

# Office of Student Development

## Student Handbook

Life Pacific University

Academic Year  
2022-2023



LIFE PACIFIC  
UNIVERSITY

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## LPU San Dimas Academic Calendar 2022-2023

IMPORTANT DATES	FALL SEMESTER 2022	SPRING SEMESTER 2023
Registration for New Students	Completed by Registrar staff before semester begins.	
Regular Application Deadline (REQUESTED DATE FOR FINANCIAL AID ON-TIME AWARDING)	May 1	October 15
Tuition & Fees Due for New and Continuing Students	August 1	January 2
New Student Orientation & President's Reception (REQUIRED FOR ALL NEW STUDENTS)	August 26 – 28	January 13–15
Residence Hall & Campus Dining Opens (continuing students)	August 27	January 14
Classes Begin	August 29	January 17
Welcome Week	August 29 – September 2	January 17–21
Last Day to Add/Drop Classes	September 7	January 25
Registration	Begins in October	Begins in March
Last Day to Withdraw from Classes with "W" grade	November 11	April 7
Last Day of Classes (COURSES MAY STILL REQUIRE FINAL EXAMINATIONS)	December 9	May 5
Final Examinations	December 12 – 15	May 8 – 11
Baccalaureate	-----	May 12
Commencement	-----	May 13
Grades Due to the Registrar's Office (AVAILABLE ON THE PORTAL)	January 1	May 25

FALL 2022   8-WEEK ONLINE SESSIONS		SPRING 2023   8-WEEK ONLINE SESSIONS	
<b>Online Session 1</b>		<b>Online Session 1</b>	
Classes Begin	August 29	Classes Begin	January 17
Last Day to Withdraw with "W" Grade	October 2	Last Day to Withdraw with "W" Grade	February 19
Classes End	October 23	Classes End	March 12
<b>Online Session 2</b>		<b>Online Session 2</b>	
Classes Begin	October 17	Classes Begin	March 13
Last Day to Withdraw with "W" Grade	November 20	Last Day to Withdraw with "W" Grade	April 16
Classes End	December 11	Classes End	May 7

HOLIDAYS			
Fall 2022		Spring 2023	
Labor Day	September 5	Martin Luther King Jr. Day	January 16
Thanksgiving	November 23 – 25	President's Day	February 20
Christmas Break	December 16 – January 16	Spring Break	March 20 – 24 (not applicable to 2 <sup>nd</sup> session 8-week classes)
		Good Friday	April 7



## SUMMER SESSION 2023

Important Dates	UD Approved Student Internships	8-Week Intensive Summer Session 1	8-Week Intensive Summer Session 2
Term Registration	Summer registration will take place in February 2023.		
Summer Term Tuition Due	May 19	May 19	May 19
Classes Begin	May 22	May 22	June 19
Last Day to Add/Drop Classes	May 26	May 26	June 23
Last Day to Withdraw	July 14	June 25	July 23
Classes End	August 13	July 16	August 13
Grades due to the Registrar's Office	August 25	July 28	August 25

## WITHDRAWAL PENALTIES

On-Campus 15 Week Classes	Tuition Penalty	Grade
Before Add/Drop Deadline	No Tuition Penalty	N/A
Through 3 <sup>rd</sup> week of class	20% Tuition Penalty	W
Through 5 <sup>th</sup> week of class	40% Tuition Penalty	W
Through 7 <sup>th</sup> week of class	60% Tuition Penalty	W
AFTER 7 <sup>th</sup> week of class	100% Tuition Penalty	W
Last day for withdrawal with a "W" grade	Friday of Week 11	
Online 8-Week Classes	Tuition Penalty	Grade
Before Add/Drop Deadline	No Tuition Penalty	N/A
Through 2 <sup>nd</sup> week of class	25% Tuition Penalty	W
Through 3 <sup>rd</sup> week of class	50% Tuition Penalty	W
Through 4 <sup>th</sup> week of class	75% Tuition Penalty	W
AFTER 4 <sup>th</sup> week of class	100% Tuition Penalty	W
Last day for withdrawal with a "W" grade	Sunday of Week 5	
Class/Lab/Applied Fees	Tuition Penalty	Grade
Before Add/Drop Deadline	100% Fee Refund	N/A
AFTER Add/Drop Deadline	No Fee Refund	N/A

## IMPORTANT PHONE NUMBERS

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### Emergency

Fire/Police/Paramedics.....911  
San Dimas Hospital..... 909.599.6811  
San Dimas Sheriff..... 909.450.2700

### Hotlines

Alcoholics Anonymous.....626.914.1861  
Celebrate Recovery.....909.629.5277  
Aurora Charter Oak Hospital and Recovery Center ..... 800.654.2673  
Project Sister (Rape Crisis) .....909.626.4357

### Suicide Crisis Intervention Center

Toll-free in L.A. County.....877.727.4747  
Toll-free nationwide.....800.784.2433

### Campus Phone List

Life Pacific University (main line) .....909.599.5433  
Academics .....Ext. 341  
Arts .....Ext. 360  
Associated Student Government (ASG) .....Ext. 379  
Financial Aid .....Ext. 322  
Library .....Ext. 309  
Calling and Vocation.....Ext. 350  
The Post/Reception .....Ext. 301  
Registrar's Office.....Ext. 313  
Office of Residence Life.....Ext. 392  
Student Accounts .....Ext. 389  
Office of Student Development (OSD).....Ext. 355  
First Aid and Wellness Center .....Ext. 387

## **USING THIS HANDBOOK**

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Students will be held responsible for all information conveyed in this handbook. The most updated version will always be available online. Policies and guidelines listed in the online version will always supersede those listed in any print publication. Students should treat this handbook as an informational guide and should refer to it when they have questions regarding policies and expectations.

## **PHILOSOPHY OF STUDENT CARE**

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The Office of Student Development cares for the mental, emotional, physical, and spiritual well-being of our students. All our policies and procedures with our students are based on mutual trust and honesty during a restorative process to promote growth amongst our student body. It is the policy of LPU, in keeping with its efforts to establish an environment in which the dignity and worth of all members of the community are respected, that any misconduct of students and employees is unacceptable and will not be tolerated.

When the Office of Student Development becomes aware that a student is in violation of the Community Life Agreement or University policies, the University will reach out to any student involved to understand the situation in question. Depending on the nature of the situation, this process may begin with a conversation with the student's Resident Assistant, Resident Director, a Title IX Investigator, or the Dean of Students. Students should comply with meeting requests initiated by Student Development staff, and if they do not, further administrative measures may occur. Students will be given the opportunity to hear about the alleged violation, give their account of what occurred, and share any information that may give light to the situation in question. Additional meetings with a conduct committee or other personnel may occur. Once all the relevant information has been gathered, an administrative decision will be made. If the student is found to be at fault, a disciplinary letter may be delivered from the Office of the Dean of Students. Past conduct may be considered when making a final decision, especially if the student involved has taken positive steps or has not met sanctions handed out in past violations. In all cases, the Office of Student Development will always strive to create an open-minded and considerate atmosphere to come to the best decision for the student(s) involved.

There are some occasions when a student leaves the institution before imposed sanctions are fulfilled. In those cases, students are still required to meet those sanctions in order to register for their next upcoming semester. Students engaged in a restorative process for serious disciplinary reasons will have a hold placed on his or her academic record until sanction requirements are met. Students must verify their completion of sanction requirements through the Office of Student Development. In working with our values, beliefs, and standards as a Biblical Institution, we ask that students show honesty, trust, and accountability while working through their restorative process. If students are untruthful during the process, further action may be taken. We strongly desire for our students to grow from this process and enter post-graduate life taking steps to a better understanding of their calling and their own spiritual walk.



**LIFE PACIFIC**  
UNIVERSITY

# CAMPUS MAP

**THE SIMONSON CENTER**  
**Ground Floor**  
Admissions  
Business Office  
Conference Room A  
Financial Aid  
Human Resources  
Library  
Marketing  
Rolf K. McPherson Chapel  
Student Accounts  
**Second Floor**  
Advancement & Alumni Relations  
Campus Chaplain  
Library  
President's Office  
President's Conference Room

**HICKS STUDENT CENTER**  
**Ground Floor**  
Arts & Science Classrooms  
Athletics  
Commuter Lounge  
Loop Coffee & Tea  
Loop Lounge  
Melt/Cout  
Plaza Salon  
Post Office  
Prayer Chapel  
Sports Medicine  
**Second Floor**  
Arts  
Fitness Center  
Hicks Conference Room  
Music & Performance Art  
MPA Room  
Music Practice Studios  
Piano Studio  
Recording Studio

**OFFICES & CAFÉ**  
**Ground Floor**  
Adult & Graduate Studies  
Campus Dining Operations  
Pete's Kitchen (Cafeteria)  
**Second Floor**  
Academic Affairs  
Faculty Offices  
Registrar

**CLASSROOMS**  
**Ground Floor**  
Room 115  
Room 116  
Room 117  
Room 118  
Room 119  
Room 122  
Room 124  
**Second Floor**  
Room 231  
Room 233  
Room 234  
Room 236

**RESIDENCE HALLS**  
**Cadonau Hall**  
**Canning Hall**  
**McPherson Hall**  
**Hamilton Hall**  
Calling & Vocation  
Conference Room G  
Health & Wellness Center  
Student Development  
Student Government  
Residence Life



## **STUDENT DEVELOPMENT**

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Phone: (909) 599-5433 ext. 355

Location: Student Development Suite – 1<sup>st</sup> Floor of Hamilton Hall (Building G)

Staff: Vice President of Student Development - George Bostanic, M.A.

Email: [gbostanic@lifepacific.edu](mailto:gbostanic@lifepacific.edu)

The Office of Student Development exists to advance the mission of Life Pacific University through programs and services that promote student success within the context of a transformative faith, living, and learning community. The mission of student development is to help every student know that they matter.

Student Development's spectrum of care includes the Associated Student Government, Commuter Services, the First Aid and Wellness Center, Calling and Vocation, Chapel Services, New Student Orientation, Residence Life, Retention and Student Success, Student Care, Student Conduct, Athletics, and First-Year Experience. Additionally, the Vice President of Student Development serves as the Deputy Title IX Coordinator for the University and liaison to the Emmaus Road Counseling Center.

The Office of Student Development seeks to maintain an environment that is congruent with the values of the University and promotes student learning and success. Specifically, OSD offers programs and services that support eight different dimensions of whole-person student development: academic growth, spiritual formation, identity development, emotional intelligence, vocation & calling, multicultural competence, physical health and wellness, and social responsibility.

## **ASSOCIATED STUDENT GOVERNMENT (ASG)**

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Phone: (909) 599-5433 ext. 316

Location: Student Development Suite – 1<sup>st</sup> Floor of Hamilton Hall (Building G)

Email: [asg@lifepacific.edu](mailto:asg@lifepacific.edu), [gbostanic@lifepacific.edu](mailto:gbostanic@lifepacific.edu)

Every undergraduate student at Life Pacific University is represented by the ASG Executive Team and Cabinet. ASG seeks to represent the student voice and serve as a student governing body. The fulfillment of these responsibilities is evident in activities, services, leadership, and representation.

The ASG Executive Team is typically elected or appointed in the Spring semester to serve for the following academic year acting as the liaison between students and the University administration. This team is made up of five positions: President, Vice President, Diversity Chair, Events and Activities Chair, and Marketing and Communications Chair.

The ASG Cabinet is a group of volunteer student leaders selected by the ASG Executive Team at the beginning of each semester. The Cabinet is made up of four specific teams:

1. The Activities & Events Team: Led by the ASG Events Chair. This team is responsible for building community within the student body through the planning, coordinating, and executing of ASG activities including NSO, Welcome Week, Intramurals, Worship Nights, Fall Fest, Spring Social, Senior Celebration, and more.
2. The ASG Administration Team: Led by the ASG Vice President. This team seeks to build the community of the student body by encouraging students to create and start new clubs. This team is also responsible to carry out administrative and financial duties that support the mission of the Associated Student Government executive team. The ASG



Vice President works closely with the ASG President in providing leadership to the ASG Executive Team.

3. The Marketing & Communications Team: Led by the Marketing Chair. This team is responsible for keeping the student body up to date and informed about events, activities, outreach, and other on campus happenings through the LPU social media accounts, flyers, e-mails, the LPU App, videos in chapel, and more.
4. The Diversity Team: Led by the Diversity Chair. As the head of the Multicultural Student Organization, the Diversity Chair and the MSO team ensure that the diverse student body is represented through various celebrations of cultures, educational panels, and informative and creative events. This team creates meaningful conversations throughout the student body that promote unity within diversity.

### ASG Mission Statement and Annual Theme

The mission of the Associated Student Government is to represent and advocate for the undergraduate student body, serve the student body with meaningful programming and events, and lead the student body with a Christ-centered vision.

Part of the mission at LPU is to develop students into leaders who serve God. This desire to serve God is the very thing that unites our community. Some choose to serve through vocational ministry, some through business, some counseling, some by meeting social needs, and some through athletics.

Overall, one thing is certain; we serve God best by being in relationship with him. We invite everyone to join us this year as we seek to deepen and strengthen our relationships with God in order to best serve and restore our churches, our communities, and our world.

2021-2022 Annual Theme: *Discipleship Matters*

Ephesians 4:1-3 "As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. <sup>2</sup>Be completely humble and gentle; be patient, bearing with one another in love. <sup>3</sup>Make every effort to keep the unity of the Spirit through the bond of peace."

### New Student Orientation

New Student Orientation is a program that exists to create a smooth, safe, and fun transition into Life Pacific University. The program seeks to make new students feel at home and allow parents to feel connected and involved with LPU. All new students are required to attend the NSO program upon arrival. Students enrolled in the First-Year Seminar course receive partial fulfillment of course requirements for participation in both orientation days. Welcome Week takes place during the first week that students return to school in the Fall and Spring. Each event is designed to welcome new and continuing students to the campus by providing opportunities for them to connect and meet new people.

### EMMAUS ROAD COUNSELING CENTER

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Phone: (909) 979-3722

Location: 1111 W Covina Blvd, Suite 120A (across the street in the medical building).

Email: [office@emmausroadcounseling.com](mailto:office@emmausroadcounseling.com)

Hours: By appointment, Monday-Friday 8am-9pm; Saturday upon request

Emmaus Road Counseling Center (ERCC) is a non-profit organization contracted by LPU to provide confidential, professional counseling to all students. Counseling is provided **free of charge** by therapists who in graduate school at local Christian universities in programs of Marriage and Family Therapy, Social Work, Clinical Psychology, or other related fields.

ERCC welcomes students dealing with depression, anxiety, stress, relationship issues, addiction, trauma recovery, identity issues, or any other area of struggle needing healing and support in a completely confidential setting. Spirituality/faith integration is an important part of the therapeutic process, and all therapists are available to use as much integration as desired. ERCC is available to provide individual, couples, family, and group counseling.

Requests for counseling are made via the ERCC website at <https://www.emmausroadcounseling.com/free-consultation> or by phone. Necessary information includes name, contact information (including phone and LPU email address), birthdate, and available schedule for sessions.

If students would like to schedule an appointment with an Associate MFT/PCC therapist (a therapist who has completed graduate school and is working towards state licensure), they may do so at a reduced rate, as well as be provided with a Superbill for possible insurance reimbursement. Check with your insurance company regarding coverage for an out-of-network, pre-licensed provider. Contact [office@emmausroadcounseling.com](mailto:office@emmausroadcounseling.com) for more information and assistance.

## **FIRST AID AND WELLNESS CENTER**

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Phone: (909) 599-5433 ext. 387

Location: Student Development Suite – 1<sup>st</sup> Floor of Hamilton Hall (Building G)

Staff: Campus Nurse - Carol Duzik, R.N.

Email: [cduzik@lifepacific.edu](mailto:cduzik@lifepacific.edu)

Hours: See mobile app for current operating hours.

The First Aid & Wellness Center is a Registered Nurse directed campus health service. It supports students by evaluating and providing initial care for illness and injury and serves as a reference for further care. The Wellness Center serves as an advocate for promoting optimal physical health and empowers our students to make healthy lifestyle choices.

The First Aid & Wellness Center is committed to supporting your health, especially during the coronavirus pandemic (COVID-19) and upcoming flu season. We have initiated strict protocols regarding sanitizing in order to protect our students and staff.

We also request that all persons contact the Wellness Center in advance before stopping by the office. This will help us prepare for your visit. To contact the Wellness Center, email [cduzik@lifepacific.edu](mailto:cduzik@lifepacific.edu) with your health concern and your phone number. We will call you as soon as possible to discuss next steps. If you have an urgent need, please call the Wellness Center at 909-706-3087.

First aid care is also available to students with minor injuries and illnesses during non-business hours through the Office of Residence Life. All ResLife personnel are CPR & First Aid trained to provide minor care.

For a complete list of nearby medical facilities, visit the First Aid and Wellness Center webpage.

## OFFICE OF CALLING AND VOCATION

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Phone: (909) 599-5433 ext. 350

Location: Student Development Suite – 1<sup>st</sup> Floor of Hamilton Hall (Building G)

Staff: Director of Calling and Vocation - Kristina Stover

Email: [kstover@lifepacific.edu](mailto:kstover@lifepacific.edu) | [ocv@lifepacific.edu](mailto:ocv@lifepacific.edu) | [ministryformation@lifepacific.edu](mailto:ministryformation@lifepacific.edu)

Hours: Email for availability (closed during lunch and Chapel)

### Calling and Vocation Mission:

The Office of Calling and Vocation (OCV) exists to promote the practical development of students into leaders who are equipped to serve and lead others in Foursquare, the Church in general, and the world. OCV helps students grow in their faith, identify God's calling on their life, and develop practical skills for success in the church, the workplace, and the world.

The University defines ministry in a broad sense—every Christian is a minister in their calling and ministry is not confined to the walls of the church or to those in official pastoral positions. Therefore, LPU exists to intentionally prepare students to be ministry leaders in any vocation. It expects graduates to see whatever field or vocation God has called them to as an intentional place for ministering the gospel to others.

The Office of Calling & Vocation oversees *Career Development, Job Placement & Internships, Foursquare Licensing*, and the *Ministry Formation and Spiritual Development* program, which includes chapel attendance, spring and fall retreat attendance, community outreach, church involvement and a growth reflection.

### Ministry Formation and Spiritual Development Program

Ministry Formation requirements are intentionally designed to give students practical experiences that complement their calling and ministry and/or vocational goals. As core values of the believer and the University, it is imperative that students be active participants in their own growth and development throughout this process.

#### Ministry Formation – Student Learning Outcomes

- Display a value for and commitment to the local church as the missional representative of God, his kingdom, and work in the world.
- Display a commitment to serve others, locally and globally, as an expression of Christ's compassion towards the world.
- Apply an emerging understanding of ministry within everyday contexts in the church, the workplace and the world.
- Identify how to effectively minister to diverse people with sensitivity to cultures and contexts.
- Minister out of a healthy spiritual life that is marked by coachability and humility while living in community.

#### Spiritual Development - Student Learning Outcomes

- Express a growing love for God with all their being.
- Consistently engage in the spiritual practices as pathways to seeking to know God.
- Demonstrate a commitment to be like Christ in their thinking and actions evidenced by personal transformation, displaying the fruit of the Spirit, and obedience to God's will.
- Articulate a sense of God's purpose for their life with dependence upon the empowerment of the Spirit.

### General Requirements

All traditional, on-campus, undergraduate students taking 7 or more units are required to be enrolled in the Ministry Formation & Spiritual Development program each semester. Ministry Formation & Spiritual Development is a Pass/Fail program. It will be listed on a student's transcript as a P or F grade; however, it will not affect a student's GPA. A student will receive a fail grade if they DO NOT meet at least three (3) of these five (5) requirements. *See the Ministry Formation Failure section for more information.*

### Communication

The Office of Calling and Vocation's primary means of communication is the student's LPU email address.

Policies for Each Requirement of Ministry Formation:

### Chapel Attendance

Requirement: Attend weekly chapels, missing no more than 6 per semester, or 3 w/ approved appeal.

- Chapels are Tuesdays and Wednesdays from 10:20am-11:20am. Students are required to attend both each week.
- Each Preview week in the fall and spring, Chapels are shifted to accommodate the event. These are the only times the normal schedule is changed.
- Students are required to keep track of their attendance but can reach out to [ministryformation@lifepacific.edu](mailto:ministryformation@lifepacific.edu) to check their status by our records.

### Absences

Personal absences are for unforeseen or chosen personal circumstances that cause the student to miss Chapel. These include brief illness, personal travel days, employment, graduate school interviews, studying, tardiness, etc.

### Student Responsibility

Students are required to scan their Student ID Cards and attend Chapel for its entirety to receive credit for that day. The scanning window is open until 10 minutes after chapel begins. Students are ultimately responsible for keeping track of their attendance.

### Chapel Etiquette Policy

Life Pacific University recognizes Chapel is not a replacement for church attendance. It is, however, a place where we as a worshipping community, honor Jesus together. Students should respect others around them as they refrain from the following: talking during Chapel, use of laptop, cell phone calls or texts, tablets outside of note taking or Bible Access, leaving early or arriving late, sleeping, homework, etc. Violation of the Chapel etiquette guidelines will lead to consequences such as loss of credit, and repetitive misconduct can lead to additional consequences and/or failure of the Ministry Formation and Spiritual Development program for the semester.

### Chapel Appeal Policy

Students may turn in an appeal to be excused from any number of Chapel attendance requirements if they meet the following criteria:

- Their work dictates that they cannot attend Chapel. Employer verification required.
- They commute more than 10 miles from campus and do not have class immediately before or after Chapel. Documentation must be provided for verification.



In order to be excused from Chapel requirements, students need to submit an appeal to the Office of Calling and Vocation by 5:00 p.m. on the Friday of the first week of classes or within 10 days of applicable change. Appeal forms can be found on the OCV webpage or by emailing the department. The following documents need to be turned in with the appeal:

- Signed letter from the student's supervisor on company letterhead stating the student's work hours OR
- A copy of the student's class schedule and a copy of directions from the school to student's home with the mileage highlighted.

