



Pan Africa --- Christian University

STUDENTS' HANDBOOK

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TABLE OF CONTENTS

1.0 INTRODUCTION.....	1
1.1 About the Handbook.....	1
1.2 Vision Statement.....	1
1.3 Mission Statement.....	1
1.4 Philosophy of the University.....	1
1.5 University Doctrinal Statement.....	1
1.6 Core Values.....	2
2.0 STUDENTS' LIFE IN THE UNIVERSITY.....	1
2.1 Academic Life.....	2
2.2 Spiritual formation and nurture.....	2
i. Chapel and Care groups.....	2
ii. Fellowships.....	3
iii. Christian Outreach.....	3
2.3 Students Counseling and Guidance Services.....	3
2.4 Accommodation and Catering.....	3
a) Use of television sets in the Student Centre / Common room.....	3
b) Catering Services.....	3
2.5 University Trips/Tours.....	3
2.6 Car Parking.....	4
2.7 Maintenance services.....	4
2.8. Security matters.....	4
2.9 Emergency services and response.....	4
2.10 General Services.....	4
2.10.1 Telephone services.....	4
2.10.2 Mail and courier Services.....	5
2.10.3 Bookshop Services.....	5
2.10.4 Hiring of University facilities.....	5
2.11 Medical Policy.....	5
2.12 International Students.....	5
2.13 Student Exchange Program.....	5
3.0 LIBRARY DEPARTMENT.....	6
4.0 COMPUTER LABORATORY USAGE.....	6
4.1 Email Use.....	6
4.2 Personal Computers.....	6
5.0 PAC UNIVERSITY STUDENTS' ASSOCIATION (PACUSA).....	7
5.1 Preamble.....	7
5.2 Aims.....	7
6.0 CODE OF CONDUCT.....	7
6.1 Preamble.....	7
6.2 Academic Responsibility.....	8
6.2.1 Academic Duties.....	8
6.2.2 Examination Offences.....	8
6.3 Attire/Dress Code.....	8
Social Gatherings and Celebrations.....	9
Sports and Games.....	9

Fundraising meetings	9
6.3.1 Handling of grievances	9
6.3.2 Threats, Violence and Harassment	9
6.3.3 Unlawful Conduct.....	9
Substance Abuse	10
Sexual Conduct.....	10
6.3.4 Sexual Harassment.....	10
Sexual Abuse/ Rape	11
6.3.5 Pregnancy	11
a) Pregnancy out of wedlock.....	11
b) Pregnancy in marriage	11
c) Impregnation by male student.....	11
d) Abortion	11
6.3.6 Use of electronic communication devices	11
6.3.7 Guest speakers on Campus	12
6.3.8 Safety and Security	12
Missing Student Policy	13
6.3.9 Theft and Misuse of Property.....	13
6.3.10 Dishonesty	13
6.3.11 Failure to Comply with Instructions	14
6.3.12 Accessory to a Violation	14
6.3.13 Miscellaneous	14
6.3.14 Return to Campus/Class Participation Guidelines	14
6.4 Channels of communication	15
7.0 CORRECTIVE AND DISCIPLINARY PROCESSES.....	15
7.1 Role of the University Senate	15
7.2 Code of Conduct.....	15
7.3 Disciplinary Purpose and Process.....	16
7.4 Disciplinary Guidelines.....	17
The Student Disciplinary Committee.....	17
8.0 OFFENCES AND PENALTIES	19
8.1 Non-academic offences and penalties.....	19
8.2 Academic Offences	23
DECLARATION BY THE STUDENT	26
IMPORTANT CONTACTS	27

1.0 INTRODUCTION

1.1 About the Handbook

This is a PAC University Student's handbook. It governs the conduct of students registered in the University and is provided to them for their general guidance and orientation.

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.

1.6 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 study at Pan Africa Christian University, each student is given his/her own copy of the Students' Handbook and any relevant documents that may be issued from time to time. Each student is responsible for understanding and following these regulations. Questions concerning academic matters should be directed to the DVC-Academic Affairs and/or the Registrar Academics Affairs. Students are encouraged to equip themselves with other resources that will assist them in their educational experience at PAC University

2.2 Spiritual formation and nurture

Pan Africa Christian University is an interdenominational university by student and community representation. As students of a Christian university whose mandate is evangelism and 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. Chapel attendance, participation in Community Care Groups and other specified University activities are not optional activities but are considered part of the curriculum.

