, it will be the policy of PAC University to concentrate upon the academic performance of its students, and the expectation that students will conduct themselves in a Christ-like and professional manner.
- ii. Any student who voluntarily admits, in the absence of reasonable suspicion or of any conduct which alone would subject the student to discipline, that he or she has a drug-related or alcohol-related problem may be referred to one of the clinics recommended by the University and shall not be disciplined solely as a result of the admission.
- iii. Any student found to be in violation of substance abuse related policies and/or who has received a final conviction in the Kenyan court will be subject to discipline up to and including dismissal.
- iv. In cases that do not result in dismissal, sanctions could include mandated counseling and removal from student housing, or mandated community service.

6.3.13 Sexual Conduct

PAC as a Christian University upholds chastity or sexual abstinence among un-married students and faithfulness among married students in line with Biblical principles. The University encourages students to relate among themselves in a way that would respect and edify one another. Students should thus note the following:

- i. Students of opposite sex should meet in the open places during the evenings. Any isolated dark places are out of bounds.
- ii. Students are encouraged to respect one another's bodies as temples of the Holy Spirit. Public display of affection is prohibited. This includes but not limited to kissing, caressing, cuddling etc.
- iii. Sex outside marriage is not allowed.
- iv. Prostitution, Pimping, Cohabiting of unmarried students whether within or outside University hostels is prohibited. PAC University does not issue condoms to any student.
- v. All forms of sexual deviations or perversions are not condoned among students including masturbation, homosexuality, bestiality, exhibitionism etc.
- vi. Use of pornographic materials (print, audio, visual, and internet) is prohibited. Engaging in production of pornographic content is also prohibited, e.g. posting nude or suggestive photos, or videotaping any sexual activity.

6.3.14 Sexual Harassment

- i. Sexual harassment refers to any un-welcome advances, requests for sexual favors or other verbal or physical conduct of a sexual nature such as lewd, obscene or sexually suggestive remarks or representations, gazing, sexual propositions such as unsolicited touching, petting, caressing, and kissing.
- ii. Sexual harassment of all forms is prohibited at PAC University. Any such cases should be reported immediately to the Dean of Students or any member of the faculty and disciplinary action will be taken.
- iii. It is PAC University's policy to provide students and employees with an environment for learning and working that is free of sexual harassment whether by members of the same sex or opposite sex. University administrators and supervisors are responsible for assuring that effective measures are taken to implement this policy's procedures.
- iv. It is a violation of this policy for any member of the University community to seek gain, advancement or consideration in return for sexual favors, or to make an intentionally false accusation of sexual harassment. It is a violation of this policy for any member of the University to engage in verbal, non-verbal physical, or electronic sexual harassment whether on or off campus.
- v. Any person who has been accused of sexual harassment pursuant to the terms of this policy, who retaliates against her/his accuser in any manner, shall be charged with violating this policy. Any member of this University community who is found in violation of this policy will be subject to appropriate sanctions, which may include suspension, expulsion or probation.
- vi. Definitions.
 - a) "Electronic" refers to communication or activity via electronic means such as email, text, Facebook, blog posts, or any other computer or internet-based action.
 - b) "Member of the University community," means student, employee, alumnus, volunteer, or contracted worker involved in any University-sponsored activity.
 - c) A "no contact directive" is an instruction given to an individual that prohibits him/her from communicating in any manner with another individual.
 - d) "Sexual harassment" is defined as unwelcome conduct of a sexual nature. The

term includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, physical, or electronic conduct of a sexual nature, whether it occurs on or off campus. Sexual assault is a form of sexual harassment.

6.3.14 Sexual Abuse/ Rape

- i. Sexual abuse/rape is prohibited in the Laws of Kenya (Sexual Offences Act, 2006) as well as at PAC University.
- ii. Perpetrators of sexual abuse and rape will be handed over to the authorities for disciplinary action.
- iii. Victims or survivors are encouraged to seek immediate medical attention and counseling or support services available within and outside the University to allow them to heal emotionally.

NOTE: All students are required to familiarize themselves with the Kenya Sexual Offences Act, 2006 and other laws.