It will be the student's responsibility to make sure all pieces of their appeal are turned in on time and together. Appeals must have all required documentation in order to be processed.

Appeals will be processed, and the students will be notified if the appeal is approved or declined within one week of submission. The Office of Calling and Vocation will notify students who have turned in an appeal of the decision by email approximately seven working days after the appeal is submitted. If no response has been received within seven days, it is the student's responsibility to contact the office immediately. All correspondence will be sent to the student's LPU email.

**All appeals will only be valid for the semester in which they were submitted.** If the appeal is due to employment or commuting, students must submit their work documents in the same manner in previous semesters to the Office of Calling Vocation. The same deadlines apply.

### Chapel Make-Ups

Under approved circumstances, students can make up missed Chapels. If students wish to make up Chapels, they can contact OCV for more information.

### Semester Retreat Attendance

Requirement: Students are required to attend at least two of the three sessions of the scheduled retreat each semester.

These retreats are hosted by the Campus Chaplain.

There are usually three sessions, one on a Friday evening and then two on the following Saturday in the AM and PM.

Students are required to attend; however, if you are not able to miss work, you must request an appeal through the Semester Retreat Appeal Form.

### Church Involvement

Requirement: Students must find a Christian Church to 1) attend weekly, 2) serve, and 3) gain pastoral mentorship with feedback. Students will report on all three of these.

- The Office of Calling and Vocation defines "church" as a 501(c)(3) nonprofit religious organization, recognized and verified by a denomination as a church plant, house church, simple church, etc. Students are required to attend a church that fits this description to receive credit for the MIN095 Ministry Formation Church involvement.
- Students can reach out to OCV for a list of local churches if needed. LPU also hosts the "Heart My Church" event during the Fall Welcome Week each year, where local churches come to campus to build relationship.
- Attend weekly and serve regularly.
- Meet with a pastor throughout the semester who can give insight on your spiritual growth at the end of the semester. (You'll be asked to give the name & email of this pastor in the MF&SD Report Form so we can send them a feedback form).
- Transitioning Churches - While LPU students are expected to remain committed to one

home church during their University years, it is occasionally necessary for a student to change churches. If so, students are encouraged to find another church with the goal to stay the remainder of their time at LPU.

### **Community Outreach**

Requirement: Students are required to serve 8-10 hours of community outreach per semester.

- Reach out to OCV for a list of outreach opportunities.
- Outreach is generally approved as long as it does not serve your own family, LPU, or is paid. If you have an outreach you would like to take part in on your own or lead, reach out to OCV for approval. This is highly encouraged!
- Keep track of your outreach hours, supervisor name and email for each outreach you do throughout the semester. You will report this information at the end of the semester using the Report Form.

The Outreach Opportunity must:

- Meaningfully contribute to the mission of God's people
- Not give financial compensation
- Not directly benefit LPU or LPU personnel
- Not benefit a family member
- Not be associated with weekly or regularly scheduled church services (such as set up or tear down for church services).

Hours may also be earned through some pre-approved LPU events as well as participation in LPU Global Life trips, WAM Travel Teams, or the Student Chaplain Program. Community Outreach Hours must be completed during the semester to which they are to be applied. Only students who participate in Summer LPU Global Life Trips or Student Chaplain Programs are eligible to have hours credited to the coinciding semester. For more information about these programs, please email OCV.

### **Student Responsibility**

Students are responsible for fulfilling their applicable amount of hours, then filling out the Ministry Formation Report Form to verify. This form must be turned in by the assigned date outlined in Moodle.

### **Growth Reflection**

Requirement: Students are required to fill out the Report Form, which includes a Ministry Formation and Spiritual Development Growth Reflection.

\*Note: You'll be asked to report all information pertaining to Church Involvement, Outreach and the Growth Reflection in the Report Form. Chapel and Retreat Attendance is calculated through our office by the attendance scans.

### **Ministry Formation Failure**

It is the student's responsibility to complete and submit all materials by the last day of classes at 5pm PST. Students must pass at least three out of the five requirements in order to gain a passing grade:

1. Chapel Attendance
1. Spring/Fall Retreat Attendance
1. Church Involvement
1. Outreach Hours

## 1. Report Form / Growth Reflection

Students' failing grades for Ministry Formation carry from semester to semester, resulting in more severe statuses (listed below) unless a student passes. Then they are moved back one status. See Renewal Policy.

**No Status:** In good standing

**Status 1:** ALERT - OCV will send out email notice to students

- Students given policy, reminded of consequences if failed again

**Status 2:** WARNING

- Students given policy, reminded of consequences if failed again
- May make student ineligible for Student Leadership position\*, determined by the Director of Calling and Vocation
- If employed on-campus, supervisors will be informed

**Status 3:** PROBATION

- Registrar and Ministry Formation "Hold" is applied.
- Limits academic load to 12-13 units
- Student ineligible for Student Leadership Positions\*
- Required meeting with VPAA and Director of Calling and Vocation
- May impact on-campus employment eligibility, at the discretion of the OCV Director and employment supervisor

**Status 4:** DISMISSAL

- Dismissal from the University for one semester and must petition with the Ministry Formation Committee to re-enter.
- A hold is placed on their record.

\*Student Leadership is considered: ASG, MSO, Chapel & Travel Teams, RA's, Ambassadors/Reps, Global Life Teams

## RENEWAL POLICY

- If a student passes one semester after failing, they are moved back one status.

## GRADUATE POLICY

- Must pass their final semester
- If a graduate does not pass, they must complete the Graduate Assignment (12-page paper)

## ENROLLMENT POLICY

- Must be taking 7 or more units to be enrolled in Ministry Formation & Spiritual Development
- Completion means a student has passed at least 4 of 8 semesters for full time students; any semesters after, the student does not need to be enrolled.

## RE-ENTRANT POLICY

- If a student is given the opportunity to return, the student would stay at the status they were when they most recently left.

### Career Development

Throughout the year, there will be planned workshops and resources that will be offered for students to develop their skills regarding career planning: resume writing, interviewing skills, Life Skills development, professional conduct and more. If you need help with any of these, or with our career platform Handshake, feel free to reach out to us at [ocv@lifepacific.edu](mailto:ocv@lifepacific.edu).

### Handshake

The Office of Calling & Vocation requires all students to complete a Handshake Profile, which enables students to upload their resume, search for jobs, network and more. This is LPU's signature career platform and will open up opportunities for students to gain skills and connections for their future beyond graduation.

### Foursquare Licensing

OCV offers the opportunity to pursue ministerial licensing through the Foursquare Denomination. This includes registration in MIN409N - Foursquare Culture and Doctrine, once you are upper division. The class gives an overview of Foursquare history, ethos and polity, while also providing the option for students to walk through the licensing process. Students who decide to pursue their license are assigned a coach, work through all the interview questions in a group setting, are personally prepared for their interview, and are provided a scheduled interview at the end of the semester to become a recommended minister.

We encourage all LPU students to consider this option, not just those who plan to go into vocational ministry. The benefits of being licensed include many opportunities that apply to multiple settings of career and ministry: emotional and spiritual support care and commissioning, security through life insurance and retirement, instant network within the Foursquare family, additional resources, and the opportunity to marry, bury and give special visit care at hospitals and even in certain disaster situations.

If you have any questions about this process, the class, or more, feel free to reach out to Kristina Stover at [kstover@lifepacific.edu](mailto:kstover@lifepacific.edu) or visit the Office of Calling and Vocation.

## CHAPEL SERVICES

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Phone: (909) 599-5433 ext. 423

Location: Student Development Suite – 1<sup>st</sup> Floor of Hamilton Hall (Building G)

Staff: Campus Chaplain – Daniel Fernandez

Email: [dfernandez@lifepacific.edu](mailto:dfernandez@lifepacific.edu)

Hours: 8:00am-5:00pm (Monday-Friday)

### Campus Chaplain

The Campus Chaplain at Life Pacific University seeks to promote and provide pastoral care of students to enhance their personal and communal spiritual growth. The Campus Chaplain and Associate Chaplains are available to meet to discuss pastoral care issues. They do not seek to replace the role of pastors in the local church but to provide care for the students at Life Pacific University in conjunction with the local church and LPU community. Reach out to Campus Chaplain Dan Fernandez with any needs at [dfernandez@lifepacific.edu](mailto:dfernandez@lifepacific.edu).

### Chapel

LPU provides Chapel services, retreats, conferences, and other events to contribute to the spiritual development of the students, faculty and staff. In addition, these times provide a unifying point for deepening Christian community. The Chapel program is developed by the Campus Chaplain and each semester's speakers and activities are spoken into by LPU



Administration. The University aims to bring individuals from a wide range of experiences, with particular emphasis given to effective ministry. Specific topics and varied ministry models that specifically promote Student Development goals are featured.

Life Pacific University recognizes Chapel is not a replacement for church involvement. It is, however, a place where we as a worshipping community honor Jesus together. We thoughtfully plan out Chapels with students' best interest in mind. Due to this, we ask our community to be respectful of each other by refraining from the following: talking during Chapel, use of laptops, cell phone calls or texts, leaving early, doing homework, etc.

Failure to comply with these guidelines will result in a loss of Chapel attendance credit. Repetitive misconduct may result in Student Development sanctions.

### **Retreats**

Retreats are a vital time to kick-off each semester with focused worship, special messages, ministry times as we set the Spiritual tone for each year. These retreats are mandatory for fall and spring semesters.

### **Small Groups**

Student-led campus groups serve as way to empower students to lead, offer space outside of the classroom for authentic connection and Spiritual growth for on-campus and commuter students.

Small Groups are all about:

- Spiritual development and growth
- Empowering students to lead on campus
- Greater level of accountability and personal relationship with students
- Serving as practical ministry training

## **OFFICE OF RESIDENCE LIFE**

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Phone: (909) 599-5433 ext. 392

Location: Student Development Suite – 1<sup>st</sup> Floor of Hamilton Hall (Building G)

Staff:

Director of Residence Life - Maria McCracken (ext. 392) - [mmccracken@lifepacific.edu](mailto:mmccracken@lifepacific.edu)

Assistant Director of Residence Life - Luke Kosmas (ext. 397) - [lkosmas@lifepacific.edu](mailto:lkosmas@lifepacific.edu)

Hours:

Office: 8:00am - 5:00pm (Monday-Friday)

RA on Duty: 7:30 p.m. – Midnight (daily)

Contact: [reslife@lifepacific.edu](mailto:reslife@lifepacific.edu)

### **Residence Requirements**

Single students under the age of 23 who are enrolled in eight on-campus units or more are required to live on campus. Students under the age of 23 whose parents live within 30 miles of the University may petition to live at home with their parents. If the student wishes to live somewhere other than with their parents at any point during the semester, he or she must submit a new petition to live off-campus. If space permits, students taking at least one on-campus course a semester may live on campus.

Students who are 23 and older by move-in day, who are married, or who have exhausted all of their financial aid and would still have an outstanding balance are not required to live in the residence halls. Students applying to live off campus will need to fill out a campus housing

appeal form. Students living off-campus are expected to abide by the Community Life Agreement.

All students who intend to live in residence halls, regardless of age or unit load, are required to complete the Residence Hall Housing Agreement sent by the Office of Residence Life and submit any required health forms. Priority is given to those students under 23 and enrolled in eight or more on-campus units. Living off campus is considered a privilege, regardless of a student's age. The University reserves the right to rule concerning conduct or the appropriateness of off-campus arrangements and to revoke the off-campus living privilege of any student at any time.

### **Residence Life Staff**

#### **Director of Residence Life (DRL)**

The Director of Residence Life leads the Residence Life staff in providing students with a living environment to support their spiritual development, academic pursuits, and maximize their University experience. The staff is highly capable and well-trained to assist students in a variety of needs.

The Director of Residence Life supervises all Residence Life staff, oversees the maintenance and custodial needs of residence halls, and is responsible for the administration of all housing assignments. He/she is also responsible for the implementation of residents' meetings, activities, and social events. The Director of Residence Life reports to the Vice President of Student Development.

#### **Assistant Director of Residence Life (ADRL)**

The Assistant Director of Residence Life (ADRL), reporting to the Director of Residence Life, will help to provide support in the implementation of the mission and vision of the Office of Residence Life. The ADRL provides support for all aspects of housing administration. Additionally, the ADRL will serve as the primary point of supervision, support, and care for all male resident assistants and male residents.

#### **Resident Director (currently the DRL and ADRL for 2022-2023 Academic Year)**

Resident Directors are full-time employees of the University who live in the residence halls. RDs supervise and care for the residents of their respective building, provide an additional level of support to his/her RAs, and assist with the implementation of the overall residence life program, including training and programming. RDs participate in an on-duty rotation to ensure there is always a professional staff member available to students, particularly outside of normal operating hours. Full-time Resident Directors will also assist in housing, student leader hiring, and supervision of student staff members. Resident Directors report to the Director of Residence Life.

#### **Resident Assistant (RA)**

Each floor of each residence hall is staffed with a Resident Assistant. RAs are returning students who are selected the preceding year to serve in this leadership role. They work directly with the students assigned to their living area and give support to the department director in the management and implementation of the Residence Life program. RAs perform evening and weekend duty responsibilities; help plan and implement social activities and are available to provide help and guidance for students in areas of spiritual growth and support.

#### **Meal Plan Service**

See "Food Services (The Café)" in Student Services.

#### **Health Services**

See "First Aid and Wellness Center" in Student Services.

### Important Housing Information

#### **1.0 Contract Period**

The terms of the Residence Hall Agreement are for the entire academic year. Housing is provided based upon the following schedule:

Fall: Saturday, August 24, 2022 – Friday, December 16, 2022

Spring: Saturday, January 14, 2023 – Friday, May 12, 2023

There is no housing during Summer or Winter Break unless approved. Please refer to "11.0 Summer and Winter Housing" for additional information.

#### **Appeal for Cancellation**

The residence hall agreement may be cancelled prior to the first day of the contracted period with written notification to the Office of Residence Life. Returning students who have participated in Room Draw must submit a notification for cancellation in writing to the Office of Residence Life before June 1<sup>st</sup>. Students who petition to cancel their agreement after June 1<sup>st</sup> but before the first day of the contract period are subject to the loss of their \$200 security deposit.

#### **Appeal for Contractual Release**

Because residence space is reserved for the entire academic year, it is expected that a student will remain in the residence hall for the agreed time period. If a resident student should need to be released from his/her contract during the semester, an Appeal for Contractual Release must be filed in the Office of Residence Life. All appeals will be considered under the following circumstances:

- End of student status.
- Change in marital status.
- Occurrence of special circumstance or unforeseen hardship.
- If an appeal is granted, Student Accounts will process a pro-rated refund based upon the above criteria and the student's final Residence Hall Check-out Form.

NOTE: A student is not released from the financial obligation to the residence hall agreement simply because the room is abandoned or if the resident is suspended (either from the residence halls or the University) due to academic or disciplinary action.

#### **2.0 Damages**

The resident agrees to be fully responsible and liable for any damage he/she, or a guest, may cause to the property of Life Pacific University. A Check-in Form is completed by the resident at move-in, and then used to compare the condition of the room for damages upon moving out. In addition, each student is responsible for an equal share of the cost of damages incurred in the bathrooms, quad hallways, and common area. Any maintenance concerns should be addressed to the student's RA. The plumbing and drainage systems are not equipped to handle garbage, food, sanitary napkins, etc. Students are also expected to refrain from any activity that has the potential for damaging the facilities.

#### **3.0 Facility Use, Hours and Security**

Residence hall entrances remain locked for security. Students returning to campus after 11 p.m. may need to show their student ID to campus security. Students should keep their ID on their person always. Security will be on campus every night from 11 p.m. - 7 a.m.

#### 4.0 Fees

For the academic year, residents will pay \$5,050 per semester, which includes 19 meals per week. Cheaper meal plans are also available for selection. Students may choose to pay in full or, for an additional \$50 one-time charge, students may choose a payment plan of four equal payments. Reservations can be obtained by filing a Residence Hall Application with the Student Accounts office together with a \$200.00 deposit. All residents are responsible for payment of all housing fees. Non-payment may result in suspension or expulsion from housing. Single occupancy rooms may be applied for by students who are age 23 or older, or who have extenuating circumstances, by move-in day, for an additional fee of \$800.00 per semester. Single occupancy rooms are subject to availability.

#### 5.0 Keys

Each resident is responsible for all keys issued at check-in. Each student will be issued a room key and a building key. Rooms should remain locked when not in use. Under no circumstances are keys to be duplicated or loaned to another individual. Report lost keys to the Office of Residence Life within 48 hours. A replacement charge will be issued for all lost keys.

#### 6.0 Liability

The University assumes no responsibility or liability for the personal property of students. This includes damage or loss due to fire, theft, flooding, etc., during the entire term of the housing contract, including University vacation periods during the year. The University recommends that students do not leave valuables in their rooms during extended absences. Students are strongly encouraged to carry some form of personal insurance.

#### 7.0 Refunds

Refunds are available for the following:

Full refund of the security deposit (\$200) for new student applicants: if they are not accepted into the University program or are accepted applicants who properly notify the Admissions Office of their intention to disenroll. Proper notification must be submitted in writing to the Admissions Office at least two (2) weeks before the first session of orientation.

Full refund of the security deposit (\$200) for returning students who have participated in Room Draw: if proper notification for cancellation is given in writing to the Office of Residence Life. Proper notification is before June 1st. Students who petition to cancel their agreement after June 1st but before the first day of the contract period are subject to the loss of their \$200 security deposit.

Full refund of security deposit and 75% of the reservation deposit: Accepted applicants who have not properly notified the Admissions Office of their intention to disenroll.

Full refund of security deposit and 50% of the reservation deposit: Students moving out of the residence hall before the end of the first week of classes if they check out with the DRL and obtain approval from Student Accounts. Any damage charges incurred will be deducted from the \$200 security fee.

Students who move out of the residence hall after the first full week of classes and check out properly with their RA may receive a pro-rated refund for any payment made. Any damage charges incurred will be deducted from the \$200 security fee. The University also reserves the right to deny any refunds and collect full payment (if the student is on a payment plan) if the student is asked to leave the residence hall as a result of a suspension/dismissal from the



residence halls or the University.

### **8.0 Meal Plan Appeal**

If the student desires to appeal the on-campus meal plan for dietary or medical reasons, he/she may complete the meal plan appeal online form. In this form, the student must attach a doctor's note that specifies the student's dietary need and/or restrictions.

After the form is completed, the information will be sent to Provider's professional staff, the Residence Life professional staff, and the University's Registered Nurse. After Provider reviews the student's appeal, a staff member will arrange a meeting with the student to determine if Provider can accommodate the specific food needs.

If unapproved, the student will be required to choose from the meal plans options. If the meal plan appeal is approved, the student is required to meet with the school RN once a semester to ensure the student is maintaining good health and consuming necessary meals.

### **9.0 Residence Life Fines**

The following list is the minimum amount a student may be charged for each offense. The final amount will be determined by the DRL.

- Failure of room/bathroom inspection - \$20
- Possession of master key - \$100 (disciplinary action)
- Unauthorized room change - \$50 (and required to move back)
- Unauthorized move of university-owned furniture - \$50
- Removal of screens - \$50
- Sounding of false alarm - \$500 (disciplinary action, including possible criminal prosecution)
- Noise violation - \$25
- On-campus vehicle oil changes/repair - \$200
- Improper disposal of oil - \$500
- Propped exterior hall doors - \$100
- Lost room key - \$50
- Lost exterior door key- \$15
- Lost bike key - \$5
- Locked out of room between 8am and midnight - \$5
- Locked out of room between midnight and 8am - \$25

### **10.0 Room Assignments/Changes**

Room assignments for incoming students are made by the Office of Residence Life once a student's Housing Agreement has been accepted. Stated preferences will be considered when possible and are taken in the order applications are received. Room assignments for returning students are requested by the student during Room Draw, which takes place in the Spring and gives students the opportunity to choose their quadmates/roommates for the following year. All residence hall assignments are tentative and subject to change at any time based on the occupancy needs of the University. Requests for room changes may be made through the Office of Residence Life. Residents who desire to change rooms during the semester must meet with their RD and roommate (if applicable) to discuss the circumstances surrounding their request. Room changes will be granted at the discretion of the Director of Residence Life.

## **11.0 Summer and Winter Housing**

Summer and Winter Housing is mainly for students with on-campus employment or internships required by LPU. All residents who are campus employees and/or have LPU internships on-campus must be approved by their direct supervisors, Student Accounts, and the Residence Life Office. Students who are campus employees and/or have LPU internships on-campus for a total of 20 hours per week of work will be allowed to stay on campus for free. If students are given under 20 hours of week at LPU, they will have to pay a living fee. Students must be returning to LPU as a student in the following semester to stay on campus during the break. Students without on-campus employment or internships required by LPU may request housing based upon availability. For students without on-campus employment or internships there is a fee to stay in the residence halls during the break.

## **Residence Life Policies**

### **1.0 No Alcoholic Beverages or Alcoholic Beverage Containers**

No alcoholic beverage containers, including cans and bottles, will be permitted anywhere on campus. (See Community Life Agreement)

### **2.0 Balconies**

In keeping with city aesthetic ordinances and LPU standards, residents of balcony rooms (Hamilton Hall only) are required to keep the balcony area neat and clean and are prohibited from hanging clothing, towels, and blankets in public view. In addition, residents are not permitted to place residence hall furniture (metal closets, desks, etc.) on the balcony, or use this area for storage (i.e. bikes, sporting equipment, hammocks, etc.). Plants and neatly kept patio furniture are allowed. Students may not climb on or over balconies or on rooftops for any reason.

### **3.0 Bicycles**

For security purposes, all bicycles should be chain-locked (students must provide their own locks) and tagged with the student's name. The University currently provides designated bike enclosures on campus (adjacent to Hamilton Hall) where bicycles may be parked or stored. A key to the enclosures may be obtained from the ResLife office. No bicycles are permitted in buildings, passageways, stairwells, stairwell landings or living areas by order of the San Dimas Fire Department. The University is not responsible for the loss, damage or theft of bicycles. Bicycles must be taken home or stored elsewhere during summer months. Any bike without a bike tag will be determined to have been abandoned and will be donated to charity or discarded.