Spiritual life activities at PAC University consist of both required and personal choice activities. Spiritual nurturing and transformation are key to collective unity and effective evangelistic ministry. To strengthen this important dimension of University life, the Chaplaincy, which constitutes faculty, staff, and students, oversees the spiritual dimension.

i. Chapel Services and Community Care groups

The spiritual life of PAC University faculty, staff, and students stands out as the distinctive mark of our institution. Every student is strongly encouraged to belong and be actively involved in a local church. As a distinctively Christian University, it is required as indicated above that all students attend Chapel Services and Community Care Group meetings. Every student is expected to attend at least 75% of the Chapel Services and Community Care Groups per trimester. Failure to do so will result in disciplinary action being taken by the institution against

the defaulting person as this is in contravention of the core values of the University.

ii. Fellowships

Besides students being given opportunities to participate in Chapel Services, it is encouraged and expected that they will also be involved in the fellowships organized by the Christian Union.

iii. Christian Outreach

In keeping with the biblical mandate to make disciples, PAC University endeavors to raise and send mission teams to schools and college rallies, evangelistic meetings, hospital visitation, prison ministry, youth work and crosscultural missions, among many others. These provide a rich source of practical experience for students to positively impact, affect, and change their society. They also provide an opportunity for spiritual growth and development of the students. Missions are coordinated by the Christian Union and the Chaplaincy.

2.3 Students Counseling and Guidance Services

Students are encouraged to enhance their personal growth and development through the counseling services freely provided by the University. Academic and career guidance can be sought from the University Academic Registrar, Academic Advisers, and Dean of the relevant school, staff and Heads of Departments.

2.4 Accommodation and Catering

Incoming students who require on-campus accommodation are encouraged to apply through the platform provided by the University. Rooms will only be allocated to students who have met the University requirements. The students accommodated in the University hostels shall sign and abide by the Housing and Hospitality regulations which may be amended from time to time.

a) Use of Television Sets in the Student Centre/Common rooms

Students are free to use TV sets in the Common Rooms/Student Centre subject to the following guidelines:

- i) TVs shall not be removed from the Common Rooms/Student Centre.
- ii) There should be no viewing of TV during Chapel Services and Community Care Groups 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) The students lounge shall close at 11:00 pm Monday to Thursday and at midnight Friday to Sunday.

b) Catering Services

Cafeteria services are available at the student's cost.

2.5 University Trips/Tours

This Student Handbook establishes rules and procedures for local and international 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 overseas exchange study programs, conferences, competitions, mission trips, recreational excursions, government

and educational related activities.

- i) Travel that would reasonably be perceived as representing the University or as being sponsored by a PAC University unit is covered under this handbook, regardless of whether the University provides funding.
- ii) Travel that is hosted by a Department or School must follow the School's procedures for approval.
- iii) For travel organized by PACUSA, approval should be through the Office of the Dean of Students.
- iv) All participants must sign a liability waiver before travel.
- v) All trips must have a Trip Coordinator who travels with and leads the group. Trip Coordinators must be regular employees or faculty members and they should familiarize themselves with the trip and tour guidelines. Exceptions can only be considered in special circumstances in consultation with the Dean of the School/Students as appropriate.
- vi) All participants on any PAC University trip or tour should abide by the policies and procedures contained in the Code of Conduct as detailed in Section 6.1 of this Students' Handbook.
- vii) Participants are responsible for complying with the Kenyan laws and are individually responsible for any violations.

2.6 Car Parking

There will be designated parking spaces for students. Parking permits may be obtained from the office of the Registrar Administration. The permit is mandatory for all vehicles parked on campus. Automobiles inappropriately parked in spaces that are reserved, parked in 'No Parking' zones, or without proper permits are subject to fines and/or towing. Towing will be at the offending party's expense.

2.7 Maintenance services

All defective University property should be immediately reported to the University Maintenance Department through the relevant offices.

2.8. Security matters

All students and their visitors should comply with the security procedures and security alerts issued from time to time. All security matters should be reported promptly to the security office and other relevant offices as per the nature of the security concern.

2.9 Emergency services and response

In case of an emergency, students should contact the Dean of Students or Security Head. Other emergency contacts will be provided by the Dean of Students.

2.10 General Services

2.10.1 Telephone services

Students are free to contact the reception desk for assistance, when necessary.

Mail and courier Services

- i) Students can use the University postal address when in session to receive academic related communication.
- ii) Students are advised to check for their letters and parcels at the Student Affairs Office.
- iii) Each student will be given a personal PAC email account for official communication.

Bookshop Services

The Evangel Bookshop stocks books, other reading materials and stationery to cater for the University community. Students desiring additional books or stationery services may contact Evangel management to avail the materials at the student's own cost.

2.10.4 Hiring of University facilities

Any student who wishes to hire University facilities like lecture rooms, conference halls, common rooms and ground spaces for non-academic activities should first seek written permission from the Housing and Hospitality Manager 14 days prior to the event. Written approval must be obtained and payments made before use of the facilities. The student will be solely responsible for care of the hired facility and any damage will be surcharged.