6.3.16 Pregnancy

a) Pregnancy out of wedlock

A single female student who becomes pregnant will have breached the University rules and regulations on sexual immorality. Such a student will be required to defer her studies for one year. She will be required to go for crisis pregnancy counseling during the time she'll be away from the University. On re-admission, the student will undergo counseling for three months.

b) Pregnancy in marriage

A female student who is married and becomes pregnant may choose to defer her studies if she is unable to participate in academic activities or continue. Such a student is advised to seek accommodation in married quarters or outside the University if she is a boarder.

c) Impregnation by male student

Involvement of a male student in the pregnancy of a female student will require that the male student be subjected to disciplinary measures. Such a student will be suspended from the University for one year and will be expected to undergo counseling.

e) Abortion

Abortion or attempting to procure or facilitate abortion is prohibited. Culprits shall be subjected to disciplinary measures and may be handed over to the law enforcement agencies.

6.3.17 Cyber bullying

Cyber bullying is defined as the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. Additionally, any communication in this form which substantially disrupts or prevents a safe and positive educational or working environment may also be considered cyber bullying. Such offenses are strictly prohibited, and may result in disciplinary action. Students are expected to express themselves lovingly and avoid offensive communication.

6.3.18 Speakers on Campus

- i. PAC University is a private Christian University that values the sharing of knowledge, the search for truth and the social intellectual and spiritual development of students.

Free inquiry and free expression are essential to learning. An atmosphere in which one can ask questions and evaluate divergent points of view is promoted. The University is committed to an open expression of views that challenge us to more effectively fulfill our Christian responsibilities in society.

- ii. The University reserves the right to authorize to speak on campus only those speakers who, in some way, will contribute to the mission and vision of the University, and who agree in advance to conduct themselves in a manner consistent with traditional Christian values. This includes avoiding profane language, potentially slanderous statements, advocacy of violent change, or overthrow of the government.
- iii. Any University recognized student organization may invite and sponsor guest speakers to appear before its group with the approval of the dean of the appropriate corresponding school. A 'guest speaker' is defined as anyone who is not a PAC student, PAC faculty member or PAC staff member.
- iv. Recognized student organizations are not authorized to present programs to all University audiences unless they receive specific approval from the Vice Chancellors Office.
- v. The Vice Chancellor's Office may prescribe conditions for the conduct of a speaker if there is reason to believe that such person or persons may behave in a manner inconsistent with the Christian tenets of the institution.
- vi. An event open to an all-University audience shall generally be defined as one that is promoted as being open to persons who are not members of the sponsoring organizations.
- vii. The University Vice Chancellors Office should be contacted if there are questions about the advisability of inviting a speaker to campus.
- viii. The arrangements for a speaker, the conduct of the speaker on campus and the appropriateness of the activity are the concern of both the inviting group and the University. The privilege to invite a speaker carries with it important responsibilities to ensure that the proper objectives of the University are not compromised.
- ix. The University reserves the right to cancel any event it deems likely to cause an interruption in the University's orderly activities. The Vice Chancellor or her/his duly authorized representative may order an event to be terminated on grounds that it constitutes a disruptive activity. Any member of the faculty or staff or any student who resists such an order shall be subject to disciplinary action.
- x. A recognized student organization that sponsors a speaker at an off-campus site may not use the PAC University name or logo nor may they infer directly or indirectly that it is a University sponsored event without the approval of the Vice Chancellors.
- xi. Approval of speakers to speak on campus does not necessarily imply approval or sponsorship of their views by the University or by the organization inviting them.

6.3.19 Safety and Security

- i. The University shall implement proactive safety and security methods as a critical component of Campus safety.
- ii. Fire drills are periodically scheduled throughout the year. When fire alarms sound, leave the building immediately. PAC University considers this a very serious matter; students not fully cooperative with quick evacuation procedures will be reported and appropriate action will be taken. Floor plans and exit routes are displayed in office areas and classrooms. Students are responsible for familiarizing themselves with appropriate emergency exits.
- iii. In the event of serious injury or illness while on campus either during regular hours or after hours, the Ambulance service through the Dean of Students should be contacted

immediately. For minor medical emergencies, first aid kits are available at the student center.

- iv. Subsequent to any medical emergency involving a guest on campus, the University Administration office should be notified as soon as possible. If the emergency involves a student, the Dean of student should be contacted.
- v. For medical emergencies involving a PAC employee, Human Resources Manager should be notified.

