



HOPE INTERNATIONAL  
U N I V E R S I T Y

**Student Handbook for  
Graduate and Online Programs  
2023-2024**



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Graduate and Online Programs  
2023-2024**

HOPE INTERNATIONAL UNIVERSITY  
2500 E. Nutwood Ave., Fullerton, California 92831 U.S.A. • 714.879.3901  
Admissions FAX 714.526.0231 • Academic FAX 714.681.7230  
[www.HIU.edu](http://www.HIU.edu)

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# Hope International University Graduate and Online Student Handbook

## University Mission

*Hope International University's mission is to empower students through Christian higher education to serve the Church and impact the world for Christ.*

### RELIGIOUS ORGANIZATION EXEMPTION DISCLOSURE

Hope International University is an educational institution that serves a religious organization, the Churches of Christ and Christian Churches that takes seriously anti-discrimination provisions under federal and state law and is committed to providing a learning and living environment that promotes student safety, transparency, personal integrity, civility, and mutual respect. Hope International University is also exempted by the state from California Education Code 66270 to the extent the application of California Education Code 66270 is not consistent with the institution's religious tenets.

The exemption may apply to, but is not limited to, requirements as expressed in the University policies including: the Student Code of Conduct, housing policies, mission statement, and University Catalog. We retain all rights afforded to us under the federal law and the laws of the State of California.

Hope International University has not applied for the regulatory exemption under Title IX, 34 C.F.R. section 106.12 but the Title IX statutory exemption provided by Congress, see 20 U.S.C. section 1681(a)(3), is self-executing. As an educational institution that serves a religious organization, is entitled to that statutory exemption to the extent the application of Title IX is not consistent with the institution's religious tenets, such as in relation to issues of gender and sexuality as more fully described in the University policy statements and codes of conduct.

## Welcome

We are delighted to welcome you to Hope International University. As a student in our graduate and online programs, you will enjoy intimate classes, flexible formats, and excellent faculty. We offer a number of innovative programs, designed to prepare leaders within their chosen professions. To provide you with information that will make your graduate and online experience at Hope International University both comfortable and rewarding, we ask that you carefully review all of the literature you receive.

### *Preface*

The purpose of this handbook is to provide students at HIU with the policies and procedures related to graduate and online programs. Information in this Graduate and Online Student Handbook is intended for general reference only and does not constitute a contractual agreement by the university. It is intended only to supplement the University Catalog. For an online version of the University Catalog, please visit to [www.hiu.edu](http://www.hiu.edu) and look for the Catalog under the "Academics" tab.

## As A Student, What Are My Responsibilities?

Faculty and staff provide assistance upon request, but students are ultimately responsible for their own academic progress. The following list outlines students' responsibilities in the advising process:

- Read the Graduate and Online Student Handbook, HIU Catalog and other academic information as provided.
- Know and comply with all current policies, procedures, and requirements for earning a degree.
- Review the Course Schedule and discuss course options with your Academic Coach.
- Contact your Academic Coach in a timely fashion for registration, advising, and other necessary consultations.
- Register for classes in a timely manner using the student registration portal. Be sure to contact student accounts prior to registration to clear any account holds.
- Obtain, complete, and submit all forms needed for course changes (*audit, add, drop*), graduation, and related matters, according to the deadlines set by the Registrar.
- Contact your Academic Coach immediately with concerns about academic progress, in particular courses or progress toward a degree.

## Who Is My Academic Coach and How Can They Assist Me?

Your Academic Coach will act as your primary advocate and liaison for your program needs. However, you are ultimately responsible for your own academic progress. The Academic Coach will assist you in response to questions or difficulties you may be having in your academic program. Our current Academic Coaching staff includes:

**Sara Culligan** ([sculligan@hiu.edu](mailto:sculligan@hiu.edu)) 714-879-3901, ext. 2643 – Online Undergraduate Students

**Butch Ellis** ([bellis@hiu.edu](mailto:bellis@hiu.edu)) 714-879-3901, ext. 2215 – Pacific Christian College Graduate Ministry

**Dez Emeahara** ([semeahara@hiu.edu](mailto:semeahara@hiu.edu)) 714-879-3901, ext. 2641 – College of Education

**Shay Luce** ([smluce@hiu.edu](mailto:smluce@hiu.edu)) 714-879-3901, ext. 3548 – College of Psychology and Counseling

**Sara Morales** ([smorales@hiu.edu](mailto:smorales@hiu.edu)) 714-879-3901, ext. 2244 – Online Undergraduate Student-Athletes

**Yesenia Ruiz** ([yeruiz@hiu.edu](mailto:yeruiz@hiu.edu)) 714-879-3901, ext. 2631 – College of Psychology and Counseling

**Patsy Sewell** ([pjsewell@hiu.edu](mailto:pjsewell@hiu.edu)) 714-879-3901, ext. 3542 – College of Education and Doctorate of Marriage and Family Therapy

Academic Coaches are generally available Monday through Friday, 8:00 a.m. to 5:00 p.m. PST.

Contact your Academic Coach if you have questions, issues or needs regarding:

- Course schedules and/or schedule changes
- Course adds/drops/or withdrawals
- Graduation procedures and status
- Degree audits
- Professors or courses
- Transfer of units
- Tutoring
- Any other questions or concerns regarding your program

## How Do I Obtain A Student I.D. Number & I.D. Card?

### STUDENT I.D. NUMBER

Your Student I.D. number is the 6-digit number listed on your acceptance letter. You will need your Student I.D. number for access to a variety of services. If you do not know your Student I.D. number, contact your academic coach and they will be glad to assist you in obtaining one. Your Student I.D. can typically be found on your acceptance letter and/or your Student Snapshot.

### I.D. CARDS

Having a Student I.D. card can be useful in obtaining a variety of business and community student discounts. All students receive an I.D. card. Students needing replacement cards may contact Student Affairs at the University's Fullerton campus. Please email [housing@hiu.edu](mailto:housing@hiu.edu) to schedule an appointment to process your card.

If you are an online student, you can still get a Student I.D. card. Please email your Academic Coach a digital passport-size photo (*head/ shoulder shot, approx. 1"x 1.25"*). Your Academic Coach will verify you are a current student and forward your picture to Student Affairs. The card will be issued and mailed to you.

## What Will My Graduate and Online Courses Be Like?

Typically, your online 3-unit courses will be five to sixteen weeks in length. Class size will average between 12 to 24 students. Directed Independent Study (*DIS*) as an elective course may include 1 or more students.

For undergraduate programs, student cohorts are formed for upper division core courses. Students meet with their cohorts throughout the Online program. This provides a strong academic support community and fellowship for students during the core of the major and sometimes even beyond graduation.

## What Will My Online Course Look Like?

Students participate in online courses by logging into Canvas at [hiu.instructure.com](http://hiu.instructure.com) from anywhere the Internet is available. The entire online course is conducted through a course website, which facilitates online presentations, communications with the professor, other students, and assignments.