### **4.0 Care for Public Areas**

All public areas are to be treated with care and respect. If the condition of any public area is altered or abused, the person(s) responsible will be fined repair charges and disciplinary action will be taken. Personal items left in public areas will be turned in to the on-campus lost and found, which is located in the Post.

### **5.0 Changes to Rooms and Furnishings**

Residents may not make substantive or significant changes to their room, including but not limited to rewiring, tinting windows, building shelves or lofts, and wallpapering. Residents are not permitted to take apart the residence hall furniture.

### **6.0 Checking In**

Due to the volume of students moving in during this time it is important that the resident follow the outlined move-in procedures:

- On the scheduled move-in date, the Residence Life Office will provide each incoming student with a Check-in Form which includes the student's room assignment. Students who move in prior to their approved move-in date will be subject to a \$75 fine, a nightly fee for each night in the halls prior to approved move-in, and possible disciplinary action.
- The student must check his or her assigned room and list any noted damages, including the location and extent of the damage on the Check-in Form (damages may include the following: pinholes, nail holes, scratches on walls, doors or furniture, water damage, carpet damage, etc.).
- The student must then return the Check-in Form to the Office of Residence Life.
- A Residence Life staff member will go over the terms of the Residence Hall Agreement and the Check-in Form with the student to answer any questions.
- The student must have a completed Residence Hall Agreement and signed Check-in Form before final approval will be given and keys issued to move in.
- Failure to complete and turn in the Check-in Form may result in loss of residential privileges and/or partial or complete loss of the room deposit refund upon checkout at the end of the semester or year.

## 7.0 Checking Out

It is the responsibility of each resident to schedule an appointment in advance with his or her RA in order to officially check out of his/her room.

NOTE: Rooms must be completely empty and all clean-up assignments (including quad cleaning assignments and personal cleaning responsibilities) must be completed before going through the check-out procedure. Due to the volume of students moving out during this time, it is important that all residents follow the outlined procedures:

- Make an appointment for a check-out time with the RA. If a mutually agreeable check-out time is unavailable, the RA will make alternative arrangements.
- Complete the Check-out Form with the RA. (NOTE: Forms must be completed with all of the information requested, including the resident's forwarding address before accepted by the RA).
- Turn in all keys to the RA. This includes the building key and room key, and possible a bike key if applicable.
- The RA will list any initial damage(s) to the room/quad on the Check-out Form and determine appropriate charges. The resident must sign the form and the RA will sign it before the student is cleared to depart.
- Check-outs performed during the week are permitted between the hours of 8:00 a.m. and 9:00 p.m. No check-outs will be performed after 9:00 p.m.—no exceptions.
- Residents who fail to properly check out within the time specified will NOT be cleared and will incur one or more of the following:
  - An hourly charge after the designated check-out date and time (\$25.00 per hour).
  - \$50 "improper checkout" fee.
  - Forfeit of resident security deposit (\$200) to be applied to any unpaid residence balance, damage repairs and/or cleaning costs.

(NOTE: If this expense exceeds the security deposit amount, the remaining expense will be added to the resident's student account. Non-returning students will be billed accordingly and a hold will be placed on that student's account which may result in the denial of transcripts, etc.).

- The Office of Residence Life will submit the damage charge(s) listed on the Check-out Form to Student Accounts no later than two weeks (14 days) following final checkout. For a student who is not planning on returning to the residence halls, Student Accounts will mail all charges/refunds to the student at the address listed on the Check-out Form.
- The \$200 housing deposit will roll over from year to year. When a resident chooses not to return to the dorms, the deposit or any portion thereof will be applied to any unpaid balances, damage repairs or cleaning costs. Any remaining amount will be refunded to the student.

### **8.0 Cleanliness and Inspection of Room/Bathroom**

Students are responsible for keeping and maintaining a healthy and clean-living environment. Vacuum cleaners are available on each residence hall floor. Regular bathroom checks and inspections of rooms for cleanliness, safety, and appropriate decorations will take place (see Health and Safety Checks).

### **9.0 Damages and Repairs**

Any damage to student rooms or residence hall common areas should be reported to a residence hall staff member immediately. Should damages occur to the student's room in excess of the \$200 deposit, an additional fee will be charged to his or her account to cover the expenses of the damage(s). The estimated costs for repair/replacement and cleaning are as follows:

## Incurred Damage Charges & Costs

Any costs for damages incurred by residents over the course of the year will be subtracted from the \$200 damage deposit paid at the beginning of the year. Residents will be responsible to pay the balance of any excess damage repair/replacement costs.

Charges	Cost	Charges	Cost	Charges	Cost
Cleaning of room	\$200	Late Check-out Fee	\$50	Room mirror (Hamilton Hall)	\$36
A.C. lock box	\$25	Window (small)	\$75	Toilet bowl	\$150
A.C. return grill	\$20	Window (large)	\$150	Toilet tank	\$75
A.C. supply grill	\$20	Screw holes	\$20	Toilet seat	\$30
A.C. thermostat	\$300	Hole in wall (small)	\$50	Toilet paper dispenser	\$75
Exterior door	\$150	Hole in wall (large)	\$100	Toilet paper seat dispenser	\$75
Exterior door lock	\$250	Pinholes in wall	\$20	Bowl brush	\$5
Exterior door frame glass	\$100	Metal Storage Closet	\$250	Plunger	\$7
Interior door	\$100	Bed frame (per part)	\$100	Tool hanger	\$50
Interior door lock	\$200	Sliding Glass Mirror	\$150	Mop	\$20
Exterior stairway light	\$75	Room mirror (Hamilton Hall)	\$36	Broom	\$15
Interior wall light bulb	\$5	Bath mirror	\$250	Dust pan	\$3
Interior wall light globe	\$25	Lavatory	\$250	Vacuum	\$200
Interior ceiling light fixture	\$100	Towel rack	\$25	Iron	\$30
Wall scrapes, scratches	\$10	Shower door	\$100	Ironing board	\$40
Wall switch	\$5	Shower partition	\$75	Iron & ironing board hanger	\$25
Wall plug	\$5	Shower soap dish	\$25	Phone	\$400
Mattress	\$250	Shower faucet handle	\$100	Lost Room Key	\$50
Desk	\$500	Toilet partitions	\$300	Lost Hall Key	\$15
Night stand	\$100	Toilet door	\$100	Window blind (each)	\$4
Carpet Stains - Small	\$20	Carpet Stains - Large	\$50	Sliding door blind (each)	\$4

The repair cost for any damages in a student room will be shared by the occupants of that room unless an individual assumes responsibility for the damages. All damage fees will be added to the student's account. Persons determined responsible for damages occurring in common areas will be held financially responsible and may be subject to further community life sanctions.

### 10.0 Door Locking

For security reasons, it is important that the main doors and end doors to each hall/floor are locked 24 hours a day. Doors may not be propped at any time, unless special approval is given by the Office of Residence Life.

### 11.0 Electrical Appliances

Residence rooms are designed as sleep-study areas. Therefore, food preparation must be kept to a minimum. Leftovers or unsealed food products should be stored in a refrigerator in a sealed container for health and cleanliness concerns. Because of the limitations of electrical circuits, and for safety reasons, only the electrical appliances listed below are approved for use in the residence rooms. Each of the appliances must be U/L approved, used with great care, and never be left unattended when in use.

#### Acceptable Electric Appliances:

- Small coffee pot
- Small hot pot
- Hot-air popcorn popper
- Sewing machine
- Computer
- Fan
- TV
- DVD and VCR player
- Desktop computer, laptop, computer, or personal tablet. Computer peripherals (including printer)
- Small refrigerator up to 2.0 cubic feet per person OR one single 4.0 cubic foot refrigerator per room (a .2 cubic foot variance is acceptable)

#### Unacceptable Electric

- Appliances air conditioner
- Broiler or toaster oven
- Electric sauce pan
- Electric skillet/plate
- Microwave
- Blender, juicer
- Espresso machine
- Candle warmer
- Toaster
- Air Fryer
- Grill, George Foreman Grill
- Any appliance not clearly marked as U/L approved Any appliance with an exposed heating element "George Foreman" type cooker
- Any appliance not on the "acceptable electrical appliances" list

### **12.0 Empty Rooms**

At the end or beginning of a semester, it is possible that rooms will open up after consolidation occurs. These rooms are to remain empty to be used for emergency situations: extreme roommate conflicts, individuals with health or mental issues, or other various RD-appointed uses. It is the goal of LPU to be good stewards of all resources. Keeping the room open will save on utilities and other energy-related costs.

### **13.0 Entertainment Units**

Students are free to have radios, stereos, TVs, and DVD players in their rooms. Home entertainment systems and subwoofers are not permitted. The amplification should be controlled and kept at room volume so that neighbors both inside and outside the building are not disturbed. Speakers must not face out or be placed in the windows. Failure to keep the noise level of sound equipment confined to one's room may result in the removal of equipment from the room and/or a noise fee.

### **14.0 Firearms/Weapons**

The possession and/or use of weapons or firearms on school property or at any institutional function or event is strictly prohibited.



### **15.0 Fire Safety Equipment**

Tampering with fire alarm systems or fire protection equipment (e.g. fire extinguishers) will result in a \$500 fine, jeopardized status as a member of the LPU community, and risk of criminal prosecution.

### **16.0 Flammables**

At no time may any flammables be stored in or around living areas. Candles, oil lamps, candle warmers, lighters, matches, and/or incense may not be burned in any residential unit. Live Christmas trees and wreaths, as well as large decorative Christmas lights, are not allowed in residence halls.

### **17.0 Guest Housing**

Students are responsible for their guest(s). Guests will be expected to abide by all University policies, including the Community Life Agreement. Guests who do not abide by community standards will be asked to leave. Additionally, the host student may be held responsible for the behavior of their guests.

### **18.0 Health and Safety Checks**

There will be two scheduled health and safety inspections conducted each semester in the residence halls. Additional inspections may be conducted at the discretion of Residence Life Professional Staff. The purpose of a health and safety inspection is to discover and eliminate health and fire hazards in order to ensure the wellbeing of the resident. However, the staff may also take note of, and follow up on, violations of the Community Life Agreement or Residence Life Policies. Residence Life staff may conduct inspections with or without the presence of a resident. However, Residence Life will do their best to give notice to residents in advance.

### **19.0 Housekeeping**

Residents living in the residence halls are responsible to help keep their floor and common area cleaned. Resident Assistants will be responsible for cleaning and vacuuming floor hallways and common areas once a week.

### **20.0 Laundry Rooms**

Debit/Credit card operated washers and dryers are located in the laundry room on the 1st floor of each building. Sensitivity to other residents is a priority. Clothes left in, on or around the machines for 24 hours or more will be removed. Inoperable machines should be reported to the RA. Liquid bleach is not allowed in the residence halls or in the laundry room; only powdered bleach may be used.

### **21.0 Lofts**

Students are not permitted to build or buy lofts for any residence hall area.

### **22.0 Musical Instruments**

Practice rooms can be reserved in the Hicks Student Center for playing musical instruments. Instruments should not be played in the residence halls if they can be heard outside a closed room door.

### **23.0 Open Common Area**

Except during open common area hours, individuals, other than authorized University personnel, are not to enter the student rooms, hallways or stairwells of the residence halls of the opposite sex without prior permission from the DRL/ADRL. Common Areas located on the first floor of McPherson, Canning, and Cadonau Hall will be open to both males and females from 7:00am to midnight every day, with the exception of winter and summer break, unless the

first floor is used for summer residents.

Common areas on the second and third floors of the residence halls will be open for both males and females during the times listed:

- Friday: 7 p.m. - Midnight
- Saturday: 7 p.m. - Midnight
- Sunday: 7 p.m. - 10 p.m.

Open Common Area Rules:

- All overhead lights must stay on during open common area hours.
- Door must remain open.
- When sitting on furniture, residents must keep their feet on the ground at all times.
- Residents must keep an open, inviting, and respectful environment.
- Residents of the opposite sex should, under no circumstances, enter the quad or bathroom areas.

NOTE: Any hour or rule violation is a serious offense and could result in disciplinary action and the forfeiting of open common-area privileges.

## 24.0 Pets

Residents are not allowed to keep pets of any kind. This includes but is not limited to dogs, cats, birds, reptiles, rodents, turtles, fish, or sea creatures. Residents also may not feed and/or temporarily keep animals in or around living areas. Full-time residential staff may be exempt.

### 24.1 Emotional Support Animals (ESA) & Service Animals

Students may apply with Residence Life to have an Emotional Support Animal or Service Animal in the residence halls. For approval, the student will need ESA/SA approval verification from a physician or mental health provider and possess a complete vaccination record of the animal. The size of an ESA is limited to no more than 30 lbs.

If approved, the resident ESA/SA owner must uphold the following:

- The ESA/SA must be secured on a leash at all times if not in the residence dorm room.
- The resident is responsible for the animal being in control and on a leash; this includes if another student or person is accompanying or watching the ESA instead of the owner resident.
- The resident owner of the ESA/SA must dispose of all animal fecal defecation.
- The resident must maintain dorm sanitation and health by cleaning up after the animal, including fur shedding.
  - If the animal is not potty trained and continually defecates or urinates in the dorms, you will be asked to remove the animal.
- The resident must maintain control of the animal on a leash so that it does not have aggression or uninvited encroaching upon other people.
  - If the ESA/SA ever bites another student or person, the animal will need to be removed immediately.

Failure to comply with the ESA/SA requirements will result in disciplinary action and/or removal of the animal from the residence halls and campus.

### **25.0 Quiet Hours**

Quiet Hours for the city of San Dimas are from 10 p.m. to 7 a.m. Noise should be confined to one's personal room during quiet hours. Residents and guests should demonstrate consideration for others at all times.

### **26.0 Residence Hall Meetings**

Hall and floor meetings will be held periodically to communicate important information, to make critical decisions and to set goals that the residents of the floor want to accomplish during the year. Residents are required to attend. Permission for an absence must be secured from the Director of Residence Life or ADRL in advance of the meeting time; otherwise, sanctions and/or fines will be administered.

### **27.0 Room Furniture**

Each room in the residence hall is furnished with a bunk bed, two desks and two night stands. Each quad is provided with an ironing board and iron. University-owned furniture may not be moved into or out of rooms. Violators will be fined a minimum of \$50 and face possible disciplinary action. Bunk beds and desks may not be disassembled. Personal furniture will not be allowed to be substituted for University-owned furniture. Couches, oversized chairs or love seats must not exceed five feet in length. Shelves are to be of solid construction only and are limited to six feet in height. ResLife personnel reserve the right to determine whether or not a piece of furniture is acceptable.

NOTE: Earthquake hazard prohibits shelves constructed from boards and bricks/blocks. For earthquake safety, all shelving units must remain on the floor and may not be stacked on other furniture. No furniture may be placed on the upper bunk.

### **28.0 Room Search Policy**

LPU reserves the right for authorized personnel to enter any room at any time for the purpose of inspection, repairs, address emergency or health risks, provide health and safety for residents, address noise violations (turn off music left on etc.), or investigate if given reasonable cause pertaining to the CLA or Residence Life policies.

A room search will be approved by the Vice President of Student Development, the Director of Campus Safety or the Director of Residence Life. Rooms may be searched based on reasonable suspicion of a CLA violation, Residence Life Policy, health and safety violation, or in an emergency situation. Prohibited items will be confiscated.

### **29.0 Room Change Policy**

Students are not permitted to change rooms without prior approval from the Office of Residence Life. Residents may not move their belongings to or regularly spend the night in a room that is not their own. Residents desiring to change rooms must communicate their desire to their RA. Additionally, residents will be required to meet with their RD and may be required to meet with their roommate and RD for approval. Room change approvals will be subject to the discretion of the DRL and ADRL.

### **30.0 Storage**

There is no storage available beyond a student's room. Students may not store any of their belongings in the residence halls during the summer unless they have been approved as a summer resident. No provision is made for the storage of bicycles during the summer. Items remaining in a student's room after checkout may be disposed of at the resident's expense, be donated to charity, or become property of the University.

### 31.0 Theft

All students should take precautions against theft. Students are advised to keep rooms locked at all times. Students are encouraged to obtain renters insurance to cover losses while in student housing. If a theft should occur, students should report it immediately to the RA. Students may also assist by notifying the RA or campus safety personnel of any suspicious people on campus.

### 32.0 Trash

Trash is to be disposed of in the dumpster nearest the student's housing assignment. If the one closest to the student's residence is full, please use others available within close proximity. All cartons or cardboard boxes should be broken down and flattened. The resident is responsible for removing or disposing of items from community grounds that are too large to fit in dumpsters. It is illegal to dispose of refrigerators, couches and computers in dumpsters.

### 33.0 Window Decorations

In keeping with city aesthetic ordinances and LPU standards, windows may not be covered, painted, tinted, or have flashing or obtrusive lights, decorations, or inappropriate objects displayed. The ResLife staff reserves the right to deem any display as inappropriate.

Window screens must remain secured at all times. If a window screen is removed or missing the room residents will be held responsible. Throwing any object out of a window is prohibited. The use of windows as entrances or exits is strictly prohibited except if instructed to do so in emergency situations. Violators of any of the above will incur a fine of up to \$50 and face possible disciplinary action.

### 34.0 Mental Health & Suicidal Ideation

If a student is to ever display, communicate, or act upon dangerous mental health states, suicidal ideations and/or self-harm, the Residence Life professional and student staff, will assist the student in various means.

Note: responsibilities will vary between professional staff and student staff.

A. Observe and/or report warning signs to Residence Life professional staff. The following are warning signs of declining mental health and/or suicidal ideations.

- Talking about wanting to die or wanting to kill oneself.
- Looking for a way to kill oneself, such as searching online for materials or weapons.
- Asking someone to hold onto certain pills or sharp objects in an effort to avoid self-harm.
- Talking about feeling hopeless, having no reason to live, and/or being a burden to others
- Increasing the use of alcohol or drugs.
- Acting anxious or agitated, behaving recklessly.
- Sleeping too little or too much.
- Having extreme mood swings; high highs and low lows.

B. Depending on the severity and/or frequency of the above, the ResLife staff will set up a meeting with the student, and/or resource the student to Emmaus Road Counseling Center at no cost to the student. The ERCC offices are located directly across the street from LPU at 1111 W Covina Blvd., Ste. 120 A, San Dimas, CA 91773.

C. In the event of a self-harm emergency, the ResLife staff will transport the at-harm student to a hospital with at least two Student Development staff members. The scenarios could range from the following:

- Discovery of materials designated for self-harm.

- Infliction of self-harm, but non-lethal self-harm.
- The student asking to be checked in to a hospital for concern of one's safety from oneself.

D. In the event of an **immediate, observable medical emergency** of a student inflicting self-harm or attempting suicide, 911 should be called followed by notifying the Director of Residence Life or the VP of Student Development. An observable medical emergency could be one or several of the following:

- Clearly visible, deep cuts or punctured wounds on/by the student.
- Observable actions that have inflicted severe self-harm or attempted suicide.

Overall, these scenarios are complex, highly variable and depend on the severity and/or frequency of the student exhibiting actions from low mental health concern to extreme mental/physical health concern. With such variability, the involvement and the degree in how the Residence Life staff, VP of Student Development, and ERCC will vary, but the student's health will be the utmost priority. In the aftermath of any suicidal ideation event, the student will sign a contract to ensure that he/she will not be a danger to oneself and will alert a staff member if concern for one's safety should arise.

## Residence Hall Emergency Procedures

### ACTIVE SHOOTER

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. When in an active shooter situation, keep in mind there could be more than one shooter. Try to remain calm and use these guidelines to help plan a strategy for survival. If the shooter is outside of the building:

- Turn off all lights and close and lock all windows and doors.
- Close all window blinds and curtains.
- If you are able to do so safely, contact police by dialing 911 from a phone.
- If you are able to do so safely, get all individuals on the floor out of the line of fire.
- If you are able to do so safely, move to a safe place in the building and remain there until an "all clear" instruction is given by police or authorized personnel.
- If the shooter is inside the building:
  - If it is possible to flee the area safely and avoid danger, do so.
  - If you are able to do so safely, contact police by dialing 911 from a phone.
  - If possible, lock all doors and secure yourself in your space.
  - Close all window blinds and curtains.
  - Get down on the floor or under a desk and remain silent.
  - Get bystanders on the floor and out of the line of fire.
- Wait for the "all clear" instruction from police or authorized personnel.

### BOMB THREAT

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. In the event you receive or overhear a bomb threat:

- Contact police immediately by dialing 911 from a phone.
- Activate the fire alarm.
- Clear the area as quickly as possible.
- If you find a suspicious object:

- Do not touch the object.
- Activate the fire alarm.
- Do not use elevators.
- Clear the area as quickly as possible.
- Do not return to building unless directed to do so by campus personnel.

## EARTHQUAKE

Unlike other emergencies, the procedures to deal with an earthquake are much less specific. Since earthquake magnitude cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt, assuming the worst possible case. The best earthquake instruction is to take precautions before the earthquake by securing or removing objects above you that could fall during an earthquake.

During an earthquake:

If indoors:

- Seek protection under a desk, under a table, or in a doorway.
- Stay away from windows, shelves, and heavy equipment.

If outdoors:

- Move quickly away from buildings, utility wires, and overhead wires.
- Avoid downed power lines.
- Do not attempt to enter buildings until advised to do so by University personnel.
- Be prepared for aftershocks. Aftershocks are usually less intense than the main quake, but can cause further structural damage. Make sure to protect yourself at all times, evaluate the situation, and call 911 for emergency assistance.

## EVACUATION

In case of an emergency on campus where evacuation is necessary, occupants will be notified by the following:

- Audible alarms and flashing lights in buildings so equipped.
- Verbal notice from Facilities staff, Campus Safety, and/or other authorized personnel.
- Upon receiving orders to evacuate:
- Walk -- do NOT run -- to the nearest safe exit.
- Proceed to designated evacuation site instructed by University personnel.
- Notify floor leader or emergency personnel if you know of someone who is disabled, injured, or missing.
- Wait for instructions to re-enter the building.