6.3.19 Missing Student Policy

- i. If a member of the PAC University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Dean of Students who will generate a missing person report and initiate an investigation in consultation with the University Administration and the Campus Security team.
- ii. After investigating the missing person report, should determine that the student is missing and has been missing for more than 24 hours, the University will notify the student's next of kin, or confidentially identified individual, no later than 24 hours after the student is determined to be missing.
- iii. If the missing student is under the age of 18 and is not an emancipated individual, the University will notify the student's parent or legal guardian immediately after it has determined that the student has been missing for more than 24 hours. As per requirement of the law, the University administration will inform the Kenya Police service that it has conducted an initial investigation and has determined that a student is missing. This notification will be made no later than 24 hours after the student is determined to be missing.
- iv. In addition to registering the next of kin contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by PAC University in the event the student is determined to be missing for more than 24 hours. This confidential contact information will be accessible only to authorized campus officials and law enforcement and it will not be disclosed outside of a missing person investigation.

6.3.20 Theft and Misuse of Property

- i. We are to be content with what we have and what God has given us; as such, the University has a policy against theft or misuse of property. No member of the PAC University community shall steal, damage, take without authorization, or attempt to steal, damage, take or use without authorization property of another, nor shall he/she remove or attempt to remove property of another from the place or divert it from the use and/or place to which it was assigned.
- ii. No member of the University community shall recklessly or knowingly help or assist another in stealing, damaging, taking without authorization, or attempting to steal, damage, or take without authorization property of another. Possession of another's property knowingly and without permission is a violation of this regulation.
- iii. Theft and misuse of property includes illegal downloads of materials, misappropriation of another person's ideas or expressions, such as copyright infringement or plagiarism, and unauthorized copying or use of another's works contrary to the course syllabus or other guidelines **(For more information refer to PAC University Academic rules and regulations.)**

6.3.20 Dishonesty

- i. Scripture exhorts us to honesty and integrity. Lying or making a false statement which the maker knows to be false, or which is made with reckless disregard for

- the truth of the matter asserted, is prohibited.
- ii. Lying also includes any deliberate attempt to mislead or intentionally misrepresent attendance or online participation, or falsifying attendance/participation reports.

6.3.21 Failure to Comply

Failure to comply with the proper instructions of a University official may result in disciplinary action by the University. Such failure to comply may include, but is not limited to, not completing a sanction or requirement that was imposed as a result of a previous violation of this Student Code of Conduct.

6.3.21 Accessory to a Violation

- i. This refers to aiding or condoning any violation of the Student code of conduct. Students should hold one another accountable and challenge one another to stop behaviors that violate PAC University rules and regulations.
- ii. If a student confronts a peer about his/her misconduct and the behavior(s) that violates University rules and regulation stops, then the student is not expected to report the violation to University officials. If a student confronts a peer about his/her misconduct and the behavior(s) that violates University rules and regulations does not stop, then the student is expected to report the violation to University officials.
- iii. If a student is not comfortable directly confronting a rules and regulations violation, the student is expected to separate him/herself from the incident and report it to University officials.
- iv. Being an accessory to a violation includes, but is not limited to, aiding another individual in violating the University rules and regulations, having knowledge of a violation and failing to confront it or failing to immediately leave a situation where a violation is occurring, and/or failing to report a violation to a University official.

6.3.22 Miscellaneous

The foregoing infractions are not intended to constitute an all-inclusive list of offenses for which a student may be disciplined under the Student code of conduct. It is the intent, rather, to provide some examples of the types of behavior, which are punishable hereunder. Any misbehavior deemed by the University to violate the Bible, the law, or the spirit of this Student code of conduct shall be dealt with as though it were expressly prohibited herein.