The online course is set up on a weekly format which will include lectures, quizzes, reading assignments, written assignments, threaded discussions, and a variety of other Online media. To be successful in the online environment, students must be intentional in their online participation. Students are expected to login regularly into the online course each week (*a minimum of 4-5 days per week*) to interact with the professor and fellow students (*especially for participation in threaded discussions*). Professors monitor the online course daily and will respond to student postings and emails promptly.

The Online learning system is tightly structured in the sense that students must complete each assignment within a specified timeframe. However, the system also allows great flexibility in that students are not required to be Online at the same time as their classmates (*asynchronous learning*). Instead, they may go online anytime of the day or night, fitting their studies into their own busy schedules.

## How Do I Obtain My Books and Materials for Class?

Students are responsible for obtaining their own textbooks and classroom materials from the HIU bookstore. The HIU bookstore is located in the Student Center, and at [www.hope.bkstr.com](http://www.hope.bkstr.com).

*The Hope International Bookstore is part of the Follett bookstore network, which serves over 4 million students. The network's clout allows it to bring students the largest selection of used textbooks, the most cash at buyback (students selling their used books back to the bookstore), and the best merchandise at the lowest prices possible. If you find your textbook elsewhere at a lower cost, simply present that information to the bookstore and they will be happy to match the price.*

### **What does this mean to you?**

- You can shop the Hope International Bookstore through [www.hope.bkstr.com](http://www.hope.bkstr.com), where you will find a list of the required texts for each course, along with simple instructions for making purchases.
- You can pick up your textbooks by course and have them shipped to your door or save the shipping costs by picking them up at the store.
- Then, just in case you need to do so, you can return a book to the bookstore without having to send it through the mail.
- Book lists will be posted at [www.hope.bkstr.com](http://www.hope.bkstr.com) for each course approximately 3-4 weeks before the course begins. Students in Online courses should order books for their next course no later than two weeks prior to the course start date to ensure sufficient time for shipping. If you need further assistance, call our bookstore at 714-992-5911.

## Academic Standards

### How Much Time Each Week Will I Need for Class and Study?

#### ONLINE PROGRAMS

The University has designed most of its Online degree-seeking programs so that *students take one to two courses at a time\**. Since adult students must typically balance their studies with family, careers, and other responsibilities, most find it difficult—if not impossible—to complete three or more courses simultaneously. However, under some circumstances, students find it desirable or necessary to do so, upon approval by the College Dean. *Keep in mind, government regulations may not make financial aid available for courses that overlap with another course. \*Does not apply to MS Counseling program.\**

Online courses are designed for approximately 15-20 hours per week for student workload. This may vary from course to course due to content level. Time allotted each week can also vary from student to student because of individual study skills, academic skills, and time management skills. More time may be required if a student is pursuing a higher grade.

# What Expectations Will My Professor Have During the Course?

## COURSE APPROPRIATE COMMUNICATION ONLINE

Being actively involved with your online course involves regular communication with other students and your professors by email and threaded discussion. This will be very much an expectation of professors and is essential to success in the Online program. However, especially when choosing to email your entire class group, the content of student messages should be relevant to course material. Show respect for and be supportive of one another. At times, personal messages requesting prayer or offering encouragement can be appropriate; however, forwarding "junk mail" or sending messages of personal interest to you simply clutter up an already very busy learning schedule. Your professor and classmates appreciate your refraining from such behavior.

## SENDING EMAILS

STUDENTS ARE REQUIRED TO USE THEIR HIU STUDENT EMAIL ADDRESS FOR ALL COURSE, FACULTY AND STAFF CORRESPONDENCE. This is to ensure that your email correspondence will be received without interference from campus firewall/virus filters.

Emails can be sent to your professor anytime either through the online course or your own email provider. Be sure to **always include your full name in your email text** so that you can be easily identified.

## SUBMITTING PAPERS

**Unless otherwise instructed by your professor, all papers must be submitted in APA (American Psychological Association) format.** Papers submitted in an incorrect format will be subject to grade deduction. To become familiar with APA format you can refer to the Publication Manual of the American Psychological Association 7<sup>th</sup> Ed., and/or the "Research Writing Style Guide" link under Course Home.

All papers and assignments for online courses will be submitted online unless directed otherwise by the professor. When submitting papers online, or as an email attachment, be sure to **include your name in the file name** (e.g., *Strategies Essay Bob Jones.doc*). This greatly assists the professor in the file management of your assignments.

Papers must also be submitted as a *Microsoft Word* document (.doc or .docx) to maintain uniformity in document review. If you have a word processor other than Microsoft Word (for example, *Microsoft Works*), then you must save your documents in *Rich Text Format* (.rtf) before submitting them to your professor.

## ACADEMIC INTEGRITY

Because Hope International University seeks to develop mature and moral 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 in the student's best interest.

*Plagiarism* is "stealing" the unique ideas or the wording of another and presenting the ideas as one's own. It includes, but is not limited to cheating on examinations, copying work, the purchase, renting, borrowing, or otherwise appropriating of a research paper, project, or assignment, and presenting it as one's own work.

The principal rule of academic integrity is that each member of the University community will do one's own work, executed to the best of one's ability, exclusively for the assignment for which it is presented.

Breaches of academic integrity carry one or more of the following penalties, depending on the severity of the infraction:

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

## ASSIGNMENT DEADLINES

Course assignments are due at the times set by the professor. Professors may reduce grade points awarded for any work submitted after the assigned deadline. The number of points deducted is at the professor's discretion. The professor may also assign additional work (e.g., *extra reading, written assignments, and/or Online learning activities*), which may help offset the reduction in points for late work.

## END OF COURSE SURVEYS

To continue the improvement of courses, students are asked to complete an **End of Course Survey**. This survey will help to summarize the students' experiences in the course along with any recommendations students may have as to how to further enhance the course and the professor's method of instruction.



The Survey is in Canvas and will automatically appear once you have logged into Canvas. Surveys will be open for a total of three weeks. It is important to complete the survey after the course has concluded. However, students have one week after the last day of the course to complete the survey.

**ALL SURVEYS ARE ANONYMOUS with no identifying email addresses or names attached.** Once the survey is completed, it will be reviewed by the professor, the Department Chair, and Dean. Your feedback is critical for us to evaluate and improve our curriculum and your experience!

## ATTENDANCE

While attendance may not be tracked for grading purposes in Online undergraduate and graduate courses, the courses are structured in such a way that students' grades will be impacted if they do not participate on a regular basis. Students are expected to be engaged in the course content throughout the duration of the course.

If a student must miss part of a course due to illness or emergency, it is the student's responsibility to contact the professor as soon as possible to make arrangements for the missed class time. Professors may reduce grade points awarded to any student who is absent or exhibits a pattern of excessive tardiness. The number of points deducted is at the professor's discretion. The professor may also assign additional work (e.g., *extra reading, written assignments, and/or Online learning activities*), which may help to offset the reduction in points for missed class time.

## GRADING POLICIES

Professors are also expected to reduce grade points awarded for any work submitted after the assigned deadline. The percentage or number of points deducted is at the discretion of the professor. The professor may also assign additional work, which may help offset the reduction in points for submitting assignments beyond the due date.

Final grades for each course are to be submitted by the professor no later than one week after the summary paper/final assignment deadline. Grades are to be assigned based on work submitted to that point, including 0 (zero) points for any missing assignments.