2.11 Medical Policy

In line with the Commission for University Education (CUE) Guidelines, all students must have adequate and active medical cover. In this regard:

- i) All registered PAC University students are required to join the Medical Scheme provided by the insurance company contracted by the University in consultation with PACUSA.
- ii) Students will be issued with an insurance membership card which should be carried at all times since treatment can be required on emergency basis.
- iii) It is important that students familiarize themselves with the terms and conditions of the medical scheme, particularly the exclusions.
- iv) Students with proof of their own active medical insurance may be exempted upon verification by the Finance Office.

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 where applicable. A re-entry pass is required for those travelling home in the course of study. Further information on the requirements can be obtained at the Admission's Office.

2.13 Student Exchange Programme

Through the Student Exchange Program, the University will endeavor to provide opportunities for PAC University students to participate in exchange programs with other Universities. The programs are open to second, third or fourth year students during their first trimester and they are handled by the office of the DVC Academic Affairs.

For a student to qualify for the exchange program he/she must attain a Cumulative GPA of 2.7, demonstrate the ability to purchase a return ticket and pay a full year's or trimester fee in advance depending on the length of the exchange program. The student must also be a mature Christian and exhibit superior leadership qualities and have no record of indiscipline.

3.0 LIBRARY DEPARTMENT

The University has a fully equipped library which is accessible to all registered students during the duration of their study. The Library subscribes to scholarly, peer-reviewed e-journals and e-books. Access details are provided during the entry level Library orientation. Students are expected to familiarize themselves with other Library Guidelines and Regulation as provided.

4.0 COMPUTER LABORATORY USAGE

The University has a computer lab which is available for student use. Students are provided with a login username and password. User accounts will only be activated upon the full payment of lab fees. The network has security measures in place to prevent unauthorized users from using the system. Students are responsible for all activity under their accounts as per the ICT Guidelines. A student who suspects that their account has been compromised should promptly report to the Information Technology Department for intervention. A student will be held accountable for any unauthorized use of their email account.

4.1 Email Use

- i) All permitted official communication to University officers must be through the student's official email address.
- ii) The university prohibits sending of emails that contain obscene, profane, lewd, vulgar, inflammatory, threatening, or disrespectful language.
- iii) The email system is not to be used for the distribution of unsolicited emails, mass mail outs, or advertorial content whether it is sent to the University body or people outside of the University.

4.2 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 trimester to be allowed to use their own computers in the network. Any required hardware and software must be provided by the user, including cables, networkcards, and peripherals. There is a one-time set-up fee for machines to be used on the network, and only the Information Technology Department can do the network configuration for the client.
- ii) All users on the PAC University network are subject to the terms and conditions 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. This service can be withdrawn at any time without warning and without a refund of the set-up fee in case of abuse.

5.0 PAC UNIVERSITY STUDENTS' ASSOCIATION (PACUSA)

5.1 Preamble

All 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 University Management.

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

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

5.2 Aims

The aims of PACUSA shall be:

- i) To be actively involved in all matters pertaining to Christian 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 student bodies in other Universities.

All students are encouraged to enjoy the full benefit of their membership through familiarizing themselves with the PACUSA Constitution.

6.0 CODE OF CONDUCT

6.1 Preamble

The Code of Conduct reflects the University's values and helps to protect its Christian foundation and identity. These standards are intended to reflect a preferred lifestyle for those who belong to the University community and should not be seen as 'Campus Rules.' They apply to students both on and off campus. All students of the University are expected to:

- i) **Obey the law of Kenya and conduct themselves as responsible global citizens and/or residents who contribute to the welfare of the greater community.** 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.
- ii) **Live a life consistent with biblical teachings.** Students are expected 'To Love one Another' as commanded by the Lord Jesus and 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 occults (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).

- iii) **Demonstrate careful judgment in the exercise of personal freedom and choice of entertainment** (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 responsible use of time, material resources and the honest pursuit of knowledge including attendance of classes and other University events.
- iv) Students are also **expected to maintain modest, inoffensive behavior in inter-personal relationships**. In general, this entails showing respect for all people regardless of their religion, race, tribe, social status, or gender. It also involves regard for human life at all stages, edifying others, showing compassion, demonstrating selflessness and patience.

6.2 Academic Responsibility

6.2.1 Academic Duties

Students should abide by policies set by the University Senate regarding the attendance of lectures, tutorials, seminars, practicals, registration, assigned work, examinations, and other such scheduled academic activities.