## FIRE

If you discover a fire in your building or floor:

- Manually activate the fire alarm system.
- Immediately exit the building, closing doors behind you.
- Once evacuated, head to the gazebo toward the Hicks Student Center.
- Contact fire department (911).

Follow all instructions given to you by firemen and/or other authorized personnel.

NOTE: If it is safe to do so and if you are trained in the use of fire equipment, attempt to extinguish the fire.



If you are caught in smoke:

- Drop to your hands and knees and crawl toward exit.
- Stay low, as smoke will rise toward ceiling.
- Take shallow breaths through your nose and use a filter such as a shirt or towel.

#### POWER OUTAGE

In the event of a power outage on campus:

- Contact the LPU Campus Safety by dialing 909-706-3088 from a phone.
- Remain calm.
- Comply with all instructions given to you by police and/or other authorized personnel.
- Turn off any equipment that was still in service in order to avoid power surges.
- Please do not use lighters, candles, or other types of open flames for lighting purposes.
- Turn off all light switches.

### **STUDENT SERVICES**

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#### Bookstore

The University contracts with an online textbook distribution company, MBS Direct, to provide students with a virtual bookstore for textbook purchases. Book delivery can take up to 2 weeks, making it imperative that students plan ahead and order their books before arrival to campus. Students who do not have the required textbooks on the first day of classes should order required textbooks using the expedient shipping option. NOTE: Professors will not consider failure to order books on time a legitimate excuse for late work or a lack of participation. The bookstore can be accessed any time at [www.mbsdirect.net](http://www.mbsdirect.net).

#### Campus Dining

Life Pacific University is committed to building a sense of community around great food and fellowship, in a comfortable and welcoming environment. We offer residents a variety of restaurant choices in two locations and provide high quality cuisine that is both authentic, healthy, and nutritious. Our Dining Team is family -oriented and provides a friendly, interactive experience for our students and campus community. Provider Contract Food Service proudly manages Campus Dining for LPU.

If you have any questions, concerns, or suggestions, please contact our Director of Campus Dining, Mike Rivera at [mrivera@lifepacific.edu](mailto:mrivera@lifepacific.edu)

#### The Café

Monday – Friday

Lunch: 11:30 a.m. – 1:30 p.m.

Dinner: 5:00 p.m. – 6:30 p.m.

Saturday & Sunday

11:30am – 6:00pm

The Café will be open continuously from 11:30am – 6:00pm on Saturday and Sunday! Drop in any time you like for a To-Go meal swipe. Choose an entrée from one of our made to order stations, pick your sides, and take your food to go.

#### *GRILL HOURS*

Monday-Friday  
1:30pm-5:00pm  
*and*  
6:30pm – 8:00pm

Need to grab a bite when the Café is closed? Stop by The Grill and grab a fresh cooked to order meal. Meal Swipe or Dining Dollars accepted. The Café is not open during Thanksgiving Break, Christmas Break, Spring Break, Easter Sunday or the summer.

#### ID Cards

All students, faculty and staff are required to present their LPU ID card when entering the Café. Students, faculty, or staff who do not have their ID card will need to pay at the door. Lost cards may be replaced at the Library for a \$15 fee.

#### Resident Student Meal Plans

##### **Meal Plan Requirement**

All on-campus students are required to have a residential meal plan. We offer a wide variety of food options and work closely with students to assist with any dietary needs. Please contact Mike Rivera at [mriviera@lifepacific.edu](mailto:mriviera@lifepacific.edu) for more information.

##### **Resident Meal Plan Options:**

19 Meals per week, plus \$150 Dining Dollars  
15 Meals per week, plus \$250 Dining Dollars  
10 Meals per week, plus \$150 Dining Dollars  
175 Meal Block Plan, plus \$150 Dining Dollars

Meals allow one access per meal period in The Cafe or for a To-Go meal in The Loop. Dining Dollars may be used in The Loop, or to pay for additional meals for the student or a guest in The Café.

Resident meal plan meals reset each week to ensure students always have meals available. Sunday is considered the first meal of the week in regard to meal reset. Unused meals may not be used by guests or other students. Dining Dollars expire at the end of each semester.

Students will select a meal plan in the summer, with an option to change their meal plan between the Fall and Spring semester each year. Meal plan changes are made through the Office of Residence Life. Meals redeemed during the week of a plan change will be deducted from the new plan and the student's meals will reset to the new plan amount going forward. Dining Dollars spent before a plan change will be deducted from the new meal plan.

Absences from meals are considered preferences of the student and do not constitute exemption from any charges.

#### Commuter Meal Plans

Commuter students are not required to have a meal plan but may make use of the dining facilities by paying at the door prices or purchasing a commuter meal plan. Contact the Office of Residence Life for pricing and purchase.

##### **Commuter Meal Plan Options:**

5 Meals per week, plus \$50 Dining Dollars  
25 Block Meals, plus \$250 Dining Dollars  
30 Block Meals, plus \$50 Dining Dollars

50 Block Meals, plus \$350 Dining Dollars

75 Block Meals, plus \$400 Dining Dollars

Block meals may be used to enter The Café or for a To-Go meal swipe at The Loop. Dining Dollars may be used in The Loop, or to pay for additional meals for the student or a guest in The Café. Block meals expire at the end of the semester in which they were purchased. Dining Dollars expire at the end of each semester.

### Dining Hall Guest Meals

Guests of students may purchase meals at the door of The Café with cash, debit, credit, or the student's Dining Dollars. The Café is unable to accept personal checks.

### Cafe Meal Prices

Breakfast - \$9.75 + sales tax (\$10.68)

Lunch & Dinner - \$11.95 + sales tax (\$13.96)

### The Cafe

The Cafe is the main Campus Restaurant. We transform the typical all-you-care-to-eat culture by artfully composing every plate, reminiscent of the feeling you have while visiting your favorite restaurant. Our Dining Services offer restaurant quality fare with appealing plate presentations. We encourage guests to explore and experience the wide variety of foods we offer. Our goal is for you to enjoy it so much that you can't wait to come back for more. Our Culinary Team artfully composes every plate with care. We encourage you to visit the main Composed Food Stations as well as the Grill, Salad, Dessert, Cereal & Beverage, and 'Make Your Own Waffle' Stations. Other Options include a large Salad Bar, Homemade Soup Station, and Fresh Fruit Bar. Don't forget to conclude your meal with a handcrafted dessert

### Café Etiquette & Fines

Students may not provide food for others and may not allow others to use their Student ID card to enter The Café for a meal. All food must be eaten within The Café with the exception of To-Go meals during the weekend. No food or beverages, dishes, utensils, etc. may be taken outside of The Café for any reason.

Students should always maintain proper etiquette and conduct in The Café. Shirts and shoes must be worn to all meals. Pajamas may not be worn in The Café at any time. Students dressed inappropriately will be asked to leave. Throwing objects (food, utensils, etc.), taking food/utensils out of The Café, or sneaking into The Café will result in a referral to the Office of Student Development for disciplinary action.

Repeat offenses may result in loss of campus dining privileges without refund.

### The Loop Coffee & Tea

Location: Hicks Student Center

Hours: Monday-Friday: 7 a.m. – 9 p.m., Saturday & Sunday: Closed

At the heart of LPU's campus are The Loop and The Loop Student Lounge. If you're on the go, The Loop is your solution for great food and beverage options. We offer Espresso Drinks, Coffee, Grab n' Go Sandwiches, Salads and Snacks. A Meal Swipe option is offered for lunch and dinner. Each Meal Swipe = One Entrée, two sides, and one beverage (*excludes specialty and retail beverages*); just swipe and go. Take advantage of the seating lounge next to The Loop to meet friends, study or just hang out.

## The Loop Student Lounge

Location: Hicks Student Center

Hours: 7 a.m. – 2 a.m.

The Loop lounge is designed to be a dedicated space for students to promote socializing, group meetings, class projects and to do homework outside of the residence halls and Library. The Loop lounge may occasionally be closed for a University-sponsored event. Anyone wishing to use The Loop to host an event must contact the Office of Student Development (ex. 355 or email [gbostanic@lifepacific.edu](mailto:gbostanic@lifepacific.edu)) to obtain permission. Permission is granted based upon availability and student usage.

## The Loop Etiquette and Policy

All students are welcome and invited to use The Loop. All students are expected to treat the area respectfully, recognizing that it is a communal space for all to use. Any damages in The Loop caused by inappropriate use will be charged to the offending student(s).

The TVs in The Loop Lounge are preset to specific channels and are not to be changed, at any time. The Loop's Media Room is equipped with a big screen HDTV and is available for watching satellite TV and movies. The Media Room can be reserved for watching a favorite TV show or for simply relaxing and watching a movie with friends. To reserve the Media Room, please see contact information for the Office of Student Development listed above; only movies rated PG-13 and below are allowed. Exceptions to the PG-13 rule may be requested via an approval meeting held prior to the time the movie would be shown. Video games are not allowed to be played on the Media Room TV at any time.

## INFORMATION TECHNOLOGIES

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Phone: (909) 599-5433 ext. 361

Email: [itsupport@lifepacific.edu](mailto:itsupport@lifepacific.edu)

Support Hours: 8:00 a.m. – 4:00 p.m. Monday – Friday (closed on public holidays)

See Appendix "C" for University Digital Acceptable Use Policy

Information Technologies (IT) provides the following services to students:

- Internet and computer access.
- Student email accounts.

Any questions or problems with these services should be directed immediately to IT by submitting an email to [itsupport@lifepacific.edu](mailto:itsupport@lifepacific.edu). Unresolved requests for assistance should be reported to the IT Committee by emailing [itcommittee@lifepacific.edu](mailto:itcommittee@lifepacific.edu).

## Internet & Computer Access

Computer and internet access is designed to provide students with technological resources to enhance their education. Campus technology is available to all students on campus free of charge. This includes access (with a password) to all public, on-campus computers and a free LPU email account. Internet lines and WIFI are available in each dorm room, and wireless internet is also available throughout the campus.

Computers are available for student use in the Library operating Microsoft Windows and the latest Microsoft Office suite. Students will need to bring their own USB flash-drives to save their work, or students may save onto their Microsoft OneDrive account.

## Wireless Network Policies

Student wireless access in the dorms and on-campus are designed to support the educational purposes of students. As such, wireless access policies do not permit gaming systems or entertainment devices to be connected to the wireless network. Entertainment devices should be connected through a landline in a dorm for internet access.

### Email Accounts

Each student will be provided an LPU email account upon enrollment. Students are encouraged to check their email accounts daily, since this is the official form of communication between faculty, staff, and students. Students will be held responsible for any information distributed via email regardless of whether or not they checked their account. Students who are experiencing difficulties with email should notify IT immediately.

### Password Resets and Changes

Students who have any issues with their campus log in password should click "Forgot Password" to have your password reset. Please contact [itsupport@lifepacific.edu](mailto:itsupport@lifepacific.edu) if you experience any challenges. In addition, any password changes must be made through a campus connected computer (classrooms, or library) or. Please allow up to 1 hour for any password changes to propagate through the system.

### Peer to Peer File Sharing & Copyright Infringement

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

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees. For details, see Title 17, United States code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## **LIBRARY**

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Phone: (909) 599-5433 ext. 309

Location: Simonson Center (north side)

Staff: Director of Library Services - Josh Ortega, M.A.T.S.

Email: [jortega@lifepacific.edu](mailto:jortega@lifepacific.edu)

Hours: Monday-Thursday 7:20 a.m. - 10:30 p.m., Friday 7:20 a.m. - 5 p.m., Sunday 3 p.m. - 9 p.m. (the library is closed during chapel hours and on Saturdays; special hours/closures, such as end- of-semester extended hours and holidays, will be posted).

Email: [library@lifepacific.edu](mailto:library@lifepacific.edu)

Resources in the Life Pacific University Alumni Library are made available partly through the generosity of LPU alumni and friends. The staff is available to help all patrons with finding books, periodicals, and other media in the library.

The Library currently subscribes to 15 databases covering a wide range of subject matter, with

specific emphasis on religion/theology, business, and psychology. There are approximately 150,000 eBooks to choose from, as well as additional online resources to help students with their research needs.

The library also provides multiple study environments ranging from the individual to group study, and from quiet to moderate noise levels. Each study space is covered with wireless access and multiple electrical outlets. There are ten computers available for student use. Each computer is loaded with the Microsoft Office Suite.

Class instructors may place materials on reserve at the circulation desk (located immediately inside the library entrance) for one- or two-hour in-library use.

### Checkouts & Fines

A current Life Pacific University ID card is necessary to check out library materials. Up to eight items (five per subject) may be checked out for up to three weeks at a time. New arrivals may be checked for two weeks at a time. Reference materials may not be checked out.

- Reserve Materials: overdue fine is 50 cents per hour.
- Books: overdue fine is 25 cents per item per day.
- Other Services:
  - Copier/printer: 10 cents per page.
  - Missed exams may be made up in the library (at each professor's discretion): \$2.00 each
  - Students who are registered in the Life Challenge program may take their exams in the library at no charge. Professor confirmation is required.

## STUDENT ACCOUNTS

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Phone: (909) 599-5433 ext. 319

Location: Simonson Center (north side)

Staff: Director of Student Accounts – Becky Huyck

Email: [bhuyck@lifepacific.edu](mailto:bhuyck@lifepacific.edu)

Hours: Monday-Thursday 9 a.m. – 4 p.m., Friday 9 a.m. – 12 p.m. (closed for lunch and during chapel hours)

Payments such as tuition, room & board, and fees are received by Student Accounts. Students are expected to develop and maintain financial responsibility. Consequently, registration, and participation in graduation ceremonies will not be approved until a student's account balance is paid in full.

Students are required to check their student box and email regularly for important information from the Finance Office. Finance Office staff are always available to counsel and assist students regarding financial matters.

### Refunds

Refunds will not be considered until a student has completed the withdrawal process through the Registrar's Office. Any appeals to these policies are discussed below. Students who have been dismissed may be subjected to a 100% penalty at the discretion of the Student Development Committee.

Tuition will be refunded according to the following schedule:

### On-Campus Courses



- Through the first full week of classes 100%
- Through the third week of classes 80%
- Through the fifth week of classes 60%
- Through the seventh week of classes 40%
- After the seventh week of classes 0%

#### **Audit Units**

- Through the first full week of classes 100%
- After the first full week of classes 0%

#### **Online Accelerated Courses for Traditional Students**

- Through the first full week of classes 100% refund
- Through the second week of classes 75%
- Through the third week of classes 50%
- Through the fourth week of classes 25%
- After the fourth week of classes 0%

#### **Housing**

See Residence Life section for the Housing Refund Policy.

#### **Student Services Fee**

Fees such as the Student Services Fee and other applied fees will not be refunded unless exceptional circumstances exist.

#### **Exceptional Circumstances (Appeals)**

Appeals to these policies will only be considered when exceptional circumstances exist. Any appeal must be made in writing and submitted to the Director of Student Accounts in the Finance Office within one week of the student's official withdrawal date through the Office of the Registrar. Appeals should include the student's contact information, reason(s) for appeal, and substantiation of exceptional circumstances. These circumstances which prevent completion of classes might include illness, injury, or involuntary all to active military duty. Written documentation substantiating the exceptional circumstances will be required prior to consideration of an appeal by the Finance Committee. Injury or illness will require substantiation by a medical provider. The decision regarding the appeal will be returned to the students by written letter within one week from the appeal's submission by the Finance Committee.

### **FINANCIAL AID**

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Phone: (909) 599-5433 ext. 322

Location: Simonson Center (north side)

Staff:

Director of Financial Aid - Luci Perez (ext. 322) [lperez@lifepacific.edu](mailto:lperez@lifepacific.edu)

Financial Aid Counselor - Angelina Vargas (ext. 318) [avargas@lifepacific.edu](mailto:avargas@lifepacific.edu)

Financial Aid Counselor - Nadia Mercy (ext. 326) [nmercy@lifepacific.edu](mailto:nmercy@lifepacific.edu)

Hours: Monday-Thursday 9 a.m. – 4 p.m., Friday 9 a.m. – 12 p.m. (closed for lunch and during chapel hours)

Email: [finaid@lifepacific.edu](mailto:finaid@lifepacific.edu)

#### **Applying for Financial Aid**

Go online to <http://www.fafsa.ed.gov>. Prior to starting the online application process, students will need to establish a Federal Student Aid Log In and Password (FSA ID), which is accessible through the FAFSA website. Aid notifications generally arrive 2-3 weeks from the date the

online application was completed. Requests by the Financial Aid office for supplemental documents may delay the receipt of a student's aid notification. Additionally, information and forms regarding institutional, federal and state scholarships, grants, and loans may be obtained from the Financial Aid Office or from [www.lifepacific.edu/financialaid/](http://www.lifepacific.edu/financialaid/). Students are encouraged to check their mail and LPU email accounts regarding important information provided by the Financial Aid Office.

### **What Circumstances Can Affect My Financial Aid Eligibility**

The following are several typical circumstances that will affect a student's financial aid status:

- Withdrawal from all classes.
- Dropping below the initial enrollment status for which one was awarded (i.e., from full-time status [12 or more units] to half-time [6-8 units]).
- Failure to meet the Satisfactory Academic Progress Requirements.

### **Satisfactory Academic Progress Policy**

Life Pacific University adheres with the academic progress policies as it affects financial aid. Financial aid collaborates with the Office of the Registrar to determine if students are meeting satisfactory academic progress towards a degree. Some of these requirements include:

- Maintaining an institutional and semester GPA of no less than 2.0.
- Making progress toward completing of degree.
- Completing degree within a specific time frame.

For detailed information regarding the University satisfactory academic progress policy as it pertains to receiving federal and state financial aid, please visit the Financial Aid homepage on the Life Pacific University website at [www.lifepacific.edu/finaid](http://www.lifepacific.edu/finaid) or contact the Financial Aid Office. This policy is also sent to students every academic year with your aid notification.

### **Withdrawals and the Federal Refund Policy**

When a student withdraws from the University, the amount of federal aid earned is based on the amount of time the student attended classes; it has no relationship to the student's incurred institutional charges. Before a student receiving federal aid withdraws from school it is advisable that s/he speaks to the Financial Aid Office to determine any financial impact. To view the detailed policies on withdrawal from school visit the Financial Aid homepage at <https://lifepacific.edu/ca/admissions/financial-aid/> or contact the Financial Aid Office. This policy is also sent to students every academic year with your aid notification.

### **Student Employment**

Students who wish to seek on-campus employment should complete a Student Employment Application online by visiting the LPU website and accessing the application in the "Other/Jobs" section. Inquiries regarding available opportunities can be directed to the Office of Campus Dining. While the Office of Campus Dining may be made aware of available on-campus job opportunities, students are also encouraged to inquire directly with the department manager(s) of the office(s) for which they wish to work.

To be eligible for on-campus employment, a student must:

- Maintain a prior semester and cumulative GPA of 2.5 or higher while enrolled in a minimum of 12 units.
- Be in good standing with the institution.
- Complete the appropriate application, including references.

### **The Post**

Phone: (909) 599-5433 ext. 301

Location: Hicks Student Center (southwest corner)

Hours: Monday-Friday 8 a.m. – 12 p.m. and 1 p.m. – 5 p.m. (actual hours may vary; please check The Post for the most current hours of operation)

Email: [info@lifepacific.edu](mailto:info@lifepacific.edu)

The Post is available to students for the following services:

- Sending faxes.
- Buying stamps, dropping off stamped mail, and picking up packages.
- Buying Scantrons and envelopes.
- Leaving assignments for professors.
- Lost and found items.
- USPS, UPS, FedEx, & Amazon (drop off only)

NOTE: Students should turn in assignments directly to their professor when possible and consult with the professor regarding appropriate ways to submit assignments (some professors may not accept work submitted through The Post). Students will receive an email receipt for their records when they turn in an assignment to The Post.

### Mail Service

Student mailboxes are located in The Post. Every student is assigned a mailbox and is responsible to check his or her box for official University correspondence, personal mail, and returned assignments. Mailbox assignments last for the duration of a student's schooling. Students are not to tamper with the appearance of their mailboxes in any way; if this occurs, appropriate disciplinary action will be taken.

NOTE: Students will be held responsible for all University communication delivered to their boxes, regardless of whether or not they have checked their boxes. Students are encouraged to check their boxes on a daily basis.

### Sending & Receiving Mail

Mail is distributed weekdays before 5:00 p.m., except on holidays. Mail to be sent out should be dropped off at The Post before 4:30 p.m.; it will go to the Post Office on the following business day. Students should include their full name, return address, and box number to ensure that mail does not become undeliverable.

To receive mail at LPU, students should request that family and friends address envelopes and packages in the following manner:

Student Full Name (no nicknames, please) Box Number  
1100 W. Covina Blvd.  
San Dimas, CA 91773

Mail distribution may take longer for mail with no specified box number. Mailboxes are to be kept clear of all extraneous materials. Overly full mailboxes make mail especially hard to deliver. Mailboxes belonging to graduates and non-returning students will be emptied prior to the beginning of the following semester.

When a student receives materials that will not fit into the mailbox, s/he will receive a notice and may then pick up the material in The Post during normal office hours.

NOTE: It is a federal offense to tamper with materials in another person's mailbox and anyone doing so will be subject to disciplinary action.

### Posted Materials & Intercampus Mail

Permission to distribute or post flyers, advertisements, and any other communication materials (including mass mailings) must be obtained from the Office of Student Development prior to any posting or distribution. Only authorized personnel will be given access to student boxes.

Students who wish to distribute intercampus bulk mail (i.e. invitations, notes, etc.) need to sort and bundle the mailings before dropping them off at The Post. If more than 5 items are to be distributed, they must be sorted by mailbox number in alphabetical, then numerical order, and rubber-banded together.

## **DISABILITY SERVICES**

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Phone: (909) 599-5433 ext. 417

Location: Academic Building, 1<sup>st</sup> Floor

Staff: Director of Academic Support Center – Luci Sanders, M.A.