Your scores and final grade will be posted in the online course gradebook for your viewing. Please contact your professor for questions related to the course, your assignments, or grades. If you see a problem or notice something missing (*like a missing grade for an assignment you turned in*) please contact the professor immediately. Doing so too late may affect your grade. Your final grade should appear on the Student Portal 10 days after the last day of the course.

If you need to dispute a grade, you must contact the professor first. If attempts to communicate with your professor do not meet your satisfaction, then contact your Academic Coach for the next step. Remember, no grade change requests will be permitted after 4 weeks have passed from the original paper/final assignment deadline.

## GRADES FOR CORPORATE REIMBURSEMENT

For questions related to Corporate Reimbursements, please contact Student Accounts (714-879-3901, ext 2202).

# Academic Policies and Regulations

## FILING A PETITION FOR INCOMPLETE

In certain rare circumstances, students may file a Petition for Incomplete, which extends the deadline for finishing assignments. Professors *should* award an Incomplete when students are confronted with unavoidable life situations, such as major illness of the student or family member, death, job change, or sudden relocation. The professor will not approve an Incomplete unless the student has finished at least 50% of the coursework prior to the end date for the course. A Petition for Incomplete must be completed prior to the last week of the course.

The form "Petition for Incomplete" is available through your Academic Coach. Please contact them directly for assistance in initiating and processing the form

At the end of the course, your grade will be recorded as the grade earned to that point, including all work due for the course (*with zero credit for the incomplete work*). An "I" grade is not recorded to designate an Incomplete. Once you have fulfilled the assignments covered by the Incomplete, your grade will be recalculated and changed in your official record. If the Incomplete is not completed, the original grade will stand on record.

## WITHDRAWING FROM A COURSE

Students may withdraw from classes without academic penalty up to the fourteenth calendar day of the course (e.g. 5-8 week-long courses).

The student is responsible for initiating the withdrawal by informing his/her Academic Coach of the intent to withdraw. **Ceasing to attend class does not constitute withdrawal and may result in substantial grade and financial penalties.** Students who fail to complete the entire withdrawal process will receive a zero (0) for any unfinished assignments and a final grade computed on that

basis. Failure to complete the entire withdrawal process also results in the forfeit of any tuition refund for which the student may qualify. The University is not responsible for the loss of a tuition refund caused by the student's failure to act in a timely manner.

Students in Online programs and graduate programs should coordinate the approval process through their Academic Coach. Telling the professor that you want to drop the course does not initiate the withdrawal process – you must tell your Academic Coach to start the process.

The date of withdrawal shall be the date on which a student notifies the University **in writing (via email) to the Academic Coach**. The staff uses the withdrawal date to compute tuition refunds or adjustments in financial aid.

**Students should confer with a Financial Aid and Student Accounts Counselor prior to dropping a course to ensure that they fully understand the financial implications of their decisions.** A withdrawal may, for example, cause *Hope* to remove financial aid funds from student accounts and return them to the government.

**If you are using Financial Aid**, federal government regulations make it imperative that you take care of dropping any courses while you are still attending school. If you do not do this, your award eligibility may be affected.

## **RETAKING COURSES AND “FORGIVENESS” OF POOR GRADES**

Students may repeat courses for which they receive grades of “F” or “D,” **up to a maximum of nine units**. The higher grade alone will be used in computing the student's grade point average (*GPA*). Only courses repeated at *Hope* qualify for this “grade forgiveness” policy.

Students must complete the Petition to Repeat a Class, which is available from your Academic Coach or online at [http://www.hiu.edu/forms/pet\\_repeat\\_class0112.pdf](http://www.hiu.edu/forms/pet_repeat_class0112.pdf).

## **ACADEMIC PROBATION AND SUSPENSION**

Students must maintain satisfactory academic progress to continue in their program. A minimum cumulative grade point average (*GPA*) of 2.0 (*for OUG students*) or 3.0 (*for GRAD students*) must be maintained, otherwise academic probation or suspension may result. Refer to the HIU Course Catalog at [www.hiu.edu](http://www.hiu.edu) (*click on the Academics tab for the catalog link*) for more information on this topic.

## **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.

## **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:

File a completed *Petition for Re-Admission* with the department that issued the dismissal. Student Life Dismissal: Submit petition to Dr. Joshua Arnold, the VP of Student Affairs.

Academic Dismissal: Submit a petition to the Academic Coach for review by the Dean of the academic college in which you are enrolled. The department that receives the petition will make a ruling on the petitioned request to re-enroll.

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

## **WITHDRAWAL PROCESS & EXIT INTERVIEWS**

Student Success, [studentsuccess@hiu.edu](mailto:studentsuccess@hiu.edu)

The Student Success Committee strives to be a catalyst in enhancing student success, campus life, community development, and university-wide excellence. This is accomplished by gathering student feedback regarding campus programs, activities, and services, and utilizing student feedback to determine university-wide enhancements. These services work toward retaining students and increasing graduation rates. Students who have questions or concerns regarding their experience at *Hope* are encouraged to be in touch with Student Success staff. Students considering withdrawal should meet with Student Success staff to explore their options and, if necessary, begin the withdrawal process.

## **EXIT INTERVIEW**

For students who will no longer be attending Hope International University, an Exit Interview must be completed with the student's Academic Coach. The Exit Interview provides important feedback to the University and helps the Director of Student Services

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. If you do choose to withdraw from school once classes have begun there will be financial implications and it will be necessary for you to consult with student accounts.

If you choose to withdraw, a checklist is provided after you have completed your Exit Interview with the Academic Coaches.

# **Financial Information**

## **How and When Should I Contact Student Financial Services?**

### **STUDENT FINANCIAL SERVICES**

*Suite 100 Fullerton Campus (Nutwood Complex), 714-879-3901 ext. 2202  
Student Accounts is available Monday through Friday 8:00am to 5:00pm PST.*

*Kelli Sprouse, Online Undergraduate and Graduate **Student Financial Services Counselor**  
(All OUG, plus GRD-Education, Business, Ministry), ksprouse@hiu.edu, 402-238-7104.*

*Roberta Martinez, **Director of Student Financial Services**  
(MFT/Counseling) (Last names J-Q), rmartinez@hiu.edu, 714-879-3901 ext. 2231.*

All student financial arrangements must be completed prior to the beginning of the academic period, and/or before moving into the residence halls. Payments to the school are remitted 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 prior to May 1<sup>st</sup>, of their graduating year 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 more than two (2) weeks past due. A student having financial difficulty is encouraged to visit the Student Financial Services Department.

Please contact your Student Financial Services Counselor when you have questions regarding:

- Payment Plans
- Book Advances
- Refunds
- Holds on your account
- Tuition Reimbursement/Invoices
- Military Tuition Assistance

Correspondence with students is done via the HIU email address which is issued to each student at the time of acceptance by the Admissions Department and is also included in your admissions letter. Information regarding financial aid award notification, missing documents, and current account balance is available via the Student Portal. Account statements are not mailed to students.