6.2.2 Examination Offences

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

6.3 Attire/Dress Code

As a Christian institution, PAC University advocates for decency, modesty and sensitivity in dressing whether it is official or casual attire. Students' dressing should glorify God and encourage one another in the Lord rather than dressing in a way that leads to stumbling, offending or disrespecting others. The biblical perspective of hairstyle and dress for both men and ladies is cleanliness and modesty.

Modesty includes all that which is biblically, morally, socially and reasonably acceptable. The recommended PAC University dress code excludes the following:

- a) See through clothes
- b) Very tight and revealing clothing
- c) Clothes that are designed for indecent exposure
- d) Excessive use of make up
- e) Tattoos. Anyone who already has tattoos should conceal them
- f) Piercing one's nose, navel, eyebrows, tongue or putting the ring on those body parts.
- g) Clothes with inappropriate writings

Students will be denied admission to various functions or places if their manner of dressing is inappropriate. Hair should also be appropriately groomed.

Social Gatherings and Celebrations

Students who wish to hold social gatherings or celebrations in the open within the University compound must comply with the set guidelines.

Sports and Games

A regular schedule of intramural sports activities is organized by the Student Council as per the PACUSA Constitution. All students are encouraged to participate in the sports program.

Fundraising Meetings

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

6.3.1 Handling of Grievances

- i) As a community of believers, PAC University believes in the Biblical approach of settling 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 not expected to engage in any action, which obstructs the learning, teaching, research or administration 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,
 - c) Any action which endangers the health or safety of another individual,
 - d) Any action that impedes disciplinary procedures of the University including failure to comply with penalties imposed in a disciplinary hearing.
- iii) Unlawful boycotts, strikes, sit-ins, protests or riots, unruly behavior, incitement and any form of mass indiscipline are prohibited at PAC University. Any form of involvement or participation in any of the above will lead to disciplinary action that may result in suspension or dismissal depending on the gravity of the action.

6.3.2 Threats, Violence and Harassment

The University prohibits acts of violence, harassment or threats such as fighting, physical assault, unlawful detention, interference with the freedom of movement of another person, verbal abuse, stalking, intimidation, 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 visitors.

6.3.3 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.

Substance Abuse

Substance abuse, misuse of any chemical or drug whether legal or illegal, is prohibited within PAC University.

- i) Students found in possession of illegal drugs or peddling them will be handed over to the Law Enforcement Authorities and later to the PAC University Student Disciplinary Committee.
- ii) Students struggling with substance abuse are encouraged to seek help from the University Counselling Centre or any other avenues. All counseling and treatment sessions, as well as referrals, will be handled in a confidential manner.
- iii) 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.
- iv) Any student involved in substance abuse or in violation of related policies and/or who has been convicted in the Kenyan courts will be subject to disciplinary action including dismissal.
- v) In cases that do not result in dismissal, sanctions could include mandated counseling and removal from student housing

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 be guided by the following:

- i) Students of opposite sex should hold meetings in open places. Meeting in isolated dark places is prohibited.
- ii) Students are encouraged to respect each other's bodies as temples of the Holy Spirit. Public display of affection is prohibited. Kissing, caressing, cuddling and related behaviour is prohibited.
- iii) Sex outside marriage is not allowed.
- iv) Prostitution whether within or outside University hostels is prohibited.
- v) All forms of sexual deviations or perversions are not condoned among students including masturbation, homosexuality, bestiality, exhibitionism among others etc.
- vi) Use of pornographic materials (print, audio, visual, and internet) is prohibited. Engaging in production of pornographic content is also prohibited. No student should post nude or suggestive photos, or videotape with any sexual activity.

6.3.4 Sexual Harassment

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.

Sexual harassment refers to unwelcome 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, or kissing.

- i) Sexual harassment of all forms is prohibited at PAC University. Any such cases should be reported immediately to the Dean of Students and disciplinary action will be taken.
- ii) It is a violation 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.

- iii) Any person who has been accused of sexual harassment or who retaliates against his/her 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 shall be subject to appropriate sanctions, which may include suspension, expulsion or probation.

Sexual Abuse/ Rape

- i. Sexual abuse/rape is prohibited by 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 Government authorities for legal action.

Victims or survivors are encouraged to seek immediate medical attention and counseling or support services available within and outside the University.

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

6.3.5 Pregnancy

a) Pregnancy out of Wedlock

A female student who becomes pregnant will have breached the university rules, regulations and code of conduct. She will be required to defer her studies for at least one year from the time of notification of the matter to the University, during which period she will be required to undergo crisis pregnancy counselling. On readmission, she will undergo further counselling for 3 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. If the student wishes to continue with her studies such a student is advised to seek accommodation in married quarters or outside the University if she was residing in the female hostel before.

c) Impregnation by Male Student

A male student who impregnates a female student will have breached the university rules, regulations and code of conduct. The male student shall therefore be subjected to disciplinary measures. Such a student will be suspended from the University for one year and will be expected to undergo counseling.

d) 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.