Email: [lsanders@lifepacific.edu](mailto:lsanders@lifepacific.edu)

The *1990 Americans with Disabilities Act* (ADA) mandates equal opportunity for students to participate in or benefit from the services offered by a place of public accommodation. This mandate is inclusive of private universities. ADA-qualified individuals must have a physical or mental impairment which substantially limits one or more major life activities. (Major life activities involve caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning (which includes any type of diagnosed learning disability), and working.) Moreover, a qualified disabled student must meet the academic and technical standards requisite for admission or participation in an education program or activity.

### **Student Responsibilities:**

Student who are aware or suspect, that they meet ADA qualifications should take the following steps:

Fill out the Disability Accommodation Application (application available online at <https://lifepacific.edu/ca/student-life/disability-services/>). Submit an application and formal documentation by a doctor on letterhead stating the specific disability (dated within the past 3 years) to the Academic Affairs Office.

This form will be sent to the Director of Academic Support Services, who will contact the student to schedule a meeting to discuss an accommodation plan.

Students whose disability is long-term will need to submit a Disability Accommodation Application at the beginning of each academic year. They also should meet with the Director of Academic Support Services at the beginning of every semester to develop accommodations for their classes.

If it is necessary for a student to be tested or assessed for a disability, it is the student's responsibility to obtain this testing from an outside source, such as a licensed psychologist or qualified educational therapist. At this time, LPU does not provide psychological or educational testing.

### **Office of Academic Affairs Responsibilities:**

It is the responsibility of the Academic Affairs Office to serve as the starting point for any student who wishes to file a Disability Accommodation Application. The Director of Academic Support Services or designee will meet with ADA-qualified students to discuss reasonable accommodations for their academic success at Life Pacific University. After the meeting, the Director of Academic Support Services or designee will recommend accommodations. The

Academic Support Center will also house all records of each qualified ADA student separate from other educational records.

In the event that a student's disabilities will affect his/her ability to fulfill Chapel requirements, the Academic Affairs Office will seek to provide reasonable accommodations. Chapel requirements will not be waived. Students with severe diet restrictions that have been documented by a licensed physician may submit the Disability Accommodation Application for Café accommodations and/or meal plan adjustments.

NOTE: It is not the responsibility of Life Pacific University to provide any testing or assessments for a student who may have a qualifying disability.

Reasonable accommodations include the following:

#### Academics:

- Allowance for the presence of a note-taker.
- Allowance for the presence of a tape recorder.
- Allowance for the presence of a scribe for tests.
- Oral recitation of test questions.
- Additional time for in-class assignments (time and a half for most circumstances; double time is the maximum time allowed for physical disabilities).
- Additional time for tests (time and a half for most circumstances; double time the maximum allowed for physical disabilities).
- Priority registration.
- Taking tests (at no charge) in the Library.

#### Chapel:

- Allowance for the presence of an interpreter.
- Reserved seating for easier access.

NOTE: It is not the responsibility of the Academics Office to change any technical requirements of classes, to give course waivers, or to provide the necessary items of accommodation. Students in need of items such as audio recorders, etc. are responsible to procure these items.

#### Veteran and War Orphans

Life Pacific University is approved for the training of veterans, war orphans, and members of the reserves. Veterans may receive advice with respect to their possible benefits and requirements from the Registrar's Office or from the government agency that handles certification listed below:

Bureau for Private Postsecondary and Vocational Education  
400 "R" Street, Suite 5000  
Sacramento, CA 95814  
(916) 445-3427

V.A. students with a semester grade point average (GPA) below 2.00 for three consecutive terms or a cumulative GPA below a 2.0 for two consecutive terms will not be certified for V.A. educational benefits until they achieve a cumulative GPA of 2.00.

#### Voter Registration Information

Life Pacific University encourages students to register to vote. As Christians, we recognize human government as an ordinance of divine appointment, and teach obedience to it as a

sacred duty, within its legitimate sphere. Furthermore, the 1998 Higher Education Act requires all post-secondary institutions to make a good-faith effort to distribute voter registration forms to each degree or certificate-seeking student who attends classes on campus. The following information is provided to assist students to register to vote either in California or in their home states.

Voters must be U.S. citizens and at least 18 years old at the time of the next election. University students may register either in California using their University residential address or at home using their permanent home address. (NOTE: P.O. boxes are not permitted as residential/home addresses for voter registration purposes.) On-campus students should list the address of the University as their home address. Those living off-campus should use their off-campus street address.

California voter registration forms are available on-line at [www.cavotes.org/vote/register](http://www.cavotes.org/vote/register). Forms are also available at post offices, libraries, city hall, or department of motor vehicle offices. For information regarding California registration deadlines, please see the California State Board of Elections website: [www.sos.ca.gov/elections](http://www.sos.ca.gov/elections).

## **ACADEMIC LIFE**

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### Grading and Academic Requirements

#### **Student Unit Classification**

Student Unit Classification

Freshman: 0 - 28 units.

Sophomore: 29 - 58 units.

Junior: 59 - 89 units.

Senior: 90+ units.

Audit: Student is not taking class for credit.

First Time: Student who has not previously attended another University (post high school).

Transfer: Student who has previously attended another University.

Continuing: Current student, enrolled during the previous academic term at LPU.

### **Academic Freedom and Responsibility**

As an institution of higher education, it is the goal of the University to pursue and disseminate truth. Accordingly, trustees, administration, faculty, staff, and students are free to question assumptions and to consider alternatives during their pursuits and communication in the classroom, in casual and formal conversation, and in written communication.

At the same time, as a Christian institution, this University believes the Scripture to be inspired by God and, therefore, to be the norm against which all "truth" is to be measured. Since human reasoning is fallible, all perceived "truth" is not necessarily God's truth; only that which is consistent with the Scriptures is God's truth.

The University emphatically rejects indoctrination, whether it results from eliminating the Scriptures as a norm, or whether it results from restricting the free pursuit of ideas. Thus, both the faculty and students of the University are free to pursue and disseminate truth and have the responsibility to measure their conclusions against the Scriptures, within the context of the University's Declaration of Faith.

Any concern or complaint regarding the Academic Freedom policy should be referred to the due process and grievance procedure.



## Academic Support

The Academic Support Center (ASC) exists to provide academic support to students in the form of tutoring, both individual and group sessions, and writing review and oversight. Its support also expands to cover overseeing the Principles of Christian Scholarship and Learning Disabilities programs on campus. The Center also aids in promoting a healthy, encouraging, and curious academic atmosphere that attempts to bring together the LPU community in serving Christ through the dedication and transformation of the mind. \_

To schedule an appointment, students can either email [asc@lifepacific.edu](mailto:asc@lifepacific.edu) or follow the link at <https://lpuacademicsupportcenter.setmore.com/> . To see current ASC semester open hours and times/locations of weekly class tutoring groups.

## Academic Probation Policy

Any new student with less than 0.50 first-term GPA is academically dismissed. Any new student with a first-term GPA between 0.50 and 2.0 is placed on probation and enrolled in PCS I the next semester. Any new student coming in on Academic Probation whose first term is less than 1.0 is Academically Dismissed.

## Academic Probation Consequences

Students will be restricted from serving as student employees, from being residence assistants or student officers. Students on Academic Probation may be permitted to enroll in up to 13 units to accommodate the PCS I course at the discretion of the Registrar. Financial aid status may also be impacted.

Students on Academic Probation are required to participate in the Principles of Christian Scholarship program by enrolling in PCS I and if on probation a second semester, PCS II. If students leave the University while on probationary status and later return, their academic status will remain unchanged.

## Continued Academic Probation Policy

If the student's term GPA is not greater than 2.0 at the end of his/her first term on probation, the student is academically dismissed. If the student's term GPA is greater than 2.0 at the end of his/her first term on probation, but the cumulative is not 2.0 or above, the student continues on probation for a second term. If the student's cumulative GPA is not 2.0 or greater after the 2nd term on probation, then the student is academically dismissed. Any new student coming in on Academic Probation whose first term is between 1.0 and 2.0 continues on probation for a second term. If the student's cumulative GPA is not 2.0 or greater after the 2nd term on probation, the student is academically dismissed. Students who fail or received a D in PCS I may be required to retake the course. Students who are in the second semester of Academic Probation may not be eligible to receive federal or institutional funds.

## Academic Dismissal

When academic dismissal occurs, a student must wait at least one semester (Fall or Spring) before applying for re-entrance to the University and must meet all dismissal requirements (which always includes a minimum of 9 academic units completed with a grade of C or better). Students who receive three failing grades in ministry formation at any time are subject to ministry formation dismissal. Students will receive the stipulations for re-entry in a letter following their dismissal.

## Appeal

Students affected by these policies and who believe that they can present facts/evidence

unknown to the academic committee may appeal to be reinstated. To appeal, they must submit a written statement to the Academic Affairs Office including (1) reasons for the unsatisfactory progress, (2) a plan to maintain acceptable academic standing, and (3) methods for anticipated success toward educational goals. If an appeal is granted, they will be eligible to return under probationary status.

### Academic Integrity

Life Pacific University takes its concern for character and integrity in all things seriously. This includes academic performance. Students are expected to maintain academic integrity always.

#### Penalties for Academic Dishonesty

The following penalties apply to students who are caught in academic dishonesty:

- *1st offense*: Lose assignment, Vice President of Academic Affairs notified
- *2nd offense*: Lose the class, Vice President for Student Development notified by the Academic Affairs Office
- *3rd offense*: Suspension or dismissal by Student Life Committee

Lack of integrity is evidenced by:

*Cheating*: using unauthorized material or information in any academic exercise. Projects or papers must be original work by the student submitting the work and may not be work done for another course unless there is prior approval by the instructor. Unless otherwise stated by the professor either in class, in the course outline, or in the assignment instructions, all assignments, including exam situations, assume individual and unassisted work (no collaboration is allowed).

*Plagiarism*: (From *MLA Handbook for Writers of Research Papers*, 8th Edition, pp.6-9). Plagiarism is the act of using another person's ideas or expressions in your writing without acknowledging the source (p. 6-9). The most blatant form of plagiarism is to repeat someone else's sentences (three or more consecutive words) more or less verbatim as one's own (p. 6-9). Other forms of plagiarism include repeating someone else's particularly apt phrase without appropriate acknowledgment (p. 6-9), paraphrasing another person's argument as your own, and presenting another's line of thinking as though it were your own (p. 6-9). If a student is in doubt as to whether he or she is committing plagiarism, the student should cite the sources used (p. 6-9).

*Fabrication*: inventing or falsifying any information or citation in academic work.

Anyone who assists another student in the above is equally responsible. Reference to this policy can also be found in the Student Standards of Conduct.

### Examinations

No early or late final exams are given. If an emergency or extreme situation (a conflicting flight arrangement is not a qualifying situation) prevents a student from taking a final at the scheduled time, the student must submit an appeal to the Academic Committee for approval to take the exam late. If the Academic Committee approves the appeal, an Incomplete Contract will be issued, and the student will be allowed to take the final after the scheduled final date. *Professors are not permitted to reschedule a final exam on their own accord.*

### OFFICE OF ACADEMIC AFFAIRS

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Phone: (909) 599-5433 ext. 341

Location: Academic Building, 2<sup>nd</sup> Floor

Staff:

Vice President of Academic Affairs - Daniel Ruarte, Ed.D.

Dean of Institutional Effectiveness - Brian Tomhave

Executive Assistant to the Vice President of Academic Affairs - Tannise Collymore

Director of Academic Support Center - Luci Sanders, M.A.

Academic Office Support Assistant - Jaclyn Galvan, M.Div.

Online Undergraduate Support Coordinator - Kevin Perales

Student & Faculty Services Coordinator for Graduate Spanish Language Program -

Claudia Belmont

Email: [academics@lifepacific.edu](mailto:academics@lifepacific.edu)

Life Pacific University values the pursuit of academic excellence. Students choosing to attend the University are committing themselves to pursue their studies with excellence and vigor. Students are strongly encouraged to familiarize themselves with the following sections to know what is expected of them within the classroom setting. To make an appointment with the Vice President of Academic Affairs (VPAA) call extension 341.

### **Class Attendance**

Students are expected to attend classes regularly. Faculty members are authorized to develop and implement attendance policies that may affect student grades. Faculty members will inform students of attendance policies for specific classes in the course outline, distributed on the first day of class.

Faculty reserve the right to withdraw any student from class who is no longer progressing in the class due to prolonged absence (three or more consecutive weeks) or who has, at any time after the midpoint of the course, missed 50% of the scheduled class time to that point. This would be recorded as a withdraw for non-attendance (FN) grade regardless of the date the faculty initiated the withdrawal. The Registrar's Office will notify students who have been withdrawn from a class and are no longer permitted to attend. Any appeals should be addressed to the Academic Committee.

Students interested in withdrawing from a class should complete a Schedule Adjustment in the Registrar's Office. A withdraw (W) grade may be recorded for any student who initiates his or her withdrawal after add/drop deadline (*typically the end of the 1<sup>st</sup> week of classes*).

### **Absences**

At the instructor's discretion, a student may attend another available section of the course for instruction missed because of an absence, but this may not always cancel the absence points. A student who leaves class after the roll has been taken may be counted absent. This does not apply to appointments scheduled by administrative offices.

Students participating in events sponsored by the University (i.e., athletics, music teams, etc.) may be granted excused absences for events and travel. An excused absence does not count toward a student's total absences for any particular class. However, students are still responsible for turning in homework due, stay informed on anything assigned that day, and make arrangements with the professor to make up any in-class assignments missed.

To be authorized as an excused absence, the following process must be followed:

Students must fill out an online form to apply for an excused absence.

Upon adviser/coach approval, a form letter will then be sent to the student, indicating the absence. Students must discuss missed classwork with their professors, and get this form

initialed before their planned absence. There will be no retroactive excused absences. After professors' signatures are received, the student is to return the form to the Academic Affairs Office, at which point the absence will be considered excused. Students are permitted excused absences for no more than four class sessions for courses that meet 2-days-per-week or two-block class sessions.

### **Tardiness**

See individual Course Outlines to determine the professor's policy concerning tardiness.

### **Professor Absence**

If a professor does not arrive within 15 minutes of the class period, AND if no message has been given via the Academic Affairs Office, then students may leave the classroom.

### **Visitors to Class**

A visitor may visit a class twice during a semester. However, this must first be cleared with the professor. Furthermore, students should note that not all requests may be granted as some courses or particular class periods are not conducive to visitors.

### **Classroom Etiquette**

Students may be sent to the Vice President of Student Development for counseling or disciplinary action related to inappropriate classroom behavior or dress in the classroom.

### **Personal Liability**

The University assumes no responsibility or liability for the personal property of students. This includes damage or loss due to accidents, theft, fire, earthquake, etc., at all times on or off-campus. The University recommends that students not leave personal belongings unattended and are strongly encouraged to consider carrying some form of personal insurance if the student's family's policy does not provide this type of coverage.

## **REGISTRAR**

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Phone: (909) 599-5433, ext. 313

Location: Academic Building, 2<sup>nd</sup> Floor

Staff:

Registrar for Traditional Programs - Dena Gehris, M.A. (ext. 321)

Assistant to the Registrar - Priscilla Meza (ext. 380)

Registrar Office Assistant - Deborah Williams, M.Ed. (ext. 323)

Student Assistant to the Registrar - ext. 313

Hours: Monday-Thursday 9 a.m. – 4 p.m., Friday 9 a.m. – 12 p.m.

(Closed during Tuesday and Wednesday chapel hour and for lunch 12 – 1 p.m.)

Email: [registrar@lifepacific.edu](mailto:registrar@lifepacific.edu)

### **Academic Advising**

During registration periods, optional advising is available for all lower division students through the Registrar's Office and is required for upper division students through assigned advisors. Some majors may require students to meet with a faculty advisor as a lower division student. Additionally, advising is required with the Registrar for all students on Academic Probation. Advising is also available in non-registration periods by appointment through the Registrar's Office.

NOTE: While academic advisors are available to help guide students, final responsibility for completing program requirements rests with the individual student.

### Registration

All students are expected to register on the dates set aside for their class level through the LPU Portal. The procedures for registration will be provided via Moodle to students as the time to register approaches. Students will also receive an email to their assigned Life Pacific email account to notify them of the upcoming registration period and to encourage students to view the Moodle Registration Information page.

### Schedule Adjustments

Students may add or drop courses online via their student web portal up until the add/drop deadline which is typically the end of the first week of classes.

After the add/drop deadline, all schedule adjustments must be made in the Registrar's Office and will accrue a tuition penalty, according to the Institutional Financial Penalties described in the current University Catalog. A "W" or withdraw is given as a grade and it does not affect the student's GPA. Withdrawals can take place, with a financial penalty, up through the seventh week of class. After that time, a student may not withdraw from any class.

A professor is asked to assign an "FN" grade to withdraw a student from his/her course after three consecutive weeks of absence, or if the student misses more than 50% of the scheduled class time after the mid-point of the course. An FN grade (failure to attend) will be given and will affect the student's GPA.

### Withdrawal from University

Students finding it necessary to withdraw from the University must contact the Registrar's Office. Those failing to follow proper withdrawal procedures may receive an F or an FN grade in all their courses. The Student Intent to Withdraw Form is available on the portal and will need to be filled out and submitted to start the process of withdrawing. Financial accounts must be settled, and all business finished before the withdrawal is considered complete. Students withdrawing from the University of their own volition before the drop deadline of the current semester will receive a "W" grade for every registered class. Students withdrawing from the University after the drop deadline of the semester will receive an "FN" grade for every registered class unless extenuating circumstances merit an appeal to be granted by the Academic Committee. Refunds of tuition because of withdrawal, when applicable, will be given after the student completes proper procedures of withdrawal.

### Academic Probation Policy

Any new student with less than 0.50 first-term GPA is academically dismissed.

Any new student with a first-term GPA between 0.50 and 2.0 is placed on probation and enrolled in PCS the next semester. Any new student coming in on Academic Probation whose first term is less than 1.0 is Academically Dismissed.

### Academic Probation Consequences

Students will be restricted from serving as student employees, from being residence assistants or student officers. Students on Academic Probation may be permitted to enroll in up to 13 units to accommodate the PCS course at the discretion of the Registrar. Financial aid status may also be impacted.

Students on Academic Probation are required to participate in the Principles of Christian Scholarship (PCS) program by enrolling in PCS and if on probation a second semester a

determination will be made if the student needs to retake the course. If students leave the University while on probationary status and later return, their academic status will remain unchanged.

### Continued Academic Probation Policy

- If the student's term GPA is not greater than 2.0 at the end of his/her first term on probation, the student is academically dismissed.
- If the student's term GPA is greater than 2.0 at the end of his/her first term on probation, but the cumulative is not 2.0 or above, the student continues on probation for a second term.
- If the student's cumulative GPA is not 2.0 or greater after the 2nd term on probation, then the student is academically dismissed.
- Any new student coming in on Academic Probation whose first term is between 1.0 and 2.0 continues on probation for a second term.
- If the student's cumulative GPA is not 2.0 or greater after the 2nd term on probation, the student is academically dismissed.

Students who successfully pass PCS I may be enrolled in PCS II. Students who fail or received a D in PCS I may be required to retake the course. Students who are in the second semester of Academic Probation may not be eligible to receive federal or institutional funds.

### Academic Dismissal

When academic dismissal occurs, a student must wait at least one semester (fall or spring) before applying for re-entrance to the University and must meet all dismissal requirements (which always includes a minimum of 9 academic units completed with a grade of C or better).

Students who receive three failing grades in ministry formation at any time are subject to ministry formation dismissal. Students will receive the stipulations for re-entry in a letter following their dismissal.

### Appeal

Students affected by these policies and who believe that they can present facts/evidence unknown to the academic committee may appeal to be reinstated. To appeal, they must submit a written statement to the Academic Affairs Office including (1) reasons for the unsatisfactory progress, (2) a plan to maintain acceptable academic standing, and (3) methods for anticipated success toward educational goals. If an appeal is granted, they will be eligible to return under probationary status.

## CAMPUS POLICIES

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### Introduction

Life Pacific University is committed to the transformational development of students into leaders prepared to serve God in the Church, the workplace, and the world. We celebrate and pursue this mission in all we do, both inside and outside the classroom. Our community exists to uncover, study, share, and practice what is true. We strive to understand the world in light of the life, death, and resurrection of Jesus Christ. This understanding gives us a distinctive worldview and purpose as an institution of biblical learning.

As a community, we choose to pursue biblical qualities and habits of the heart that should mark the lives of all believers, such as love that is genuine, abstaining from evil, pursuing good, being fervent in spirit and constant in prayer, hospitality, patience, kindness, living in harmony with one another, humility, and compassion (Romans 12:9-21). We also reject those practices



that the Bible teaches are destructive, such as anger, malice, slander, profanity, dishonesty, greed, drunkenness, and sexual impurity (Col. 3:5-8, 1 Cor. 6:9-10).

Relationships are an integral part of our expression of the wisdom and truth contained within the gospel message. Jesus commands us to love God with all of our heart, soul, and mind and to love our neighbors as ourselves (Matthew 22:37-40). We are also commanded to consider the needs of others before our own (Phil. 2:3). These are essential practices of our common life together.

While we live, learn, work, and play together at Life Pacific University, we promise to honor a specific set of values and expectations designed to help everyone thrive and succeed. We call this the Community Life Agreement, denoting our mutual responsibilities to one another. While informed by Scriptures, the Community Life Agreement also includes practices that have been adopted by our community because we believe they contribute to the flourishing of all students.

We recognize that sincere Christians may hold divergent views regarding these expectations. However, we believe these values are essential to our time together at Life Pacific University. Therefore, all students are responsible for abiding by the Community Life Agreement for the entire duration of their enrollment.

Life in community is a worthy, but challenging endeavor. No one does it perfectly. Part of our commitment to students is to walk alongside them through a process of grace-infused accountability. As a community of Christ-followers, we understand that the gift of forgiveness and the offer of a second chance are important realities in the growth process. When a student makes a behavioral choice that does not align with our community values, the student is encouraged to seek assistance and support through the Offices of Student Development or the Office of Residence Life.