6.3.23 Return to Campus/Class Participation Guidelines.

- i. Student(s) who have been removed from student housing and/or class attendance/participation following administrative intervention, disciplinary process, drug and alcohol related or mental health hospitalization may be required to be assessed by a counselor or health care professional prior to being reinstated. This assessment process may include an off-campus mental health assessment by a qualified mental health or other health care professional, or an alcohol/drug assessment by a substance abuse counselor, as a condition of returning to campus.
- ii. In all cases, the counselor or health care professional must be deemed acceptable to the University. The counselor or health care professional may be asked to provide in writing such information as the University may require determine the student's readiness to be reinstated. Such information may include, but is not limited to:
 - a) A statement regarding the student's readiness to return to the academic demands of the University;
 - b) A statement regarding the student's readiness to return to an on-campus

- living environment (student housing);
- c) A description of the After Care Plan that should be in place over the next weeks and months to ensure the student's continued health and wellbeing.
- iii. The student may be required to sign a two-way release form (agreement) to allow for dialogue regarding assessment and/or treatment between the treating professional(s) and the University administration. The two-way release allows the University to release information regarding the behaviors and circumstances leading to the administrative intervention to the health care professional conducting the assessment/treatment and to receive information regarding the student's participation in treatment.
- iv. In all circumstances, return or readmission to full participation in the University community will be subject to the stipulations of the ongoing conditions or requirements for a student to remain on campus or participate in class.

7.0 CORRECTIVE AND DISCIPLINARY PROCESSES

7.1 Role of the University Senate

The Senate, which is chaired by the Vice Chancellor, is entrusted with the responsibility of ensuring that student discipline is maintained. The Senate makes regulations governing the discipline of students for breaches of the Code of Conduct and regulations governing student conduct. These regulations are published in the Student Handbook. The Student Disciplinary

Committee operates under the Senate and deals with all matters of student's discipline referred to it.

7.2 Code of Conduct

The University's basic standard of behavior requires a student: (a) to not violate any county or state laws, and (b) to not interfere with or disrupt the orderly educational process of PAC University. Any student violating either of these basic principles is violating the rules and regulations of PAC University. A student is not entitled to greater immunities or privileges before the law than those privileges enjoyed by the citizens of Kenya.

For all matters of discipline, students must comply with the provisions of the Code of Conduct. When a member of the University community feels a student is living in violation of the Code of Conduct, it is recommended that, where feasible, the steps of loving confrontation and dialogue be followed. Where circumstances warrant a proof of violation is evident, the infraction should be brought in writing to the attention of the Dean of Students.

7.3 The Disciplinary Purpose and Process

The University strives to be fair in the handling of student conduct cases. The procedures outlined in this section represent the steps employed to reach a resolution in cases of alleged misconduct. The University's policies concerning students' behavior are in terms of an educational and rehabilitative approach. The former approach emphasizes assisting students to understand and accept responsibilities for their behavior. Both the interests of the student and the University are taken into account in deciding the desirability of undertaking a program of rehabilitation within the University. When a member of the University community feels another member is living in violation of what the University's Code of Conduct prescribes, it is recommended that, where feasible, the steps of loving confrontation and dialogue described in Mathew 18:15-22 be followed.

Where circumstances warrant and proof of offence is evident, infraction should be brought to the attention of the Dean of Students. Upon receiving a report regarding alleged violation(s), the Dean of Students will consider information acquired from the reporting party and will conduct further investigation to augment that information. If the Dean of Students determines that there is sufficient information to proceed with the student discipline process, the Office of the Dean of Students will give written notice to the student of the following:

1. The nature of the conduct in question and the basis for the allegation, including a brief statement of the factual basis of the charges, including the date or period of time and the location of the alleged incident where necessary, as well as, the University policies and regulations allegedly violated;
2. The nature of the student disciplinary procedures is to be accomplished by providing the student access to the PAC University Student Code of Conduct;
3. That the student has seven days from the date the notice was given to contact the Office of the Dean of Students for the purpose of scheduling an initial meeting. Meetings are to be scheduled within five days of the student contacting the Office of the Dean of Students;
4. That if the student does not contact the Office of the Dean of Students within the seven-day period or fails to keep any scheduled appointment(s), a hold may be placed on the

student's University records. The student will be notified that this action has been taken. The placement of a hold on the student's University records may, for example, prevent the student from any future registering and from obtaining transcripts, verifications, or a degree certificate from the University. The hold will be removed only when the student either attends a scheduled meeting at the Office of the Dean of Students, or requests in writing that the case be referred to the Student Disciplinary Committee for a hearing; and

5. That no degree or other credential may be conferred on a student until any pending disciplinary charges against a student are fully resolved. The Office of the Dean of Students may place a hold on that student's University records to prevent him or her from receiving their certificate.

