MISSION STATEMENT

Hope International University’s mission is to empower students through Christian higher education to serve the Church and impact the world for Christ.
# Table of Contents

- Departmental Phone List ........................................... 5
- Administration ....................................................... 6
- 2014-2015 Calendar .................................................. 7
- Campus Maps .......................................................... 9
- Student Affairs ....................................................... 11
  - New Student Orientation ......................................... 11
  - Student Life ......................................................... 12
  - I.D. Cards .............................................................. 12
  - Associated Student Body (ASB) ................................. 12
- Residence Life ........................................................ 13
  - Resident Assistants (RAs) ........................................ 13
- Student Activities .................................................... 13
- Campus Ministries ................................................... 14
  - Student Positions .................................................. 14
  - Christian Service .................................................. 14
  - Barnabas Groups ................................................... 14
- Formation Groups (Pathways) ...................................... 15
- Chapel ................................................................. 15
- Chapel/Formation Group Attendance ............................. 15
- Chapel Etiquette ....................................................... 15
- International Student Programs .................................. 16
- Study Abroad Opportunities ....................................... 16
- Athletics and Sports Recreation ................................... 16
- Intercollegiate Athletics ........................................... 16
- Intramurals & Fitness Opportunities ............................. 16
- Facilities ............................................................... 17
- Clubs ....................................................................... 17
- Lawson-Fulton Student Center ..................................... 17
- Health Services/Insurance .......................................... 18
- Support Services ....................................................... 19
  - Career Services ..................................................... 19
  - Contact Us ............................................................ 19
  - News & Events ....................................................... 19
- Student Employment .................................................. 19
  - Student Portal: My Career ....................................... 19
- Additional Online Services ......................................... 19
- Counseling Services ................................................ 20
- Registrar ................................................................. 20
- Directory Information ............................................... 20
- Financial Aid ........................................................... 20
- Student Accounts ..................................................... 21
- Admissions .............................................................. 21
- Mail and Copy Center Services .................................... 21
- Food Service ........................................................... 22
- Meal Plan Service ..................................................... 22
- Bookstore .................................................................. 23
- Information Systems ................................................ 23
- Operations ............................................................... 24
- Facilities & Grounds .................................................. 24
- Campus Safety ........................................................ 24
- Parking ....................................................................... 24
- Missing Student Policy and Procedure .......................... 24
- Library Services ....................................................... 26
- Community Life ....................................................... 27
- Residence Life ........................................................ 27
- Residency Requirement ............................................. 28
- Community Standards & Policies ................................. 29
- High Standards of Student Conduct .............................. 29
- Integrity and Accountability ......................................... 29
- Affirmation of Cultural Diversity .................................. 29
- Sanctity of Life .......................................................... 29
- Student Conduct Code ............................................... 30
  - 1.0 Administrative Policy ......................................... 30
  - 2.0 Property, Facilities, Grounds ................................. 30
  - 3.0 Safety and Security ............................................. 31
  - 4.0 Social, Moral or Biblical ...................................... 31
- Responsibilities & Regulations for ................................. 31
  - Residence Halls ...................................................... 33
  - 5.0 Contractual Responsibilities .................................. 33
  - 6.0 Facilities and Use Hours ....................................... 35
- Privacy of Rooms ...................................................... 37
- Guidelines/Consequences for Breaches of ...................... 38
  - Conduct Codes ....................................................... 38
- Disciplinary Action .................................................... 39
- Disciplinary Action for Dorm-only Students ................. 41
- Disciplinary Action Terminology .................................. 41
- Rights and Responsibilities in the Judicial ...................... 43
  - Process ................................................................. 43
- Right of Appeal ........................................................ 43
- Re-Admission of a Dismissed Student .......................... 44
- Special Administrative Evaluation .............................. 44
- Withdrawal Process & Exit Interviews .......................... 45
- Exit Interview ........................................................... 45
- Withdrawal Checklist ................................................ 45
- Additional Policies ..................................................... 45
- Process for Providing Students with ............................. 45
  - Learning Accommodations ...................................... 45
  - Timely Warning Policy ............................................. 47
- Family Educational Rights and .................................... 47
  - Privacy Act of 1974 ................................................ 47
  - Academic Integrity ................................................. 48
  - Academic Dismissal Policy ....................................... 48
  - Access to Records ................................................. 48
  - Complaint Notice .................................................... 49
  - Section 504 of the Rehabilitation Act ........................ 49
  - and Title II of the Americans with Disabilities Act of 49
  - 1990 ................................................................. 50
  - Non-Discrimination and Harassment ......................... 50
  - Policy ................................................................. 50
  - Non-Retaliation Policy ............................................. 51
  - Maintenance & Repairs .......................................... 51
  - Solicitation & Material Distribution .......................... 51
  - Policy ................................................................. 52
  - Residence Halls Wireless Access ............................... 53
  - Point Policy ........................................................ 53
  - Resolution of Conflicts ........................................... 53
  - Student E-mail Systems Terms of Use ....................... 53
- International Student Needs ......................................... 54
- Maintaining F-1 Status .............................................. 58
- Obtaining Employment .............................................. 60
- Obtaining a Social Security Card ............................... 61
- Income Tax Obligations ............................................ 62
- Travel Information .................................................... 62
- Medical Insurance & Immunizations ............................ 63
- Banking ................................................................. 64
DEPARTMENTAL PHONE LIST

ASB ................................................................. 1201
Athletics ......................................................... 5400
Pioneer College Caterers ................................. 7461
Bookstore ....................................................... 1233
Campus Ministries .......................................... 1294
Career Services .............................................. 2309
Church Ministry ............................................. 1255
Computer Support ......................................... 2607
Conference Services ...................................... 7474
Housing ......................................................... 2581
International Student Programs ....................... 1411
Library .......................................................... 1234
Mail and Copy Center ..................................... 1200
Music ............................................................ 1283
Operations ...................................................... 2545
Hope Counseling Center .................................. 1266
Undergraduate Admissions ............................. 2212
Online Undergraduate & Graduate Admissions .... 2322
President's Office ............................................ 2237
Registrar ....................................................... 1606
Security ......................................................... 7333
Student Accounts and Financial Aid .................. 2202
Student Affairs ............................................... 2311
Student Center Information Desk ..................... 1213
Student Life .................................................... 1644
Student Activities .......................................... 1292
Undergraduate Dean's Office ......................... 1246
Undergraduate Faculty Secretary Office ............. 1253
Web Page ...................................................... www.HIU.edu

Fax Numbers

Student Affairs ............................................. 714-681-7224
Library ......................................................... 714-681-7515
Registrar ...................................................... 714-681-7230

*The content of this handbook is subject to change when deemed necessary by the University to meet the evolving needs of students, the community, and the institution.
ADMINISTRATION

John L. Derry
President

R. Mark Comeaux
Vice President for Student Affairs

Paul Alexander
Vice President for Academic Affairs

Michael D. Mulryan
Vice President for Institutional Advancement

Frank Scotti
Vice President for Business and Finance

Teresa Smith
Vice President for Enrollment Management
2014-2015 Calendar

FALL SEMESTER 2014

Opening Faculty Meetings ........................................ August 14
New Student Orientation
  International Student Residence Hall Move-in ............... August 14
  International New Student Orientation Days ................. August 15
  New Student Residence Hall Move-in .......................... August 16
New Student Orientation Days .................................. August 16-22
Returning Student Residence Hall Move-in ..................... August 17
First Day of Classes ................................................. August 20
Opening Convocation ................................................ August 21
Credit Enrollment Ends ............................................ August 29
Labor Day Holiday—University Offices Closed .............. September 1
  Evening Classes Will Meet
Good Standing Class Withdrawal Period Ends ............... September 19
Petition to Graduate Deadline
  For Winter Commencement ....................................... October 1
Faculty In-Service Day .............................................. October 21
  Evening Classes Will Meet
Spring/January/May Term Registration ....................... November 4-7
Thanksgiving Holiday Break ..................................... November 24-28
  No Classes Meet
  University Offices Closed 26th, 27th, and 28th
Final Examinations .................................................. December 8-11
Winter Commencement ............................................. December 13
Fall Semester Residence Hall Move-out ...................... December 13

JANUARY “J”TERM (Interterm) 2015 .......................... January 5-16

SPRING SEMESTER 2015

Martin Luther King, Jr. Day Holiday (Observed) ............. January 19
  University Offices Closed
New Student Orientation
  New Student Residence Hall Move-in .......................... January 20
  International Student Residence Hall Move-in .............. January 20
New Student Orientation Days ................................. January 20-23
First Day of Classes ................................................. January 22
Credit Enrollment Ends ............................................ January 30
President’s Day Holiday—University Offices Closed .... February 16
  Evening Classes Will Meet
Good Standing Withdrawal Ends ................................ February 20
Petition to Graduate Deadline
  for Spring Commencement ...................................... March 1
Faculty In-Service Day ........................................ March 11
No Daytime Classes Meet
Evening Classes Will Meet
Spring Break ........................................ March 16-March 22
Good Friday/Easter Holiday-University Offices Closed .................. April 3
Fall Term Registration ........................................ April 7-10
Finals ........................................................ May 11-14
Spring Commencement .................................. May 16
Spring Semester Residence Hall Move-out ......................... May 16

SUMMER TERM 2014
May Term ........................................ May 18 - May 29
Memorial Day Holiday - University Offices Closed ................. May 25
Mission: Student Affairs provides holistic support for students to grow intellectually, socially and spiritually to impact the world for Christ.

“Hope International University’s mission is to empower students through Christian higher education to serve the Church and impact the world for Christ.” The University wants each student to grow in his or her spiritual walk with Christ to become like Him in all aspects of life. In addition to providing essential services, the Office of Student Affairs implements programs with the intent of enhancing personal growth and Christian maturity.

New Student Orientation

Ms. Kirsten McCormick, NSO Coordinator
Lawson-Fulton Student Center, Suite 223, ext. 2309, Email: kmmccormick@hiu.edu

New Student Orientation (NSO) exists to support students in their transition into the Hope International University community. NSO activities and events are offered to help new students develop quality relationships, expose students to educational opportunities, access campus resources, and adjust to their new surroundings. For Information on the NSO schedule, visit www.hiu.edu/nso.
Student Life

Mr. Reid McCormick, Dean of Students
Lawson-Fulton Student Center, Suite 208, ext. 2581, Email: rwmccormick@hiu.edu

Hope International University is proud to offer excellence in Christ-centered education to a diverse student body. The Office of Student Life is committed to providing services that will empower and shape our diverse student body into male and female servant leaders for the Kingdom of God.

The Office of Student Life strives to create a Christ-centered community that promotes faith, encourages service, and deepens learning. By fulfilling this mission, students - both residents and commuters - will be more successful during their college experience and better prepared to be leaders throughout the world.

The Office of Student Life implements its mission through three programs: Associated Student Body (ASB), Residence Life, and Student Activities.

See the section of this handbook entitled Community Life for more details.

• I.D. Cards

An I.D. card is issued by the Office of Student Life to every student attending Hope International University or residing in the residence halls. I.D. cards are used for access to the residence halls, parking, the Dining Commons, library services, and to register chapel attendance.

I.D. cards are issued during orientation at no cost. The process of receiving a replacement I.D. card is as follows: Should you lose your card, you will be required to pay a $25.00 fee in the Business Office. The Business Office will notify the Office of Student Life the student is clear to receive a replacement card. The Office of Student Life will print the replacement and notify you via your HIU email address.

Associated Student Body (ASB)

Lawson-Fulton Student Center, Suite 102, ext. 1201

The Associated Student Body (ASB) exists to serve the undergraduate students of Hope International University. It is their primary role to represent the voice of all undergraduate students, regardless of race, gender, or ability. The ASB also seeks to better service all students through advocacy, diversity in leadership, and helping to promote positive change throughout the campus. ASB consists of student governance, which is the Senate and the President.

ASB President: Macy McGuire

The President of the ASB will provide direction and leadership to the ASB Senate. He/she will be the head of the student body and will represent the student body through various committees and meetings; additionally, he/she will spend time with various members of the University President’s cabinet to represent student needs/interests.

ASB Senate:

The ASB Senate will consist of a minimum of 4 elected members: a commuter senator, housing senator, academic needs senator and spiritual needs senator.

The ASB Senate will act as the voice of the entire student body, representing all student areas and needs. They will decide how to spend the ASB budget by a vote. Each senator must then represent accurately the voice of his or her constituents to the rest of the leaders of ASB.
Residence Life

Alpha and Omega Residence Life Coordinators
Lawson-Fulton Student Center, Suite 207, ext 1643

Hope International University is committed to providing a residential experience that complements and supports the Mission of the University and the Department of Student Affairs through creating a living-learning environment for the lives of all residents.

See the section of this handbook entitled Community Life for more details.

- Resident Assistants (RAs)

The RAs are typically upperclassmen that have been selected in the preceding year to serve in a leadership role in Alpha and Omega. They work directly with residents in their assigned living areas as well as assisting the Residence Life Coordinators with overall management and implementation of the Residence Life Program. The RAs perform evening and weekend on-call responsibilities on a rotation basis.

Female RAs: 
Melina Arciniega 
Andrea Estrada 
Jessica Garcia 
Danae Fumar 
Rachel Malabuyo 
Kim Aufrecht

Male RAs: 
Michael Maiolo 
Jeremiah Matters 
Tim Shenkin 
Nicolas Swenson

Student Activities

Ms. Michele Kleeman, Coordinator for Student Activities
Lawson-Fulton Student Center, Suite 102, ext. 1292

The Office of Student Activities provides services and programs that enhance campus life and community development through new student orientation programs, student activities, intramural sport programs, and leadership development.

Activities Intern Manager: Maddie Martus

This person will provide leadership, guidance, and support to the Student Activities Intern staff. He/she will assist the various leaders through detailed meetings that will lead to quality events planned by the appropriate intern. The Activities Intern Manager will meet on a regular basis with the Advisor of Student Activities and hold weekly meetings for the Student Activities Interns under his or her leadership.

Clubs & Student-led Initiatives Intern: Joseph Elsensohn

This position will help start and oversee the development of new campus clubs and host club fairs and meetings, along with club workshops, etc. Helping clubs learn how to be successful, manage their budgets, and plan events will also be a vital part of this position. This intern will also help facilitate events that students outside of student leadership would like to put on.

Community Events Intern: Hannah Walker

The Community Events Intern will provide opportunities for students to gain social and community experiences by providing quality events that are located primarily off-campus. Some activities may include, but are not limited to, Sadie Hawkins and Spring Banquet.

Campus Life Intern: Kaylee Walter

The Campus Life Intern will provide primarily on-campus opportunities for community development with quality events. Some activities include, but are not limited to, coffee houses, rallies, scavenger hunts, ice cream socials, and movie nights.
Marketing Intern: Lorenzo Rodriguez
The Marketing Intern is responsible for designing and creating the weekly video reel for the two flat screen TV’s located in the Lawson-Fulton Student Center, and designing any posters needed for campus events. The person hired for this position must have sufficient skills in video editing and graphic design. He/she will be required to give updates to the website coordinator of Hope International University to provide information available on the web.

Synergy Intern: Travis Darnold
The Synergy Intern will coordinate between departments to put on events like: Pack the Gym, Half-time, Rallies / Rowdies, Hope night for the musical, etc.

Intramurals Intern: Robert Brazile
The Intramurals Intern will host intramural tournaments for students to participate. Some intramural tournaments include, but are not limited to: Indoor Hockey, Ping-Pong, Indoor Soccer, Basketball, and Volleyball. Hosting the annual Dodgeball Tournament falls under this leadership position.

Seasonal Events Intern: Marina Olmos
The Seasonal Events Intern will be responsible for overseeing outreach events for Halloween, Christmas, and Easter. The individual in this leadership role will oversee a large Happy House committee comprised with faculty, staff, and students. This person must know how to event plan on a large scale, how to delegate, and have strong communication skills.

Office Manager Intern: Thomas Kleinendorst
The Office Manager Intern will be focused on creative marketing for all the events, keeping the office in a presentable manner and oversee café events.

Campus Ministries
Mr. Bryan Sands, Director of Campus Ministries
Lawson-Fulton Student Center 2nd Floor Suite 206 ext. 1294

The Office of Campus Ministries exists to provide co-curricular programs and opportunities for students to develop holistically in their Christian faith and influence.

- **Student Positions:**
  - Missions Intern – TBD
  - Worship Intern -- Nick Arriola
  - Student Worker -- Mariah Bliss
  - Student Worker -- Andrea Estrada
  - Barnabas Leaders (20)
  - Formation Group Leaders (20)

- **Christian Service:**
  Campus Ministries provides numerous opportunities and resources to serve others through outreach events, community-based ministries and local churches. Many opportunities exist for a wide range of ministry experience and interests. In addition, Campus Ministries leads four week-end trips to Mexico during the fall semester, and a week-long trip to Mexico in the spring semester. There are summer missions’ opportunities as well.

- **Barnabas Groups:**
  During New Student Orientation, students are assigned to a Barnabas group consisting of approximately 10 new students and a Barnabas leader. Barnabas leaders encourage and support new students during New Student Orientation and throughout the academic year. Barnabas groups meet every Tuesday from 9:30-10:20 a.m. in various locations throughout the campus. The first semester of Barnabas groups is for acclimation to the university, city, and spiritual life. The second semester
is introduction to the Pathways. Each student is allowed four (4) absences per semester for Barnabas Groups. Absences beyond four (4) will result in chapel probation.

- **Formation Groups (Pathways):**

Returning students meet in Formation groups (also known as Pathways) every Tuesday from 9:30-10:20 a.m. in various locations throughout the campus. Students can choose one of seven “sacred pathways” (Intellectual, Ascetics, Naturalist, Traditionalist, Contemplative, Sensate, and Activist). All small groups will go through the Pathway small group material. The concept of the Pathways comes from the book *Sacred Pathways* by Gary Thomas. Each student is allowed four (4) absences per semester for Formation Groups. Absences beyond four (4) will result in chapel probation.