- Please be aware that Student Financial Services does have the right to and will restrict a student's access to courses if the student does not return a representative's contacts regarding account issues.
- Please also be aware that Student Financial Services also has the right to and will withdraw a student from the University if satisfactory arrangements for a zero-account balance cannot be made.
- Official transcripts cannot be released if satisfactory arrangements have not been made to settle your account.

### **FINANCIAL AID**

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 federal and status aid to help students finance their education. For descriptions and eligibility criteria for any of the available scholarships, grants or discounts, visit our website: <http://www.hiu.edu/Online/finaid/types/>.

Please contact your Student Financial Services Counselor when you have questions regarding:

- Completing you FAFSA
- Questions about your award letter
- Questions regarding any missing documents
- Questions regarding your financial aid if you drop a class

All new students have a 30-day grace period to submit and complete all necessary documents needed to complete your financial aid and student accounts paperwork. If not complete within 30 days, removal from class may occur. All continuing students must be complete with both financial aid and student accounts prior to the start of each school year.

Correspondence with students is done via the HIU email address which is issued to each student at the time of acceptance by the Admissions Department. Information regarding award notification, missing documents, and current account balance is available via the Student Portal. Account statements are not mailed to students.

## Student Support Services

### BOOKSTORE

*Robert Mercado, **Manager***

*Lawson Fulton Student Center, 1<sup>st</sup> floor, 714-879-3901 ext. 1233; [ramercado@hiu.edu](mailto:ramercado@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](http://efollett.com). Textbooks, clothing, and gifts are also available at [www.hope.bkstr.com](http://www.hope.bkstr.com).

### CAREER DEVELOPMENT

*Stacey Gerhart, **Director of Career Development***

*Lawson-Fulton Student Center, 1<sup>st</sup> floor, 714-879-3901, ext. 1696, [sgerhart@hiu.edu](mailto:sgerhart@hiu.edu), [careerservices@hiu.edu](mailto:careerservices@hiu.edu)*

The Office of Career Development 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 Developments' 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 successfully find a career and job of their choosing.

**NEWS AND EVENTS** Current job postings are available online at <https://candidate.gradleaders.com/HIU/Candidates/Login.aspx?pid=3817>. Events including guest speakers, visiting recruiters (*employers, graduate schools, organizations, or groups looking to hire or enlist students to join in their efforts*), workshops, and events can be found online **here** or by contacting the Career Development Office. Many events are also posted to the HIU Student Affairs Facebook page. Connect to our Facebook Page for the most up-to-date events and activities.

**STUDENT PORTAL: HIU CAREER SERVICES JOB PORTAL** There are many services, including any and all active job postings, available online on the Career Services Job Portal at <https://candidate.gradleaders.com/HIU/Candidates/Login.aspx?pid=3817>. 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. Further instructions are available upon request by contacting the Career Services Office.

**ADDITIONAL ONLINE SERVICES** There is lots of information out there that can help you better understand your career choices. By doing a little research you can develop a plan to help you succeed in your future goals. Visit our website for a list of additional resources: <https://www.hiu.edu/current-students/career-services/services-and-resources.php>

## **COUNSELING SERVICES**

*Tanya Ward, **Director, Hope Counseling Center**  
South Campus, 714-879-3901 ext. 1266; hcc@hiu.edu*

Counseling services are available on campus through the *Hope Counseling Center*. All counseling is provided by Marriage and Family Therapy master's degree students or interns 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.

## **LIBRARY SERVICES**

*Jennifer Rich, **Director of Library Services**  
Fullerton Campus (Nutwood Center Core), 714-879-3901 ext. 1234; darlinglibrary@hiu.edu*

### **THE HUGH AND HAZEL DARLING LIBRARY**

The Hugh and Hazel Darling Library provides an inviting space in the center of the main campus for students to study and do research. In the Darling Library you will find approximately 70,000 books, videos, and audio recordings to check out.

On the second floor, the Information Commons serves as a computer lab with 30 iMac computers (*both Mac and Windows Operating Systems*) and two digital scanners. Printing is 5¢ per page (*30¢ for color*). A student library assistant is always on duty and three full-time librarians have offices on the 2<sup>nd</sup> floor available for one-on-one research assistance.

A Collaborative Student Innovation (*CSI*) Lab, equipped with state-of-the-art presentation and instructional technology, is available for students to work together in groups.

The library is open until 11:00 pm Sunday through Thursday during traditional school semesters. Hours are posted on the door and on the website.

Additionally, HIU has reciprocal borrowing agreements with numerous college, university, and seminary libraries throughout the US and Canada where our students can go to borrow books. The Darling Library also provides Interlibrary Loan services to borrow books and articles (*print and digital*) from libraries throughout the world on behalf of our students.

### **HOPE INTERNATIONAL UNIVERSITY ONLINE LIBRARY**

Since over half of our students are online, we heavily invest in online library resources. Through the library's website (*http://library.hiu.edu*), students have access to WorldCat Discovery which searches for books and twenty-two research databases simultaneously. The library owns or subscribes to hundreds of thousands of full-text downloadable articles, more than 140,000 eBooks, 24,000 eJournals, and 650 video streaming programs.

HIU librarians are also available online. Links to LibAnswers or Ask a Librarian are found in online courses and throughout the library's website. Some questions are answered immediately while others require more in-depth reference interview with one of our librarians.

Our librarians have also created a variety of online subject and research LibGuides and online tutorials on our YouTube channel.

## **REGISTRAR**

*Ron Archer, **Registrar**  
Fullerton Campus (Nutwood Center Core, 3<sup>rd</sup> floor); 714-879-3901 ext. 1606; 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.

## **STUDENTS WITH DISABILITIES**

*Dr. Karen Clark, **Student Success Coordinator**  
Fullerton Campus (Nutwood Center Core, 3<sup>rd</sup> floor); 714-879-3901 ext-1263; kclark@hiu.edu*

## **ACCOMMODATIONS**

Hope International University requires a student with a disability to register with the Student Success Coordinator at (714)-879-3901. *The office provides support services for students with disabilities to receive accommodations. It is the student's responsibility to request services in a timely manner. The Student Success Coordinator's office confirms the student's disability and eligibility for services and accommodations. A course instructor typically receives notification from the academic coach 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 Student Success Coordinator's office which provides support services for students with disabilities.

### **REGISTERING ACCOMMODATIONS**

To register accommodations, students must complete the Disability Verification Form and submit it to their Academic Coach via email, fax, or postal mail.

Students must also submit documentation from a qualified professional to support a request for accommodations. Further, the information submitted must meet Hope International University disability documentation guidelines. The documentation should be submitted to their Academic Coach via email, fax, or postal mail.

### **DETERMINATION OF ACCOMMODATIONS**

Because students' needs vary, accommodations are determined on a case-by-case basis. After documentation is evaluated by the Student Success Coordinator, students will be notified as to whether it has met the established guidelines and verifies that there is a functional limitation. Also, the Academic Coach will arrange a telephone consultation with the student to discuss individual needs and reasonable accommodations. On occasion an extension of time to complete a course or a course substitution is needed in the online format. These accommodations are made on a case- by-case-basis and may impede academic progress as online courses have a shorter break between class starts. Please note that the Vice President for Student Affairs may seek input from others, such as the professional providing the documentation and online instructors, before making a decision regarding reasonable accommodations.