In addition, the Dean of Students may direct the student to act or refrain from acting in a manner specified by the Dean. These directions may include directing the student not to intentionally contact, telephone, or otherwise disturb the peace of others specifically named for a specified period of time. These directions will not terminate the student's status as a student, and will not be construed as a finding of responsibility on the part of any student.

In cases involving an active police investigation, if the Dean of Students in conjunction with PAC University Disciplinary Committee determines that notice to the student may interfere with the criminal investigation, the Dean of Students may delay notice to the student for a reasonable period of time, for example, when the investigation involves the safety of a member of the campus community.

If the Dean of Students is not satisfied with a student's progress after appropriate counseling and self-discipline, he/she will report the matter to the DVC-Academic Affairs, who will then bring it to the attention of the Student Disciplinary Committee for consideration. If the infraction is critical and deserving of disciplinary action, the Student Discipline Committee will follow the appropriate steps of action.

The Vice Chancellor has the authority, in consultation with the Senate, to suspend a student for serious moral or legal problems. The Executive Committee of the Council of the University must ratify the suspension within two weeks.

Only the University Council has the power to expel a student. This shall be done in consultation with the Vice Chancellor.

7.4 Disciplinary Guidelines

i. The Student Disciplinary Committee

It is the responsibility of the Student Discipline Committee to determine appropriate steps of disciplinary action.

a. The membership of the Committee shall be:

- I. Deputy Vice Chancellor-Academic Affairs (Chair),
- II. Dean of Students (Secretary),
- III. Registrar,
- IV. Chaplain,
- V. Two Students Representatives, and
- VI. Two members of the faculty appointed by the Senate.

b. The terms of reference shall be:

- I. To consider the charges and hear evidence in relation to cases of student discipline,
 - II. To emphasize counseling and restoration whenever possible, and
 - III. To recommend to the Senate after due consideration, appropriate action to be taken in each case, according to provisions of the Statute XXXIII of the charter.
- c. Any student who is the subject of disciplinary action before the Student Disciplinary Committee, may lodge an appeal with the Vice Chancellor within thirty days of the case being determined by the Senate on one or more of the following grounds:
- i. The disciplinary process involved a violation of natural justice or a violation of the Charter or Statutes,
 - ii. The Committee's recommendation failed to give due weight to all evidence,
 - iii. Fresh evidence has come to light that could change the verdict materially, and
 - iv. The action recommended was not commensurate with all the circumstances of the offence.
- d. Provided that grounds of appeal as stipulated in the preceding section have been specified, the Vice Chancellor shall arrange as speedily as possible for a hearing by an independent body that does not include any members of the Student Disciplinary Committee. The membership of the independent appeal body shall be:
- I. Vice Chancellor (Chair), and
 - II. Three members of the Senate.
- The findings of this independent appeal body shall be regarded as final.
- e. The Committee shall normally meet at the request of the Dean of Students to decide appropriate steps of action. The extent of disciplinary action will depend upon the seriousness of the offence. The University reserves the right to take the following disciplinary actions:
- I. **Warning:** This initial action of discipline may include counseling arrangements and the restrictions of privileges. Records will be kept.
 - II. **Social Probation:** This action may include restriction of privileges and any other action, which is deemed redemptive and educational. It permits a student to remain on campus with particular conditions specified. Records of discipline will be kept and the students' parents, sponsors, and other affected stakeholders will be notified.
 - III. **Suspension:** In cases of flagrant violation of the moral stance of the University or continued behavior, which originally caused the imposition or probation, students may be suspended. Suspensions may occur either during the term or at the end of term. During suspension, students are not permitted to attend classes or be involved in any campus activity. Parents, sponsors, and other affected stakeholders will be notified of the suspension. Credits from other institutions acquired during the time of suspension will not be accepted for transfer into PAC University.

- IV. **Expulsion:** when a student's behavior so grossly violates the moral stance of the University community that it endangers the safety and/or moral character of others, the Senate may expel the student immediately awaiting ratification by the governing council. An appropriate notation on the student's record will be indicated with reasons for termination and parents, sponsors, and other affected stakeholders will be informed.
- V. **Criminal Activities:** Criminal activities will be reported to the police; however, the University reserves the right to take independent disciplinary measures as per the Code of Conduct without prejudice to what the courts may do.