  Barnabas/Formation Groups meet Tuesdays  
  9:30 am - 10:20 am in various HIU locations.

- **Chapel:**

Chapel exists to encourage our HIU community in praise, worship, and the Word of God. Chapel programs build community and challenge students in their Christian faith. Our chapel program also displays the relevance of the Gospel and its diversity, through worship and creativity. Chapel is unique in style of music and speakers represented each week.

  Chapel meets Thursdays  
  9:30 am - 10:20 am in the Pacific Auditorium.

- **Chapel/Formation Group Attendance:**

Chapel and formation groups are an essential part of the University experience and attendance is required for all full-time undergraduate students (12 units or more). Students are permitted up to four (4) absences for Chapels and four (4) absences for Small Groups. The absences should be used for *emergencies* and *personal appointments*. In some cases, students can file for an exemption from chapel or groups. Breaches of integrity regarding Chapel/Formation Groups attendance will be addressed as a violation of community standards and students will be placed on probation.

- **Chapel Etiquette:**

In support of the mission and purpose of Chapel, and in respect for God and others, certain behaviors are prohibited in Chapel: the use of personal electronic devices (cell phones, lap tops, etc.), unnecessary talking, sleeping, leaving early, doing homework or outside reading, inappropriate displays of affection, and putting feet on the back of chairs. Any of these actions reported by a staff or faculty member to the Office of Campus Ministries will result in an unexcused absence.

**Excessive Absences - Sanctions:** Excessive absences will result in Chapel probation and the forfeiture of all privileges to represent the University in any official capacity - student leadership, athletics, music, etc. Senior students who are on chapel probation during their final semester will not be allowed to participate in commencement. Opportunities for making up Chapel absences may be coordinated with the Office of Campus Ministries. Each excessive absence will result in listening to a recording of Chapel services (http://library.hiu.edu/search/chapel.php) and submitting a 1 - 2 page response paper or another assignment determined by the Office of Campus Ministries. Students who fail to make-up absences will be limited to 12 academic units the following semester.

**Chapel Probation:** If a student misses more than the four (4) chapels or four (4) Barnabas/Formation group meetings, they will be put on chapel probation for the following semester. If a student continues in excessive absences during chapel probation the student will be dismissed from the University. Students can make up missed chapels or small group meetings by listening to missed chapel recordings (http://library.hiu.edu/search/chapel.php) and writing a 1-2 page paper to be turned in to the Director of Campus Ministries. The Director of Campus Ministries will determine acceptance of the paper. If there are any questions, you are always welcome to come to the office of Campus Ministries (2nd Floor of the Student Center).
International Student Programs

Ms. Judy Kim, Director of International Student Programs
Lawson-Fulton Student Center, Suite 204A, ext. 1411, Email: jekim@hiu.edu

The purpose of the International Student Programs (ISP) Department is to assist international students in achieving the greatest possible benefit from their educational experience. This purpose is achieved through providing holistic support to international students in a variety of areas, including immigration, student affairs, and community resources. Assistance is given to address community integration issues unique to international students in the United States. The ISP Department also serves the Hope campus in providing diversity advising and training to facilitate communication across cultures.

See the section of this handbook entitled International Student Needs for more details.

Study Abroad Opportunities

It is the University's desire to reflect a diverse and international perspective and world view. Education abroad experiences can play a role in preparing students to impact the world for Christ. Students can find informational brochures for international education opportunities in the International Student Programs office area. Information covers study abroad, internship, and volunteer opportunities, both short and long term, that will allow students to gain valuable cross-cultural experiences. For more information, please contact Ms. Judy Kim, Director of International Student Programs (jekim@hiu.edu, ext. 1411).

Hope International University is a member institution of the Council for Christian Colleges and Universities, (CCCU). CCCU provides numerous study abroad and off-campus programs around the world. Students can learn more about these programs at www.bestsemester.com.

Athletics and Sports Recreation

Mr. John Turek, Athletic Director
Lawson-Fulton Student Center, 2nd floor, ext. 5400, Email: jgturek@hiu.edu

Mr. Tim Gooszen, Assistant Athletic Director
Lawson-Fulton Student Center, 2nd floor, ext. 1650, Email: tgooszen@hiu.edu

Athletic activities at Hope International University are a part of the total school program and make a contribution to the whole development of the person seeking maturity in Christ. The athletic programs add a dimension to education by providing physical involvement on a broad basis with enjoyable competitive experiences, which support academic, social, and spiritual development.

- Intercollegiate Athletics:

  Golden State Athletic Conference (GSAC), National Christian College Athletic Association (NCCAA), and National Association of Intercollegiate Athletics (NAIA) are our governing bodies for athletics. Intercollegiate athletics at Hope International University include: women’s soccer, cross country, golf, volleyball, softball, tennis, track and field, and basketball. Men’s volleyball, soccer, cross country, golf, tennis, track and field, and basketball. Scholarships are available in all aforementioned sports, and all students are encouraged to contact the respective coach if they are interested in participation.

- Intramurals and Fitness Opportunities:

  In a desire to reach all students, a variety of intramural sports tournaments are organized through the Intramurals and Recreation Coordinators on Student Activities. Intramural activities are held...
throughout the entire academic year. A wide variety of sports are chosen, which include but are not limited to: volleyball, basketball, indoor soccer, badminton, ping pong, flag football, and powder puff football.

Fitness opportunities are organized through intramurals, the use of the Fitness Center, enrolling in courses such as weightlifting, and aerobic classes. The aerobics room is located on the 2nd floor of the Lawson-Fulton Student Center.

- **Facilities:**

  Casual physical fitness opportunities include the use of the 45’ x 45’ swimming pool, weight and fitness training equipment in the Fitness Center, and “open gym” activities in the Darling Pavilion.

- **Clubs:**

  A coed cheerleading squad supports intercollegiate sports.

**Lawson-Fulton Student Center**

The Lawson-Fulton Student Center is the home of Student Affairs and Admissions which includes, ASB, Residence Life, Housing, Campus Ministries, International Student Programs, Student Success, Career Services, and the Athletic Department. It also provides venues for a number of campus and community activities. Facilities in the Lawson-Fulton Student Center include the Darling Pavilion, Rotary Room, Christensen Dining Room, Dining Commons, Bookstore, Santa Ana Room, Activities Room, Mail and Copy Center, The Royal Hub, and the Fitness Center. For information on programs, services, room rentals, and reservations please contact Mr. Chris Mathaga at ext. 7474.

The following policies apply to the Darling Pavilion for safety and liability purposes:

1. Only current students, staff, faculty, and alumni who have been approved are permitted.
2. Gym shoes are required of all individuals utilizing the facilities.
3. Recreational equipment will be available at the Information Desk and can be checked out by leaving an ID card or other photo identification.
4. Individuals are required to present their student or staff ID card in order to use the facilities.
5. Individuals are required to sign in and out at the Information Desk.
6. Gym front doors will only be open on Game Nights. All other entry will be through the Fitness Center.

The following policies apply to the Fitness Center for safety and liability purposes:

1. Only current students, staff, faculty, and alumni who have been approved are permitted.
2. Individuals are required to present their student or staff ID card in order to use the facility.
3. Individuals are required to sign in and out at the Information Desk.
4. Clean each piece of equipment you use after each use. Cloth and spray are available at Information Desk.
5. Put away all weights after each use, and keep weights and equipment clear of designated walkways.
6. When using free weights and platforms you must have a spotter.
7. Report all injuries to the Athletic Trainer, Information Desk Manager, and Vice President for Student Affairs.
8. Practice safety when using all equipment.
9. No music in weight room. iPods and other personal music players are permitted.
10. Shirts required at all times.
11. Proper footwear is required-no sandals, flip-flops, etc.
12. Stop exercise at any signs of discomfort.
**Health Services/Insurance**

Ms. Verna Lindell, Administrative Assistant to the Vice President, Student Affairs  
Lawson-Fulton Student Center, Suite 200, ext. 2311, Email: vlindell@hiu.edu

The Office of Student Affairs serves as the location for health and medical service information. The Residence Life Staff can assist resident students with minor first aid needs, but all students requiring additional care will be referred to off-campus medical care providers.

**Health Insurance:** All university International students and all traditional undergraduate students enrolled in seven or more units, who are actively taking courses on campus or living in the residence halls, are required to have health insurance. A student health insurance plan is available to all University students, providing availability to sickness and accident coverage for them and their dependents. Students must be actively enrolled and attending classes to be eligible for coverage. A booklet listing the extent of coverage may be requested from the Office of Student Affairs or viewed online at www.hiu.edu/studentlife/health/benefit and cost information is available at https://studentnet.kaiserpermanente.org

No student health insurance program pays 100% of the claim submitted. Anticipate some personal cost following your visit to a medical facility. Students are encouraged to utilize insurance coverage with parents when available, and to investigate the options before requiring service. Many private HMO plans have geographic limitations. Students should confirm that their provider will cover claims incurred at local health service facilities near the campus.

**Health Insurance Waiver:** Domestic students who wish to opt out of the student health insurance plan offered by Hope International University must submit a copy of their current health insurance card ID and complete a waiver form online at https://studentnet.kaiserpermanente.org. **To complete the online waiver:** First select Hope International University as your school, then click on the "Waive coverage" tab then follow the instructions. When waiving the Insurance, have your current health insurance ID card ready as you will need this information in order to complete the waiver form. Immediately upon submitting your online form you will receive a confirmation email. Please save this number and print a copy of the confirmation for your records. Students who have not completed the waiver by September 5th for Fall Semester, and February 6th for Spring Semester, or upon late enrollment, will automatically be enrolled in the Hope International University student health insurance plan and the student account will be billed the appropriate charge. **Enrollment in the Student Accident and Insurance plan provided by Hope International University is mandatory for all International students.**

**Insurance and Health History Assessment Form:** All International students and all traditional undergraduate students enrolled in seven (7) or more units or living in the residence halls must complete the Health History Assessment Form annually, prior to the fall semester or upon enrollment. This form requests health history and immunization records.

**Immunizations:** The following immunizations must be current for all Hope International University Students and required for all International students attending Hope International University or living on campus. 1) Tetanus Diphtheria (current in the past 10 years), 2) Measles Mumps Rubella (2 dates needed), 3) Polio, 4) Hepatitis B (3 dates need), 5) Mantoux Tb Skin test within past year, 8) Menomune (Meningococcal) (1 date).
Support Services

Career Services

Ms. Kirsten McCormick, Director of Career Services
Lawson-Fulton Student Center, Suite 223, ext. 2309, Email: kmmccormick@hiu.edu

The Office of Career Services strives to empower students and alumni to identify and utilize their strengths, abilities, interests, and goals as they prepare to go serve the Church and impact the world for Christ.

Career Services' mission is accomplished by offering services and tools that help in choosing a major; exploring occupations; providing assessments that help to identify and explore an individual's unique strengths, abilities, interests, and goals; developing resumes and preparing for interviews; locating internships, graduate schools, and jobs. These services work towards helping students and alumni feel more confident and able to be successfully placed in a career and job of their choosing.

- CONTACT US
careerservices@hiu.edu
(714) 879-3901 ext. 1696

- NEWS AND EVENTS
Current job postings are available online at http://my.hiu.edu/. Events including guest speakers, visiting recruiters (employers, graduate schools, organizations, or groups looking to hire or enlist students to join in their efforts), seminars, workshops, and webinars (online workshops/seminars) can be found in the Career Services Office.

- STUDENT EMPLOYMENT
In addition to the job postings available at http://my.hiu.edu, Career Services will annually host a job fair for on campus jobs (including federal work study positions). The job fair will be held within the first week of classes during the Fall Semester. As additional positions open throughout the year, they will be posted on the student portal at http://my.hiu.edu.

- STUDENT PORTAL: MY CAREER
There are many services, including any and all active job postings, available online on the Student Portal at http://my.hiu.edu/. Students can also upload resume and cover letter documents, create a Search Agent that will notify them of jobs that meet criteria they have specified, create an Employment Profile that employers may search through as they look for job candidates, and finally students may apply directly to employers who have created Employer Accounts. Once students have logged into their Student Portal they may access services by visiting the My Career tab. Further instructions are available upon request by contacting the Career Services Office.

- ADDITIONAL ONLINE SERVICES
LinkedIn.com - Here students can setup their professional networking account and begin connecting with other students, alumni, staff and faculty, as well as professionals in their areas of interest. Students should also consider connecting with the University sponsored groups such as "Hope International University Professionals" and "Hope International University Students and Alumni." Here students can also search for employment and receive support and information regarding their specific fields. LinkedIn advertises their services as a way to get re-connected, power up your career, or to get answers.

ONEWIRE.com - Students can setup an account in order to search for employment and make their profile available to potential employers. Make sure to link up your account to the University in order to be validated as a current student or alumni. OneWire promotes their resource as a precise career connections tool.
CAREERZONE.org - Students can setup a free account in order to search for careers that would be right for them! Students can take free assessments to help them identify their strengths and abilities and match them to a career; explore job families and find what options are available to them; discover how much money you need to make to maintain the lifestyle you want to live and what occupations will pay for what you need.

COUNSELING SERVICES

Dr. Susan Hastings, Director, Hope Counseling Center
Anaheim Education Center, 2400 E Katella Ave., Suite 900, Anaheim, CA, ext. 1266

Counseling services are available on campus through the Hope Counseling Center. All counseling is provided by Marriage and Family Therapy Interns or master's degree students under supervision. Hope Counseling Center provides for a wide variety of psychological concerns including depression, self-esteem, emotional problems, conflict, stress, anxiety, adjustment to college life, relational issues, and grief. While the Hope International University faculty and staff are available to assist students with personal and emotional issues, sometimes professional assistance is warranted and beneficial. The cost for students is $5 per session. Sessions can be held on either the Fullerton Campus or the Anaheim Campus.

REGISTRAR

Mr. Ron Archer, Registrar, ext. 1606
Nutwood Center Core, 3rd floor, Email: rarcher@hiu.edu

The Office of the Registrar facilitates the registration of classes, academic advising assignments, and the processing of all academic records. All petitions for changes or exceptions to an academic schedule, record, or transcript are distributed and collected by this office. Refer to the school catalog for more details.

- DIRECTORY INFORMATION:

Hope International University considers the following to be an example of "directory information" and may disclose such information to third parties without consent of the student unless the student has directed the University (in writing) not to release such information about themselves: Name, gender, enrollment status, permanent address, dates of enrollment, classification, degree program(s), major(s), date of graduation (anticipated or actual).

FINANCIAL AID

Ms. Shannon O'Shields, Director of Student Financial Services
Nutwood East Wing, Suite 100, ext. 2207, Email: soshields@hiu.edu

Education is an investment. Hope International University does everything it can to keep the cost of education within the reach of students and their families. We realize how difficult it may be for students to attend Hope International University without financial assistance. It is our commitment to help you fill the gap between what you are capable of paying and what your actual educational costs will be.

Hope International University participates in and offers many excellent programs of financial aid to help students from Federal, State and Institutional sources. For descriptions and eligibility criteria for any of the available scholarships, grants or discounts, contact the Financial Aid Office or visit our web site at www.hiu.edu.

Priority filing deadline for the academic year is March 2nd. Students applying for Financial Aid need to:

2. Complete G.P.A. verification for Cal Grant (CA residents only).
**Student Accounts**

Ms. Kim Evans, Manager, ext. 2632, Email: kdevans@hiu.edu  
Ms. Jestine Rodriguez, Counselor, ext. 2231, Email: jrodriguez@hiu.edu  
Suite 100 Nutwood Complex, ext. 2202

All student financial arrangements must be completed prior to the beginning of the academic period, and/or before moving into the residence halls. Payments and payment plans are established utilizing a Fee Schedule that must be turned in to the office of Student Accounts. Each student is assigned a Student Accounts Counselor, for assistance in financial matters related to educational costs.

Students are expected to maintain financial responsibility within the University and community. Transcripts will not be released until all fines and bills are paid, nor will students be allowed to register for subsequent terms. Graduating seniors must have their bill paid in full or have financial arrangements in place prior to May 1st of their graduating year in order to be cleared to participate in the graduation ceremony or to receive their diploma. A student's meal plan may be voided when a deferred payment is past due. A student having financial difficulty is encouraged to visit the Student Accounts Department.

**Admissions**

Ms. Dionne Butler, Director  
Student Center, 2nd floor, ext. 2294, Email: dkbutler@hiu.edu  
Mr. Gary Burnett, Athletic & AVID Coordinator, ext.2290  
Counselors: Mrs. Lindsay Goff ext. 2245; Ms. Melanie Anderson ext. 2234  
Ms. Midge Madden, Application Processing Manager, ext. 2240  
Mrs. Pamela Ellis, Recruitment Coordinator, ext. 2213  
Mrs. Lindsay Goff, International Admission Counselor, ext. 2245

The Office of Admissions provides prospective students with information and services leading to enrollment in the University. Admissions counselors are available by appointment to give campus tours and to answer questions about the University.

**Mail Room and Copy Center Services**

Lawson-Fulton Student Center, Suite 106, ext. 1200, Email: mailroom@hiu.edu  
Hours: Monday - Thursday 9:00 am–5:00 pm, (except holidays), Friday 9:00 am - 4:00 pm

The Mailroom processes incoming and outgoing USPS, UPS, FedEx, and DHL mail for students, faculty, and staff; in addition to intercampus mail, and incoming packages from express and ground couriers including FedEx and UPS.