The Academic Coach will email the student a copy of the approved accommodations. The student must then acknowledge acceptance of the accommodations in an email response.

### **NOTIFICATION OF INSTRUCTORS**

The Student Success Coordinator will email a memo that lists the approved accommodations to the student's Academic Coach. The Academic Coach will email the student's instructors and the student will be copied on the email.

It is the student's responsibility to contact each online instructor to discuss the accommodations.

Accommodation memos are only valid for the term in which they are issued. Therefore, each term, students must contact their Academic Coach to review ongoing accommodations and to request that online instructors be notified of reasonable accommodations.

### **EXAMPLES OF ACCOMMODATIONS:**

#### **Virtual Classroom and Assignment Accommodations**

- 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.
- allow for course substitution with dean approval.

#### **Examination Accommodations**

- extended exam time, typically time and one half to double time.
- the option of an oral exam.
- to use spelling and grammar assistive devices for essay exams.
- to use a 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 Coach. If a student disagrees with the accommodations or has a complaint related to services provided by the Academic Coach, he or she may utilize the appeals process.

## **Appeals Contact Information:**

Dr. Steve Edgington, **Vice President for Academic Affairs**

Fullerton Campus (Nutwood Center Core, 3<sup>rd</sup> floor); 714-879-3901 ext. 1250; [sedgington@hiu.edu](mailto:sedgington@hiu.edu)

## **How Do I Access and Utilize the HIU Online Services?**

### **HOPE INTERNATIONAL UNIVERSITY WEBSITE - [www.hiu.edu](http://www.hiu.edu)**

At Hope's primary website ([www.hiu.edu](http://www.hiu.edu)), students may access general information about the University, news and updates, the academic catalog, the library catalog, financial aid information and application forms, and a variety of other resources and services.

### **HUGH AND HAZEL DARLING LIBRARY - [library.hiu.edu](http://library.hiu.edu)**

The Hugh and Hazel Darling Library is located on the Hope International University Campus in Fullerton and can be accessed Online at (<http://library.hiu.edu>). The library's website provides patron information, Online library catalog, research databases, LibAnswers, and a wide variety of library resources and services.

### **HIU EMAIL ACCOUNT**

You should receive a letter from the admissions office that will instruct you how to activate your HIU student email account. If you have difficulty with your student email account, contact the Information Technology department at [ithelpdesk@hiu.edu](mailto:ithelpdesk@hiu.edu), or call during business hours at 714-879-3901, ext. 2607.

### **CANVAS WEBSITE - [hiu.instructure.com](http://hiu.instructure.com)**

Students "go to school" Online by accessing a website called "Canvas" ([hiu.instructure.com](http://hiu.instructure.com)). This fully-hosted Canvas system provides the online course interface between students and professors. Both students and professors are also provided 24/7 technical support at 855-692-6720 should there be any questions or technical issues regarding the Canvas system.

The Canvas Online delivery system is used for both the on-site courses and the fully Online courses. As a student you will need to become both familiar and competent with the Canvas system since every course will be fully utilizing it. A tutorial is provided for students in the Strategies for Success course.

**Access to courses in Canvas will be about 7-10 days prior to each course's start date.** You will be notified of this access by email. This will give you an opportunity to review the syllabus and course schedule prior to its beginning. Week 1 will open the first day of course.

Students are asked to provide a brief biography and summary of their academic and career goals by clicking on the Account icon on the Canvas navigation bar and then clicking on Profile. This information can then be viewed by the professor so that he/she can better serve the student.

## **How Do I Access and Utilize the Canvas Online Resources?**

Every Online course and on-site course contain links within the course for access to useful information that students may utilize in preparation for their course and any other academic resources they might need. Each online course contains the following:

**Syllabus** - Contains the course "Syllabus" which outlines the course requirements, expectations, and assignment point values. Be sure to review at the beginning of each course.

**Ask the Professor** - To offer additional support for students, the professor will check this link consistently throughout the entire course for student questions regarding the Canvas system, assignments, and any other questions that students might have. If you have a private question for the professor, you can email him directly. Otherwise, other students can benefit as the professor responds to everyone's questions (*online courses only*).

**Student Introductions** - Provides an area of interaction in the course in which students can introduce themselves to the professor and fellow students in the course (*online courses only*).

**Faculty Profile** - Introduces the professor teaching the course and some background information.

**Library** - Gives the student immediate Online access to the HIU Library Services.

**Research Writing Style Guide** - Includes resources for APA, MLA, Chicago, and SBL format styles and additional writing skill resources.

**HIU Catalog** - Provides quick access to the HIU University Catalogs

# What Do I Do If My Computer Breaks Down or I Lose Internet Access During A Course?

## TECHNICAL REQUIREMENTS

The Canvas delivery system requires the student to have ready access to a moderately equipped home or office computer with Internet access, as well as basic computer/Internet competence, which is essential for successful participation in online courses. For a complete list of required resources and browser requirements, visit the Canvas Community Pages at <https://community.canvaslms.com/docs/DOC-10720>.

## TECHNICAL SUPPORT FOR CANVAS

If you have trouble accessing the online system, cannot get a lecture to play, or have difficulties accessing part of your course, please use the following resources:

Canvas 24/7 HelpDesk: Phone: 855-692-6720 (*Available 24/7*) and live chat by clicking the Help button on the Canvas navigation bar. Department of Learning Technology at HIU: [dlt@hiu.edu](mailto:dlt@hiu.edu) Phone: 800-762-1294 ext. 3999 (*Monday – Friday 9-5 pm*)

## LOSS OF COMPUTER OR INTERNET ACCESS

**Students are responsible for maintaining their own computer and Internet access throughout their enrollment in online courses.** Professors are not available for nor equipped to give technical support and may not give allowance for extended computer or Internet failure during a course.

**Computer Labs** are available for student use in the University library, located on the main campus at Fullerton. These thirty iMacs can be used with either Mac or Windows operating systems and are equipped with Microsoft Office, web browsers, and other applications required for instructional support. Use of digital scanners is free, and printing is available for \$.05 per page. Free WiFi is also available throughout the library for students.

If you have computer problems or need access to the Internet, here are some options:

**HIU Library** - located at the Fullerton (*Main*) Campus: 2500 E. Nutwood Avenue.

**Local Library** - usually limited access (*1-2 hours*), but free to local library card holders

**Local J.C. or College/University library** - access may be available to members of the community. Internet access and printing may or may not be free.

**Kinko's** - pay per hour. Separate charges for printing.

**Internet Café** - pay per hour. Printing may or may not be free.

**WiFi** - Many places now offer free WiFi access if you have that capability on your computer.

# Community Standards & Policies

## STUDENT LIFE

The Student Life Staff is committed to fulfilling the mission of Hope International University by providing resources and a co-curriculum producing a diverse community for personal and interpersonal growth and spiritual maturity in Christ. This includes, but is not limited to:

**Biblical Perspective:** Our goal is to understand, interpret and respond to every sphere of life and aspect of the HIU community from a biblical point of view.