8.0 OFFENCES AND PENALTIES

8.1 Non-academic offences and penalties

Non Academic Offence	Minimum Penalties
1. Sexual Immorality e.g., cohabitation, pre-marital or extra marital sexual activity or any other sexually immoral conduct. Pregnancy out of wedlock is also evidence of an offence for both parties involved.	Suspend for 2 semesters. Seek counseling from Pastor and Counselor during suspension and submit a report from him or her
2. Possession, use or distribution of tobacco and its related products and Miraa (Khat)	Suspend for 1 semester; Report from Pastor, Counselor, and Sponsor
3. Gambling: manipulative ways aimed at swindling members of the community of their money, goods or property.	Suspend for 2 semesters. Report from Pastor, Counselor, and Sponsor
4. Possession, use or distribution of any type of intoxicating liquor or alcoholic drinks.	Suspend for 1 semester, Report from Pastor, Counselor and Sponsor.
5. Possession, use or distribution of illegal drugs.	Suspend for 2 semesters. Report from Pastor, Counselor and Sponsor
6. Possession, use or distribution of obscene (morally disgusting) or pornographic materials (books, magazines, videos, music, internet etc.)	Suspend for 2 semesters. Report from Pastor, Counselor and Sponsor
7. Displaying any conduct, both in language or behaviour, which is lewd, obscene (morally offensive and likely to corrupt and deprave), or indecent.	Suspend for 1 semester. Report from Pastor, Counselor and Sponsor
8. Breaking residential rules and regulations	Suspension of hostel accommodation
9. Dishonesty including furnishing false information	Written warning or suspension depending on the severity of the dishonesty
10. Entry/exit to/from the University premises using un-authorized points.	Suspend for 1 semester. Report from Pastor, Counselor and Sponsor and repair of the broken point.
11. Assisting someone who is not a member of the University Community to gain access into the University illegally.	Warning for first offence; Suspension for 1 semester for second offence. Report from Pastor, Counselor, and Sponsor
12. Assisting anyone to access University services he/she has not paid for	Suspend for 1 semester. Report from Pastor, Counselor and Sponsor and repair of broken point.

13. Studying without the required Immigration documents and failure to cooperate with assisting University officers.	Immediate suspension from the university until compliance
14. Impersonation, forgery of documents, alteration or unauthorized use of University documents, records or property.	Suspension for 2 semesters. Report from Pastor and Sponsor Possible legal action for forged documents
15. Behavior which endangers one's health or safety or the use of threatening physical force, violence or verbal abuse to endanger others.	Suspension for 2 semesters. Report from Pastor, Counsellor, and Sponsor
16. Theft from the University premises or theft of property belonging to a member of PAC community, or anyone else.	Suspension for 2 semesters. Report from Pastor, Counsellor and Sponsor. Restitution. Major theft may result in legal action.
17. Willful damage to University premises or property or damage to property belonging to a member of PAC community	Suspension for 1 semester. Repair of damage, Restitution
18. Failure to return or compensate for any borrowed items or money belonging to a member of PAC community.	Suspension for 1 semester. Repair of damage, Restitution
19. Organizing or participating in boycotts, strikes, riots, sit-ins or any other form of mass in-discipline	Suspension for 2 Semesters. Report from Pastor and Sponsor
20. Un-conventional partying (including forms of dances and music considered morally bent toward immoral behavior).	Written Warning(s). Third warning to be a suspension for 1 semester. Report from Pastor and Sponsor
21. Breaking of the Dress Code	Written Warning(s). Upon Repeated violation, suspension Report from Pastor and Sponsor.

22. Un-authorized absence from Chapel or Bible study group.	Written Warning for the first offence Disciplinary probation for the second offence Suspension for 1 semester for the third offence: Report from Pastor and Sponsor
23. Staying in a hostel or using University services without prior approval by the relevant person	Suspension for 1 Semester. Report from Pastor/Counsellor and Sponsor
24. Cyber bullying	Written Warning(s). Suspension for 1 semester for the third warning. Report from Pastor/Counselor and sponsor
25. Criminal sexual offences such as Rape	Dismissal, and reporting to legal officials
26. Membership to outlawed groups	Suspension for two semesters; Expulsion for repeated offense
27. Any other conduct that is contrary to the spirit of the Code of Conduct	Warning, probation or suspension or expulsion as the Disciplinary Committee may deem fit