In order to receive your mail, please ensure that your name and box number are on your mail and packages to the following address:

651 Titan Drive Box #___  
Fullerton, CA 92831

Please note that this is a street address, not a PO box, so you can receive mail of all types. Should you receive an item that is too large to fit in your mailbox, you will receive a package slip in your mailbox and an e-mail notifying you that you have a package or large envelope.

ALL students are required to have a mailbox, including commuting students.
Students are responsible for checking their mailboxes regularly and collecting their packages in a timely manner. There is a $20 mailbox deposit for the use of your mailbox during your time at Hope International University. To be eligible for a refund of your deposit, please provide the Mailroom with your forwarding address to close your box upon graduating or leaving Hope International University. Failure to empty your mailbox and/or provide a forwarding address to close your mailbox is grounds for forfeiture of your mailbox deposit.

If you plan to take a leave of absence, please contact the mailroom to have your mail forwarded temporarily.

Only First-Class mail can be forwarded; non-profit mail, credit card offers, and catalogs are considered junk mail and cannot be forwarded. Your First-Class mail will be forwarded for a period of one-year. Forwarded mail may be delayed by up to four weeks, so students are advised to have all banking, bills, and/or other important connections be contacted directly with your change of address.

**International Students:** Please be advised that government documents and mail for immigration purposes cannot be forwarded; you must provide them with your change of address information *(see ISP Office for more information).*

The Copy Center services include black and white, as well as color copies, with a variety of paper colors and types. Printing services are also available.

## Food Service

**Pioneer College Caterers**  
*Mr. John Melanson, Food Service Director*  
*Lawson-Fulton Student Center, Suite 111B, ext. 7461*

The Dining Commons is operated by Pioneer College Caterers, serving the food needs of the campus, including the residential board plan program, the Royal Hub Retail Café and catered events. Pioneer's General Manager and culinary Chef provide expertise in food preparation and presentation that makes dining in the Commons a celebration of food.

The Commons meal plan is set up as an “all you care to eat” program. Meal plans or flex dollars are pre-purchased. Flex dollars can be used at the Commons or at the Royal Hub Retail Café. No one will be admitted into the Commons without a meal card, flex dollars or paying cash. Non-students, visitors, and guests may purchase a meal at the door price.

The Royal Hub Retail Café is available to purchase sodas, smoothies, tea, mochas, Sobe's, bagels, chips, cookies, salads, and sandwiches. You can use your flex dollars, cash, or debit and credit cards. It is open Monday – Friday 7:30 am - 3:00 pm, Monday – Friday evenings 7:00 - 10:00 pm, and during some events at the University.

Flex Dollars are included in the meal plan price. Additional flex dollars can be purchased at any time through the business office.

- **Meal Plan Service**

  The Commons is open to serve meals seven (7) days a week – weekdays for breakfast, lunch and dinner, and weekends for brunch and dinner other than student holidays. All HIU Students living in the Residence Halls are required to be on a meal plan. Exceptions to being on a meal plan are considered on a case by case basis and need to meet the criteria of extraneous circumstances, which will be verified by the Vice President for Student Affairs.

  The number of meals available are set based on participation level, and do not accrue when unused. Only the individual named on the card may use the card to eat. Upon entering the Commons, you must show student ID card.

  The entrance to the Commons is from the main hall in the Lawson-Fulton Student Center. The patio doors are for exit only. Students are expected to take all their dishes to the dish tray and wipe up all spills at their tables. For safety and health code regulations, shoes and shirts are required in the Commons.
To-Go Policy for the Commons: Introducing the ECO-CLAMSHELL or better known as the ECO TO-GO Container, an environmentally sustainable container. To obtain the Eco To-Go Container, please see any cashier at the Commons and take extra food out. Also, personnel to-go beverage containers are to be only used for water. The to-go option is only offered Monday-Friday. All other dishware is to stay in the Commons, please do not remove any dishware from the Café.

Sack Lunches are available for school, work or sports conflicts. Requests must be turned in by 1:00 pm the day prior to needing the meal. Requests can be picked up and turned in at the Checker Station. The meal will be deducted from your plan.

Sick trays are available to students who are too ill to come to eat. An RA or RLC will need to fill out a request and the person picking up the meal must have the student’s ID number.

**Service Dates:**
Fall Semester: Lunch 8/16/14 - Lunch 12/12/14
Spring Semester: Lunch 1/20/15 - Lunch 5/15/15

**Holiday Closures:**
Thanksgiving Break: 11/21/14 after lunch through 11/30/14
Winter Break: 12/12/14 after lunch through 1/19/15
Spring Break: 3/13/15 after lunch through 3/22/15
Easter Break: 4/03/15 after lunch through 4/05/15

*The content of this handbook is subject to change when deemed necessary by the University to meet the evolving needs of students, the community, and the institution*

---

**Bookstore**

*Mr. Robert Mercado, Manager*
Lawson Fulton Student Center, Suite 111, ext. 1233, Direct line: 714-992-5911
Email: Bookstore@hiu.edu

The Bookstore stocks textbooks and school materials, gift and stationery items, assorted T-shirt and school memorabilia, as well as books for Bible study, devotional and topical interests. Computer software also provided at a student discount, online at efollett.com. Textbooks, clothing, and gifts are also available at www.hope bkstr.com.

---

**Information Systems**

*Mr. Mike Carter, Director*
Residence Hall Complex, Suite 20A, ext. 2607, Email: ishelpdesk@hiu.edu

Information Systems (IS) builds and maintains information technology (IT) solutions for Hope International University. This department procures and implements all hardware and software to support the IT needs of our students, faculty and staff.

Information Systems provides support for the wired and wireless network as well as technical assistance for the HIU Email System and for the HIU Student Portal. Questions related to Hope Online should be directed to the Department of Learning Technology (ext. 3999).

See the section entitled *Additional Policies* for details regarding student e-mail system terms of use, Residence Hall wireless policy, and network acceptable use policy.
**OPERATIONS**

*Mr. Steve Mullins, Director*

*Residence Hall Complex, ext. 2545, Email: smullins@hiu.edu*

**Facilities & Grounds:**

All work orders for custodial services and maintenance & repairs on campus are addressed by the Operations Staff. Residential students should email work requests for residential rooms to the Operations office online at ops@hiu.edu. All facility and grounds concerns and risk management issues should be reported to the Service Response Desk at ext. 2530 immediately or Campus Safety at 714-681-7333.

**CAMPUS SAFETY**

The Campus Safety Staff patrols the campus 24 hours a day. They are responsible for checking and securing facilities, confronting, reporting and citing violations of Hope International University rules, policies, and guidelines, as well as employing all resources available to address breaches in campus security. **It is a requirement of all HIU students to have a university ID in their possession on campus. Students must provide HIU identification to Campus Safety when requested.** Campus Safety/Security may be contacted at 714-681-7333 or ext. 7333 from any campus phone.

Personal security is the responsibility of everyone. Students, faculty, and staff should use common sense safety and security behaviors. Avoid walking alone on campus after hours. Please call Campus Safety 714-681-7333 for after hour security escort service.

- **Parking**
  
  A current Hope International University parking sticker is required on all vehicles in order to park in University lots. An annual permit may be purchased at the Business Office. The current fee is $250.00 ($125.00 for Spring Semester only students). Fall Semester students may receive a partial refund when the parking sticker is returned by January 15th. In the case of a stolen or lost parking permit, the replacement fee will be prorated.

  Student parking is available in the Student Lot off Commonwealth, the Titan Lot or the Omega Lot. All motor vehicles without authorization, or parked illegally will be ticketed and may be towed at the owner's expense (accumulation of three (3) violations is an automatic tow). Visitor's vehicles may be parked in the visitor parking lot and require temporary permits obtained from Campus Safety.

  No student parking is permitted in the Designated Hope International University Vehicle spaces, Visitor spaces, “Staff Only” spaces in the Omega Lot, or Auditorium Lot. All other California vehicle codes and posted notices are applicable. Violation of university parking policies may result in disciplinary action, revocation of parking permit, or towing at owner's expense.

- **Missing Student Policy and Procedure**

  Hope International University takes student safety very seriously. To this end, the following policy and procedure is to assist in locating Hope International University student(s) living in campus dorms, who based on the facts and circumstances known to the university are determined to be missing.

  *This policy complies with Section 488 of the Higher Education Act of 2008. (For students reported missing who live off campus, see Item 6 below.)*

  Most missing person reports in the university environment result from students changing their routines without informing their roommates and/or friends of the change. Anyone who believes a student to be missing should report his or her concern to Campus Security, the Residence Life staff or the Student Affairs staff.

  An immediate investigation will follow every report made to the university once a student has been missing. Parents of a missing student under the age of 18 or not emancipated will be notified.
In the event that parental notification is necessary, the Vice President for Student Affairs or designee will place the call.

At the beginning of each academic semester, residential students will be required to complete/update the "Emergency Contact" portion of our student portal. The information provided will be used in the event a student is reported missing while enrolled and living on campus at Hope International University. Hard copies of this emergency information will be in each Residence Life Coordinators' Office and in the Office of the Vice President for Student Affairs.

**GENERAL PROCEDURE:**

1. The Hope International University official receiving the report will collect and document the following information at the time of the report:
   a. The name and relationship of the person making the report.
   b. The date, time and location the missing student was last seen.
   c. The general routine or habits of the suspected missing student (e.g., visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
   d. The missing student's cell phone number (if known by the reporter).

2. The Hope International University official receiving the report will contact the Residence Life Coordinator (for a resident student) and Campus Security. Campus Security with the assistance of Residence Life (if a resident student) will launch an investigation into finding the missing student.

3. Upon notification from any entity that a student may be missing, Resident Life Coordinator or their designee may use any or all of the following resources to assist in locating the student:
   a. Go to the student's residence hall room,
   b. Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
   c. Secure a current student photo ID (from the Library) or other photo of the student from a friend.
   d. Call and text the student's cell phone and call any other numbers on record.
   e. Send the student an email.
   f. Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student commons, fitness center, Lambda lounge and Bridge Spot lounge etc.
   g. Contact the student's current faculty.
   h. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social networking sites such as MySpace, Facebook and Twitter.
   i. Ascertain the student's car make, model and license plate number. A member of Campus Security will also check all university parking lots for the presence of the student's vehicle.

4. Hope International University Informational Technology Services may be asked to obtain email logs in order to determine the last log in and/or access of the university computer network.

5. Once all information is collected and documented and the Chief of Campus Safety (or his designee) is consulted, University Administration or Campus Safety may contact the local Orange County Law Enforcement agencies to disseminate the information. (Note: If in the course of gathering information as described above foul play is evident or strongly indicated, the off campus legal jurisdiction should be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the university.
6. If the missing student resides off campus and the matter is first reported to the university, Campus Safety will assist contacting the local jurisdiction legally responsible for investigating the report. Campus Safety will also assist the local jurisdiction with the investigation upon request by providing pertinent information on the student and by using any of the procedures and the resources listed above to assist in the investigation that are legally permissible.

**Library Services**

*Ms. Robin Hartman, Director*

*Nutwood Center Core, ext. 1234, Email: darlinglibrary@hiu.edu*

The Hugh and Hazel Darling Library provides an inviting space in the center of campus for students to study and do research. In the Darling Library you will find books, periodicals, CDs, and DVDs and more. Two well-trained Student Library Assistants are available to assist you at all times the Library is open. You can find a Librarian during posted office hours for reference questions technical research help.

In the Information Commons you can login to an iMac using Windows or Mac OS, print in black & white or color, scan documents, and connect to the Wi-Fi with your personal devices.

Online you will find resources such as research databases, eBooks, eJournals, video tutorials, research guides, online reference help, contact information, library policies, and more. Check out the library at [http://library.hiu.edu](http://library.hiu.edu).
Community Life

The Student Life Staff is committed to fulfilling the mission of Hope International University by creating a Christ-centered community that promotes faith, encourages service, and deepens learning. Our philosophy of co-curricular higher education is founded on two basic principles:

Biblical Perspective: Our goal is to understand, interpret and respond to every aspect of the Hope community from a Biblical point of view.

Responsible Freedom: Hope International University recognizes that while the Scriptures do not provide specific teaching regarding all social and moral practices, they do advocate self-restraint in situations that may be harmful or offensive to others. Hope International University is committed to upholding standards that will support this philosophy and help our students learn to live by its guidance.

Student status at Hope International University carries with it a distinct set of privileges and responsibilities. Students at Hope International University live in a community with their peers and are entrusted with the responsibility to care for one another in a Biblically cooperative and communicative fashion. This environment provides students with enriching experiences which may be an impetus for healthy interpersonal relationships, diversity of thought and culture, stimulating academic growth. Student Life strives to address the needs of the Hope International University community through activities and programs that meet the spiritual, social, emotional, and physical needs of all our students. The staff of Student Life is responsible for coordinating and implementing activities that encourage students to: define their values and beliefs, explore their interests, express their gifts and personal leadership abilities, formulate questions and pursue answers, and learn to fellowship with others within the context of Christian community.

Student Life Staff

The student life staff is committed to providing an environment that will help students be successful while at Hope International University. Below are the professionals who serve in the Office of Student Life:

Dean of Students
Responsible for the overall oversight of Student Life including Residence Life, Student Activities, and Associated Student Body.

Coordinator for Student Activities (CSA)
Oversees the Student Activities program which includes community events, clubs, intramurals, and other campus programs.

Alpha Residence Life Coordinator (Alpha RLC)
A live-in administrator that oversees the Residence Life program and Resident Assistants (RAs) in the Alpha Hall.

Omega Residence Life Coordinator (Omega RLC)
A live-in administrator that oversees the Residence Life program and Resident Assistants (RAs) in the Omega Hall.

Residence Life

Hope International University is committed to providing a residential experience that complements and supports the Mission of the University and the Department of Student Affairs through creating a living-learning environment for the lives of all residents. In this endeavor we provide a professional and trained staff to meet your needs and help you foster a dynamic and healthy education.

Living-learning Environment: Our desire for creating a fruitful living-learning environment stems from a commitment to show Christ’s love to all students. This love not only means understanding and support for one another, but also requires a willingness to confront others whose behavior is harmful to
themselves and to the community. Love, in both regards, provides the environment of positive influence conducive to learning and to the energizing presence of the Spirit of the Lord.

While the University reaches out with love and understanding, it would not be faithful to its responsibility to the student, other members of the community, nor to those who support it and look to it for graduates, if it did not appropriately respond to those whose behavior is unacceptable. The University believes that redemptive discipline should be:

- A meaningful, learning experience that encourages responsible behavior
- Based on the Scriptural concepts of love, and justice.
- Consistent with the best interests of both the individual and the University community.

**Residency Requirement**

**Housing Policy:** Living within the campus community is an important aspect of a student’s personal development and education. Research continues to demonstrate that students who live on campus benefit in a number of ways. In fact, students who live on campus beyond their freshman year:

- Are more likely to persist and graduate
- Gain more interpersonal contacts with faculty and peers
- Experience greater personal growth and development
- Have higher academic engagement and grade point average
- Have higher social-interpersonal engagement
- Participate more in out-of-class activities
- Have more positive and inclusive attitudes and openness to diversity
- Find more satisfaction with their undergraduate experience


For these reasons, all full-time students (12 units) 21 years of age or younger are required to live on campus.

Students must reach the age of 22 prior to the beginning of the semester to reside off campus.

All HIU Students living in the Residence Halls are required to be on a meal plan. Please refer to the Housing Contracts available in the Student Life office for more information regarding the housing and meal plan information. Exceptions to being on a meal plan are considered on a case by case basis and need to meet the criteria of extraneous circumstances, which will be verified by the Dean of Students.

**Living Off-Campus:** All students desiring to live off-campus must fill out a Housing Exemption form. To live off-campus, students must meet one of the following criteria:

- Student will be living with their parents or guardian.
- Student will be at least 22 years of age prior to the start of the academic year.
- Student is married.

For other circumstances that do not meet the previous criteria (i.e. medical reasons, military service), students must fill out a Housing exemption form and schedule a meeting with the Dean of Students to discuss the circumstances.

**Meal Plan:** The University desires to provide residents an environment that promotes physical wellness and healthy eating habits, therefore we do require all of our residents to have a meal plan. A resident may petition to reduce his or her meal plan for special circumstances (i.e. medical condition). Residents must attach a written explanation and other appropriate Information to their Housing Contract. The Dean of Students may need to schedule a meeting with the resident for more Information.

Note: Completing a Housing Exemption form or requesting a meal plan reduction does not guarantee any exemptions or reductions.
COMMUNITY STANDARDS & POLICIES

• **High Standards of Student Conduct**

Hope International University has chosen to set itself apart for the purpose of training and equipping Christian servant leaders. It is crucial therefore, that students’ attitudes and behaviors reflect the character of Jesus Christ at all times. Students, by their voluntary membership in this Christian community, assume responsibility to abide by all the regulations of the University, as well as to use personal discretion involving any activities which may be morally or spiritually destructive or reflect poorly on the campus community. In particular, Hope International University expects students to refrain from being under the influence of intoxicants, using or possessing illegal drugs, and inappropriate sexual behavior, including any conduct of sexual harassment. All students represent Christ and Hope International University wherever they are, and are expected to exhibit a distinctive Christian lifestyle in all their activities, both on and off campus.

Community standards and codes of conduct are in place for the express purpose of moving students toward Christian maturity and service and creating an environment that is conducive to academic learning, personal growth and development.

• **Integrity and Accountability**

Students are expected to maintain lives of integrity regarding Biblical principles and standards of conduct adopted by the campus community. The University firmly believes that true discipleship requires that maturing Christians submit themselves to accountability within the Body of Christ, and that they take personal responsibility for their actions.