## Definitions

To make the process as clear as possible for all involved, a glossary of terms is provided:

- "University" refers to Life Pacific University
- "Student" includes all person enrolled on-campus or undergraduate online, both full- and part-time.
- "Faculty member" means any person hired by the University to conduct classroom activity.
- "University official" includes any person employed by the University.
- "University premises" refers to all land, buildings, facilities, and other property in the possession of or owned, leased, used or controlled by the University.
- "Policy" is defined as the written regulations of the University found in, but not limited to, the student handbook and University catalogs. The official and most current version of the Student Standards of Conduct can be found online at <https://lifepacific.edu/student-life/student-code-of-conduct/>.
- "Violation" refers to any behavior that is unacceptable as described in the Student Standards of Conduct.
- "Guests" applies to all guests of LPU community members whose hosts may be held accountable for the conduct of said guests.
- "Educational records" refers to all records regarding a student's status at the University, including but not limited to a student's transcripts and disciplinary file.

## Administrative Discretion

The University reserves the right to involuntarily withdraw any student from the University at its discretion when it is deemed necessary for the physical or spiritual safety or well-being of the student or others.

The University also reserves the right to alter this handbook. The Community Life Agreement supersedes all previous handbooks, and the policies in the latest electronic version will be controlling in all student conduct issues.

#### **Rights and Freedoms: Academic Freedom and Responsibility**

As an institution of higher education, it is the goal of the University to pursue and disseminate truth. Accordingly, trustees, administrators, faculty, staff and students are free to question assumptions and to consider alternatives in the course of their pursuit and communication.

At the same time, as a Christian institution, LPU believes the Bible is inspired by God and is therefore the norm against which all "truth" should be judged; only that which is consistent with the Scriptures is God's truth. Therefore, this University emphatically rejects indoctrination, whether it is that which results from eliminating the Scriptures as a norm or whether it be that which results from restricting the free pursuit of ideas. Thus, both the faculty and students of this University are free to pursue and disseminate truth but have the responsibility to measure their conclusions against the Scriptures within the context of the Declaration of Faith of the Foursquare Church and the University's own statement of faith and position papers.

#### **Rights and Freedoms: Right of Access to Records**

With a few exceptions provided by law, students at LPU may see any of their educational records upon request. Students must formally submit a request to access their records to the appropriate office and allow at least three days for their request to be processed. Access will be granted, however, no later than 45 days after the request. Students further have the right, under established procedures, to challenge the factual accuracy of the records and to enter their viewpoints in the records. Students may waive their right of access to recommendations and evaluations in the cases of admissions, application for employment, and nomination for awards.

#### **Rights and Freedoms: Disclosure of Student Records**

With certain exceptions by law, LPU cannot release information concerning students, other than directory information, from their educational records to anyone other than University officials without written consent of the student as long as that student is a member of the LPU community. Students can file a permission form with the Registrar's Office to release specified information to specific parties. Doing so may help expedite a student's application process with prospective employers, graduate school enrollment, etc.

#### **Rights and Freedoms: Right to Process**

Students whose behavior violates the Community Life Agreement will be treated justly and fairly. The disciplinary process of the case will be conducted in a timely and reasonable manner. The process involves three components:

- Notification: A student has the right to proper notice of the policy s/he allegedly violated and when his or her case will be heard.
- Right to be Heard: A student has the right to present his/her viewpoint and position and provide supporting information, and to have it considered by a University official.
- Information: Decisions in a student conduct case are based upon a simple preponderance of the available supporting information.

### **Rights and Freedoms: Right to Notify**

Life Pacific University may also notify parents of students under the age of 21 for disciplinary violations related to alcohol or controlled substances or when a student is suspended or expelled, even if the student is not a dependent for income tax purposes. In disciplinary matters, parents are notified only after students are determined to be responsible for a violation of University rules or standards. In all matters, the context of individual circumstances is considered when deciding whether to contact parents. When possible, students will be given the opportunity and encouraged to discuss the situation with their parents prior to the institution's notification.

### **Disciplinary Process**

The disciplinary process at Life Pacific University is designed to uphold community standards in a manner that is respectful, developmental and redemptive. Therefore, all alleged violations of LPU's community standards are assessed through a "review hearing" with students, and not through efforts intended in any way to mimic court legal proceedings. Decisions made regarding an alleged violation are ultimately based upon what the University considers to be a "reasonable belief" of what occurred, and not upon "rules of evidence" similar to that of a court legal system.

The disciplinary process at LPU consists of three components: investigation, hearing, and the imposing of sanctions. At times, the investigation and hearing can occur simultaneously. With the exception of suspendable offenses, all sanctions will be issued by the Dean of Students. Suspendable offenses will be reviewed by the Student Development Review Committee.

Students are expected to assume responsibility for their actions and to cooperate fully with the process. Community members are reminded that all portions of the disciplinary process are confidential which may result in unanswered questions regarding an outcome. As a united community, the University implores students to take care in resisting the temptation to spread gossip and rumors in light of the understanding that they may not have the full story.

Students going through the discipline process are permitted to have an advisor of their choosing. The person may accompany the student in their hearing and in meetings with the Student Development Review Committee but may not actively participate in the investigation or hearing (posing questions, speaking on behalf of accused, etc.). The Dean of Students or Student Development Review Committee members reserve the right to dismiss the advisor from the process at any time and reschedule the meeting, if necessary.

The Dean of Students serves as the chief student conduct officer for the University, working with the Director of Residence Life and a Student Development Disciplinary Committee to resolve all disciplinary matters.

### **The Imposing of Sanctions**

The purpose of sanctions is to help students understand their actions in the context of the University and Christian community and to encourage appropriate behavior in the future. Student review personnel are encouraged to decide sanctions that are commensurate with the misconduct and seek to provide a process that is developmental and redemptive in nature. Some sanctions may need to be more punitive due to the seriousness of the offense. As a Biblical institution of higher education, the practices of repentance and forgiveness are essential and necessary to living out our values, particularly as a grace-based community. The student conduct system, by design, recognizes the importance of these values in the reconciliation process. Therefore, two students can experience different resolutions for similar violations, by virtue of their attitude and response throughout the disciplinary process, as

determined by the wisdom and professional judgment of the adjudicating person or committee. The following sanctions, or combination of sanctions, may be imposed upon any student found to have violated the Community Life Agreement (not listed in prescribed order):

- Warning: verbal or written warning to the student that s/he is violating or has violated the Community Life Agreement.
- Loss of Privileges: denial of specific privileges (including leadership positions) for a designated period of time.
- Fines: previously established and published fines may be imposed.
- Restitution: compensation for damages, loss and/or injuries. This may take the form of appropriate service and/or monetary or material replacement.
- Community Service: an assignment of appropriate community service that is both beneficial to the community and likely to assist the individual in understanding the harm caused by his or her misconduct.
- Parent/Guardian Notification: notification of parents or guardians in certain cases of alcohol or drug policy violations, abuse or injury to self.
- Discretionary Sanctions: participation in classes or assignments designed to address decision-making and consequences of behavioral choices within a Christian educational community; mandatory drug or alcohol assessments, or other related discretionary assignments.
- Disciplinary Probation: designated for a specific period of time and includes the probability of suspension or expulsion if the student is found to be in violation of any University policies during the probationary period.
- Suspension: separation of the student from the University for a specified period of time (conditions for readmission may be required).
- Provisional Suspension: imposed immediately when the seriousness of the offense is such that the members of the community, including the accused student, may be threatened by his/her continued presence (this suspension will be for a stated period of time and followed by a student hearing).
- Expulsion: permanent separation of the student from the University.

### Appeals

Students wishing to appeal a disciplinary decision must do so in writing within two class days of the date of the decision. Students may appeal for one or more of the following reasons:

- To determine whether all hearing processes were conducted in conformity with prescribed procedures, or that deviations from the prescribed procedures did not significantly alter the outcome of the case,
- To consider new information, not available at the time of the original hearing, sufficient to alter a decision, or
- To determine if sanctions assessed were appropriate or disproportionate to the violation. Student conduct cases are not dismissed due to procedural errors. Rather, students may request an appeal if they believe a procedural error substantially altered the outcome of their case.

The person(s) hearing the appeal may uphold or modify the decision made. If the contested decision was given by the Dean of Students, the Review Committee will determine if a student is eligible and hear the appeal.

In cases where the decision has ultimately resulted in the termination of student status, the student may request that his or her written appeal be forwarded to a Special Appeal

Committee (SAC) for review. The SAC is an ad hoc committee.

Students may also submit a written appeal if they desire consideration of an exception to stated University policies, procedures, and regulations. All appeals shall contain the following items that apply to the particular petition made:

- Name.
- A clear statement of the nature of the grievance/appeal.
- The evidence on which the grievance/appeal is based.
- Why this constitutes capricious or arbitrary action on behalf of a staff or faculty member or why this situation constitutes an exception to be made.
- What has been done to resolve the grievance.
- The desired outcome(s).

### **Disciplinary Probation**

Students may not represent the University in an official capacity while serving on disciplinary probation. Students may elect to disclose their probationary status to their immediate supervisor(s) and seek permission to continue in their role.

Students who choose to exercise this option agree that their supervisor(s) may contact the Office of Student Development for additional information about the nature of the violation. If approved, the student will be conditionally eligible to continue in their role, provided they remain in good standing during their probationary period.

### **Disciplinary Suspension**

Students who have been suspended from the University are not permitted to access University property, including the main campus and any sites under direct control of the University, or attend official University events and functions, without the expressed, written permission of the Director of Student Development. In some cases, exceptions may be granted on a case-by-case basis that allow students to access particular buildings or offices for specific reasons under limited conditions. Accessing the campus or attending official campus events without permission will be considered criminal trespassing and may be subject to additional sanctions and/or criminal prosecution.

The Student Development Discipline Committee will often recommend different conditions that a student must meet in order to be considered for re-admittance. In such cases, fulfillment of all conditions is necessary but do not automatically guarantee re-admittance. The Student Development Discipline Committee reserves the right to approve or deny reenrollment, on a case-by-case basis, based on their own professional judgment.

### **Non-Disciplinary Resolution**

Students are encouraged to seek help from all appropriate offices, including the Office of Student Development, for behavior that may constitute a violation of the Community Life Agreement without fear of reprisal. Students who seek help on their own volition before an incident is discovered will generally be supported through a non-disciplinary process of support and accountability, except when prohibited by federal or state law.

### **Grievance Policy: Formal Complaints**

Students who have a grievance are encouraged to use the academic or co-curricular processes described in the following sections to seek a resolution. Individuals who initiate a complaint are protected from unfair action or treatment. LPU will take appropriate action against any employee or student who retaliates against another employee or student who files a grievance.

### **Student Classroom/Faculty**

If a student has a grievance or concern regarding a faculty member or classroom issue, the student is encouraged to first meet with the faculty member to resolve the matter. If resolution is not made to the satisfaction of the student, the student should then contact the Assistant to the Vice President of Academic Affairs. The Academic Office will inform the student of how the grievance will be handled and how privacy in the matter will be protected to the extent the student desires and is possible. The student will be asked to convey the facts of the situation in writing. At the end of the meeting, options will be discussed, and a follow-up appointment will be made with the student if requested. If the issue is minor, the Academic Office may wait to see if additional complaints are filed about the same professor. Should the issue be of a more serious nature, the Administrative Council will be notified.

In matters of dispute regarding a final grade assignment, the student, after meeting with the professor and not achieving a resolution, is asked to put the facts in written form and submit an appeal through the Assistant to the Vice President of Academic Affairs. The Academic Committee will review the facts of the case and make a determination based on the evidence provided.

### **Co-curricular Grievance**

In the event that a student has a serious concern about a specific policy of the University that is outside of academic concern, the student is encouraged to communicate with the Dean of Students/Vice President of Student Development. The appeal should be made in writing describing the nature of the grievance, the evidence upon which it is based, and the remedy sought. The Dean of Students will act to bring formal resolution to the stated grievance. If satisfactory action is not achieved, an appeal may be directed to an Ad Hoc Appeals Committee for final resolution.

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at:

2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
<http://www.bppe.ca.gov>  
Telephone: (916) 431-6924  
FAX: (916) 263-1897

### **Community Life Agreement**

Life Pacific University has chosen to set itself apart for the purpose of training and equipping Christian leaders to serve in the Church, workplace, and the world. Students, by their voluntary membership in this community, individually and collectively agree to:

Abide by all the regulations of the University (see below).  
Use personal discretion involving activities which may not contribute to an individual's flourishing or may reflect poorly on the campus community.

All students represent Christ and Life Pacific University wherever they are, and are expected to abide by community standards, both on- and off-campus, when school is in session and during breaks. Community standards are in place for the purpose of moving students toward Christian maturity and creating an environment that is conducive to academic learning and personal growth and development.



## Alcohol and Drugs

Students are not permitted to possess, use/consume, or distribute alcohol or alcohol paraphernalia, illegal drugs or drug paraphernalia, synthetic forms of drugs, prescription drugs for which the student does not have a valid prescription, or any other form of controlled substance at any time while enrolled at LPU (including all semester breaks).

Students are not permitted to possess or consume medicinal marijuana, even with a valid prescription or authorization card. Please refer to Appendix B for information on LPU's federal compliance with the Drug Free Workplace Act as well as a more thorough explanation of the policy. Recreational cannabis use, though legal in California, is also prohibited.

Students who provide alcohol or drugs to other students, particularly students under the age of 21, may be subject to more severe disciplinary action and possible criminal prosecution

## Abuse of Campus Processes

Students whose behaviors, active or passive, impede any campus process (including the disciplinary process, admissions process, etc.) will be subject to disciplinary action. Such behaviors may include:

- Failure to obey the summons of a University official.
- Failure to fully disclose all information to a University official (especially during an investigation or the disciplinary process).
- Falsification, lying, hiding, distorting or misrepresentation of information to any staff or faculty member.
- Attempts to influence the testimony of another.
- Attempts to disrupt an individual's participation in the disciplinary process.
- Forgery, alteration or misuse of campus documents, records or identification.
- Alcohol and Drugs
- Students are not permitted to possess, use/consume or distribute alcohol or alcohol paraphernalia, illegal drugs or drug paraphernalia, synthetic forms of drugs, prescription drugs for which the student does not have a valid prescription, or any other form of controlled substance at any time while enrolled at LPU (including all semester breaks).

Students are not permitted to possess or consume medicinal marijuana, even with a valid prescription or authorization card. Please refer to Appendix B for information on LPU's federal compliance with the Drug Free Workplace Act as well as a more thorough explanation of the policy. Recreational cannabis use, though legal in California, is also prohibited.

Students who provide alcohol or drugs to other students, particularly students under the age of 21, may be subject to more severe disciplinary action and possible criminal prosecution.

## Breaking the Law

Students who break the law, either on- or off-campus, will be subject to investigation and potential disciplinary action. When a student is charged by a federal, state or local authority, the University will not request special consideration for that individual because of his or her student status. The University will cooperate fully with law enforcement agencies in the enforcement of the law. Students charged with a crime during continued enrollment at LPU must report this information to the Dean of Students within five days of being charged. Depending on the severity of the offense, students may be placed on an interim suspension

pending a formal investigation.

### **Cohabitation**

Students are not allowed to live with or engage in overnight stays with members of the opposite sex in the same living arrangements (e.g. same house, apartment, hotel room, etc.), except related students living in the home.

### **Fighting, Violence and Endangerment**

Any behavior or conduct which threatens or endangers the health or physical and/or emotional safety of an individually, including oneself, will result in disciplinary action. This includes any threatening or intimidating actions and/or language, whether or not acted upon.

### **Gambling**

All gambling (monetary and/or commodities), on- or off- campus, including online, is prohibited.

### **Harassment**

Harassment or intimidation of a community member or the threat of physical or emotional harm in any communicated form will never be tolerated. Any harassment should be reported to a Resident Assistant, the Director of Residence Life, the Vice President of Student Development, or the Senior Title IX Coordinator (see section on sexual harassment).

### **Hazing**

Any form of hazing and initiation is illegal, whether voluntary or involuntary and will result in disciplinary action. The University takes any alleged forms of hazing very seriously. The following are some (but certainly not all) forms of hazing:

- All forms of physical activity deemed dangerous or harmful.
- The application of foreign substances to the body.
- Depriving students of sleep.
- Forcing, pressuring, requiring or coercing students to consume alcohol or foreign or unusual amounts of substances.
- Nudity or forcing students to dress in a degrading manner.
- Psychological hazing: any act which is likely to compromise the dignity of a student; cause shame to a student; cause a student to be the object of ridicule or malicious amusement; or inflict psychological or emotional harm.

### **Hosting Disruptive Gatherings**

No student living on- or off-campus may host any disruptive party, gathering or event which disturbs or impacts the peace of another. This includes, but is not limited to, disturbing the peace of others, excessive noise, violent, offensive, disorderly behavior or quarrelsome conduct. Any host or student who participates in such an activity will be subject to disciplinary action. If alcohol or other intoxicants are involved in such parties, gatherings or events, suspension or expulsion from the University may occur.

### **Inappropriate Device Usage**

The University monitors inappropriate online connectivity and usage. The University does not allow activities that are prohibited include viewing pornography, gambling and piracy in any form on any type of device. Life Pacific University does not condone or tolerate the unauthorized copying of licensed computer software and other media, which is considered a theft and a violation of federal law. Anyone who violates this policy may be subject to disciplinary action and could face additional costly civil or criminal liability.

### **Inappropriate Dating**

The University prohibits inappropriate dating, including but not limited to single students dating married persons, married students dating anyone other than their spouse, or students dating someone of the same gender (see Appendix A).

### **Inappropriate, Lewd, Indecent, or Obscene Behavior or Language**

Inappropriate, lewd, indecent, or obscene behavior, language, music or dress will not be tolerated. This includes, but is not limited to, the possession or display of sexually suggestive material, and derogatory, sexist, racial/ethnic material in any form on University-owned or leased premises, including electronic devices.

### **Inappropriate Sexual Behavior**

Students who engage in inappropriate sexual behavior will be subject to disciplinary action. The following are examples (but certainly not all) forms of inappropriate sexual behavior:

- Sexual relations outside of marriage, including any type of intercourse or fondling of sexual organs (see "Marital Relationships" below).
- Displays of public affection that might be deemed inappropriate (i.e. heavy kissing and/or groping) whether done in a public or private setting.
- Sleeping or lying with members of the opposite sex.

### **Knowing/Presence Contribution**

Community accountability is of the utmost importance at LPU. Students are always encouraged to speak directly with a person who they know is involved in activities that are in violation of the Community Life Agreement. If resolve cannot be reached, they are expected to speak with an appropriate staff or faculty member.

Members of the LPU Community not only commit to upholding our shared values, but also holding one another accountable in love. Failure to confront or report known violations of the Community Life Agreement may result in disciplinary action.

### **Misrepresentation**

Students who misrepresent themselves to be an agent of the University or who misrepresent their organization to be an agent of the University will be subject to disciplinary action.

### **Non-compliance**

Students are required to comply with the request of a University official, law enforcement officer, campus safety official, or a Residence Life staff member acting in accordance with their duties, or the failure to comply with any and all sanctions imposed.

### **Pornography**

Possession, display, or distribution of pornographic materials or images is prohibited.

### **Pranks**

Participation in any activity, on- or off-campus, that results in damage, endangerment of an individual's well-being, or a general disregard for University or private property, or involves a violation of University policy, is prohibited.

### **Safety Equipment**

The illegal use, possession of, or tampering with safety equipment, such as fire alarms, smoke detectors, fire doors, door locks, latches, etc., on University premises, is prohibited and may result in criminal prosecution and a mandatory fine. Related actions such as the propping of

locked doors and permitting unauthorized access to another person is also prohibited.

### **Sexual Assault**

Acts of sexual aggression, including nonconsensual sexual intercourse, nonconsensual sexual contact, or any attempt to do the same, are prohibited and will not be tolerated. For more information, please consult the "Sexual Assault Policy" under "Additional Policies."

### **Sexual Harassment**

The University is committed to fostering a positive learning, working and living environment. Any type of behavior by staff, faculty or students that constitutes sexual harassment will not be tolerated. For more information, please consult the "Sexual Harassment Policy" under "Additional Policies."

### **Skating**

Students are not allowed to participate in activities such as skateboarding, roller-skating, or rollerblading anywhere on campus property.

### **Theft**

The taking of property of another without his or her consent is prohibited. This includes the digital or intellectual property of others.

### **Throwing Objects from Structures**

Students are prohibited from unauthorized throwing, propelling, dropping, or otherwise causing objects or substances to fall, from balconies, windows or rooftops.

### **Tobacco**

The possession of or use of tobacco products including, but not limited to, cigarettes, cigars, hookah, chew, snuff or smoking substitutes (such as clove cigarettes, e-cigarettes, or vaping), and smoking paraphernalia are prohibited while a student is enrolled at the University (including all semester breaks).

### **Unauthorized and/or Misuse of University Property**

Unauthorized entry into, unauthorized use of, or misuse of University property or property belonging to a member of the University community, regardless of the purpose or intent is prohibited.

### **Unauthorized Motorized Vehicles**

No unauthorized motorized recreational vehicles are permitted anywhere on campus grounds. Such vehicles include, but are not limited to, go-carts, mopeds, mini-bikes, or any motorized vehicle or bike not licensed for use on public streets.

### **Vandalism**

Unauthorized alteration of any public or private property is prohibited.

### **Weapons**

Under California law, the possession of and/or use of any type of explosive, dangerous chemical or deadly weapon on campus property or at a University campus function will subject a student to disciplinary action. The term "deadly weapon" includes, but is not limited to, any type of firearm (air gun, revolver, pistol, etc.), any knife with a blade longer than five inches, any razor with an unguarded blade, martial arts weapons, any metal pipe, or bar used or intended to be used as a club, metal knuckles, etc.