6.3.6 Use of Electronic Communication Devices

Students are expected to express themselves lovingly and avoid offensive communication. Use

of electronic communication is encouraged. However, 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, incite, insult or humiliate another person in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity is prohibited. Any communication in this form which substantially disrupts or prevents a safe and positive educational or working environment is also prohibited. Additionally, a student shall not make unauthorized recording of officers of the University or engage in any unauthorized use of such recorded information. Such offenses may result in disciplinary action. Students are expected to express themselves lovingly and avoid offensive communication.

6.3.7 Guest Speakers on Campus

A 'guest speaker' is defined as anyone who is not a PAC University student, faculty member or staff member.

- i) PAC University 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 open expression of views that challenge the institution to more effectively fulfill its Christian responsibilities in society.
- ii) The University reserves the right to authorize speakers 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 will be authorized. The Vice Chancellor's Office may prescribe conditions for the conduct of a speaker if there is reason to believe that such a person or persons may behave in a manner inconsistent with the Christian tenets of the institution.
- iii) Any University recognized student organization may invite and sponsor guest speakers to speak to their members with the approval of the Dean of Students or the Dean of the respective School.
- iv) Recognized student organizations are not authorized to unilaterally present programs to the wider University audiences or student population unless they receive specific approval from the Vice Chancellor's Office.
- v) 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.
- vi) The University reserves the right to cancel any event it deems likely to cause an interruption to orderly activities. The Vice Chancellor or his/her 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.
- vii) A recognized student organization that sponsors a speaker at an off-campus site may not use the PAC University name or logo or infer directly or indirectly that it is a University sponsored event without the approval of the Vice Chancellor.
- viii) 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.

6.3.8 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, students should leave the building immediately. Students who are 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.

Policy on Missing Student

- 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 investigations 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 not later than 24 hours after the student is determined to be missing.
- iii) As per the 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) The University will use the details provided by the student on registration, in carrying out the investigation.

6.3.9 Theft and Misuse of Property

- i) Students are expected to be content with what God has provided. Therefore, no member of the PAC University community shall steal, damage, or attempt to steal or use the 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 knowingly help or assist another in stealing, damaging, or attempting to steal, property of another.
- 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 Plagiarism Policy.**)

6.3.10 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.

- iii) Dishonesty also includes forgery or falsifying documents or presenting forged or falsified documents knowingly.

6.3.11 Failure to Comply with Instructions

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, disobeying clear instructions from an authorized University Officer, not completing a sanction or requirement that was imposed as a result of a previous violation of this the Student Code of Conduct.

6.3.12 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 confronting violation of rules and regulations directly, then he/she 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.

6.3.13 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 Kenyan law, or the spirit of this Student code of conduct shall be dealt with as though it were expressly prohibited herein.

6.3.14 Return to Campus/Class Participation Guidelines

- i) Student(s) who have been removed from student housing and/or class attendance/ participation following administrative intervention, a disciplinary process, drug and alcohol related or mental health hospitalization may be required to be assessed by a counselor or healthcare 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 healthcare professional must be deemed acceptable to the University. The counselor or healthcare professional may be asked to provide in writing such information as the University may require to 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 behavior and circumstances leading to the administrative intervention to the healthcare professional conducting the assessment/treatment and to receive information regarding the student's participation in treatment.

6.4 Channels of communication

Students are expected to go through the laid down channels of communication as follows:

- a) Academic Matters: Class Representatives, Academic Advisers, Heads of Departments, Deans of Schools, Registrar (AA), and DVC (AA).
- b) Welfare Matters: House and Hospitality Manager and Dean of Students in that order.
- c) Students and student leaders should go through the Dean of Students on administrative matters and should not contact/consult with PAC University service providers directly.
- d) There are no policy provisions or guidelines for students or student leaders to communicate directly to University Senate, Management Board, Senate, Governing Council, Chancellor or Board of Trustees except in very extraordinary circumstances.
- e) All communications to the entire student body by the Student leaders should be done through the Dean of Students.

Students and Student leaders are expected to adhere to all the procedures above to ensure proper handling of students' concerns. Failure to adhere to the above procedures is a violation of PAC University Regulations.

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 conduct and discipline of students in line with the Code of Conduct as published in the Students' Handbook. The Student Disciplinary Committee operates under the Senate and receives and deals with all disciplinary matters in relation to students.

7.2 Code of Conduct

The law does not give students legal entitlement and privileges above those enjoyed by the rest of the citizens of Kenya. The University's basic standard of behavior requires that a student will not:

- a) violate any county or state laws.
- b) interfere with or disrupt the orderly educational process of PAC University.