If the Mission of the University is to be realized, both the institution and its members have an obligation to confront known sin and breaches of integrity in the ranks of its membership. It is expected that confrontation of this nature be expressed in Christian love, with the purpose of redeeming and restoring the individual. The formal judicial process always attempts to confront misconduct in an educative posture that the student might learn from the experience, respond to the correction, and be reconciled to the community whenever possible.

• **Affirmation of Cultural Diversity**

The University recognizes the influence that culture and ethnicity has in shaping the unique contributions of community members. The University is committed to affirming these contributions and creating opportunities for synergistic reasoning and insights. This commitment is based on a belief that community members should be able to maintain their unique cultural distinctiveness, while sharing mutual respect for the cultural experiences of others.

• **Sanctity of Life Statement**

The University embraces a Biblical position which honors the sanctity of human life. Consequently, the University cannot support actions which encourage or result in the termination of human life through suicide, euthanasia, or abortion-on-demand.

Hope International University’s belief in the sanctity of life influences its response to those students who are involved in a crisis pregnancy. The campus community is prepared to stand with both the father and mother of the unborn child as they consider the results of their actions and experience the forgiveness that comes from hearts of repentance. Abortion is not advised or entertained as an alternative solution. The University is committed to assisting both the father and mother with other alternatives.

Continuity of on-campus residency and/or enrollment as a student of the University will be considered in the light of what is best for all those involved. As always, persons in such a crisis will find Hope International University supportive and redemptive during this crucial period.
**Student Conduct Code**

*For All Hope International University Students & Residents*

The following do not constitute an all-inclusive list of conduct expectations. The conduct of university community members is always subject to evaluation based on Biblical principles and university core values.

### 1.0 Administrative Policy

All Student Conduct Codes under 1.0 are applicable to all residents and students for the duration of the academic year, including breaks (such as, but not limited to, Thanksgiving break, Winter break, Spring break, and Easter break), *even if not residing on campus during these breaks.*

*The following are prohibited:*

1.1 **Non-Compliance:** Failure to comply with the request of a campus official or representative.

1.2 **Abuse of Judicial Process:** Behaviors, active or passive, intended to impede the judicial process, including failure to respond to a faculty, staff or administrator's request for a meeting, the misrepresentation of information, attempts to influence the testimony of another, failure to comply with a sanction, etc.

1.3 **Misrepresentation:** Misrepresentation of oneself, or an organization, to be an agent of the University.

1.4 **Forgery:** Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to campus officials.

1.5 **Knowing Presence Contribution:** Behaviors, active or passive, which fail to confront or correct the misconduct of fellow community members. Students may be held accountable for an incident at which they indirectly participated in the violation.

1.6 **Lying:** The misrepresentation of information to a university official, members of the community, or the community as a whole, for the benefit of yourself or an associate(s).

1.7 **Illegal Internet Use:** Engaging in any illegal activity online, including sharing or downloading copyrighted material without the consent of the copyright holder.

### 2.0 Property, Facilities and Grounds

*The following are prohibited:*

2.1 **Theft:** Theft of, or non-accidental damage to campus property, or property in the possession of, or owned by, the University or a member of the campus community. This includes any theft associated with pranks.

2.2 **Unauthorized Use:** Unauthorized entry into, unauthorized use of, or misuse of property in the possession of, or owned by, the University or a member of the campus community.

2.3 **Vandalism and Damage:** Unauthorized alteration or damage of any public or private property from its original condition, placement and/or presentation, including graffiti, paint, alteration to landscaping, water damage due to water balloons, etc.

2.4 **Skating:** Skateboarding, roller-skating, rollerblading, etc. in any building or on any pedestrian walkway surrounding the Nutwood Complex. Caution and consideration must always be given to the safety of others and the maintenance of university properties.

2.5 **Unauthorized Motorized Vehicles:** No motorized, recreational vehicles are permitted anywhere on campus grounds. Such vehicles include, but are not limited to, the following types: Go-carts, go-peds, mini-bikes, or any motorized vehicle or bike not licensed for use on public streets.

2.6 **Improper Bicycle Storage:** Parking in walkways, or the unauthorized locking of bicycles to railings, stairways, or campus property other than available bicycle racks.
2.7 **Postings and Solicitation:** Posting flyers, posters, advertisements, etc. without departmental sponsorship or Student Affairs approval. Non-departmental postings should be approved and stamped by Student Affairs. Solicitation of goods or services on campus property must have written permission from the Student Affairs Office.

2.8 **Animals:** Pets or other animals that do not provide a service to an individual with disability. Service dogs must be harnessed and under control at all times as specified by the American with Disabilities Act.

### 3.0 SAFETY AND SECURITY

**The following are prohibited:**

- **3.1 Failure to Evacuate:** Failure to evacuate a campus building immediately upon the sound of an alarm, or to follow specific prescribed procedures or the on-site directives of a campus representative.

- **3.2 Breaching Security Systems:** Jeopardizing or interfering with the safety and security systems established within the campus community, including the propping of locked doors, altering locking devices, permitting unauthorized access to another, etc.

- **3.3 Misuse or Tampering with Emergency Equipment:** Illegitimately engaging alarm pull stations, discharging fire extinguishers, or disengaging smoke detectors. Individuals misusing or tampering with emergency equipment may be subject to criminal charges.

- **3.4 Flammable Agents:** Use or storage of flammable agents or materials in or near buildings, including gasoline, solvents, paint, propane, butane, moped or other machine dependent upon combustible fuel for operation, etc.

- **3.5 Burning Objects:** Unauthorized burning of any object, including candles, incense, charcoal, gas barbecues, etc. in or adjacent to buildings.

- **3.6 Possessing Weapons:** Knowing possession or use of an explosive, dangerous chemical or deadly weapon on campus property or at a University campus function. The term “deadly weapon” includes, but is not limited to, any instrument or weapon of the kind commonly known as a blackjack, sling shot, billy, sandclub, sandbag, metal knuckles; any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm; any knife having a blade longer than five inches; any razor with an unguarded blade; and any metal pipe or bar used or intended to be used as a club. Recreational weapons including airguns (pellet, BB, paintball), potentially dangerous sporting equipment, martial arts weapons, firecrackers, fireworks, etc.

- **3.7 Throwing Objects from Structures:** Unauthorized throwing, propelling, dropping or otherwise causing objects or substances (including but not limited to: water balloons, furniture, trash, food and plants) to fall from balconies, windows, or rooftops.

### 4.0 SOCIAL, MORAL OR BIBLICAL

All Student Conduct Codes under 4.0 are applicable to all residents and students for the duration of the academic year, including breaks (such as, but not limited to, Thanksgiving break, Winter break, Spring break, and Easter break), even if not residing on campus during these breaks.

**The following are prohibited:**

- **4.1 Unlawful Acts:** Willful participation in an unlawful activity. Students convicted of a crime during continued enrollment or residential status at Hope International University must report this information to the Director of Student Life.

- **4.2 Cheating:** Cheating and plagiarism, during which the work of another is passed as one's own or unapproved methods are employed to complete an assignment.

- **4.3 Smoking:** Use of lighted or powered smoking products or where Hope International University is represented as a community of persons, including but not limited to cigarettes, cigars, chew, snuff, hookah, pipes, and electronic cigarettes.

- **4.4a Alcoholic Beverages:** On-Campus: Possession or consumption of alcoholic beverages or non-alcoholic beer at anytime. Off-Campus: Possession or consumption by persons under the age of 21 years. Providing or purchasing alcohol for the consumption of persons under the age of 21 years.
21 years. Possession or consumption where Hope International University is represented as a community of persons.

4.4b **Hosting an Event or Private Party** (or otherwise allowing such an occasion to occur) at a student's residence, whether apartment, house or other facility, or at any other location, public or private, at which Hope International University students are in violation of possession or consumption of alcoholic beverages.

4.5 **Intoxication/Drunkenness:** Any behaviors that indicate intoxication or drunkenness on or off campus, even when alcoholic consumption is not prohibited by standard 4.4.

4.6 **Drugs:** Possession, distribution, or use of restricted drugs or narcotics on or off campus. This includes but not limited to medical marijuana, the misuse of prescription drugs, drug paraphernalia, and other intoxicants.

4.7 **Sexual Misconduct:** Sexual behavior on or off campus when it falls outside Biblical intentions and/or explicit guidelines, such as sexual intimacies outside of marriage, including any type of intercourse, sensual nakedness, intimate touching, or sleeping intimately with one another.

4.8 **Inappropriate Dating or Living:** Single students dating married persons, married students dating anyone other than their spouse, homosexual activity, inappropriately amorous same-sex relationships, or cohabitation with members of the opposite sex.

4.9 **Inappropriate Displays of Affection:** Casually sleeping or lying with members of the opposite sex, lying or sleeping intimately with members of the same sex, or public affection that might be deemed inappropriate.

4.10 **Sexual Assault:** Acts of sexual aggression including rape, attempted rape, sexual battery and/or assault.

4.11 **Sexual Harassment:** Harassment as described in the section entitled Sexual Harassment.

4.12 **Pornography:** Possession, display or distribution of pornographic materials or images. Use of pornography for personal entertainment, including internet and telephone services that provide pornographic images, sounds or sensual conversation.

4.13 **Inappropriate Entertainment:** Entertainment (e.g. music, videos, television, etc.) played in public and/or common areas of the campus that contain levels of violence, profanity, and sex that would be found offensive and/or in conflict with community standards.

4.14 **Profanity and Obscenity:** Use of language, or the verbal depiction of activity, that is vulgar, coarse, crude or indecent.

4.15 **Fighting, Violence, or Self-Inflicted Harm:** Any conduct or behavior which threatens or endangers the health or physical or emotional safety of an individual, including oneself. Any threatening, intimidating, or abusive actions and/or language whether acted upon or not.

4.16 **Hazing:** Any act of hazing, whether voluntary or involuntary, whereby an activity is deemed dangerous or harmful, an individual's dignity is compromised, an individual is embarrassed or ridiculed, an illegal act is intended or enacted, etc.

4.17 **Harassment:** Intimidating another individual through the threat of physical or emotional harm, by means of an unwelcome advance, verbal abuse, written communication, telephone call, internet message, etc. Continued harassment might be considered "stalking," and may be subject to criminal charges by California law.

4.18 **Gambling:** No gambling is allowed on campus, i.e. card games for money etc.

4.19 **Inappropriate Dress:** Failure to observe basic principles of modesty and appropriateness in the choice of clothing selected to be worn in various locations and circumstances. Clothing that promotes alcohol/drug use or is sexually suggestive in nature is prohibited. Faculty and staff are authorized to make judgments regarding what constitutes “inappropriate dress” on a case by case basis and address as needed.

4.20 **Unwillingness to Mediate Interpersonal Conflict:** Failure to comply with any request by an RA, RLC or other campus official to meet in order to resolve conflict.
Responsibilities & Regulations for Residence Halls

For All Residence Halls

The following do not constitute an all-inclusive list of responsibilities and regulations. The implementation and enforcement of housing and residence life responsibilities and regulations are always subject to supplemental evaluation based on Biblical principles and university core values.

5.0 Contractual Responsibilities

5.1 Community Standards & Codes of Conduct: All residents, whether Hope International University or dorm only, are responsible for adherence to the community standards, codes of conduct, and rules and regulations discussed, explicitly or implicitly, in the Student Handbook. Housing privileges may be revoked for dorm only residents who demonstrate an inability to comply with University standards.

5.2 Contract Period: The terms of the housing contract are for the entire academic school year (or remaining portion.) Housing is provided based on the schedule listed in the HIU Housing Guide.

Unauthorized Early Check-In and Move-In: Continuing students who move into the Residence Halls prior to the designated move-in time stated on the current Housing License Agreement, without prior approval from the Housing Office will be charged an improper check-in fee.

Fall Semester Check-Out and Move-Out: Residents not continuing in the spring must notify the Housing Office by filling out a Housing Exemption form or student withdrawal paperwork and vacate by the end of the fall semester or an extra fee may be applied to the student’s account. Residents are not required to vacate their rooms during the winter break if they are continuing housing during the fall and spring semesters.

Spring Semester Check-Out and Move-Out: Spring Semester residents who do not have Summer Housing License Agreements or Spring Semester extensions approved by the Housing Office must move out of the residence halls by the end of the designated date stated on the current Housing License Agreement. Failure to do so will result in improper check-out fees. Additional charges will be incurred for each day of occupancy past the check-out deadline up to the current conference rate for use of the room; check the current Housing License Agreement for the current daily price. In the event that a student fails to move out after the beginning of the Summer Conference period, the conference rate for use of the room they occupy may be charged to the student’s account. This fee will be charged without reference to usage of the room during this time period, so long as possessions remain in the room and student has not checked out. Non-compliance to proper cleaning and checkout procedures upon move-out will result in a fine.

Spring Semester Extensions: Only those residents with academic necessity may petition for an extended contract period at the end of Spring Semester. Dorm-only students who complete a Spring Semester Extension Form to complete their studies off-campus may be given an extension.

5.3 Academic Requirements: Students living in the Residence Halls must be enrolled in a minimum of seven (7) academic units toward matriculation at Hope International University or another fully accredited, non-profit institution.

5.4 Fees: All housing fees are payable in advance. Questions regarding housing payments and fees should be directed to Student Accounts.

5.5 Petition for Cancellation: Please refer to the contract for cancellation procedures.

When signed, the housing contract is binding and in effect for the entire indicated academic year, unless terminated or cancelled under the terms of the housing contract. To request a release from the contract, the resident must completely fill out the “Housing Exemption” form.
and turn in any additionally requested documents to the HIU Housing Office. Completion of the “Housing Exemption” form does not constitute approval.

5.6 Refund Percentage Schedule: The portion of contracted fees waived, once a petition for cancellation is approved, is based on the following schedule:

Before the beginning of the semester = 100%; week 1 = 90%; week 2-3 = 60%; week 4-5 = 30%; and after week 5 no refund in any part or portion will be given.

5.7 Room Assignments/Changes: Room assignments are made as closely as possible to stated preferences, and in the order that applications are received. Nonetheless, the staff understands that friendships will form with other students, and requests for room changes are inevitable. Residents should contact their RLC to discuss a request for a new room assignment. Residents who move rooms without proper approval will be subject to disciplinary action.

5.8 Keys: Each resident is responsible for all keys issued at check-in. Do not leave keys hidden outside your room for convenience or loan them to someone else. Do not use or hide for use any foreign object (such as a knife) to gain access to your room. Do not obstruct the door latch in any way (with tape, paper, or anything else) to allow access possible without keys. You are expected to carry your room keys with you whenever exiting the room. If you ask to be keyed into your room there is a fine for each occurrence, which will be charged to the student’s account. You are required to report lost or missing keys to the Housing Office within 24 hours. The replacement charges for lost keys is stated in the HIU Housing Guide. If you fail to turn in your keys when checking out of your room, you will be subject to a fine stated in the current Housing License Agreement. If you are not provided a room key upon check-in, it is your responsibility to acquire one from the Housing Office. If you fail to do so, and check-out without keys, you will be in violation and subject to a fine.

5.9 Doors: To maintain safety and security of both residents and their belongings, room doors must remain closed and locked and balcony doors closed and locked whenever rooms are left unoccupied.

5.10 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 room contract, including all University vacation periods during the year. The University recommends that students not leave valuables in their rooms during vacation periods. Students are strongly encouraged to consider carrying some form of personal insurance if the family’s policy does not cover personal property in the Residence Hall or apartment.

5.11 Room Alterations: Residents may not make substantive or significant changes to their room, including rewiring, tinting windows, painting or wallpapering, or building shelves or lofts (unless already present or completely freestanding).*

*Must be visually approved by RLC.

5.12 Room Decorations: Wall hangings, pictures, posters, etc. must be affixed so that University property is not damaged or defaced. Residents are not to perform any painting or wallpapering without prior written permission from the RLC. Additionally, students may not affix paper, foil, signs and so forth to any part of the balcony windows.

Any visible images or communications should be in good taste and in keeping with community standards. Prohibited room decorations include, but are not limited to, alcohol and drug paraphernalia or promotional materials and sexually suggestive visual images.

5.13 Housekeeping: Residents are responsible for cleaning and maintain their own rooms. Periodic room inspections occur to ensure maintenance and safety of the facilities. The lobbies and kitchens are the mutual responsibility of the community. Abuse of these common areas could result in loss of privileges. Vacuums are available for check nightly from the RA every night from 5:00pm – 10:00pm. Please note, if the vacuum is unavailable you are still responsible for any cleanliness in your room and common areas.

5.14 Damages: The resident agrees to be fully responsible and liable for any damage he/she, or their guests, may cause to the property of Hope International University. A Room Condition
Inventory (RCI) form is completed at move-in, and then used to compare the condition of the room for damages upon moving out.

Students are expected to refrain from any activity that has the potential for damaging the facilities (i.e. water fights, throwing water balloons, food spills, food fights, paint over-spray or drips, etc.).

5.15 **Check-Out Procedures:** It is the responsibility of each resident to schedule an appointment in advance with their RA to be officially checked out of their room. The staff member will collect room keys, and assess any damages to the room. Failure to check-out with a staff member will result in an “improper check-out” fee. The housing deposit, or any portion thereof, will be applied to any unpaid balances, damage repairs, or cleaning costs. The deposit will carry over when a resident is returning.

### 6.0 **Facility Use and Hours**

**6.1 Access:** Each resident is expected to use responsible discretion concerning the hours that they keep. There are no curfews. Residents are encouraged to notify their roommates when planning to be gone overnight, with information how they can be reached in the case of an emergency. The front doors to the Residence Halls are locked 24 hours a day, and students are issued a front door key to their assigned building only.

**6.2 Quiet/Consideration Hours:** In order to promote an environment conducive to learning, residents are expected to keep noise to a reasonable level at all times. “Quiet Hours” are from 10:00pm to 8:00am, Sunday night to Friday morning. From Friday night to Sunday morning they are 11:00pm to 8:00am. During “Quiet Hours” the first floor lobbies and second floor landings are closed and may not be used for socializing, reading, studying, talking on the phone, working on the computer, etc. Residents are welcome to use the Lambda Lounge after hours.