### **Public Expression, Assembly, and Forum Policy**

It is the desire of Life Pacific University (LPU) to promote an appropriate expression of activism that is consistent with scripture. We believe that social justice is biblical, and it should be the natural response of born again, Spirit-filled believers to want to defend the cause of the widow, fatherless, the foreigner, and the poor (Zechariah 7:10; Deuteronomy 10:18, James 1:27, and Isaiah 1:17). The Bible is our standard for truth and all public expressions, assemblies, and forums must be conducted in a loving manner as the apostle Paul expresses in 1 Corinthians 13:4-7. Views that fundamentally conflict with the mission/identity of our unique Christian higher education community will not be supported. Provision is made for biblically inspired public expression through rallies, demonstrations, marches, silent vigils, peaceful assemblies, etc.

The policy of LPU, regarding such forums on campus, is as follows:

Time, place, and manner are subject to the approval of the office of the VP for Student Development or the Director of Diversity, Equity, and Inclusion. A Public Expression and Forum Permit must be submitted 3 business days before the event by a LPU student group to assemble or hold any event that could be otherwise understood as an assembly or forum. Exceptions to this time frame may be made at the discretion of the VP for Student Development or the Director of Diversity, Equity, and Inclusion.

Written approval from the office of the VP for Student Development must be in possession of those in charge at the time and at the location of the assembly/forum. Only sound amplification that is officially authorized is permitted.

#### **Time and Place Guidelines: (subject to change)**

Time: Limited between the hours of 8 a.m. and 6 p.m., Monday-Friday (excluding Chapel periods; T-W- 10:20-11:20 a.m.)

Place: gazebo area (or other approved locations) upon submission of request and written permission from the VP for Student Development or Director of Diversity, Equity, and Inclusion.

Additional conditions may be placed on any such event on a case-by-case basis at the discretion of the VP for Student Development or the Director of Diversity, Equity, and Inclusion. The conditions will be agreed upon in advance of the event in a formal written agreement. Such activities may not interfere or disrupt the orderly conduct of university business, events, or infringe on the rights of others. If an activity becomes disruptive, the university will take appropriate action to limit or terminate the activity. If the area that is used for assembly is not restored to its original condition, the organizer will bear fiscal accountability.

Persons who are not students of LPU or otherwise affiliated with LPU may not participate in such assemblies or forums on campus. Assemblies or forums that do not conform to these provisions may subject participants to temporary or permanent suspension from the university or other sanctions as outlined in the Student Handbook.

### **ADDITIONAL POLICIES**

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#### **University Name and Usage Policy**

This information is provided to educate students, staff and members of the public about the following policies and law related to the use of the Life Pacific University or Life Pacific University name. Unauthorized use of the marks constitutes trademark infringement and is subject to civil and criminal penalties.

The name of Life Pacific University is much more than a visual identity; the University's name

represents an important component in its unique character and identity as it seeks to serve the public good through its staff, faculty, students, and graduate. It is important to use the name correctly. Life Pacific and its General Council have the responsibility to protect the Life Pacific University name against misuse and infringement.

#### Ownership and Appropriate Use of the Life Pacific University Name

*LPU is committed to protect against the misuse of its name, not to prevent its appropriate use.*

#### Ownership of the LPU name

The "Life Pacific University" and the names of all of the LPU campuses, nicknames and abbreviations belong to the State of California. Examples of the LPU name include Life Pacific, LPU, Life Pacific University, Life Pacific University and LPU Warriors. Use of these names, assets, or graphics to endorse, sponsor or in any way indicate association with a business, individual, or service is strictly prohibited in accordance with State of California Education Code 92000.

#### Misuse of the LPU name

It is inappropriate to use the LPU name without the written permission of the institution for any purpose, including:

- Designating a business, political, social, economic, religious or other organization,
- Claiming an affiliation or endorsement of Life Pacific University, where none exists,
- Causing harm to the reputation of the institution,
- Advertising any meeting or activity that has the purpose of supporting or opposing any strike, lockout, protest, boycott, or political, religious, sociological or economic activity, and
- Any other commercial purposes

#### Appropriate uses of the LPU name

It is appropriate to use the Life Pacific University name to describe a current or past affiliation with the institution (e.g. employment or enrollment) or otherwise to describe the location of events.

#### Additional questions regarding appropriate uses of the LPU Name

If you have any questions regarding the use of the LPU name, please address the appropriate local campus official, or the Marketing Department.

#### Guidelines for Student Club Use of Social Media

Officially recognized student organizations, including clubs and community action teams, have the privilege of using the Life Pacific University name, nicknames, and abbreviations for official club or CAT- related activity, including advertising and maintaining a social media presence. External communication should be carefully proofed to ensure that it is free of any spelling or grammar errors and should generally adhere to the LPU style guide where applicable (training on use of the style guide is available to student organizations). Furthermore, content available for public view should not conflict with LPU's heritage, educational mission, and values, nor subject the University to reputational or brand damage. A club or CAT's faculty/staff advisor will have discretionary authority to approve or reject content generated by members of the organization.

#### Guidelines for Personal (Non-Official LPU) Use of Social Media

All communication from members of the LPU community, whether in-person or online, is to reflect the biblical principle that people are created in the image of God and should be treated with kindness, dignity, and respect. Interactions should be marked by honesty and grace, as



we express our values through our love for one another.  
Ro. 12:9-10; 1 Cor. 1:10, 13:4-8; Eph. 4:1-6; 1 Pet. 3:8-12

In balancing our freedom of expression and responsibilities as a member of the LPU community, faculty, staff and public representatives of the University are encouraged to refrain from posting or making public content that may be in conflict with LPU's heritage, educational mission, and values in email, social media, or other public forums (recognizing that all online communication is considered public).

Examples of inappropriate content may include but are not limited to that which a reasonable person of the Christian faith would find lewd or offensive, incites fear or violence, advocates for a belief or activity that is either illegal or incongruent with University values, has the purpose or effect of humiliating others, exposes confidential information, or infringes upon the intellectual property of others.

Life Pacific University employees are responsible for the content published on social media, blogs, wikis, or any other form of user-generated content. While LPU does not monitor personal content posted to social media sites, all posted content is subject to review and may result in disciplinary action per the staff or faculty handbook if determined to be inappropriate. Even when using your personal social media accounts, your online presence and conduct is to reflect our mission as an institution of biblical higher education existing for the transformational development of students into leaders prepared to serve God in the Church, the workplace, and the world.

### **Sanctity of Human Life Statement**

Life Pacific University believes in the sanctity of life whereby each individual person, being created in the image of God, has the right to live out his or her life fully from the point of conception until the time of natural death. Based on these Biblical beliefs and convictions, LPU seeks to preserve the life of every person at each stage of their lives, especially the vulnerable, innocent, and the elderly. Therefore, all members of the LPU community, including students, faculty, and staff, will not participate in or support practices that may end life prematurely, such as abortion at any stage of life, the use of abortifacient drugs, the destruction of pre-born life in medical research or procedures, suicide or euthanasia. Members of the LPU community agree to exercise great care and discretion in their personal selection of family planning methods that do not prematurely end a human life. As a Christian community that values the dignity and worth of all human life, we will provide support to those involved in an unplanned pregnancy through various academic and student support services. Furthermore, LPU is committed to preparing students who will address the social conditions that often contribute to the tragic choice of ending a life early within their communities.

### **Student Communication Policy**

It is of the utmost importance that students remain informed and connected to the University. Faculty and staff at Life Pacific University communicate pertinent and official information in one of two forms: email and printed materials placed in student boxes. Students are expected to check both on a daily basis, knowing that most materials are time sensitive. All students will be held responsible for any information disseminated via email and/or student boxes regardless of whether or not they have checked their account/box.

Students are also expected to use these forms of communication responsibly. Students who wish to communicate to the student body via email must submit a copy of the email to the Office of Student Development for approval. Approvals will be granted on a very limited basis.

Students who wish to submit mass mailings for advertisement or solicitation purposes must first obtain approval from the Office of Student Development. Solicitation of goods or services on campus property without prior approval of the OSD is prohibited.

### **Posting Policy**

All flyers, posters and advertisements without on-campus departmental sponsorship must obtain approval from the Office of Student Development before being posted on campus property. Any posting without an OSD stamp will be taken down.

It is the responsibility of the advertising party to take down all postings in a timely fashion after their event. If the posting has no event date indicated, the OSD will only grant approval for a two-week period. At the end of the period, the posting will need to be re-submitted for approval to remain posted.

The following are approved locations for postings: Café, Office of Student Development, The Post, Chapel, and the Academic Building. Each location has a designated area for postings. Anything found outside of those designated areas will be taken down, and offending parties may be subject to a fine. For more details, please inquire at the Office of Student Development.

Anyone wishing to post materials in the residence halls must obtain permission from the Office of Residence Life. Glass entrance doors to the residence halls are reserved for dorm-related information only. All other materials will be taken down.

### **Social Dancing Policy**

Social dancing has not been a part of Life Pacific University's history and tradition. The University recognizes, however, the emerging and diverse social and cultural viewpoints existing in the Foursquare Church worldwide. Scripture admonishes us to be sensitive to believers of differing convictions so as not to bring unnecessary offense (Romans 14). Social dancing is generally not permitted on campus. It may not be sponsored or planned as an activity by any official student group on or off campus without obtaining permission from the Dean of Students.

### **Sexual Harassment/Assault- Title IX Information**

Life Pacific University affirms a commitment to Christian values and works to provide a campus community environment free from harassment. LPU also is committed to recognizing, upholding, and enforcing the laws of the United States and the State of California. Violation of those laws shall not be condoned on the campus or at any activity held off campus by any constituency. It is the policy of LPU, in keeping with its efforts to establish an environment in which the dignity and worth of all members of the community are respected, that any sexual harassment of students and employees is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below. The University's sexual harassment policy applies equally to all individuals classified as a student, faculty, or staff member. Any reported incident of possible sexual harassment or assault will be investigated promptly.

Harassment violates federal and state laws, including, but not limited to, Title VII of the Civil Rights Act of 1964, which prohibits harassment in the workplace, and Title IX of the Education Amendments of 1972, which prohibits harassment of students as a form of discrimination that denies or limits a student's ability to participate in or benefit from the University's programs. Inquiries about the University's sexual harassment policy should be directed to the Title IX

Coordinator by contacting either the Office of Student Development (students) or the Office of Human Resources (employees).

The Title IX Coordinators are the designated agents of the University with primary responsibility for coordinating Title IX compliance efforts. The Title IX Coordinators' responsibilities are crucial to the development, implementation, and monitoring of meaningful efforts to comply with Title IX legislation. The coordinators are responsible for developing and implementing the grievance procedures recommended by Title IX legislation. Those procedures include notification and investigation of complaints; providing educational materials and training for the campus community; coordinating investigations of complaints; safeguarding a fair and neutral process for all parties; and monitoring all other aspects of the University's Title IX compliance. Further, the Senior Coordinator oversees the University's harassment policy in relation to Title IX law.

Adoption of procedures to provide prompt and equitable resolution of complaints is a critical function of the Title IX Coordinator. The Coordinator can assist persons alleging sexual harassment or discrimination in filing their grievance(s) and/or oversee the step-by-step procedure to be sure that appropriate time frames are met, or such persons may work directly with the university officer who directly handles sexual harassment and discrimination cases.

In carrying out this responsibility, the Coordinators may work in concert with other University officials. If the Senior Title IX Coordinator does not conduct the investigation of complaints, he or she should receive information about any grievances filed related to Title IX compliance. This procedure allows the institution to identify any patterns or repeat offenders that may be missed otherwise. The Senior Coordinator should also receive sufficient information throughout the process so that s/he can provide necessary guidance or information to ensure that the institution carries out its responsibilities under Title IX.

The Director of Human Resources will serve as the Senior Title IX Coordinator for the University and will be the primary point-person for grievances between employees. The Senior Title IX coordinator will coordinate on-going training and education for all employees and will ensure that all applicable laws and internal policies are followed.

The Vice President of Student Development is designated as a deputy coordinator and will conduct all investigations involving students. The senior coordinator and deputy coordinator will conduct a joint investigation for cases involving a student and employee of the University. The deputy coordinator will provide all training and education for students. As the person leading the investigation on behalf of students, the deputy coordinator would report his/her findings to any disciplinary committee (if applicable) but will not have a "vote" concerning a finding of responsibility or sanctions.

Senior Title IX Coordinator: Chief Financial Officer- *Heidi Bonadie, ext. 385*

Deputy Title IX Coordinator: Vice President of Student Development- *George Bostanic, ext. 355*

### **Sexual Assault Reporting Procedures and Victim Rights**

As defined under California law, sexual assault is a general term which covers a range of crimes, including rape. Sexual contact is considered non-consensual and, therefore, rape when the person is incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, or if a mental disorder or developmental or physical disability renders the victim incapable of giving consent. Furthermore, any sexual contact that involves the threat or use of force, violence, or future retaliation and duress is considered rape.

The State of California defines consent as the "affirmative, conscious, and voluntary agreement to engage in sexual activity." It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. Individuals who are asleep or unconscious, incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity, or are otherwise unable to communicate due to a mental or physical condition cannot give consent. Furthermore, individuals under the age of 18 are not legally able to give consent in the State of California.

Life Pacific University does not condone or tolerate sexual assault. A student who is a victim of sexual assault on- or off-campus, or at the hands of anyone affiliated with the University should report the incident immediately to the appropriate Title IX Coordinator. Transportation to a hospital will be arranged if necessary or deemed appropriate. The following procedures will then be initiated in order to ensure the safety and care of the victim:

- With the consent of the victim, the proper law enforcement agencies will be notified in order to report the assault.
- With the consent of the victim, the Director of Residence Life will be contacted if s/he is an on-campus resident. The University will also assist the victim should s/he wish to procure different housing due to the nature of the incident.
- Campus Safety will be notified of the event in order to ensure proper reporting and record keeping. The name of the victim, however, will not be released.
- The victim may request extra supportive measures in terms of his/her studies including, but not limited to, extra time to complete assignments, tutorial assistance, and individual counseling with professors.
- The victim will be apprised of any disciplinary action against the alleged perpetrator if this person is a fellow student or University employee.

### **Sexual Harassment Policy**

Life Pacific University takes its heritage, background and theological standing very seriously. Therefore, it will not tolerate any action that demeans the value of another person. As a result, the University condemns any type of behavior that constitutes harassment, or related retaliation, of or by any employee or student. Life Pacific University will take any complaint regarding this type of conduct very seriously. Efforts will be made to resolve all situations in a timely fashion. Members of the University community should be aware that anyone found responsible for sexual harassment will be subject to the strictest sanctions, including possible dismissal or termination of employment.

Behaviors that violate this policy include, but are not limited to:

- Verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance.
- Behavior that creates an intimidating, hostile, or offensive educational or working environment.

### **Three Types of Sexual Harassment**

**Hostile Environment:** A hostile environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent, and patently offensive so that it alters the conditions of education or employment, from both a subjective (the alleged victim's) and

an objective (reasonable person's) viewpoint. Purely verbal conduct rarely will be sufficient to establish a hostile environment. The determination of whether an environment is "hostile" must be based on all circumstances. These circumstances could include:

- The frequency of the conduct.
- The nature and severity of the conduct.
- Whether the conduct was physically threatening.
- Whether the conduct was humiliating.
- The effect of the conduct on the alleged victim's mental or emotional state.
- Whether the conduct was directed at more than one person.
- Whether the conduct arose in the context of other discriminatory conduct.
- Whether the conduct unreasonably interfered with the alleged victim's educational or work performance.
- Whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or by mere discourtesy or rudeness.
- Whether the speech or conduct is protected expression under the First Amendment or deserves the protection of academic freedom.

Any single incident of sexual assault is considered to immediately create a hostile environment and should therefore be viewed as sexual harassment under this policy.

Quid Pro Quo sexual harassment exists when there are:

- Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- Submission to or rejection of such conduct results in adverse educational or employment action.

Retaliation: For purposes of this policy, "retaliation" means:

- The student was engaged in protected activity (i.e., serving as a witness or complainant in a sexual harassment complaint); and
- A faculty member or other person with authority over the student was aware of the activity; and
- The student suffered an adverse educational action, and
- There was a causal connection between the student's protected activity, the faculty member's awareness of the protected activity, and the adverse educational action. An adverse educational action is any educational action that significantly interfered with the student's access to educational programs or activities.

Technically, a co-worker or fellow student cannot retaliate because neither has authority over the person who suffered an adverse employment or educational action. However, the University may sanction a faculty, student, or staff member who harasses or intimidates a person because of the person's participation in a protected activity, as described above.

Harassment or intimidation includes, but is not limited to, threats or actual violence against the person or his or her property, ridicule, taunting, bullying, or ostracism. This policy incorporates languages suggested by Tom Trager, associated counsel to the University of Colorado, and Brett Sokolow, from NCHERM.

## Marital Relationships

### Marriage

The University defines marriage as the exclusive, legally-binding, covenantal relationship, intended to be permanent, between one man and one woman, established by God for the welfare and happiness of humankind, to mirror his love for us in Christ, to refine our character, to allow for joyful participation with God in the creative process through procreation, to secure the stability necessary for the nurture of children produced by the marital union, and to reflect the unity of the triune God.

### Divorce

While the University holds to the biblical tenant that marriage is intended as permanent, we understand that in our broken human condition, divorce may sometimes be an unavoidable last resort.

- Students who enter the University having been divorced: If someone applies for enrollment who has been through a divorce, he or she will be informed that acceptance into the University is one matter, while the act of licensing with the International Church of the Foursquare Gospel is a separate matter that must be considered and approved by the denomination.
- In consideration of the health and welfare of Life students and this community, students will be required on the entrance application to give information regarding the circumstances of divorce and any sort of restoration process. If the University requires further understanding about the situation, the Office of Student Development will contact the student. A comprehensive recovery process is a priority; therefore, recommendations may be given prior to admittance into the University based individually on the student's circumstances.
- Students who get separated or divorced while enrolled in school: If a student enters into a separation or divorce while enrolled in classes or during an extended school break, the student may be required to withdraw from school while he or she is going through either a restoration or divorce process. After the entire process has been resolved re-admittance as a student will be considered by an ad hoc committee.

## Title IX Exemption Disclosure

Life Pacific University is a Christ-centered learning community that exists for the transformational development of students into leaders prepared to serve God in the Church, the workplace, and the world. Our identity as a Christian institution within the Foursquare tradition, characterized by a diverse community of Spirit-empowered students, scholars, and practitioners whose hearts and minds are devoted to Christ and His Kingdom, is central to all that we do and teach.

As a Christian institution, we affirm the divine creation of humanity in the image of God (Gen. 1:26-27). The image is shared by all humans equally and, therefore, all individuals are equally valuable. We do not tolerate any form of illegal discrimination or harassment and are committed to providing a learning and living environment that promotes dignity, student safety, transparency, personal integrity, civility, and mutual respect.

While the University does not exclude students from attendance limit educational activities based solely on sexual orientation or gender identity, our biblical beliefs regarding human sexuality and gender do inform and animate many of our policies and practices. Therefore, LPU has applied for the regulatory exemption under Title IX, 34 C.F.R. section 106.12. Furthermore, LPU is also exempted by the state from California Education Code 66270, to the extent the application of California Education Code 66270 is not consistent with the



institution's religious tenets.

Life Pacific University maintains the view that all official student data (including, but not limited to admissions applications, enrollment data, alumni records, and transcripts) and decisions (including, but not limited to housing assignments and the application of other residential policies) will reflect a student's sex at birth.

## **APPENDIX A – SEXUAL ORIENTATION AND GENDER IDENTITY STATEMENT**

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Life Pacific University (LPU) stance regarding sexual orientation and gender identity (SOGI) should be understood in relation to LPU's distinctives. These distinctives are:

- **Scripture** as our authoritative guide for faith and practice and the foundation for how we think, learn, live, and minister. (2 Tim. 3:16)
- **Grace-based community** exemplified by excellence organizationally, and Christ-like character individually. (Eph. 2:11-22; John 15; Romans 8:28-30; Gal. 5:22-25/Eph. 5:15-20)
- **Foursquare heritage** and its appeal for moderation in doctrine and practice, a Pentecostal ethos and Spirit-empowered lifestyle, women in senior leadership, indigenous empowerment, and an integrated interdenominational mission to take the Gospel to the ends of the earth. (Titus 1:7-9; Eph. 4:11-13, Acts 1:4-8)
- **Global awareness** displayed through valuing diversity, understanding our place in the world, the far-reaching impact of decisions and actions, and innovatively engaging the world (I Cor. 12:12-31; Matt 28:19-20; John 17:15-19)

These distinctives frame our dialogue regarding SOGI in the following ways:

- In keeping with our value for Scripture, we believe we must yield to Scripture's guidance, interpreted in its historical, cultural, literary, and canonical context in addressing sexual orientation and gender identity.
- In keeping with our value of a grace-based community, we recognize that only by grace can we live Christ-like lives, but that such grace is available through the power of the Spirit to demonstrate Christ's humility, holiness, and submission regardless of our sexual orientation or gender identity. As recipients of God's grace, we choose to love others as Christ has loved us—without condemnation and yet with continual encouragement to live as God intended.
- In keeping with our Foursquare heritage of moderation we will seek to avoid extremism demonstrating gentleness and patience in our responses to these topics and the persons involved, looking always for ways to respond that do not hinder but rather advance the spread of the Good News regarding Jesus Christ.
- In keeping with our value for global awareness, we recognize and respect those whose perspectives and interpretations<sup>1</sup> on these topics that differ from our own. We acknowledge that the decisions we make and the practices we employ in relation to sexual orientation and gender identity have far-reaching impact in our world and community.

In addition, we believe it is necessary to specify two assumptions—displayed in the position statement that follows—we hold in relation to interpreting Scripture:

- Scripture must be interpreted within its context and, thus, may not directly parallel the context and issues in which we find ourselves. Regardless, since Scripture is our authoritative guide, we seek to apply principles embedded in the biblical text to our context.
- We must consider the whole of Scripture rather than rely simply on isolated texts. A singular text may apply only to one type of situation but if Scripture has a consistent voice on an issue it is more likely to yield principles that transcend context and culture.

### Biblical/Theological Position

LPU's biblical/theological position on SOGI topics is formed around four areas for theological development: the creation of humanity, marriage and sexual activity, humanity's fall, and living in grace and hope. These areas provide principles for guiding pastoral care of students and staff, as well as, for establishing policies and practices.