**Responsible Freedom:** Hope International University recognizes that Scripture offers both freedom and liberty in Christ while also advocating self-restraint in situations that may be harmful or offensive to others (*Romans 14; Phil. 2*). Hope International University is committed to upholding standards that will support this philosophy and help our students learn to live by its guidance.

At Hope International University (*HIU*) we are committed to a biblical worldview that seeks to honor God. In keeping with the mission of the university and our commitment to biblical fidelity, all members of the University community are expected to follow the teachings of the Scripture. Our goal is to understand, interpret and respond to every aspect of the HIU community from a biblical point of view.

Students at Hope International University are members of a voluntary community with their peers and are entrusted with the responsibility to care for one another in keeping with biblical teachings. This environment provides students with experiences that may be an impetus for healthy interpersonal relationships, diversity of thought and culture, and stimulating academic growth, all within a Christian framework.



# **Professional Ethics and Community Standards**

## **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 that students' attitudes and behaviors always reflect the character of Jesus Christ. 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. HIU 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 HIU wherever they are, and students 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.

## **CELEBRATION OF CULTURAL DIVERSITY**

The University recognizes the influence that culture and ethnicity have in shaping the unique contributions of community members and is committed to creating opportunities for mutual learning. 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 that honors the sanctity of human life. Consequently, HIU 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. As always, persons in such a crisis will find Hope International University supportive and redemptive during this crucial period.

## **HUMAN SEXUALITY**

HIU believes sexuality and gender are gifts from God and are basic to human identity as well as a matter of behavioral expression. The appropriate expression of sexuality takes place within the context of a marriage covenant between a man and a woman, and those individuals remain celibate outside of the bond of marriage. Therefore, HIU seeks to cultivate a community in which sexuality is embraced as God-given and good and where biblical standards of sexual behavior are upheld.

Sexual relations of any kind outside the confines of marriage between one man and one woman are inconsistent with the teaching of Scripture, as understood by Christian churches throughout history. As such, the HIU community expects all students to respect these values regarding issues of human sexuality and gender.

## **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 true discipleship requires 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 Hope International University is to be realized, both the institution and its members have an obligation to confront known sin within 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.

HIU will address issues of student misconduct or behavior that is considered inappropriate or disruptive to the learning environment on an individual basis, in a manner consistent with the mission of the University.

HIU aspires to be a gracious community that promotes openness and honesty. HIU seeks to extend compassion and care, providing accountability, assistance, and support to members of the University community in their efforts to embrace Christ-like character and behavior.

## **ACADEMIC FREEDOM STATEMENT**

The university recognizes that academic freedom has historically been defined both by broadly accepted academic standards, and by the mission and character of the institution in which it is practiced, and thus it is a principle that protects and benefits both the University and the individual professors.

Hope International University affirms that all truth is God's truth, and that God has made it possible for humankind to access, discover, and understand truth. We also affirm that the knowledge of truth will always be incomplete and that people, including those with educational credentials, are fallible and may interpret data and ideas imperfectly. Academic freedom, therefore, from a Christ-centered perspective, must be carried out with civility, mature judgment, and humility in the awareness of different conclusions from necessarily incomplete information about important questions among faculty and others, even within the Christian faith commitments affirmed by the university. Accordingly, Hope International University affirms its commitment to freedom of inquiry and expression in academic endeavors and discourse.

Hope International University is a teaching-learning community of faculty, staff, and students in which the pursuit of knowledge and truth through academic inquiry is a shared endeavor in an open marketplace of ideas. All members of this academic community are entitled to participate, consistent with their respective roles on campus, in respectful conversation, exchange of ideas, and assertive argumentation in which various points of view are heard and evaluated. The university is committed to facilitating the free and orderly functioning of this academic community.

Faculty members are citizens, practitioners of a learned profession, and educators in an institution of Christian higher education. When faculty speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the HIU community imposes commensurate obligations. They should remember that as faculty members and educational representatives of the university, the public may judge HIU by their statements or actions. They should always strive for evidence-based accuracy, should exercise appropriate humility and restraint, should show respect for others offering different opinions, and should be ever mindful of their role as educators in a Christian university. Faculty should also make every effort to make clear when, in exercising their voices as individual citizens, they are not speaking for Hope International University.

Actions by faculty, staff, students, or visitors which unnecessarily obstruct or interfere with teaching or learning functions or other normal and necessary activities of the college, or which create an imminent threat or danger to persons or property may constitute grounds for discipline, suspension, dismissal, termination, or permanent exclusion from the campus. Academic Freedom does not exempt members of the community from consequences of communication and behavior that violate university standards of conduct and belief (*as articulated in student, faculty, or employee handbooks*) or speech or conduct which may be subject to civil or criminal legal action.

## **EQUITY AND INCLUSION STATEMENT**

Hope International University is committed to cultivating and preserving a campus culture of diversity, equity, inclusion, and the pursuit of justice. Our individual differences, life experiences, cultural heritage, knowledge, inventiveness, innovation, self-expression, and unique capabilities and talents which university faculty and staff invest in their work, and which students invest in their learning experience, enrich our university culture, as well as contribute to HIU's reputation and achievements as an institution of higher education.

The university embraces faculty, staff, and student differences in ethnicity, gender, age, disability, national origin, political affiliation, socio-economic status, and other characteristics that make our faculty and staff, as well as our student body, unique.

Hope International University is committed to create a work and learning environment built on Christian values of equity, fairness, and mutuality that encourages and insists on mutual regard, respectful communication and interaction, and cooperation among all faculty, staff, and students.

Faculty, staff, and students at Hope International University have a responsibility to always treat others with dignity and respect. All faculty and staff are expected to exhibit conduct that reflects inclusion in the workplace during work hours, at work functions on or off the work site, and at all other university participative events. Students are likewise expected to treat others with kindness and grace in learning environments on and off campus and at other university functions and events in which they take part.

Any faculty or staff member, or any student found to have exhibited any inappropriate conduct or behavior directed at others will be subject to disciplinary review.

Faculty, staff members or students who believe they have been subjected to any kind of prohibited discrimination that conflicts with the university's equity and inclusion policies should seek assistance from a supervisor, university administrator, or the director of Human Resources. (*See also "Grievance Procedure" in the HIU Catalog in the University Academic Information section.*)

## **GRIEVANCE PROCEDURES**

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. Joshua Arnold**, Lawson Fulton Student Center, Office 209, Phone: 714-879-3901 ext. 1211, [jarnold@hiu.edu](mailto:jarnold@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, Esperanza Free**, Business Office, Suite 100, Phone: 714-879-3901 ext. 2281, [efree@hiu.edu](mailto:efree@hiu.edu).  
Coordinator for Discrimination and Harassment (Employees), and Age Discrimination investigation.

**President of the University, Dr. Paul Alexander**, President's Office, Phone: 714-879-3901 ext. 2237, [palexander@hiu.edu](mailto:palexander@hiu.edu)  
Copies may be obtained in the offices listed above.