Students are expected to comply with the provisions of this Code of Conduct. When a member of the University community suspects and confirms that a student is living in violation of the Code of Conduct, it is recommended that love and compassion be embraced to confront, discuss and correct the violation. Where circumstances warrant proof of evidence, the infraction should be

brought in writing to the attention of the Dean of Students.

7.3 Disciplinary Purpose and Process

The procedures outlined in this section represent the steps employed to reach a resolution in cases where misconduct by a student has been alleged. The University policies concerning student behavior take an educational and rehabilitative approach that aims to assist students understand and accept responsibilities for their behavior. Both the interests of the student and the University are considered when determining a program of behavior rehabilitation within the University in line with Mathew 18:15-22.

Where circumstances warrant and there is proof of the offence, 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 validate the claim. If the Dean of Students determines that there is sufficient information to proceed with the student disciplinary process, the Office of the Dean of Students will give written notice to the student, stating:

- 1) The nature of the misconduct in question and the basis for the allegation, including a brief statement of the factual basis of the charges, the date or period of time when the misconduct or alleged incident occurred, as well as the University policies and regulations allegedly breached.
- 2) The stipulations of the PAC University Student Code of Conduct which will be provided in writing to the student facing disciplinary action.
- 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. A meeting will 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 and the student notified accordingly. The placement of a hold on the student's University records may, for example, prevent the student from registering with the University in future, obtaining transcripts, verifications, or a degree certificate from the University. 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.
- 5) The hold will be removed only when the student either attends a scheduled meeting with the Dean of Students, or requests in writing that the case be referred to the Student Disciplinary Committee for a hearing.
- 6) That no degree or other credential may be conferred on a student until any pending disciplinary charges against him or her are fully resolved.

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 demanding that the student should not 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 conviction of responsibility on the part of any student.

If the Dean of Students in conjunction with PAC University Students' Disciplinary Committee determines that notice to the student may interfere with an ongoing criminal investigation, the Dean of Students may delay notice to the student for a reasonable period of time. This is

especially so when the investigation involves the safety of a member of the University.

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 Disciplinary Committee will follow the appropriate corrective procedure.

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

Only the University Council has the power to expel a student upon receiving such a recommendation from the office of the Vice Chancellor.

7.4 Disciplinary Guidelines

The Students Disciplinary Committee

It is the responsibility of the Student Disciplinary 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, Academic Affairs
 - iv) University 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 Statute 42 and Schedules V and X of the Statutes
- 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.
- d. Provided that grounds of appeal as stipulated in the preceding section have been specified, the Vice Chancellor shall arrange for a hearing by an independent body within two weeks. This body shall not include any members of the Student Disciplinary Committee and comprise.
 - 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 Deputy Vice Chancellor – Academic Affairs 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 any of the following disciplinary actions:
- i) **Warning:** This initial disciplinary action may include counseling arrangements and the restrictions of privileges, provided records of this approach are 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 on specific instructions and conditions. Records of this disciplinary action will be kept and the students' parents, sponsors and other affected stakeholders notified.
 - iii) **Suspension:** If the student is unrepentant and there is continued violation of the moral stance of the University, which originally warranted the warning or probation, the student may be suspended. Suspensions may occur either during a trimester, or at the end of the trimester affecting forthcoming trimesters. During suspension, students will not be permitted to attend classes or be involved in any University activity. Parents, sponsors and guardians 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 due notification to parents, guardians and sponsors.
 - 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 the action of the courts.

8.0 OFFENCES AND PENALTIES

8.1 Non-academic offences and penalties

Non-Academic Offence	Minimum Penalties	Comments
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 unless it is a rape case.	Suspension for one academic year. Seek counseling from Registered Pastor and/or Registered Counselor during suspension and submit a written report to the Dean of Students.	Report from University Chaplain or University Counselor
2. Possession, use or peddling of tobacco, drugs, alcohol or any form of intoxicating substances.	Suspension for one academic year. Seek counseling from Registered Pastor and/or Registered Counselor during suspension and submit a written report to the Dean of Students.	Report from University Chaplain or University Counselor
3. Gambling/betting and connanship or other manipulative ways aimed at swindling members of the community of their money, goods or property.	Suspension for one academic year. Seek counseling from Registered Pastor and/or Registered Counselor during suspension and submit a written report to the Dean of Students.	Report from University Chaplain or University Counselor
4. Possession, use or distribution of obscene, morally disgusting or pornographic materials (books, magazines, videos, music, internet etc.)	Suspension for one academic year. Seek counseling from a registered Pastor and/or registered Counselor during suspension and submit a written report to the Dean of Students	Report from University Chaplain or University Counselor