#### *Creation of Humanity*

- The same text affirms God's creation of humans in a biologically-gendered (male and female) pair. This does not deny the humanity of an unmarried person—the male and the female were each made in the image of God, while humankind as a whole also presents the divine image.
- The command to the original pair to be “fruitful and multiply” supports the necessity of biologically-gendered pairs. The command is reaffirmed after the flood (Gen. 9:1), indicating it is a continued expectation for humanity.
- While Scripture sometimes supports gender roles (i.e., patriarchal society) it also at times undermines those roles (i.e., women leaders), indicating gender roles may be cultural rather than a divine prescription.
- However, since Scripture never undermines biological sex at birth as a core distinction between males and females (Jesus affirms creation of ‘male and female’—Matt. 19:4; Mark. 10:6), an individual's sex at birth is left as the determining factor for gender identity.

### Marriage & Sexual Activity

- The command to ‘be fruitful and multiply’ indicates that God intended for humans to engage in sexual intimacy and that this is a good thing (it is included in a blessing—Gen. 1:28). However, this factor does not indicate that procreation is the only purpose for sexual intimacy. Indeed, the reference to a man leaving his father and mother, clinging to ‘his wife’ and the two becoming ‘one flesh’ (Gen. 2:24) affirms sexual intimacy—as an action exclusively between a heterosexual, monogamous pair—separately from procreation.
- Creation of a single pair (rather than any other combination of males and females) along with the language of Gen. 2:24 denotes that sexual activity was intended to exist in a mutually and exclusively committed pair of male and female. This conclusion is supported in that the man in Gen. 2 finds his equal counterpart only in the biologically-complementary woman rather than in any other created being. Further, Jesus (Matt. 19:3-6) cites Genesis 2:24 when questioned about the acceptability of divorce, affirming it as a foundational text on marriage.
- Through the texts above along with images such as God being a jealous God (Exod. 20:5; Deut. 4:24; Josh. 24:19), Israel's marital unfaithfulness to Yahweh (Hosea), proverbial instructions concerning faithfulness in marriage (Prov. 2:17; 5:15-18), and the Church being presented as a spotless bride of Christ (Eph. 5:25-27; 2 Cor. 11:2) among others, affirms marital exclusivity. As a result, only sexual intimacy inside a marriage between a man and woman is appropriate.<sup>2</sup>
- Scripture's consistent affirmation of sexual intimacy only within the exclusive confines of marriage between one man and one woman prevents one from assuming the limits Scripture places on acceptable sexual activity are merely cultural (in contrast to what Scripture does with gender roles).<sup>3</sup>
- Scripture affirms celibacy as the appropriate action for all those not in a marriage between one man and one woman: Jesus (Matt. 19:6) described voluntary celibacy as a choice some make for the sake of God's kingdom and Paul (1 Cor. 7) insists that any who cannot control themselves sexually (i.e., practice celibacy) should marry.
- Celibacy does not keep the person from experiencing intimacy. Intimacy can be found in faithful, life-long, platonic friendships. Such friendships are modeled in Scripture by

David with Jonathan (1 Samuel 18:1-5; 19:1; 20:17, 41)<sup>4</sup> and Jesus with his disciples.

### Fall of Humanity

- Genesis 3:14-24 affirms that the original pair's disobedience had immediate effects on them (pain in childbirth, difficulty in working the field) and creation (the serpent goes on its belly, lowered productivity of the land). Further, the text presents a disconnection and relational brokenness between God and His creation in the original pair being sent from the garden where God and His creation had communed.
- Romans 8:18-25 indicates that the long-term effect of the fall and separation is all creation (including humans) groaning in longing to be set free from the decay and futility it experiences. Therefore, creation and all created beings are no longer in their ideal state and the human propensity towards sin along with the effects of sin on creation continue until the final "redemption of our bodies."
- Since Scripture affirms that the fall's effect is experienced by everyone (all have sinned and fallen short of God's glory—Rom. 3:23) all people experience states and desires that are less than ideal—inconsistent with God's original intent. Those states and desires, whatever they may be, need to be reordered so as to love God and others according to God's ideal.

### Living in Grace and Hope—Christ-like Life

- Since, as indicated above, all creation and all created beings experience the decay and futility brought about by the original pair's disobedience, all humanity is in need of redemption. *That is true regardless of our sexual orientation or gender identity.*
- This redemption is accomplished by grace (for by grace we have been saved), and while we experience some portion of redemptive wholeness now through the dynamic presence of the Holy Spirit, ultimate wholeness for each of us awaits the "restoration of all things" (Acts 3:19-21).
- In the present we are to be conformed to the image of Christ (Rom. 8:28-30). Christ's holiness, humility, and compassion set the model toward which the Spirit shapes our character as we yield to the Spirit (Rom. 8:9-17; Gal. 5:16-26). This means that all our activities, including sexual ones, must be re-ordered to align with Christ.
- Grace, not simply as an allowance for being out of alignment with Christ, but positively as the power to live for Christ and in conformity with His will, is available to everyone who responds to Christ.
- Scripture clearly recognizes we live our lives 'less than ideal' and unmistakably indicates that there is no condemnation for those "in Christ Jesus"—those who have committed themselves to Christ (Rom. 8:1). Nevertheless, Scripture never lowers the expectation that we seek conformity with the ideal. Thus, irrespective of the orientation for the desires we experience sexually, we are called to submit ourselves to the Spirit to live in conformity to the ideal, even where that means not being able to act upon the desires we have when others can. This also indicates that where we experience states (for instance when our sense of our gender does not match the biological sex of our birth) that do not match the ideal we yield ourselves to the Spirit to live in conformity to Christ.
- Regardless, we choose to love others as Christ has loved us—without condemnation and yet with continual encouragement to live as God intended. This means that all our words and actions toward others must be seasoned with grace and compassion, coming alongside and encouraging each other towards Christ. Demeaning, abusive, and dehumanizing actions and words do not reflect the love for God and others to which we are called.

### Pastoral Response

These theological convictions drive our pastoral response—a call to discipleship. All of us, regardless of our sexual orientation or gender identity, are called to submit the entirety of who we are and what we do to Christ's lordship. As Christ followers our identity is found in Christ and not in our sexuality or any other area we or society may wish to use to define us.

As such, our response to sexual topics of all kinds (marriage, family planning, dating, pornography, promiscuity, adultery, polygamy, gender identity, homosexual sexual activity, divorce, etc.) is first that of self-reflection and repentance in light of the reality that we are all sinners—we are all living less than the ideal of Christ. We all must let the light of God's word (Scripture) shine into the depth of our own lives and submit all our sexual desires and activity to God and His ideals. We are all called to a life centered wholly and completely in Christ by the Spirit. We cannot let our sexuality or gender identity stand between us and God.

Our response must always be a response of great compassion and grace. It is God's love that led Him to reconcile humanity to Himself despite humanity's disobedience. It is that same love and grace that draw us to God. As God so richly bestowed His grace on us through His son Jesus, we are called to extend the same to others, especially in their brokenness. It is often in how God acts toward our areas of brokenness where we most clearly see God's grace and love for us. God's strength is revealed in our weakness, as we submit our weaknesses to Him.

Therefore, as those called to be leaders in the Christian community, our response is to walk alongside each other in our brokenness in order to learn, live, and grow in holiness as we are transformed by Christ and the Holy Spirit into Christ-likeness. We believe Christ invites us all to walk with Him and one another as we pursue holiness in every area of our lives. God's kindness draws us to repentance. We do not seek holiness to find God's love; rather it is His love that makes us holy. The transformation in our thinking and actions can happen in a moment of God's healing touch or it can take a lifetime of endurance. In fact, it may not fully happen in this lifetime, but we know when we see Him face-to-face we will all be transformed fully and finally into the likeness of Christ.

## **APPENDIX B – DRUGS AND ALCOHOL**

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This section is included to provide students with information on Life Pacific University's federal compliance with the Drug-Free Workplace Act. Definitions of intoxicants and illegal substances are given.

**Federal Mandate:** On November 18, 1988, Congress passed the Drug-Free Workplace Act requiring contractors and grantees of federal agencies to certify that they will provide a drug-free workplace. Compliance with this required certification is a precondition for receiving a contract or grant from a federal agency. The federal government then mandated, on October 1, 1990, that there will be no illegal drug use by students, staff or faculty on University campuses anywhere in the United States.

Pursuant to the Drug-Free Workplace Act of 1988, it is unlawful to manufacture, distribute, dispense, possess or use controlled substances at University work sites and/or while performing University activities, events or business.

**Basis for the Policy:** LPU is the oldest institution of higher learning of the Foursquare Church. As such, the Foursquare Church Statement of Faith serves as a guide for the philosophy of this policy. Our doctrinal statement includes: We believe in the practical outworking of the life of Christ in the believer so that it will be manifested in good works and holy living.

Students at LPU are committing themselves to training and discipleship toward these good works and holy living. Therefore, because of the known impairing of judgment and harmful effects, students are required to abstain from these substances at the very least during their enrollment. This abstinence allows each student to focus on his or her academic studies as well as personal and spiritual growth and development.

**Compliance for Students:** LPU makes every effort to provide and maintain a drug-free campus. Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, and for the purposes of this handbook, it is unlawful to manufacture, distribute, dispense, possess, use or sell illicit drugs and alcohol on campus or during any school-related business or event. All students are required to comply with this policy as a condition of their continued enrollment. Any student violating this policy will be subject to disciplinary action, including possible suspension or expulsion.

In addition to sanctions imposed by the University, students may be subject to regulations of civil authorities. Various local, state and federal regulations prohibit the illegal use, possession and distribution of illicit drugs and alcohol. Penalties for violations of such statutes vary depending on the type of drug, the amount of the drug involved, the type of violation involved, and, in the case of alcohol, the age of the person involved.

Alcohol/drug abuse counseling, treatment, rehabilitation and referral information for Los Angeles County is available in the Office of Student Development as well as in the "Reference" section of this handbook under "Important Phone Numbers."

**Definitions:** The use of illegal drugs and tobacco and the abuse of alcohol may have serious health consequences, including damage to the heart, lungs and other organs. Alcohol-related accidents are the number one cause of death for persons aged 15-24. The most significant health risk, besides death, is addiction. Chemical dependency is a disease that, if not arrested, is fatal.

Illegal drug use or possession may involve, but is not limited to, the following substances:

### **Alcohol**

Even low doses of alcohol significantly impair the judgment and coordination needed to operate vehicles. Small amounts also lower inhibitions. Moderate to high doses cause marked impairments in higher mental functions, memory, and the ability to learn and recall information. High doses cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can lead to dependence and permanent damage to vital organs such as the brain and the liver.

If combined with other depressants that affect the central nervous system, even low doses of alcohol will produce adverse effects. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome and other birth defects.

### **Anabolic Steroids**

Steroid users subject themselves to more than 70 side effects, ranging in severity from acne to liver abnormalities to psychological reactions. The liver and cardiovascular and reproductive systems are most seriously affected by use. In males, use can cause withered testicles, sterility, and impotence. In females, masculine traits can develop along with breast reduction and sterility. Psychological effects in both sexes include aggressive behavior known as "road rage" and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

The University will conduct a biennial review of its alcohol and drug regulations to determine their effectiveness and will implement changes as needed to ensure that the sanctions developed are consistently enforced.

### **Cannabis: Marijuana, THC, Hashish, Hashish Oil, Synthetic Marijuana**

Physical effects of cannabis include increased heart rate and appetite, bloodshot eyes, and dry mouth and throat. Use of cannabis may impair or reduce the ability to drive an automobile or perform tasks requiring concentration and coordination. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana, hashish, THC, etc., can also produce paranoia and psychosis. Long-term use may result in possible lung damage, reduced sperm count and motility, and may affect ovulation cycles. Cannabis can also be psychologically addictive.

### **Cocaine/Crack**

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart and respiratory rates, and body temperature. Occasional use can cause nasal irritation; chronic use can ulcerate the mucous membrane of the nose. Crack or freebase rock is extremely addictive. Physical effects also include insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by cardiac arrest or respiratory failure.

### **Hallucinogens: PCP, LSD, etc.**

Phencyclidine (PCP) interrupts the functions of the neocortex, possibly resulting in self-inflicted injuries. Users may experience a sense of distance and estrangement, loss of muscular coordination, and speech impairment. Large doses may produce convulsions and coma as well as heart and lung failure.

Lysergic Acid Diethylamide (LSD), mescaline, and psilocybin cause delusions and



hallucinations. Physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, tremors, and psychological reactions. Users may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects or flashbacks can occur even after use has ceased. Use of hallucinogens can cause psychological dependence.

### **Prescription Drugs (without being authorized by a doctor)**

Taking medication prescribed for someone else is never advisable. Because drugs may affect each person differently, it is possible that a drug that works for one person can trigger an adverse reaction in someone else. The most frequently misused medications are opioid painkillers (e.g., OxyContin and Vicodin); central nervous system (CNS) depressants used for anxiety and sleep disorders (e.g., Valium and Ativan); and stimulants that treat attention deficit hyperactivity disorder. Opioids can cause choking, changes in mood, decreased cognitive function, interruptions in the menstrual cycle, infertility, slowed breathing, coma or death if there is a severe slowdown in breathing. CNS depressants — sedatives and tranquilizers — can cause memory problems and lead to seizures. Using some stimulants even in the short term can trigger paranoia; high doses can cause an increase in body temperature and abnormal heartbeat. There is also a risk of cardiovascular problems and fatal seizures. When prescription drugs are misused, the risk of addiction jumps exponentially. Discontinuing the drug results in withdrawal symptoms — physical symptoms like nausea, shaking, sweating and nervousness. Withdrawal from opioids results in symptoms such as bone pain, insomnia, vomiting and uncontrolled leg movements. Stimulant withdrawal can produce depression, exhaustion and sleep problems. Withdrawal from some sedatives and tranquilizers can lead to life-threatening consequences.

### **Stimulants: Amphetamines, Crank, Ice, Methamphetamines**

Stimulants cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may experience sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to physical effects, feelings of restlessness, anxiety, and moodiness can result. Use of large amounts over a long period of time can cause amphetamine psychosis, including hallucinations, delusions, and paranoia. The use of amphetamines can cause physical and psychological dependence.

### **Tobacco/Nicotine/Vapors**

Immediate effects include relaxation and increased confidence and metabolism. However, smokers are more likely than nonsmokers to contract heart disease. Thirty percent of cancer deaths are linked to smoking. Chronic obstructive lung diseases, such as emphysema and chronic bronchitis, are 10 times more likely to occur among smokers than nonsmokers. Smoking during pregnancy also poses risks such as spontaneous abortion, premature birth, and low birth weight. Fetal and infant deaths are more likely to occur when the pregnant woman is a smoker. Tobacco/nicotine is both psychologically and physically addictive.

## **APPENDIX C – DIGITAL ACCEPTANCE POLICY**

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### **Introduction**

The Life Pacific University Network is provided as a service to students, faculty, staff, and other members of the Life Pacific University community. Maintained by Life Pacific University Information Technology Department, the Network supports the instruction, research, and service mission of the University.

This document outlines the policy of acceptable use of Life Pacific University Network resources, the effective protection of individual users, equitable access, and proper management of those resources.

### **Individual Responsibility**

Life Pacific University strives to provide fair and distributed access to computing and network facilities for the entire community of users. It is the intent of Life Pacific University to make available unfiltered information on the Internet for the University community. Members are responsible for selecting, viewing, and utilizing resources.

To foster trust and intellectual freedom, it is necessary to practice courtesy, common sense, and restraint in the use of shared resources. Improper use of Life Pacific University facilities may prevent others from gaining fair access to those facilities.

Furthermore, users must keep in mind that networks or systems outside of Life Pacific University (including those in other countries) may have their own distinctive policies and procedures. Users are advised to learn and abide by the policies and procedures of these external networks. Insofar as a secure and reliable computer system is necessary to the academic mission of the University, all members of the University community should contribute to the security of the system by conscientiously protecting their access privileges, for example: users need to select a secure password and, furthermore, should change their passwords frequently. Likewise, the computer system administrators will act promptly when evidence of serious compromises to the security of the system is detected.

The Life Pacific University computing network must work within finite limitations of bandwidth and disk space. Users are reminded that electronic mail exists on a space shared by other members of the community, and users are responsible for maintenance of their electronic mailbox. Therefore, users are encouraged to keep only pertinent materials in their mailbox accounts. The user should:

1. conserve disk space: delete unwanted e-mail messages as soon as possible.
2. be aware that email cannot be guaranteed to be perfectly private: others may intentionally or unintentionally forward or print your message, making it publicly available.
3. Like electronic mail the maintenance of a user's own storage area is the user's responsibility. The user should:
  - a. conserve server disk space
  - b. routinely and frequently check for viruses.
  - c. not maintain anything that the user considers to be private in the network storage area. (Files in network storage may be accessible by persons with system privileges.)

## Conduct

Activities that violate the Acceptable Use Policy include, but are not limited to, those in the following list:

- Using a computer account that does not rightfully belong to you.
- Violating copyright laws and their fair use provisions through inappropriate reproduction or distribution of copyrighted files (including movies, music, computer software, text, and images).
- Using the Campus Information Technology (IT) infrastructure to gain unauthorized access to other computer systems.
- Unauthorized connecting of equipment to the campus network (this includes personal switches and wireless routers in rooms).
- Attempting to break into the system by circumventing data protection schemes or uncovering security loopholes. This includes the wrongful use of programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- Knowingly or negligently performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Attempting to damage or to place excessive load on a computer system or network by using programs, such as (but not limited to) computer viruses, Trojan Horses, and worms.
- Deliberately wasting or overloading computing or printing resources, or deliberately using excessive bandwidth on the network.
- Violating terms of software licensing agreements.
- Using University resources for non-academic commercial activity such as creating products or services for sale, without express University approval.
- Using electronic mail or other Information Technology resources to abuse, harass, or intimidate members of the University community on any basis including race, ethnic origin, creed, gender or sexual orientation. Users are reminded that sexually suggestive materials displayed inappropriately in public places, the classroom, or the workplace may constitute sexual harassment.
- Propagating mass mailings with the intent of flooding ("spamming" or "bombing") the accounts of others.
- Forging the identity of a user or machine in an electronic communication.
- Transmitting or reproducing materials that are slanderous or defamatory, or that otherwise violate existing laws or University regulations.
- Attempting to wrongfully monitor or tamper with another user's use of the University's Information Technology infrastructure (such as reading, copying, changing, or deleting another user's files or software) without the knowledge and agreement of the owner.

## Authorization

Personal use of Life Pacific University computing resources by staff employees during working hours is an issue that will be determined by the employee's supervisor. Use of University computing and network facilities for non-academic commercial monetary gain requires the approval of the University and may require a written contract that gives full details of any financial obligation and/or charge for use, if any. Connecting network devices, such as "network switches or wireless access points" to the campus system will require authorization from the Director of Information Technology or his/her designee.

## Enforcement of Policies

Failure to comply with any of the above policies may result in termination of network privileges, University disciplinary action, and/or criminal prosecution.

It is understood that users may unwittingly create problems for others by, for example,

employing programs that monopolize the network bandwidth. In such cases the Information Technology Director (or his/her designate) will contact the user and explain why and how the user needs to modify his or her electronic behavior. A policy clarification letter may be written. In cases of repeated problematic behavior, the Director of Information Technology may recommend to the appropriate Dean or supervisor that a formal warning be placed in the user's

University record. If so, the user will be notified of this recommendation and will be allowed the opportunity to provide a response to the recommendation in advance of the Dean's/supervisor's decision.

Access to computing resources may be suspended temporarily at any time by the Information Technology Director (or his/her designate), if there is clear evidence to suggest that the resource(s) are being used in a manner that seriously compromises the security and/or integrity of the resource(s). In such a case, the owner of the account will be sent notification of this action within twelve hours and assisted in extracting such files as are immediately needed (e.g., for class assignments) and/or establishing a new, secure account, as appropriate.

Upon suspension, a user shall discuss the issue with the Information Technology Director (or his/her designate) in order to reestablish an account. The account shall be reestablished within one business day of a satisfactory conclusion to this meeting. If the account is not reestablished to the user's satisfaction, he or she may appeal to the appropriate office of the University. The Information Technology Director (or his/her designate) may also choose to refer the case for disciplinary action in accordance with established procedures.

### **Federal Law and Legislation**

The following federal legislation applies:

- USA Patriot Act
- Homeland Security Act of 2002, Section 225 (Cyber Security Enhancement Act of 2002)
- Prosecutorial Remedies and tools Against the Exploitation of Children Today Act, 18
- U.S.C. § 2702 (PROTECT Act)

The following are Federal Criminal Codes related to Computer Intrusions:

- 18 U.S.C. § 1029. Fraud and related Activity in Connection with Access Devices
- 18 U.S.C. § 1030. Fraud and related Activity in Connection with Computers
- 18 U.S.C. § 1362. Communication Lines, Stations, or Systems
- 18 U.S.C. § 2510 et seq. Wire and Electronic Communications interception and Interception of Oral Communications
- 18 U.S.C. § 2701 et seq. Stored Wire and Electronic Communications and Transactional Record Access
- 18 U.S.C. § 3121 et seq. Recording of Dialing, Routing, Addressing, and Signaling Information

### **Indemnification and Liability Statement**

Life Pacific University makes absolutely no warranties of any kind, either express or implied, for the Internet services it provides. The University will not be responsible for any damages suffered by users, including, but not limited to, any loss of data resulting from delays, non-deliveries, user errors, or service interruptions. The University is not responsible for the accuracy or quality of information obtained through its Internet services, including e-mail. Users assume responsibility for any damages suffered as a result of information obtained through these sources.

The user agrees to indemnify and hold harmless Life Pacific University the Board of

Trustees, and University employees from and against any claim, lawsuit, cause of action, damage judgment, loss, expense, or liability resulting from any claim, including reasonable attorneys' fees, arising out of or related to the use of the University's hardware, software, and network facilities. This indemnity shall include, without limitation, those claims based on trademark or service mark infringement, trade name infringement, copyright infringement, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

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