## RESOLUTION OF CONFLICTS

If a student has a grievance regarding the decision of a particular faculty or staff member, they are obligated first to try to reconcile the matter through direct contact with that individual. If the issue is not resolved, the student may request a meeting with the staff person's supervisor for further consideration. If you cannot get resolution for a problem of any kind and your attempts have not resulted in reasonable service, please contact your Department Chair or Academic Dean.

# Additional Policies

## STUDENT EMAIL SYSTEM TERMS OF USE

**Introduction:** The following terms and conditions govern your use of the student email 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 email. 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 email that is not related to your interests or the interests of the Hope International University community. To regulate the quantity and content of emails that are distributed in masse, we limit who can send email to mass distribution lists, and work to consolidate various announcements into regularly scheduled newsletter-type emails.

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 of this SPAM filter.

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

**Personal Use:** Your Hope International University email 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 to 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 email system and Internet domain name (*hiu.edu*) to send email, 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 email account for any of the following purposes: Use your Hope International University email account in conjunction with any commercial enterprise.

Generate or facilitate bulk unsolicited email (*"spam"*). Such activity includes, but is not limited to:

- Sending unsolicited emails to significant numbers of email addresses belonging to individuals and/or entities with which you have no preexisting relationship
- Sending emails 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 email address or otherwise*) or otherwise misrepresent yourself or the source of any email
- 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 email account
- Use your Hope International University email 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 email system or other Hope International University technological resources.

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

**Privacy:** The University respects your privacy. Under normal circumstances, no person will monitor or read the contents of your email 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 emails, 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 email 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 email 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 email 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 email system for the purposes of recovering from system failures only. While we make our best efforts to safeguard your data, the University does not guarantee the recovery of your email in the event of a system failure. The University does not provide individual mailbox or email restoration services if 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 hard copies 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 email account.

## **ILLEGAL FILE SHARING AND ALL OTHER ILLEGAL ONLINE 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 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.

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.

Hope International University facilities include buildings and parking lots that are restricted to students, faculty staff and approved guests. All external groups must have the approval of the Director of Conferences Services to use HIU's facilities. Portions of the University may be made available to the public during designated times for special events.

Campus Safety Officers lock and check exterior doors to each building every evening. When buildings are closed to general use Campus Safety Officers are allowed to grant access to authorized personnel only.

Access to campus residential halls is restricted to resident students, their guests and to university personnel. If a student loses his or her ID card, Campus Safety Officers will escort the student to the resident hall apartment of the Resident Life Coordinator for verification of the student and access to the resident hall.

Campus Safety Officers patrol the exterior of the residence halls on a regular basis and work with the Residence Life Coordinator and Resident Assistants to enforce security measures.

## **CAMPUS SECURITY AND ACCESS**

Hope International University also provides enhanced services to assist in crime prevention. Some of these services include:

- Emergency telephones at various campus locations
- Safety escort services for students, faculty, and staff

- Lighting surveys for building, area, and parking lots
- 9-1-1 capability from all University phones and personal cell phones

### **Security Maintenance**

HIU facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus Safety Officers regularly patrol the campus and report malfunctioning lights and other unsafe conditions to University Operation Services for repair.

### **OFF-CAMPUS LOCATIONS**

Hope International University does not currently recognize any off-campus locations of student organizations, including off-campus housing facilities.

### **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 way 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 an appeal must be submitted in writing to the appropriate Academic Dean.

### **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 university 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 are likely to result in a minimum consequence of a verbal or written warning with additional sanctions or service requirement on the first occurrence.

**Level 2 Violations:** Serious violations are likely to result in a minimum consequence of probation, with appropriate sanctions and conditions. Possible suspension or dismissal on the first occurrence and probable dismissal or permanent expulsion on any subsequent occurrences.

**Level 3 Violations:** Major violations are likely to result in dismissal or expulsion on the first occurrence.

### **DISCIPLINARY ACTION**

The Vice President of 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 of 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 of Student Affairs or his/her designee/s to the Judicial Review Committee. At the discretion of the VP of 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 of 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.

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 to determine if further investigation is necessary.



4. Students believed to be directly or indirectly involved in the violation may be called in to give statements 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 investigating officer or hearing body will determine if the student should be held responsible for the alleged violations.
7. If found responsible, sanctions are assigned and 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. Appeals are only granted if: there was a significant departure from normal disciplinary procedures in such a way that altered the outcome of the case, significant new evidence has been discovered that would have changed the outcome of the case if previously known or available, or if there is substantial evidence that a member of the adjudication process was biased.

## DISCIPLINARY ACTION TERMINOLOGY

**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.

**Expulsion, Dismissal:** In cases where reconciliation to the community is not possible, the Vice President for Student Affairs or the Judicial Review Committee may choose to terminate the student's status. 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.

**Vice President for Student Affairs:** is responsible for adjudicating student conduct with the partnership of the Judicial Review Committee.

**Judicial Review Committee (JRC):** The Judicial Review Committee is comprised of 3 faculty and/or staff members. These individuals are selected and trained by the VP of Student Affairs, at the request of the VP of 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 not attempt to influence 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.

### 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 of 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 Appeals Committee will be comprised of three individuals from the Judicial Review Committee comprised of three (3) individuals from the pool of university faculty and staff. A student representative will also serve as a member of the Appeals Committee unless their omission is requested by the student making the appeal. The role of the Appeals Committee is not to re-hear the case and render a second judgment, but to determine if the judicial process has been fair and reasonable. The Appeals Committee will only hear one appeal on a single judiciary case.

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. The Vice President for Student Affairs will either uphold the decision as sufficiently meeting the aforementioned criteria or make appropriate amendments to the decisions of the JRC.

## 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, VP of Academics, 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.

## COMPLAINT NOTICES

HIU 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:

- Department of Student Affairs at 714-879-3901 ext. 2311 or
- Department 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](http://www.wascsenior.org/comments) or (510) 748-9001 ext. 300 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

Online forms: [http://oag.ca.gov/contact/complaint\\_form.php?cmplt=PL](http://oag.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 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 (23 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 Non-Discrimination and Harassment Policy. 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 United Nations Plaza  
San Francisco, CA 94102 Telephone: (415) 486-5555  
Facsimile: (415) 486-5570 Email: [ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov)



# Individual Safety and Response

## 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 fliers to further disseminate information depending upon the circumstances. Anyone with information warranting a timely warning should report the circumstances to Campus Safety at 714-519-9127, 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

## NON-DISCRIMINATION AND HARASSMENT POLICY

HIU is committed to providing an environment free of unlawful discrimination and harassment. University policy prohibits harassment and discrimination based, race, religious creed, color, gender, national origin, or ancestry, physical or mental disability, marital status consistent with the University’s understanding of biblical marriage, age, 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 all student employee supervisors and managers, vendors, customers, or 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.

HIU operates in compliance with all applicable federal and state non-discrimination laws and regulations in conducting its programs, activities, and 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.

**The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f) (“Clery Act”)** which required colleges and universities to disclose information about crime on and around their campuses. This includes recent amendments to the Clery Act under the Campus SaVE Act and Violence Against Women Act, which deals with incidents of sexual assault, domestic and dating violence, and stalking.