**6.3 Musical Instruments:** Practice rooms and late evening classroom space can be reserved for the playing of musical instruments. Instruments should not be played in the Residence Halls when they can be heard outside a closed room, and are in violation of quiet and/or consideration hour guidelines, with the exception of publicized activities provided by staff for the enjoyment of resident students.

**6.4 Cooking/Appliances:** Cooking of any kind is not permitted in Residence Hall rooms. All food preparation requiring appliances must be used in the kitchenette. Limited cooking is permitted in Point Rooms equipped with amenities for this purpose. Cooking at anytime, regardless of location, should coincide with adequate ventilation.

Prohibited appliances include: Heated Coil Space Heaters, microwave and toaster type ovens; hot plates; electric woks; “non auto-shut off” coffee pots; popcorn poppers; cooking grills (e.g., George Foreman model); etc. OSHA approved mini-refrigerators (less than 4 cubic feet) are permitted (maximum of 2 per room.) Leftover and unsealed food products should be taken out of the building as soon as possible, for health and cleanliness concerns.

**6.5 Pets:** Residents are not allowed to keep pets on campus except for fish in clean aquarium under 10 gallons. This includes feeding or temporarily watching animals on campus.

Exceptions for service animals to stay in the residence halls must be approved by the Dean of Students.

**6.6 Laundry Rooms:** Laundry Rooms: Card operated washers and dryers are located on the second floor in the 240 Hall of each dorm building. They may be used from 8:00 am to 10:00 pm ONLY. A resident has the right to remove another’s clothes only when the cycle is completed. Be sensitive to those waiting. Hope International University is not liable for any damage or loss to clothing items/laundry items left in the laundry room.

**6.7 Telephone Service:** The University provides phone service to all resident students as part of the campus phone system. Each room is pre-wired with one phone jack, activated at all times to provide communication to emergency services (911). Occupants sharing a room must provide their own phone instrument. Residents who desire phone regular service must contact information systems at ext. 2607 for activation. Monthly bills are issued by the University to the resident for toll and long distance charges. As a part of the campus phone
system, residents benefit from discounted corporate long distance rates. Each occupant receives a PIN number for accessing billable off-campus calls, so phone charges are billed separately. Keep this number in confidence. This access number may be used at any campus extension within the system. Each resident who activates regular phone service is provided voice mail service at no additional charge.

6.8 **Swimming Pool:** The swimming pool area is open from 8:00 am to 10:00 pm. Excessive noise or music from radios or stereos in the pool area is subject to "quiet/consideration hour" guidelines. Students and their guests are asked to use discretion in the swimsuit attire they wear. Activities that are prohibited include: throwing people into the pool (willingly or unwillingly), and jumping from adjacent balconies or rooftops. Due to the potential for severe injuries, these activities may be met with disciplinary action. Please note that no lifeguard is on duty at any time.

6.9 **Balconies:** Please observe the following rules regarding the use of balconies: Keep balconies clean and clear of trash. Do not hang clothes or towels off balconies to dry. Do not hang ANYTHING on the outside of balcony windows for shading purposes (i.e. Blankets, bamboo rolls, etc.). The balconies are not to be used for storage (even if simply overnight), with exception to the orderly storage of bicycles, surf boards and long boards, and skate boards. The appearance of the Residence Halls is diminished when balconies appear cluttered. Do not climb on or over balconies. Do not throw ANYTHING from the balconies (i.e. Furniture, water balloons, any type of trash, hair trimmings, plants, or food.) “Quiet/Consideration” hour guidelines apply to balconies as well.

6.10 **Furnishings:** No University furnishings shall be moved out of a room at any time without the approval of the Residence Life Coordinator. No wardrobes or desks may be moved within the room at any time without the approval of the Residence Life Coordinator. Also, no Hope International University common area furniture may be moved into a room without the approval of the RLC.

A fine of may be levied against anyone who: 1) removes furnishings without approval; 2) disconnects, or dismantles closets, beds, or desks without permission or approval of the RLC; or 3) moves common area furnishings into their rooms for private use; 4) stores any university property on balcony.

6.11 **Room Sub-Sectioning:** In order to encourage community development and support the Biblical mandate of keeping ourselves above reproach, rooms may not be sub-divided with any sort of partition, including wardrobes, curtains and/or anything that would serve as a partition.

6.12 **Visitation:** Members of the opposite sex are asked to observe the following visitation guidelines put into place for the purpose of influencing the atmosphere of the residence halls.

- Opposite sex guests are allowed in rooms only during posted "Room Visitation Hours."
- To remain above reproach, students are expected to keep their door completely open while entertaining guests of the opposite sex, and partitions for privacy are not permitted.
- Loitering in the hallway and alcoves is not permitted.
- Visitation policies include family members regardless of age.
- Opposite sex visitors are only allowed in the Residence Halls including lobbies during "Room Visitation Hours."

6.13 **Guests:** Guests of the same sex are allowed to stay overnight with the approval of all room occupants. Guest must be registered with the on-duty RA by 10:00pm. No individual is
allowed to be a guest on campus for more than three nights per month without special approval by the RLC. A resident that is found to be hosting guests outside these guidelines will be subject to disciplinary action. Residents are responsible for the behavior of their guests. Guests should be hosted at all times and not left alone in the residence hall without supervision. Keys are not to be loaned to a guest at any time. Any resident hosting an individual that is restricted or prohibited from the Residence Halls is subject to disciplinary action.

6.14 Childcare/Youth Groups: The University asks that students refrain from providing childcare, “babysitting,” or hosting youth group activities in the residence halls. This policy is meant for the safety of the minors, the protection of the “living-learning” environment, and the minimization of University liability.

6.15 Inappropriate Dress: Hallways and common areas within the residence halls should be considered public spaces at all times, and students should dress accordingly - nakedness, underwear, and immodest sleepwear are prohibited in residence hall public spaces.

6.16 Internet: High speed internet access as part of the University network is available through wireless network all throughout campus. Web filtering applications are in place to block access to inappropriate sites. Internet access is also available through 10/100 Auto sensing Ethernet network interface card and category 5 Ethernet network patch cable, straight-through. These can be obtained at any store that has computer accessories. Any questions regarding internet should be directed to the Information Systems Department at ext. 2607.

6.17 Public Internet Postings: Any Hope International University Student Conduct Code violation depicted in the form of online discussions, photos, blogs, announcements, etc. on any public Internet service/website (such as, but not limited to, MySpace, Facebook, etc.) may result in disciplinary action, or be considered in disciplinary cases. Also, any attempt to smear or slander any Hope International University community in fracture or the University itself on any public internet service/website (such as, MySpace, Facebook, etc.) may result in disciplinary action, or be considered in disciplinary cases.

6.17 E-mail: The University provides all students a “hiu.edu” e-mail address. All students are responsible for checking this e-mail regularly. Your HIU e-mail address is the primary way for the University to disseminate important information in a timely manner. Not checking your HIU e-mail may be considered non-compliance with the University.

Privacy of Rooms

The administration of Hope International University anticipates that students will comply with the regulations and standards as presented in this Handbook. However, for the safety and well-being of all students, it is necessary for the University to reserve the right to enter student rooms at any time for reasons of emergency, security, maintenance or to maintain order. The staff of the Residence Life Office will conduct routine room inspections for cleanliness and orderliness. Students will be advised if the room is in need of improvement.

University officials may enter a student’s room and conduct a search for purposes other than those stated above when the following conditions exist:

1. There is probable cause to believe that a violation of law or institutional regulations has occurred or is taking place.

2. Imminent danger to life, safety, health, and property is reasonably feared. For these reasons, students are not permitted to install extra locks or dead-bolt security systems on their doors.
GUIDELINES/CONSEQUENCES FOR BREACHES OF CONDUCT CODES

The following guidelines are designed to establish a system of continuity for administering consequences for the violation of community standards. The adjudicating officer(s) will typically employ the following guidelines in determining an appropriate consequence, unless there are exceptional circumstances that warrant an alternative response on the part of the University.

Level 1 Violations: Minor violations likely to result in a minimum consequence of a verbal or written warning with additional sanctions or service requirement on the first occurrence include, but are not limited to, the following examples:

- Violation of “Quiet Hours or Consideration Hours”
- Violation of “Visitation”
- Minor acts of damage to property
- Tobacco use
- Violation of burning objects policy
- Failure to respond to a request for appointment
- Procedural violations
- Unwillingness to mediate interpersonal conflicts
- Profanity and obscenity

Customary Action:

First offense - Written warning
Second offense - Written and verbal warning; possible loss of privilege, assignment of community service, confiscation of contraband items, educational project, etc.
Third offense - Probation (appropriate consequences: i.e. loss of privilege and/or possible other sanctions)

Level 2 Violations: Serious violations likely to result in a minimum consequence of probation, with appropriate sanctions and conditions, and limited-term suspension or dismissal on the first occurrence, and probable dismissal or permanent expulsion on any subsequent occurrences include, but are not limited to the following examples:

- Sexual misconduct
- Cohabitation
- Pornography
- Violation of alcohol policies
- Intoxication or drunkenness
- Intentional misuse of safety equipment
- Intentionally furnishing false information
- Petty theft
- Repeated non-compliance- 3 or more of the same type of Level 1 violations
- Forgery or unauthorized alteration of official documents
- Knowing presence violation at this level

Customary Action:

First offense - Immediate probation (appropriate consequences: i.e. loss of privilege and/or possible other sanctions); and campus suspension or dismissal from the University for at least one semester or permanent expulsion.
Second offense - Additional probationary terms, and campus suspension or dismissal from the University for at least one semester or permanent expulsion.

Third offense - Dismissal from the University for at least one semester or permanent expulsion.

Parents of financially dependent students will be notified.

Students may lose some or all of their institutional scholarships.

The adjudicating campus official has greater ability to consider alternative action if the student has exposed the breach of community standards on their own, with the intention of reconciling themselves to the community and submitting to structures of support and accountability. Each incident is reviewed on a case by case basis, with consideration to 1) the severity of the violation, 2) the context of the incident, 3) a history of prior misconduct, 4) the responsiveness of the student to confrontation, and 5) the degree to which the individual displays genuine repentance.

**Level 3 Violations:** Major violations likely to result in dismissal or expulsion on the first occurrence include, but are not limited to the following examples:

- Selling or distributing any controlled substance or illegal drug
- Possession or use of a controlled substance or illegal drug
- Drugs on and off campus
- Intentionally causing physical harm to another person
- Rape, sexual assault, or other non-consensual sexual activity
- Arson
- Grand theft
- Intentionally giving a false warning regarding a campus emergency
- Possession of a weapon or firearm on campus or sponsored event
- Knowing presence violation at this level

**Customary Action:**

First offense - Dismissal from the University for at least one semester or permanent expulsion.

Parents of financially dependent students will be notified.

**Disciplinary Action**

The Vice President for Student Affairs serves as the Chief Student Conduct Officer of the University and may appoint such members of the staff or administration as necessary to assist in resolution of infractions of the Student Conduct Code or related community standards. When violations occur, disciplinary procedures provide for sanctions to be imposed by the Vice President for Student Affairs or his/her designee/s. Following the procedures outlined in the Student Handbook, the student being dealt with may appeal decisions made by the Vice President for Student Affairs or his/her designee/s to the Judicial Review Committee. At the discretion of the VP for Student Affairs, any incident deemed appropriate may immediately be referred to the Judicial Review Committee for resolution. Decisions made by the Judicial Review Committee may be appealed to the VP for Student Affairs, based on the criteria stated in the Student Handbook.

Each incident is reviewed on a case by case basis, with consideration to 1) the severity of the violation, 2) the context of the incident, 3) a history of prior misconduct, 4) the responsiveness of the accused to confrontation, and 5) the degree to which the individual displays genuine repentance.

The etymology of the word “discipline” is from the Latin root *discere*—“to learn”—and is the same root from which the English word *disciple* is derived. Because the goal of this university is to teach, or “disciple” its students with both classroom curricula as well as practical life skills, we have an obligation to disciple our students in the expected lifestyle as disseminated in scripture. A biblical lifestyle must
disregard culture and adhere to core biblical principles and precepts. When these principles and precepts are not adhered to, students must be taught what is and what is not acceptable behavior for a student at this Christian university. This teaching or “discipline” is for the benefit of all students as they endeavor to become learned, cultured, responsible adults, and living out a Christ-centered life in right relationship with their community.

In order to be very clear in what a student may expect when/if he/she has violated Student Conduct Code or any Responsibilities & Regulations for Residents, we have outlined the normal procedures for the investigation:

1. The violation(s) occur(s)
2. Information is reported to a university official
3. The information is assessed in order to make sure a certain threshold of evidence (credibility of the information) deems an investigation.
4. Any and all students believed to be directly or indirectly involved in the violation may be called in to give testimony regarding the original information given to the university.
5. Any information given to the university during the investigatory interviews is used to bring more clarity to the events surrounding the violation(s).
6. Once the university believes it has the best possible picture of the events of the violation(s), the Student Life senior staff will deliberate to determine the best course of action for the benefit of the student(s) involved.
7. Any consequences (systems and structures of accountability, restrictions of student status, etc.) are finally discussed with the student(s) and implemented.
8. In cases of dismissal/expulsion from the University, a student may choose to appeal the original decision of the University in that Student Conduct case. Appeals are only granted if: there is evidence that the disciplinary procedures were not followed, new evidence has been discovered, or if there is substantial evidence that a member of the adjudication process was biased.

![Diagram](image-url)

1 - Violation(s)
2 - Report
3 - Threshold
4 & 5 - Investigation
6 - Found to be guilty of violation(s)
7 - Appropriate consequences implemented
8 - Appeal Process

3 - Threshold not met (END)
6 - Determined no violation (END)
Disciplinary Action for Dorm-Only Students

(Residents who attend a college other than HIU).

In most cases, the disciplinary action for first offenses will be no different from the actions taken for HIU students. However, due to the fact that dorm-only students are guests of the university and their ability to live in the HIU community is a privilege, revocation of that privilege may be discussed and implemented in connection with any student conduct code violation, specifically multiple occurrences of level one violations and first occurrences of level two and three violations.

A detailed explanation of the disciplinary action philosophy and process can be obtained from the Student Life office.

Disciplinary Action Terminology

Restoration Plan: In the desire to foster reconciliation to the community of all those who have or who are violating student conduct codes; the University offers the implementation of a Restoration Plan. This plan is implemented when a student/resident who is currently, or has been, in violation of the Student Conduct Codes, as stated in the Hope International University Student Handbook, understands their violation and is repentant, desiring reconciliation to the community and to God. The Restoration Plan can only be offered under the following circumstances:

1. The student/resident must willingly bring their violation situation to the Residence Life staff.
2. In relation to the violation(s), the student/resident must display an attitude of desired restoration with the University, community, and God throughout the process.
3. The student conduct officer(s) reserve the right to withhold or offer the Restoration Plan on a case-by-case basis.

The Restoration Plan will be formulated differently for each individual, depending on the situation. The plan may include, but is not limited to, systems of accountability and maturation such as: mentorship with staff or faculty, counseling/therapy with the Hope Counseling Center, limitations of activity which may place the student/resident into temptation to violate Student Conduct Codes, etc.

Monetary Fines: Monetary fines are instituted to encourage students to adhere to policies and deadlines.

Probation: The purpose of probation and probationary terms is to provide systems of support and accountability to assist students in making necessary behavioral changes in order to be a successful, positive, member of the HIU community. A student may be placed on “probation” by a Residence Life Coordinator (RLC), Dean of Students, or the VP for Student Affairs. Probation indicates that a student’s conduct will be reviewed during a specified testing or trial period to ascertain if additional judicial action should be taken. Disciplinary:

1. Written notification as to the cause of probation.
2. Notification to the Dean of Students, the Vice President for Student Affairs, the Vice President of Academic Affairs, the Academic Advisor, the Residence Life Coordinator, and other parties deemed necessary. The university reserves the right to notify the student’s parents/legal guardians of probationary status, when not prohibited by FERPA.

*The content of this handbook is subject to change when deemed necessary by the University to meet the evolving needs of students, the community, and the institution.
3. Issuance of a behavioral contract which includes specific length of probation and steps required to correct the behavior in question.

4. Possible suspension or revocation of institutional extracurricular activities (e.g. sports, music groups, theater, leadership representation, etc.) will be decided via cooperation between the Student Life Office and the individual departments supervising those activities (i.e. Athletic Dept., Music Dept., Residence Life Office, etc.). If enacted, this suspension/revocation may include: not representing the University, in any capacity, in activities where the University is represented, such as, (but not limited to): games, practices, theatrical productions, recitals, rehearsals, student leadership responsibilities, etc.

5. Possible requirement of community service and/or educational experience.

6. Possible requirement of accountability to a mentor or counselor.

7. Possible requirement of periodic consultation to assess progress.

Violations of Probation: Violations of probation are taken very seriously by the University. When an individual violates his/her probation, it signifies to the campus officials that the student is unable to unwilling to comply with the terms put in place to assure that he/she make appropriate changes to his/her behavior. Consequences will depend on the initial violation that caused them to be placed on probation and how they violated their probation. Depending on the nature of the violation, the student may receive additional terms to their current probation, but will likely be dismissed from the University for at least a semester or permanently expelled.

Sanctions: Sanctions typically fall into three (3) categories: (1) community service, (2) loss of privilege, or (3) educational experience and often permit an individual to be reconciled to the community while avoiding more formal consequences. Community service usually involves some type of work project or programmatic contribution. Loss of privilege may include the restriction or revocation of any privilege for which an individual has demonstrated an inability to exercise that privilege responsibly (e.g. visitation, playing amplified music, etc.)