8.2 Academic Offences

Academic offence	Maximum penalty
1. Stealing examination papers	Grade F for the course; One year suspension; Counseling by PAC Counselor or PAC approved Counselor when required. A second offence results in discontinuation.
2. Academic dishonesty (cheating or attempting to cheat), including, but not limited, to the following: i. Copying from others during an examination including CATs or the Final examination. ii. Presenting papers or materials other than your own to fulfill class requirements. iii. Giving your paper to someone else to submit as their own or allowing someone to copy your work whether in an exam or other Assignment. iv. Using mobile phones or other unapproved technology during the exam. v. Bringing un-authorized books or notes into the exam room in any form.	CAT: grade F for the course and withdraw from the course. Counseling by PAC Counselor or PAC approved Counselor Final Exam: Grade F and suspension for one year; Counseling by PAC Counselor or PAC approved Counselor. A second offence results in discontinuation.
3. Academic dishonesty (plagiarism): Presenting material copied from published literature (books, papers, newspapers, the Internet, etc.) without acknowledging the Source of the information.	First offence: warning letter Second offence: Grade F for the course Postgraduate Thesis: Grade F for the thesis and start the thesis process over on a new topic.
4. Attempting to attend classes or sitting for exams after being suspended from PAC University.	Expulsion
5. Assisting others or covering for others in their attempts to commit Academic Offences e.g. impersonating i.e impersonating another student in a classroom or in an exam room.	Grade F for the course and a one-year suspension or both. A second offence results in discontinuation.
6. Class attendance	Grade F and a suspension for one semester

<p>i. Signing the attendance record for another student.</p> <p>ii. Signing the attendance record for a class that one did not attend.</p>	<p>Counseling by PAC counselor or PAC approved counselor.</p> <p>A second offence results in discontinuation</p>
<p>7. Bribing or attempting to bribe, threatening, or blackmailing faculty for exams, good marks, or changes in marks.</p>	<p>Grade F and a a suspension for one year;</p> <p>Counseling by PAC Counselor or PAC approved Counselor.</p> <p>A second offence results in discontinuation.</p>
<p>8. Attempting to sit for an exam without an exam card and Student Identification Card or another authenticated form of Identification.</p>	<p>Suspension for one semester</p> <p>A second offence results in discontinuation</p>
<p>9. Any other conduct related to exam matters that is contrary to the spirit of the Code of Conduct</p>	<p>Warning or suspension as the Disciplinary Committee may deem fit</p>

8.3 DECLARATION BY THE STUDENT

Every student is expected to read and understand the Rules and Regulations governing Students' Association and conduct and discipline at PAC University as contained in PAC Hand book and accepts to abide by them in full. He or she should sign the declaration by the student form of the handbook for acceptance to abide by the code of conduct.

I have read and understood the Rules and Regulations governing Students' Association and code of conduct and discipline at PAC University as contained in PAC University student Hand book and I accept to abide by them in full.

Name.....

Reg.No..... ID/.....

Nationality..... Department.....

Academic Program.....

Date..... Signature.....

Witness:

Name..... Signature..... Date.....

8.4 IMPORTANT CONTACTS

Academic Matters (General)	Registrar
Admissions and Re-Admission	Registrar
Attendance and Absences	Course \Lecturer/Registrar
Campus Activities Calendar	Registrar
Change of Course/Major	Registrar
Course Descriptions	Head of Department
Complaints about Academic Programmes	Head of Department/ Instructor
Copy of Transcripts	Registrar
Add/Drop a Course	Registrar
Grades/Class Schedules	Registrar
Grades and Academic Standing	Registrar
Student Records	Registrar
Student ID	Registrar
Career Counseling	Head of Academic Department
Clubs & Associations/Student Activities	Dean of Student Affairs
Counseling	Chaplains/Student Counselor
Financial Aid	Financial Aid Officer
Meals	Cafeteria
Health Problems	Dean of Students
Housing Information	Housing and Hospitality Manager
Library/Learning Resources	Librarian/Deputy Librarian
Parking	Administration Manager
Corporate Affairs	Corporate Affairs Manager
Alumni Affairs	Corporate Affairs Manager
Information/ Media	Corporate Affairs Manager
Security	Security Coordinator/Security Guards
Student Exchange Programme	DVC (Academic)
International Students matters	Admissions Office