<p>5. Use or display of lewd, obscene or indecent language or behaviour</p>	<p>Suspension for 1 Trimester.</p> <p>Seek counseling from a registered Pastor and/or a registered Counselor during suspension and submit a written report to the Dean of Students.</p>	<p>Report from University Chaplain or University Counselor.</p>
<p>6. Breaking residential rules and regulations</p>	<p>Suspension for up to one academic year from University accommodation depending on the severity of the offence.</p>	
<p>7. Dishonesty; including circulating, divulging, publicizing or publishing false information.</p>	<p>Written warning or suspension up to three academic trimesters depending on the severity of the offence.</p>	
<p>8. Entry/exit to/from the University premises using unauthorized points</p>	<p>Suspension for one Trimester.</p> <p>Seek counseling from a registered Pastor and/or a registered Counselor during suspension and submit a written report to the Dean of Students.</p>	<p>Report from University Chaplain or University Counselor.</p>
<p>9. Assisting someone who is not a member of the University Community to gain access into the University illegally or staying in a hostel or using University services without prior approval by the relevant office.</p>	<p>Warning for first offence; Suspension for one Trimester for second offence.</p> <p>Seek counseling from a registered Pastor and/or a registered Counselor during suspension and submit a written report to the Dean of Students.</p>	<p>Report from University Chaplain or University Counselor.</p>
<p>10. Assisting anyone to access University services he/she has not paid for.</p>	<p>Suspension for one Trimester and pay an appropriate penalty for the breach.</p>	
<p>11. Studying without the necessary Kenyan immigration documentation and failure to cooperate with assisting University officers.</p>	<p>Immediate suspension from the University until compliance.</p>	

<p>12. Impersonation, forgery of documents, alteration or unauthorized use of University documents, records or property.</p>	<p>Suspension for two Trimesters.</p> <p>Take appropriate legal action and/or involve law enforcement authorities, as necessary.</p>	
<p>13. Endangering the health or safety of self or others, through threatening physical force, violence or verbal abuse.</p>	<p>Suspension for one academic year.</p> <p>Seek counseling from a registered Pastor and/or a registered Counselor during suspension and submit a written report to the Dean of Students</p>	<p>Report from University Chaplain or University Counselor.</p>
<p>14. Theft of University property or belongings of a member of PAC University community.</p>	<p>Suspension for one academic year.</p> <p>Return/compensation for the stolen property.</p> <p>Seek counseling from Registered Pastor and/or Registered Counselor during suspension and submit a written report to the Dean of Students.</p> <p>Appropriate legal action and discontinuation in case of repeat offences.</p>	<p>Report from University Chaplain or University Counselor.</p>
<p>15. Willful damage to University premises or property belonging to a member of PAC University community.</p>	<p>Suspension for one Trimester.</p> <p>Monetary compensation and/or repair of damage.</p>	

<p>16. Organizing or participating in unlawful boycotts, strikes, sit-ins, protests or riots, unruly behavior, incitement and any form of mass indiscipline.</p>	<p>Suspension for one academic year and discontinuation in extreme cases.</p> <p>Seek counseling from a registered Pastor and/or a registered Counselor during suspension and submit a written report to the Dean of Students</p>	<p>Report from University Chaplain or University Counselor.</p> <p>Expulsion in extreme cases.</p>
<p>17. Hosting and participating in inappropriate partying (including forms of dances and music considered morally bent toward immoral behavior) in University premises</p>	<p>Two written warnings. Suspension for one Trimester in case of a third incident</p> <p>Seek counseling from a registered Pastor and/or a registered Counselor during suspension and submit a written report to the Dean of Students.</p>	<p>Report from University Chaplain or University Counselor.</p>
<p>18. Breaching of the Dress Code.</p>	<p>Refer to an appropriate Dress Code mentor then for flagrant violation of the code, receive two written warnings and further violation, bar from entry to University premises or expulsion from University accommodation.</p>	
<p>19. Unauthorized absence from Chapel Service or Community Care Group.</p>	<p>Chapel attendance will be recorded by Chaplaincy and posted in the student's portal by the Registrar, Academic Affairs.</p> <p>For failure to meet Chapel and Community Care Group attendance requirements (75%) for one Trimester in an academic year, students will be referred to a peer spiritual mentor. For failure to meet Chapel/Community Care Group attendance for two Trimesters in an academic year, students will</p>	<p>Report from University Chaplain or University Counselor.</p>

	do a paid and mandatory non-credit spiritual course.	
20. Use of unauthorized electronic communication devices such as spyware, drones etc	Two written warnings. Suspension for one Trimester for the third warning. Report from Pastor/ Counselor and sponsor.	
21.Engaging in criminal offences such as rape,murder, robbery with violence.	Expulsion and legal action taken.	
22. Membership to or participation in activitiesof an outlawed group.	Suspension for two Trimesters. Expulsion for repeated offence.	