Campus Suspension: A student may be suspended for the purpose of separating them from the community for a prescribed period of time when the level of the violation may result in their permanent dismissal from the University if repeated. The nature and the level of seriousness of the incident would dictate whether the student would be restricted to the Residence Hall room or restricted from the entire campus. Either restriction would prohibit them from accessing any campus facility with the exception of taking a meal "to go" from the Café if they are restricted to the Residence Hall.

Expulsion, Dismissal, and/or Revocation of Housing Contract: In cases where reconciliation to the community is not possible, the Vice President for Student Affairs or the Judicial Review Committee may choose to revoke a residential student's housing contract, and/or terminate student status. Restricted access to the residence halls and/or the campus community may accompany expulsion and/or revocation of the student's housing contract. If the action permits future re-enrollment, the student must file for re-admission through the Admissions Office. Dismissed students may not be employed by the University.

*A student is not released from the financial obligation to the housing contract simply because the room has been abandoned or the resident has been evicted due to judicial action.

Vice President for Student Affairs: Or his designee is responsible for adjudicating student conduct with the partnership of the Resident Life Staff and Judicial Review Committee.

Judicial Review Committee (JRC): The Judicial Review Committee is comprised of three members of the current pool of University faculty and/or staff. These individuals are selected and trained by the VP for Student Affairs, at the request of the VP for Student Affairs. They may be called upon to adjudicate a case or serve on the Appeals Committee.
Rights and Responsibilities in the Judicial Process

1. Students are expected to comply with staff requests during judicial process, including requests to meet, requests for confidentiality and requests to provide information pertinent to the judicial process.

2. Students are expected to be honest and forthcoming, and to not withhold any information regarding their behavior or the behavior of another student.

3. Students are expected to refrain from influencing the testimony of another student or impede the judicial process in any way.

4. Students and staff are expected to address one another respectfully during the judicial process.

5. Students may request the presence of another person at an appeal hearing. This person may be there for moral support, but will be requested to refrain from speaking during the meeting. This person will also be expected to maintain confidentiality regarding the meeting(s) they attend.

6. Parents may be contacted in the course of the judicial process in accordance with the Family Educational Rights and Privacy Act of 1974 (see page 43). Prior notice will be given to students when parents are to be contacted.

Right of Appeal

The student has the right to appeal any disciplinary action based on the following grounds:

1. There is evidence that the disciplinary procedures were not followed.

2. New evidence has been discovered.

3. There is substantial evidence that a member or members of the adjudication process were biased against the student.

The appeal must be made in writing to the VP for Student Affairs, within 48 hours of notification of the original decision. This written appeal shall consist of a statement of the detailed facts, which make an appeal possible. The VP for Student Affairs may request a meeting with the student, a faculty or staff member, or any individual the VP deems appropriate to the circumstance.

Upon receiving an appeal, the VP for Student Affairs has three options:

1. Deny the appeal based on the criteria listed in the handbook.

2. Accept the appeal, but uphold the disciplinary actions.

3. Accept the appeal and send back suggestions to the original designee staff member.

The final level of appeal is the Vice President for Student Affairs. The role of the Vice President for Student Affairs is not to rehear the case and render a second judgment, but to determine if the judicial process has been fair and reasonable, the evidence supports the findings, and the consequences are justified by the outcome.
Re-admission of a Dismissed Student

The process of re-admission for a dismissed student who desires to matriculate following the determined period of absence from the university is as follows:

1. File a completed Petition for Re-Admission with the department that issued the dismissal.
   
   a. Student Life Dismissal: Submit petition to Dr. R. Mark Comeaux, the VP for Student Affairs.
   
   b. Academic Dismissal: Submit petition to the Dean of the academic college in which you are enrolled.

2. The department that receives the petition will make a ruling on the petitioned request to re-enroll.

3. If approved, the student will be expected to go through the full enrollment process as a Returning Student through the Admissions Department.

Special Administrative Evaluation

The University reserves the right to deny continued enrollment or re-admittance to any student whose personal history indicates that his or her presence at the University would endanger the health, safety or welfare of themselves or members of the Hope International University community. A student may be subject to special requirements or sanctions, including suspension or dismissal for actions not otherwise covered in the “Community Standards and Policies” if it is determined from the student’s behavior that he or she:

- Lacks the capacity to understand the nature of the charges against him/her or to respond and participate in the disciplinary process;
- Poses a danger to self or others;
- Refuses to receive evaluative testing or counseling when asked to do so;
- Lacks the ability to care for him/herself;
- Through their behavior has become a disruption to the orderly function of the University community

In such instances the case will be referred to the VP of Student Affairs or the President, who will schedule an evaluation of the student by appropriate medical or mental health professionals on or off campus. All costs associated with any evaluation will be the responsibility of the student.
Withdrawal Process & Exit Interviews

Mr. Reid McCormick, Dean of Students
Lawson-Fulton Student Center, Suite 208, ext. 2581, Email: rwmccormick@hiu.edu

- Exit Interview

For students who will no longer be attending Hope International University, an Exit Interview must be completed with the Dean of Students. The Exit Interview provides important feedback to the University and helps the Dean of Students identify the student's unique and specific needs as they are considering withdrawal. During the Exit Interview the student is also introduced to the Withdrawal Checklist which provides a step-by-step support and explanation of the withdrawal process.

- Withdrawal Checklist

Please be aware that withdrawing from classes should be a last resort; speak to, and work with, our offices in order that we may serve you in the best way we can. We do not wish to lose you as a student, and we may be able to help. Please also understand that withdrawing from school once classes have begun will have financial implications.

If you must withdraw, a checklist is provided after you have completed your Exit Interview with the Dean of Students.

Additional Policies

- Process for Providing Students with Learning Accommodations

Accommodations

Hope International University requires a student with a disability to register with the Vice President for Student Affairs office which provides support services for students with disabilities, in order to receive accommodations. It is the student's responsibility to request services in a timely manner. The Vice Presidents office confirms the student's disability and eligibility for services and accommodations. A course instructor typically receives notification from this office detailing recommended accommodations for a student. The student with a disability is responsible for meeting all course requirements using only approved accommodations.

The goal is to give the student with a disability equal access to the learning environment. Individualized accommodations are not designed to give the student an advantage over other students, to alter a fundamental aspect of the course, nor to weaken academic rigor.

A specific learning disability is unique to the individual and can be manifested in a variety of ways. Therefore, accommodations for a specific student must be tailored to the individual. The following are examples of classroom, assignment, and examination accommodations that may be recommended for a student with a learning disability. When in doubt about how to assist a student, work with the student privately or contact the Vice President for Student Affairs’ office which provides support services for students with disabilities.

Registering Accommodations

In order to register accommodations, students must complete the Disability Verification Form and submit it to the Vice President for Student Affairs via email, fax, hand delivered or postal mail.

Students must also submit documentation from a qualified professional to support a request for accommodations. Further, submitted information must meet Hope International University
disability documentation guidelines. The documentation should be submitted to the office of Student Affairs along with the Disability Verification Form.

DETERMINATION OF ACCOMMODATIONS

Because students’ needs vary, accommodations are determined on a case-by-case basis. After documentation is evaluated by the Vice President for Student Affairs, students will be notified as to whether or not it has met the established guidelines and verifies that there is a functional limitation. Please note that the Vice President for Student Affairs may seek input from others, such as the professional providing the documentation before making a decision regarding reasonable accommodations.

The Vice President will discuss the initial accommodations letter with the students to insure all accommodations are addressed. The student must then acknowledge acceptance of the accommodations in person.

NOTIFICATION OF INSTRUCTORS

The Vice President for Student Affairs will send a letter that lists the approved accommodations to the student's professors.

It is the student's responsibility to contact each professor to discuss the accommodations. Accommodation letters are only valid for the term in which they are issued. Therefore, each term students will be contacted to review ongoing accommodations.

Examples of Accommodations

- Classroom and Assignment Accommodations
  - provide effective peer note-takers from the class.
  - allow the student to tape record lectures.
  - allow the student additional time to complete in-class assignments, particularly writing assignments.
  - allow for course modification such as extended length of time to complete a program.
  - provide feedback and assist the student in planning the workflow of assignments. This is especially important with large writing assignments.
  - provide assistance with proofreading written work.
  - allow for course substitution with dean approval.

- Examination Accommodations
  - extended exam time, typically time and one half to double time.
  - to take exams in a room with reduced distractions.
  - the assistance of a reader, scribe, or word processor for exams.
  - the option of an oral exam.
  - to use spelling and grammar assistive devices for essay exams.
  - to use calculator for exams.
  - to use scratch paper during exams.

APPEALS

Students should discuss any concerns or problems related to the provision of reasonable accommodations with their Academic Advisor. If a student disagrees with the accommodations or has a complaint related to services provided by the Academic Advisor, he or she may utilize the appeals process.

Appeals Contact Information
R, Mark Comeaux, Ed.D.
Vice President for Student Affairs
Hope International University
• **Timely Warning Policy**

The Vice President for Student Affairs or designee will issue a campus-wide “timely warning” in the occurrence of a crime that is serious in nature or poses a continuing threat to the campus community. The university email system will be the primary mode of communication for timely warnings. The Student Affairs Department may also use its social networking websites, text messaging and/or flyers to further disseminate information depending upon the circumstances. Anyone with information warranting a timely warning should report the circumstances to Campus Safety at 714-681-7333 or to Student Affairs at 714-879-3901 ext. 2311 or in person at the Campus Safety or Student Affairs offices.

Information for Alerts/Timely Warnings may also come from other law enforcement agencies or other officers. Alerts/Timely Warnings will be issued to the campus community as soon as pertinent information about the crime is available.

Information included in Campus Crime Alerts/Warnings will include, at minimum:

- A succinct description of the incident and type of crime, including location, date and time of occurrence
- A physical description of the suspect, including gender and race
- Composite drawing of the suspect, if available
- Apparent connection to previous incidents, if applicable
- Race of the victim, but only if there was an apparent bias motive
- Sex of the victim, if relevant
- Injury sustained by the victim
- Date and time the campus alert was released
- A notice to the campus community to exercise caution

• **Family Educational Rights and Privacy Act of 1974**

Hope International University permits enrolled students visual access to previous educational records such as high school transcripts, college transcripts (if a transfer student), SAT score reports, and transcript of work completed at Hope International University.* This policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). To obtain transcript copies of work completed at Hope International University, all financial obligations to the University must be paid in full.

*An appointment with Registrar's Office staff may be required.*

Hope International University considers the following to be “Directory Information” and may disclose such information to third parties without consent of the student unless the student has directed the University (in writing) not to release such information about him/her self: name, gender, enrollment status, permanent address, dates of enrollment, classification, degree program(s), major(s), date of graduation (anticipated or actual) from Hope International University.

No other information contained in the student's permanent educational record is released to others, including parents or spouse, without the written consent of the student, unless the student is claimed as a dependent. The only exceptions are staff members, administrative officers, and faculty members who have a legitimate professional right to the information. Hope International University reserves the right to contact a student’s parent(s) or guardian(s) when a situation, (i.e. discipline, health, etc.) is deemed extreme, endangering the student or the Hope International University community. A student’s academic record and placement file will be kept confidential by responsible campus personnel.
Exceptions:
1. In cases authorized by the student.
2. In cases of legal compulsion.
3. In a situation where the safety of person or property is involved.

- **Academic Integrity**

   Because Hope International University seeks to develop mature Christian leaders and scholars, the University acknowledges the principle of academic integrity. Consequently, all forms of dishonesty, including plagiarism or cheating in any form are wrong, non-productive, and contrary to the University’s educational objectives and the student’s best interest.

   Plagiarism is “stealing” the unique ideas or the wording of another and presenting them as one’s own. The principle rule of academic integrity is that each member of the University community will do their own work, executed to the best of their ability, exclusively for the assignment for which it is presented.

   Students who supply other students with research papers, academic assignments, or exam questions meant to be secure, whether for monetary gain or from other motives, have also violated academic integrity.

   Consequences for breach of academic integrity: Violation/breaches of academic integrity may result in consequences within the following range from least to most severe:
   1. Repeat or substitution of assignment,
   2. Written reprimand,
   3. Zero (0) credit for the violated assignment,
   4. Zero (0) credit/F for the course involved,
   5. Academic dismissal.

   Faculty members have the right to use discretion in determining the severity of consequences. Please see appropriate course syllabus for specific guidelines. Students have the right to appeal faculty decisions on violations of academic integrity to the Academic Dean.

- **Academic Dismissal Policy**

   A student may be dismissed from Hope International University for violation of the University academic integrity statement or under the academic probation policy statement. Academic dismissal may occur when the cumulative G.P.A. is not raised above 2.0 after two semesters for undergraduate students. When academic dismissal occurs, a student must wait at least one semester before petitioning to re-enter the University. That petition is submitted to the Academic Dean for consideration.

- **Access To Records**

   All requests for access to records shall be presented in writing to the manager of the office which maintains the records. That office shall specify the time and manner in which records may be inspected. The administrator shall provide any necessary explanation or interpretation of the records. Copies of any records, except academic records and test scores, may be obtained at the current copying rate. The release of academic records will require a written/signed request in advance, and will be subject to copying fees. As a matter of professional courtesy and standard operational procedure, it is the University’s policy not to release copies of academic records from other institutions, either to the student or to a third party. The student has the right to challenge records that he/she thinks are inaccurate or misleading. Such appeal must be submitted in writing to the appropriate Academic Dean.
Student records are kept in the following locations:

<table>
<thead>
<tr>
<th>Type</th>
<th>Location</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>Registrar's Office</td>
<td>Ron Archer</td>
</tr>
<tr>
<td>Financial</td>
<td>Student Accounts</td>
<td>Shannon O'Shields</td>
</tr>
<tr>
<td>Health</td>
<td>Student Affairs</td>
<td>Verna Lindell</td>
</tr>
<tr>
<td>Housing</td>
<td>Housing Office</td>
<td>Reid McCormick</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>Student Affairs</td>
<td>Reid McCormick</td>
</tr>
<tr>
<td>Immigration</td>
<td>International Student Programs Office</td>
<td>Judy Kim</td>
</tr>
</tbody>
</table>

**Complaint Notice**

Hope International University takes complaints and concerns regarding the institution very seriously.

If you have a complaint, or if you have questions regarding the proper process for addressing your complaint, you may contact:

- the Office of Student Affairs at 714-879-3901 ext. 2311 or
- the Office of Academics Affairs at 714-879-3901 ext. 1241

These contacts will provide guidance on the campus process for addressing your particular issue.

If you believe your complaint warrants further attention after you have exhausted all the steps and appeals, you may present your complaint to the Western Association of Schools and Colleges (WASC) at www.wascsenior.org/comments if your complaint is associated with the institution's compliance with academic program quality and accrediting standards. WASC is the agency that accredits Hope International University's academic programs.

If you believe that your complaint continues to warrant further consideration after exhausting the review of either WASC or administrators at Hope International University, you may submit a complaint form with the Public Inquiry Unit of the California State Department of Justice:

**Public Inquiry Unit**
Voice: 916-322-3360, or (toll free in California) 800-952-5225
FAX: 916-323-5341 or Online forms: http://ag.ca.gov/contact/complaint_form.php?cmplt=PL

The Attorney General’s Office will review the process through which the campus attempted to resolve your complaint. If the process complies with the written outline, the Attorney General's Office will, for the purposes of state oversight, consider the matter closed. If the Attorney General determines that the process through which the campus attempted to resolve your complaint did not comply with its published process, the Attorney General may request reconsideration by Hope International University. The Attorney General’s Office also has oversight of Hope International University as authorized through the “Supervision of Trustees and Fundraisers for Charitable Purposes Act” [Cal. Gov’t Code §12598], which provides public means to submit complaints regarding non-profit colleges and universities that abuse their status under the Internal Revenue Code of 1986 (23 U.S.C. §501(c)(3). The California Attorney General is given broad powers to undertake law enforcement investigations and legal actions to protect the public interest under Cal. Gov’t Code §12598.

Most complaints made to media outlets or public figures, including members of the California legislature, Congress, the Governor, or individual Regents of Hope International University are referred to the University President’s Office.

Nothing in this disclosure should be construed to limit any right that you may have to take civil or criminal legal action to resolve your complaints. Hope International University has provided this disclosure in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated In CFR 34, sections 600.9 (b) (3) and 668.43(b). If anything in this disclosure is out of date, please notify the Office of Student Affairs at Hope International University, 2500 E. Nutwood Ave., Fullerton, CA 92831.
On October 29, 2010 the United State Department of Education issued a Final Regulations on Program Integrity Issues [75 FR 66831] that includes regulations at 34 CFR §600.9 requiring that educational institutions not created by the state be “established by name as an educational institution by a State through a charter, statute, constitutional provision or other action . . . ” and be “authorized to operate educational programs beyond secondary level, including programs leading to a degree or certificate.” California’s independent, non-profit, WASC accredited colleges and universities are authorized within the meaning of 34 CFS §600.9 et seq for the following reason:

1. The California Master Plan for Higher Education specifically recognizes that California’s independent institutions of higher education “share goals designed to provide education opportunity and success to the broadest possible range of [California’s] citizens” with the state’s public segments (California Education Code §66010.2).

2. The Legislature “recognizes the role of independent, regionally accredited postsecondary education in California postsecondary education,” and that “statewide planning, policy coordination, and review of postsecondary education shall include attention to the contributions of the independent institutions in meeting the state’s goals of access, quality, educational equity, economic development, and student aid” (California Education Code §66014.5(a)).

3. The Legislature in adopting the Private Postsecondary Education Act chose to exempt institutions that are “accredited by the Accrediting Commission for Senior Colleges and Universities, Western Association of Schools and Colleges, or the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges” from the Act (California Education Code, Title 3, Division 10, Part 59, Chapter 8).

4. All of the institutions covered by the WASC exemption to the California Private Postsecondary Education Act of 2009 have had to meet strict standards regarding classroom instruction quality, adequate facilities, and financial stability. These institutions are eligible to participate in California’s student aid program known as the Cal Grant Program, and subject to audit by the California Student Aid Commission.

5. California’s longstanding “Supervision of Trustees and Fundraisers for Charitable Purposes Act” [Cal. Gov’t Code §12598] provides public means to submit complaints regarding non-profit colleges and universities that abuse their status under the Internal Revenue Code of 1986 (26 U.S.C. §501(c)(3), and grants to the California Attorney General broad powers to undertake law enforcement investigations and legal actions to protect the public interest.

Under existing law, the Attorney General maintains oversight of nonprofit colleges and universities to assure compliance with their stated public purpose. Accordingly, final authority rests with the Attorney General, who can review any complaint to assure that a student’s complaint was subjected to a fair process consistent with procedures established by the nonprofit college or university.

- **Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act of 1990**

In accordance with the requirements of Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990, as amended (ADA), Hope International University does not discriminate on the basis of disability in admission to, participation in, or receipt of services and benefits under any HIU program or activity. HIU does not retaliate or discriminate against, or coerce, intimidate or threaten any individual who (1) opposes any act or practice made unlawful by Section 504 or the ADA; or (2) files a grievance and/or complaint, testifies, assists, or participates in any investigation, proceeding, or hearing under Section 504 or the ADA.

Hope International University has adopted an internal grievance procedure providing for the prompt and equitable resolution of grievances alleging any action prohibited by Section 504, the ADA, or the Federal regulations implementing these laws. Please refer to the Grievance Procedure under the Policy on Harassment and Non-Discrimination. The applicable Federal laws and regulations may be examined by contacting the following individual who is HIU’s ADA/Section 504 Coordinator and who has been designated to coordinate the efforts of HIU to comply with Section 504 and the ADA:
Vice President for Student Affairs 714-879-3901 ext. 1211,

Any person who believes she or he has been subjected to discrimination on the basis of disability or who believes she or he has been subjected to retaliation under Section 504 or the ADA may file a grievance under this procedure. It is against the law for HIU to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Filing a grievance with HIU’s ADA/Section 504 Coordinator (or his/her designee) does not prevent the person filing the grievance from filing a complaint with the:

Office for Civil Rights, Region IX
U.S. Department of Education
50 Beale Street, room 9700
San Francisco, CA 94105-1813
Telephone: (415) 486-5555
Facsimile: (415) 486-5719

• **Non-Discrimination and Harassment Policy**

Hope International University is committed to providing a work environment free of unlawful discrimination and harassment. University policy prohibits harassment and discrimination based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other status protected by federal, state, local law, ordinance or regulation. All such discrimination or harassment is unlawful and will not be tolerated. The University’s anti-discrimination and harassment policy applies to all persons involved in the operation of the University and prohibits unlawful harassment or discrimination by any student, employee, supervisors and managers, vendors, customers, and any other persons. Discrimination and harassment based on the perception that a person possesses the characteristics of, or belongs to, a legally protected status or class of persons is unlawful. Similarly, harassment based on a person’s association with a person who has, or is perceived as having, the characteristics of, or who belongs to a legally protected status or class of persons is unlawful.

Hope International University operates in compliance with all applicable federal and state non-discrimination laws and regulations in conducting its programs, activities and in its employment decisions. Such laws and regulations include:

- **Title VI of the Civil Rights Act of 1964**, which prohibits discrimination based on race, color and national origin in the programs and activities of the University. This policy of non-discrimination also complies with Internal Revenue Service Revenue Ruling 71-447 required for maintaining the University’s tax-exempt status.

- **Title VII of the Civil Rights Act of 1964**, which prohibits employment discrimination based on sex, race, religion, color, or national origin.

- **The Age Discrimination in Employment Act of 1967**, which prohibits age-based discrimination against persons aged 40 and over regarding employment decisions.

- **Section 504 of the Rehabilitation Act of 1973**, which prohibits discrimination on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff and the operation of its programs and activities.

- **The Age Discrimination Act of 1975**, which prohibits age-based discrimination against persons of all ages in programs and activities of the University.

- **Title IX of the Education Amendments of 1972**, which prohibits all forms of discrimination on the basis of gender (including sexual harassment) in programs and activities of the University, except where the University has been granted exemptions based on its religious tenets.

- **The Americans with Disabilities Act of 1990 (Public Law 101-336)**, the purpose of which is to afford the disabled equal opportunity and full participation in life activities and to prohibit discrimination based on disability in employment, public service, public accommodations, telecommunications, and transportation.
As a religious institution, the University is exempt from certain provisions in the above stated laws and regulations relating to discrimination on the basis of religion.

Nondiscrimination Policy

Federal civil rights laws make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws. It is unlawful for the University to retaliate against an individual for bringing a concern about a possible civil rights problem to the University's attention. It is also unlawful to retaliate against an individual because he or she made a complaint, testified, or participated in any manner in an Office of Civil Rights investigation or proceeding. Thus, once a student, parent, teacher, coach or other individual complains formally or informally to the University about a potential civil rights violation or participates in an Office of Civil Rights investigation or proceeding, the recipient is prohibited from retaliation (including intimidating, threatening, coercing, or in any way discriminating against the individual) because of the individual's complaint or participation.

Prohibited unlawful discrimination or harassment includes, but is not limited to, the following behavior:

- Treating a person differently, on any of the basis listed in the paragraph above, with respect to using, accessing or benefitting from the University's educational program. Example: the University may not subject students or employees to different standards of conduct in connection with a disciplinary matter on any of the basis listed above;

- Verbal conduct such as epithets, derogatory jokes or comments, slurs on any of the basis listed above, unwanted sexual advances, graphic verbal commentaries about an individual's body, sexually or otherwise degrading words used to describe an individual on any of the basis listed above, suggestive or obscene letters, notes, or invitations or comments;

- Visual displays such as derogatory posters, photography, cartoons, drawings or gestures on any of the basis listed above;

- In the case of sexual harassment claims, physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of gender, race or any other protected basis;

- In the case of sexual harassment claims, threats and demands to submit to sexual requests as a condition of appointment, admission, academic evaluation or administrative consideration in return for sexual favors; submission to or rejection of such conduct is used as a basis for a personnel decision, an academic evaluation, or administrative consideration affecting an individual, and retaliation for reporting or threatening to report harassment.

Grievance Procedure

Any individual who believes they have been subjected to discrimination or harassment, or who has witnessed or has knowledge of such discrimination or harassment, may report to any University employee including administrators, faculty, staff or notify one of the following offices as soon as possible after the incident.

- Vice President for Student Affairs, Dr. R. Mark Comeaux, Lawson Fulton Student Center, Office 209, Phone 714-879-3901 ext. 1211, mcomeaux@hiu.edu. Coordinator for Title IX, Discrimination and Harassment (Students), and Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (Section 504) investigations.

- Human Resources Director, Ms. Wende Holtzen, Business Office, Suite 100, Phone 714-879-3901 ext. 2281, wholtzen@hiu.edu. Coordinator for Discrimination and Harassment (Employees), and Age Discrimination investigation.

- President of the University, Dr. John Derry, President's Office, Phone 714-879-3901 ext. 2237, jderry@hiu.edu.

Although the University asks that you submit a written complaint, any suspected incident of discrimination or harassment will be investigated and addressed promptly, whether reported in writing or otherwise. Any University employee including administrators, faculty, and staff who
observes any incident of discrimination or harassment involving a student, or receives a complaint or other notice of such harassment, shall, promptly, report this information to the Office of Student Affairs, whether or not the targeted student files a complaint.

Complaints must be filed within 180 days of the date of the alleged discriminatory events. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. The staff member in charge of the investigation will document all reports of incidents of discrimination or harassment. The University will immediately undertake an effective, thorough and objective investigation of the discrimination or harassment allegations.

The complainant will be provided the opportunity to present relevant evidence including witness testimony.

The University will interview individuals who have knowledge relevant to the complaint, including, but not limited to, the complainant, the person who was the subject of the discrimination if different, the person accused of discrimination, anyone who witnessed the reported discrimination, and anyone identified as having relevant information. The University will review any records, notes, memoranda, correspondence or statements related to the discrimination. The University may take other appropriate investigative steps, such as visiting the location where the discrimination is alleged to have taken place.

The University shall determine whether interim measures are necessary during, (and pending,) the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher. Any such actions, whether interim or permanent, shall avoid or minimize to the extent possible any burden on the student who complained.

The University will investigate reports of discrimination or harassment promptly and will complete its process and notice of outcome within 60 days of receiving notice.

A preponderance of the evidence standard is used to evaluate discrimination and harassment complaints. To the extent possible the University will keep the complaint and investigation confidential.

If the University determines that unlawful discrimination or harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. With regard to complaints that allege a hostile educational environment exists on one of the basis cited in the first paragraph, the University will assess whether a reasonable person of the same race, color, national origin, sex, age, or disability status as the complainant would have been denied meaningful access to any aspect of the University's educational program as a result of the environment to which the complainant was subjected. Remedial action may range from appropriate disciplinary action, ranging from counseling to suspension or termination, which will be taken against the student or employee who violated the policy. A University representative will notify all parties concerned with written notification to the complainant of the investigation determination. The determination will include a summary of the facts, legal basis and information concerning the actions to be taken to remedy any harm if discrimination is found and, to the extent possible, do so without violating the privacy interests of individuals.

The University will offer counseling and academic services to any person found to have been subjected to discrimination or harassment and, where appropriate, counseling services to the person who committed the discrimination or harassment. The University will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by employees or students. The University prohibits any form of retaliation, intimidation or harassment against any individual who filed or otherwise participated in the filing or investigation of a complaint of discrimination. Any such individual who believes that he/she has been subjected to retaliation may file a separate complaint under this procedure.

• Non-Retaliation Policy

Living in a Christian community requires that members provide both support and accountability to another. Initiating accountability is often uncomfortable and risks interpersonal conflict between the respective parties. The university will not tolerate retaliation against parties who exercise their obligation to see that accountability is brought to bear when warranted. Retaliation
may be exerted in many ways, including but not limited to: physical assault, verbal abuse, social ostracizing and other forms of offense and humiliation.

- **Maintenance & Repairs**

  All requests for work should be submitted to the Operations office online at ops.hiu.edu. In a maintenance related emergency, students can contact the Operations Office or Security at 714-681-7333 for assistance.

- **Solicitation and Material Distribution Policy**

  In the interest of maintaining a productive and non-coercive educational and work environment, Hope International University does not permit unauthorized persons to promote or sell merchandise or services door-to-door on campus or in campus buildings or residential areas, nor to solicit, distribute information to, or recruit its students or university personnel for any purpose whatsoever.

  Any non-university group or individual wishing to distribute literature or printed materials of any kind, to sell or solicit others to purchase memberships, merchandise or services, or to recruit on campus, must be specifically authorized to do so. Such activity may not be contrary to the mission standards of HIU and must be arranged through and approved by the Vice President for Student Affairs. Approved groups or individuals are limited to the Student Center and are not permitted in the residence halls at any time. Additional requirements or restrictions may be imposed at the discretion of the Vice President for Student Affairs or his/her designee.

  Solicitation on campus by credit card vendors and similar financial lending entities is not permitted.

- **Residence Halls Wireless Access Point Policy**

  **Introduction:** For the purpose of this policy, the term “Wireless Access Point” refers to any device or system to which wireless client devices (e.g. laptop computers) may connect, and that is capable of transmitting and receiving network traffic between the client, itself, other devices, and/or a network.

  Common examples of such systems are (but not limited to):

  - Wireless Access Points
  - Wireless Routers
  - Ad Hoc (computer-to-computer) networks
  - Bluetooth data networks (Personal Area Networks)
  - Point to Point Wireless Bridges

  Other wireless devices such as wireless mice & keyboards (including Bluetooth mice and keyboards), game controllers, cellular phones and non-network Bluetooth devices are not considered Wireless Access Points and are not prohibited by this policy.

  **Policy:** Wireless access points which are not owned by the University and/or approved by Information Systems may not be used in the Residence Halls, regardless of whether or not they are attached to the University network.

  **Purpose:** The purpose of this policy is to allow the University to maintain holistic management control of its network, and to help prevent interference with networks that the University owns and operates. Unauthorized Wireless Access Points can expand our network, allow direct access to our network by outsiders, and bypass our network security mechanisms. Also, any Wireless Access Point that is not controlled by the University may cause radio and other types of interference with our network.

  **Resolution of Policy Violations:** Violations of this policy will result in termination of network and Internet access. Restoration of network and Internet access is contingent on the removal of the unauthorized Wireless Access Point and referral to Student Affairs.
• **Resolution of Conflicts**

If a student has a grievance regarding the decision of a particular faculty or staff member, they are obligated first to make an attempt to reconcile the matter through direct contact with that individual. If the issue is not resolved to the student’s satisfaction, they may request a meeting with the staff person’s supervisor for further consideration.

• **Student E-mail System Terms of Use**

**Introduction:** The following terms and conditions govern your use of the student e-mail system (the “Service”). You must read and agree to these terms and conditions before accessing your account. Note that these policies are subject to change.

**Our Commitment to You:** We know all too well the frustration of being inundated with unwanted and unsolicited e-mail. Our desire as a University is to avoid adding to the problem. Therefore, we have adopted a policy that University will not disseminate information or material to you via e-mail that is not related to your interests or the interests of the Hope International University community. To regulate the quantity and content of e-mails that are distributed en masse, we limit who can send e-mail to mass distribution lists, and work to consolidate various announcements into regularly scheduled newsletter-type e-mails.

We also provide a commercial SPAM filter on your account. While no SPAM filter is 100% effective — and you should follow best practices to avoid ending up on SPAM lists — the filter will help reduce the amount of SPAM you receive from the Internet. Please see your account documentation for a complete description this SPAM filter.

**Official Use:** Current students: Your Hope International University e-mail account is considered an official means of communication between the University and you, and you are required to use this account for all e-mail communications between yourself and the University.

**Personal Use:** Your Hope International University e-mail account is provided for your private, personal use only. You agree to be responsible for maintaining the confidentiality of your login credentials. You agree not allow anyone else to access your account as you are responsible for all activity that occurs under your login credentials. You must immediately notify Hope International University’s Information Systems Department if you suspect any breach of your login credentials.

**Proper Use:** You agree that you are responsible for your own communications. You also acknowledge that, because you are using Hope International University’s e-mail system and Internet domain name (hiu.edu) to send e-mail, the University has an interest how communications sent through our systems reflect upon our institution and our values.

**Prohibited Actions:** You may not use your Hope International University e-mail account for any of the following purposes:

- Use your Hope International University e-mail account in conjunction with any commercial enterprise.
- Generate or facilitate bulk unsolicited e-mail (“spam”). Such activity includes, but is not limited to:
- Sending unsolicited e-mails to significant numbers of e-mail addresses belonging to individuals and/or entities with which you have no preexisting relationship
- Sending e-mails to users who have requested to be removed from your mailing list(s)
- Send, upload, distribute or disseminate or offer to do the same with respect to any unlawful, defamatory, harassing, abusive, fraudulent, infringing, obscene, or otherwise objectionable content
- Intentionally distribute viruses, worms, defects, Trojan horses, corrupted files, hoaxes, or any other items of a destructive or deceptive nature
- Impersonate another person (via the use of an e-mail address or otherwise) or otherwise misrepresent yourself or the source of any e-mail
• Illegally transmit another’s intellectual property or other proprietary information without such owner's or licensor's permission
• Sell, trade, or otherwise transfer your Hope International University e-mail account
• Use your Hope International University e-mail account in connection with illegal peer-to-peer file sharing
• Abuse system resources or interfere with another user’s access to or enjoyment of the e-mail system or other Hope International University technological resources.

Violations may result in account termination, restriction, and/or disciplinary actions in accordance with University policy and governing law.

Privacy: The University respects your privacy. Under normal circumstances, no person will monitor or read the contents of your e-mail except as required for troubleshooting and other technical operations. You do, however, agree that the University may monitor, edit or disclose your personal information, including the content of your e-mails, if required to do so in order to comply with any valid legal process or governmental request (such as a search warrant, subpoena, statute, or court order).

Service Availability; Reliability: The University provides this free, lifetime e-mail service on an AS IS and AS AVAILABLE basis. While we strive to provide a robust, highly available service, we make no guarantees as to the availability of the system and the storage of your data. Specifically, Hope International University disclaims all responsibility and liability for the availability, timeliness, security or reliability of the e-mail service. The University also reserves the right to modify, suspend or discontinue the service with or without notice at any time and without any liability to you.

Data Storage, Backup, and Recovery: Your e-mail account has a fixed amount of storage. Currently, this amount is 250MB, although it may change in the future. It is your responsibility to delete old messages and file attachments to prevent your account from filling up.

The University maintains backups of the e-mail system for the purposes of recovering from system failures only. While we make best efforts to safeguard your data, the University does not guarantee the recovery of your e-mail in the event of a system failure. The University does not provide individual mailbox or e-mail restoration services in the event that you or someone using your credentials deletes data from your mailbox. You are responsible for archiving all important data in your mailbox to an external storage system, or printing out hardcopies to store in your personal files.

Cancellation; Termination: The University is pleased to offer continued use of the account to students who graduate or otherwise leave the University under favorable conditions, and we encourage you to continue using your account for years to come. At any time, an alumnus may request the closure of his or her account. Also, the University may close or restrict any account which is determined to be inactive or abandoned. As described above, violations of these Terms of Service may result in the termination of your Hope International University e-mail account.
Residence Halls Network Acceptable Use Policy: Hope International University provides a computer network connection in every dorm room. This network connection allows you to connect your computer to our network and communicate with other students in the dorms as well as access the Internet. Please read the following carefully.