8.2 Academic Offences

Academic offence	Maximum penalty	
1. Unauthorized access to examination papers.	Grade F for the course. One Trimester suspension. Counseling by PAC University Counselor. A second offence results in discontinuation.	
2. Academic dishonesty (cheating or attempting to cheat), including, but not limited, to the following: <ul style="list-style-type: none"> <li data-bbox="199 898 576 1055">i) Copying from others during an examination including CATs or the Final examination. <li data-bbox="199 1066 576 1234">ii) Presenting papers or materials other than student's own to fulfil classrequirements. <li data-bbox="199 1245 576 1570">iii) Giving a paper to someone else to submit as their own or allowing someone to copy another student's work whether in an exam or other Assignment. <li data-bbox="199 1581 576 1738">iv) Using mobile phones or other unapproved technology during the exam. 	CAT: grade F for the course and withdraw from the course. Counseling by PAC University Counselor. Final Exam: Grade F and suspension for one year; Counseling by PAC Counselor. A second offence results in discontinuation.	
v) Bringing unauthorized books or notes into the exam room in any form.		

<p>3. Academic dishonesty (plagiarism): Presenting material copied from published literature (books, papers, newspapers, the Internet, etc.) without acknowledging the source of the information.</p>	<p>A first-time offence leads to a 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.</p>	<p>Turnitin software works</p>
<p>4. Attempting to attend classes or sitting for exams after being suspended from PAC University.</p>	<p>Expulsion.</p>	
<p>5. Assisting others or covering for others in their attempts to commit Academic offences e.g., impersonating another student in a classroom or in an exam room.</p>	<p>Grade F for the course and a two-trimester suspension or both. A second offence results in discontinuation.</p>	
<p>6. Class attendance i) Signing the attendance record for another student. ii) Signing the attendance record for a class that one did not attend.</p>	<p>Grade F and a suspension for one Trimester Counseling by PAC University counselor A second offence results in discontinuation.</p>	
<p>7. Bribing or attempting to bribe, threatening, or extorting faculty or examinations officer for exams, good marks, or changes in marks.</p>	<p>Grade F and a suspension for one year. Counseling by PAC University Counselor. 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 Trimester A second offence results in discontinuation.</p>	

DECLARATION BY THE STUDENT (Signed in duplicate, one file copy)

I have read and understood the guidelines as stipulated in the PAC University Students' Handbook.
I accept to abide by and be subject to them in full.

Name.....

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

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

Academic program.....

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

Witness:

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

IMPORTANT CONTACTS

The following contacts are provided to guide students on the office that handles specific University concerns.

Academic Matters (General)	Registrar, Academic Affairs
Admissions and Re-Admission	Registrar, Academic Affairs
Attendance and Absences	Course /Lecturer/Registrar
Campus Activities Calendar	Registrar, Academic Affairs
Change of Course/Major	Registrar, Academic Affairs
Course Descriptions	Head of Department
Complaints about Academic Programmes	Head of Department/Instructor
Copy of Transcripts	Registrar, Academic Affairs
Add/Drop a Course	Registrar, Academic Affairs
Grades/Class Schedules	Registrar, Academic Affairs
Grades and Academic Standing	Registrar, Academic Affairs
Student Records	Registrar, Academic Affairs
Student ID	Registrar, Academic Affairs
Career Counseling	University Counsellor
Clubs & Associations/Student Activities	Dean of Student Affairs
Counseling	University Counselor/Chaplain
Meals	Registrar, Administration
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	Alumni Coordinator
Information/Media	Corporate Affairs Manager
Security	Security Coordinator/Security Guards
Student Exchange Programme	DVC, Academic Affairs
International Students matters	Admissions Office
Information Technology	ICT Department
Spiritual Programs	University Chaplain
ICT	ICT Manager

Email contacts of key offices

DVC Academic Affairs	dvc.aa@pacuniversity.ac.ke
Registrar Academic Affairs	registrar.aa@pacuniversity.ac.ke
Dean of Students	dean.students@pacuniversity.ac.ke
University Chaplain	chaplain@pacuniversity.ac.ke
University Librarian	librarian@pacuniversity.ac.ke
Corporate Affairs	pr@pacuniversity.ac.ke
Admissions Office	admissions@pacuniversity.ac.ke
ICT Department	ict@pacuniversity.ac.ke
Parking/security	registrar.admin@pacuniversity.ac.ke
Housing Information	accommodation@pacuniversity.ac.ke
Alumni Coordinator	alumni.coordinator@pacuniversity.ac.ke