1. As a student of Hope International University, your use of the network and Internet should reflect the values of the University. As in any other area of your relationship with Hope International University, your use of the network and Internet access provided by Hope International University is subject to University policy.

2. We respect your privacy. Except for cases of clear violation of the University Policy, we do not specifically monitor what you are doing on the network.

Be aware that we do maintain logs of all Internet usage and we may analyze actual network activity in order to maintain accountability for how our resources are being used, to troubleshoot and improve network performance, and to assist in resolving clear violations of University policy. Violations will be reported to Student Affairs.

3. File Sharing: Many people are unaware of the risk they take by engaging in file sharing. The fact is, most commercial music, movies, and software are copyrighted, meaning that they may not be copied without the express permission of the owner of the copyright.

Be aware that unauthorized transfer, including downloading, of copyrighted material is illegal. Copyright holders ARE ACTIVELY TARGETING AND SUING COLLEGE STUDENTS engaged in illegal file-sharing. Also, law enforcement is actively prosecuting people engaged in any illegal activity on Internet. Be aware that you are NOT ANONYMOUS on the Internet and these agencies can trace your activities back to you.

HOPE INTERNATIONAL UNIVERSITY HAS A ZERO-TOLERANCE POLICY ON ILLEGAL FILE SHARING AND ALL OTHER ILLEGAL ACTIVITY. If you engage in any illegal activity online, including sharing or downloading copyrighted material without the consent of the copyright holder, your access to the Internet will be terminated immediately and you will be accountable for any and all violations of applicable student conduct codes as per University Policy as well as potential civil and criminal liability resulting from your actions.

If your Internet service is terminated, approval from the Vice President for Student Affairs will be required to reinstate your service. If you ever have any questions about the legality of something on the Internet, please inquire through the office of Student Affairs. Also, please contact Student Affairs if you have any questions regarding student conduct codes.

4. Use of loopholes in computer security systems or knowledge of a special password to damage computer systems, obtain extra network or computing resources, take resources from another user, gain access to systems or use systems for which proper authorization has not been given constitutes a violation of University policy and is expressly prohibited.
INTERNATIONAL STUDENT NEEDS

The International Student Programs staff strives to help new international students adjust to Hope International University and the United States through personal and social interactions, enhance international students’ satisfaction with their university experience through practical help and advice about living and learning in the United States, and increase appreciation and awareness toward diversity among domestic students, staff and faculty.

These goals are met through a variety of social events and programs such as the American Home Visits, the official ISP bog, Mosaic of Hope, cultural events, and diversity training in addition to advising on matters such as immigration and campus employment. ISP also hopes to help international students make the most of their time in southern California by planning a variety of trips and events to local tourist destinations. For more information about any of these programs and a calendar of events, please contact the ISP Office, ext. 1698.

MAINTAINING F-1 STATUS

F-1 students are non-immigrants pursuing a full course study towards specific educational or professional objectives at academic institutions in the U.S. An F-1 student is admitted to the U.S. for a period known as “duration of status” (D/S). Upon entry to the U.S. as an F-1 student, the individual accepts responsibility to abide by the conditions of the non-immigrant status. Failure to maintain F-1 non-immigrant status is grounds for removal from the U.S. under the Immigration & Naturalization Act. The information provided here should serve as a guide to keeping legal F-1 student status throughout one's stay in the U.S.

1. FULL-TIME ENROLLMENT
   - Enroll full-time each term.
     - Undergraduate Full-time = minimum 12 credit hours per term
     - Graduate Full-time = minimum 8 or 9 credit hours per term depending on the program
     - ESL Full-time = minimum 18 clock hours per term
   - Exceptions to full-time enrollment requirement (must be submitted & approved by the ISP Director in advance)
     - Initial difficulties with the English language (first semester only)
     - Initial difficulties with American teaching methods (first semester only)
     - Improper course level placement
     - Illness or medical condition (must submit documentation from a medical doctor)
     - Final term of program
     - Official university breaks
     - Concurrent enrollment, arranged in advance

2. MAKING SATISFACTORY ACADEMIC PROGRESS
   - Stay in good academic standing and make a normal progress each term.
   - Apply for program extension at least 30 days prior to the I-20 “Program Completion” date (No. 4 on page 1 of your Form I-20)
3. **VALID I-20**
   - Your F-1 status is dependent on the duration of your program study.
   - Ensure that the “Program Completion” date found on your Form I-20, page 1, item #5 reflects the date you will complete your final degree requirement.
     - Report to the ISP Director any changes to the original academic program; including major, education level, program completion date, etc.
   - Report to the ISP Director a change of address within 10 days of moving.

4. **EMPLOYMENT**
   - **On-Campus Employment**
     - Limited to 20 hours per week while school is in session
     - Full-time ONLY during official university breaks
   - **Off-Campus Employment**: No employment without authorization
     - Optional Practical Training (OPT): Prior authorization by USCIS
     - Curricular Practical Training (CPT): Prior authorization by Academic adviser and ISP Director
     - Severe unforeseen economic hardship: Prior authorization by USCIS

5. **TRAVEL**
   - **Necessary Documents**
     - Valid passport (valid at least 6 months into the future)
     - Valid F-1 visa (unexpired, multiple entry)
     - I-20 signed for travel by ISP Director (travel signature is valid for 6 months to 1 year depending on your status)

6. **VALID PASSPORT**
   - Must maintain a valid passport for student and student's dependents. Passport extensions and renewals may be arranged with the home country embassy or consulates in the U.S.

7. **DEPENDENTS (F-2)**
   - Maintain separate I-20; Status is dependent on the “primary” F-1 visa holder
   - May travel abroad and re-enter without the “primary”; must obtain travel signature by the ISP Director
   - May NOT be employed within the U.S.
   - May NOT enroll in a degree program / may enroll in part-time study for vocational or recreational purposes

8. **GRACE PERIODS**
   - 60-day grace period after program completion. During the 60-day grace period, the individual may:
     - Remain in the U.S. to prepare for departure
     - Transfer to another school or degree program
     - Apply for a change of status
     - Caution: no travel abroad and U.S. re-entry on the same I-20
     - Caution: no employment is permitted during the 60-day grace period
• 15-day grace period after withdrawals authorized and approved by the ISP Director
  - Remain in the U.S. to prepare for departure
  - No employment is permitted during the 15-day grace period
• Unapproved withdrawals or terminations
  - No grace period if failed to maintain status, withdrew from school, or otherwise interrupted studies

9. TRANSFER
• “Transfer” is defined by the USCIS to describe the process by which an international student leaves one U.S. institution (before or after completion of studies) and begins attendance at another U.S. institution. School transfer, in this situation, does not refer to the transfer of academic credits or records between institutions,

10. REINSTATEMENT
• A student who has failed to maintain status may apply to be reinstated to lawful F-1 status at the discretion of USCIS. Students must consult the ISP Director if reinstatement is needed.

OBTAINING EMPLOYMENT

There are two types of employment available for F-1 students who are maintaining their status:
• On-campus employment
• Employment authorized due to severe economic hardship

1. On-Campus Employment
F-1 students are authorized to work no more than 20 hours per week while school is in session. Students may work full-time (40 hours per week) during summer and other vacations, if they are eligible and intend to register for the subsequent academic term. Students may not engage in on-campus employment during the 60-day grace period after their program completion date unless on Optional practical Training or changing their program levels at HIU.

2. Employment Authorized Due to Severe Economic Hardship
Students may be authorized to work off-campus in case of severe unforeseen economic necessity. This type of employment must first be recommended in SEVIS by the Designated School Official (DSO), and then be adjudicated and approved by U.S. Citizenship and Immigration Services (USCIS), which issues an Employment Authorization Document (EAD). To qualify, a student must have been in F-1 status for at least one full academic year. The student must also provide documentation to prove to USCIS that employment is necessary due to severe economic hardship caused by circumstances beyond his or her control.

F-1 students enrolled in a degree-seeking program (i.e., Bachelor's, Master's, etc.) can seek authorization for practical training to gain practical work experience directly related to their field of study. Practical training is not available for students in English language training programs. There are two types of practical training:
• Curricular Practical Training
• Optional Practical Training

3. Curricular Practical Training (CPT)
CPT is employment which is an integral part of an established curriculum or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school. In practical terms, ‘integral part of an established curriculum’ means employment must be required by the curriculum or, if not required, the student must receive academic credit for the training. CPT is available only prior to the completion of your degree program, and you must have a job offer at the time of application. F-1 students who engage in an
aggregate of 12 months or more of full-time curricular practical training become ineligible for optional practical training.

4. Optional Practical Training (OPT)

OPT is employment granted by the USCIS upon application from the student and recommendation from the DSO. OPT is an opportunity for a degree-seeking student to work part-time or full-time in the U.S. for 12 months in an area directly related to their field of study. The student may engage in pre-completion or post-completion OPT. If doing pre-completion OPT, the student must maintain a full course of study during the period of employment (unless done during school breaks).

SOCIAL SECURITY NUMBER

In order to work in the United States, every eligible F-1 student needs to have a Social Security Number (SSN). For information on applying for SSN, see OBTAINING A SOCIAL SECURITY NUMBER under the files tab.

*For more information about employment, visit contact the ISP Director at immigration@hiu.edu.

**OBTAINING A SOCIAL SECURITY CARD**

In order to work in the United States, every eligible F-1 student needs to have a Social Security number (SSN). If you do not know if you are eligible to work, contact your Designated School Official (DSO) at immigration@hiu.edu

**Steps for Obtaining a Social Security Number:**

1. Contact your DSO at immigration@hiu.edu for important information regarding the regulations and requirements for F-1 students working in the U.S.

2. Your SEVIS record must be in Active status for at least two days before applying for a SSN. If you have a record in any other status, you will not be eligible to apply for a SSN.

3. Wait 10 days after arriving in the United States before applying for a SSN to allow time for your arrival information to update in all government systems.

4. Prepare the following documents:
   - Completed Form SS-5, Application for a Social Security Card;
   - Your passport;
   - Your U.S. visa;
   - Your Form I-94;
   - Your Form I-20; and
   - Documentation of F-1 employment authorization (see below).

**Documentation for F-1 Employment Authorization**

Social Security Administration (SSA) will issue a SSN only to F-1 students who are authorized to be employed in the United States. The nature of the documentation of F-1 employment submitted to SSA depends on the type of employment the F-1 student is seeking.

- **For on-campus employment:** 1) a letter from the DSO and 2) documentation from the on-campus employer (i.e., a recent pay stub or an official letter from the employer)

- **For employment due to severe economic hardship:** EAD card

- **For Curricular Practical Training:** Form I-20 endorsed by the DSO

- **For Optional Practical Training:** EAD card
Employment Start Date

SSA will not process an SS-5 application for an F-1 student if the start date of on-campus work authorization or CPT is more than 30 days in the future. For EAD-based SSN applications, SSA will not process the application if the EAD “valid from” date is any time in the future (i.e., the EAD start date must have arrived already).

Income Tax Obligations

Anyone in F-1 and J-1 visa status is required to file Form 8843 with the IRS whether or not they had income from a U.S. source. The purpose of Form 8843 is to demonstrate to the U.S. government that you are eligible for nonresident alien status for tax purposes and therefore exempt from being taxed on income you may have from outside the U.S. If you have dependent family members in F-2 or J-2 status, a Form 8843 must be completed for each person, even minor children.

If you have worked or had taxable income from scholarships or other sources, you are responsible for filing two income tax forms: (1) Federal Income Tax Form, and (2) State Income Tax Form. Forms and instructions are available in the ISP Office, at most banks and United States Post Offices. Along with tax forms, the student's employer must issue a W-2 form. If a student does not receive a W-2 form by the end of January during the new year, they should notify their employer.

Travel Information

Outside the United States
Before traveling outside the United States it is crucial to investigate the requirements of the country one wishes to visit by contacting their Consulate in the U.S. Plan ahead and early in order to avoid complications. Requirements may change periodically, so it is important that an individual not rely on outdated information. Be sure to get your travel signature on your Form I-20 or DS-2019 before you depart the U.S. Without the signature of your ISP staff, you will be unable to return to the U.S. Keep in mind that a travel signature is valid 6 months to 1 year depending on your status.

The most frequently visited countries while in the U.S. are Mexico and Canada. In general, both Mexico and Canada require that traveling students enter with a valid passport and Visa, an I-94, and a student copy of their I-20/DS-2019 identification. If traveling into Mexico by automobile, the driver should obtain the appropriate car insurance before crossing the border.

If a student's own government does not have diplomatic relations with the country they wish to visit, they can anticipate long delays in obtaining a Visa. They may even be denied the opportunity of entering the country altogether.

Obtaining a Driver's License
You may decide to own and drive your own car in California. Keep in mind that owning a car can be very expensive. You will have to pay for insurance, registration fees, and there are costs for keeping your car in good condition. International students must obtain a California Driver's License if they plan to drive in the United States. A California Driver's License is required when purchasing a car and obtaining car insurance.

International Driving permit
The State of California does not recognize an international Driving permit (IDP) as a valid license. The IDP is also referred to as an international Driver's license or international License.

Overview
The California Department of motor Vehicles (DMV) website outlines the process of obtaining a California Driver's License. The application process includes a written test and driving skills test administered by the DMV. The California Driver's handbook is an indispensable resource when preparing for these tests. Samples of written tests are also available online for reference.
Application Process

1. New students must wait 10 business days after their entry into the U.S. (as indicated by the colored stamp on their I-94) before applying so that border information can be uploaded to DMV.

2. DMV requires that you present the ORIGINALS of all immigration documents: passport, I-94 and I-20 or DS-2019. Your passport or I-20/DS-2019 CANNOT expire less than 60 days from the date of application. If these documents expire in less than 60 days, you cannot apply. Also, take your home country license to present to the officer as it may exempt you from the driving test.

3. There is a fee for application for the Driver's License or CA State ID. You also need to fill-out an application form at the DMV.

4. If you do not have a Social Security Number (SSN) and are not in the process of applying for one, mark on the DMV application that you are not eligible for a SSN. You are only eligible for a SSN if you have a job offer for authorized paid on-campus or off-campus employment.

5. If there are problems with your application, please make sure to record the name of the officer you spoke with and make an appointment to meet with an ISP staff for further assistance.

6. After applying, you must wait at least 30 days before calling the DMV office to inquire about your application. However, most cards are issued within two weeks if there are no issues with your application. They cannot assist you before the 30 day window ends.

For those who do not desire to obtain a Driver's License, but want to have a California picture ID card that can be useful in cashing checks, and serve as an identification card among other things, they may do so at the DMV as well. Visit www.dmv.ca.gov for more information.

City Buses

The city bus service is called OCTA, which stands for Orange County Transit Authority. Information regarding bus schedules is available by phone at (800) 636-RIDE. For buses in the area around Hope International University, schedules are available in the ISP Office, Student Affairs, or the Library. Local bus fare is $2.00 and exact change is required. Monthly passes are also available. Students can plan bus trips online at www.octa.net.

Airport Service

The two major airports in the Los Angeles area are Burbank Airport and Los Angeles International Airport (LAX). John Wayne Airport serves Orange County as the major air-travel center. John Wayne Airport is located off the 405 Freeway at 18601 Airport Way, in Santa Ana, CA. 92707 — (949) 252-5200. Shuttle service can be arranged. If assistance is needed, discuss flight and transfer arrangements with ISP staff.

Medical Insurance & Immunizations

Medical Insurance
In the United States, most hospitals require individuals to show proof of medical insurance or to have cash with them prior to being admitted for treatment. Hope International University requires that all international students provide evidence of current health insurance coverage at the time of initial registration in the University. The U.S. Department of State has specific health insurance coverage for all J-visa exchange visitors. Please contact ISP for details.

Enrollment in the Student Accident & Insurance Plan provided by Hope International University is mandatory for all International Students. This policy is offered by a private, independent company, contracted by the University. Rate information and a booklet showing current coverage is available upon request from the ISP Office or Verna Lindell in Student Affairs Office. Refer to the Health Services/Insurance section of this handbook for further information.

Immunizations

The following immunizations must be current for all Hope International University Students and required for all International students attending Hope International University or living on campus. 1) Tetanus Diphtheria (current in the past 10 years), 2) Measles Mumps Rubella (2 dates needed), 3) Polio,
4) Hepatitis B (3 dates need), 5) Mantoux Tb Skin test within past year, 6) Menomune (Meningococcal) (1 date). Immunization records are required for admission. If records or immunizations are not available, they are required upon enrollment at Hope International University. All immunizations received before and/or after arrival at Hope International University must be obtained at the student’s expense.

**Banking**

It is a good idea for students to maintain a checking account in the United States. A debit card, which is connected to a checking account, can be used conveniently to make daily purchases and carry out other financial transactions. The nearest bank to the campus is Bank of America. In addition to checking accounts, Bank of America offers other products and services such as savings accounts, credit cards, online banking, mobile banking, international wire transfers and currency exchanges. There are other banks in the Fullerton area that offer similar services and products. In order to open any type of account, visit a banking institution in person. Bring with you your passport and Form I-20 as forms of identification.

To receive international wire transfers to your account in the United States, the sender will need your account information. When you open an account, make sure to keep all of the documents that contain your account information in a safe place. Contact your bank for additional information required for receiving wire transfers and for any fees involved.

Automated Teller Machines (ATMs) can be found at various locations in the surrounding areas as well as on campus. Keep in mind that you will be charged a fee if you use an ATM that is not owned by your bank. Avoid making ATM withdrawals when you are alone at night or in an unfamiliar location.