As an educational institution that serves a religious organization, Hope International University is entitled to a statutory exemption to the extent the application of Title IX is not consistent with the institution’s religious tenets. This is especially relevant to the University’s standards regarding gender and sexuality in its housing, programs, and student codes of conduct.

### **Crime Report**

This report is part of an on-going effort to promote safety and security at Hope International University and to comply with the Jeanne Clery Disclosure of Campus Security Policy, Fire Safety Report and Campus Crime Statistics Act, also known as The Clery Act (<http://clerycenter.org/summary-jeanne-clery-act>). Under this Act, all colleges and Universities across the country are required to publish this report by October 1 of each year. These reports must contain applicable policies and procedures regarding security and fire safety and the statistical data from the previous calendar year and the 2 preceding calendar years.

The information below provides context for the crime statistics reported in compliance with the Clery Act.

The statistics in this report are published in accordance with the standards and guidelines used by The Handbook for Campus Crime Reporting issued by the U.S. Department of Education Office of Secondary Education. The Vice President for Student Affairs submits the annual crime statistics published in the report to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website. The University’s daily crime log is available in the Office of Campus Safety. The annual disclosure of crime statistics includes reporting statistics to the University community obtained from the following sources: Campus Safety, the Fullerton Police Department, Anaheim Police Department, and the Dean of Students of HIU. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

Designated campus security authority includes but is not limited to the University administrators, deans, directors, resident life staff, and academic counselors. These designated campus security authorities report crime or discipline issues to the Department of Student Affairs when issues arise. The incidents that rise to the level of reporting in the Clery Act report are included in the annual report.

The Clery Act requires all colleges and universities to:

1. Compile and submit crime statistics to the United States Department of Education. Each year, the University submits crime statistics for Clery Act crimes by type, location, and year to the U.S. Department of Education.
2. Maintain a daily crime log of alleged criminal incidents that is open to public inspection.
3. Issue campus alerts. HIU issues a timely warning to the University community when there is information that a Clery crime has occurred that represents a serious or ongoing threat to campus safety.
4. Issue emergency notifications. HIU issues an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The University tests the emergency notification procedure at least twice annually.
5. Publish and maintain an Annual Security Report containing safety and security-related policy statements and statistics of Clery Act crimes occurring on the University property, adjacent property, and non-university property owned or controlled by the University.
6. Maintain and enforce a missing student policy and notification procedure.
7. Compile and submit fire statistics to the United States Department of Education. Each year, the University submits fire statistics by type, location, and year to the U.S. Department of Education. The University’s Annual Fire Safety Report of Student Housing, including fire safety policy statements and statistics, is included in this report.

### **NON-RETALIATION 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 benefiting 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 bases 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 bases listed above, suggestive or obscene letters, notes, invitations or comments;
- Visual displays such as derogatory posters, photography, cartoons, drawings or gestures on any of the bases 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 an administrative consideration affecting an individual, and retaliation for reporting or threatening to report harassment.

## Title IX

This is a summary of HIU's Title IX information, for the complete policy go to: [https://www.hiu.edu/pdf/title\\_ix\\_compliance.pdf](https://www.hiu.edu/pdf/title_ix_compliance.pdf)

The purpose of Hope International University's anti-harassment policy is to comply with all applicable legal requirements prohibiting harassment against any member of the HIU community. Moreover, as a Christian community, HIU has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. University policies define community expectations designed to maintain a work, academic, and campus environment free of unlawful harassment, including sexual assault, violence, or misconduct.

"No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..." Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

Title IX of the Education Amendments of 1972 (*Title IX*) prohibits discrimination based on gender in educational programs that receive federal financial assistance. Programs and activities that may be included are admissions, recruitment, financial aid, academic programs, athletics, housing, and employment. Title IX also protects men and women students from unlawful sexual harassment in school programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment; unwelcomed sexual advances; or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. HIU has a zero-tolerance policy for sexual misconduct. When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. Policies have been developed to reaffirm these principles, to provide a means of determining when violations have occurred, and to provide recourse for those individuals whose rights have been violated.

As an educational institution that serves a religious organization, Hope International University is entitled to a statutory exemption to the extent the application of Title IX is not consistent with the institution's religious tenets. This is especially relevant to the University's standards regarding gender and sexuality in its housing, programs, and student codes of conduct.

### TITLE IX COMPLIANCE COORDINATOR

*Dr. Joshua Arnold, Vice President for Student Affairs*  
*Lawson-Fulton Student Center, Lower Level, ext. 1211, jarnold@hiu.edu*

Duties and Responsibilities:

- Monitoring and oversight of overall implementation of Title IX Compliance and the prevention of harassment and discrimination at the University, including coordination of training, education, communications, and administration of grievance procedures for faculty, staff, students, and other members of the University community.
- Tracking and monitoring incidents, including sex discrimination and sexual misconduct.
- Ensuring that the University responds effectively to each complaint.

- Conducting investigations of situations as necessary and appropriate.

If you have questions or concerns related to Title IX, please contact Hope International University's Title IX Coordinator.

## TITLE IX DEFINITIONS

### Sexual Misconduct Offenses Include, But Are Not Limited to:

#### 1. Sexual Harassment:

- Unwelcome, verbal, or physical conduct that is, sufficiently severe, persistent, or pervasive that it, unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the University's educational program and/or activities, and is based on power differentials (*quid pro quo*), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; bullying.

#### 2. Non-Consensual Sexual Contact:

- Any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, that is without consent and/or by force.

Sexual Contact includes: Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

#### 3. Non-Consensual Sexual Intercourse:

- Any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman, that is without consent and/or by force.

Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (*mouth to genital contact or genital to mouth contact*), no matter how slight the penetration or contact.

#### 4. Sexual Exploitation:

- When a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Exploitation includes: Invasion of sexual privacy, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (*such as letting your friends hide in the closet to watch you having consensual sex*), non-consensual sharing of explicit pictures of a former girl/boyfriend, engaging in voyeurism, knowingly transmitting a STI or HIV to another student, exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals, sexually-based stalking and/or bullying.

### Additional Applicable Definitions:

- **Gender-based violence:** Gender-based violence is violence that is directed against a person on the basis of gender. It constitutes a breach of the fundamental right to life, liberty, security, dignity, and equality between women and men.
- **Consent:** Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (*and the conditions of*) sexual activity.
  - Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
  - Previous relationships or prior consent cannot imply consent to future sexual acts.
- **Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (*implied threats*) and coercion that overcome resistance or produce consent. (*"Have sex with me or I'll hit you. Okay, don't hit me; I'll do what you want."*)
  - Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

- NOTE: There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is non-consensual, but non-consensual sexual activity is not by definition forced.
- To give effective consent, one must be of legal age.
- Sexual activity with someone who one should know to be — or based on the circumstances should reasonably have known to be — mentally or physically incapacitated (*by alcohol or other drug use, unconsciousness, or blackout*), constitutes a violation of this policy.
  - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (*e.g., to understand the “who, what, when, where, why or how” of their sexual interaction*).
  - This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>.
- Use of alcohol or other drugs will never function as a defense to a violation of this policy.

### **Hostile Environment:**

When such conduct has the purpose or effect of interfering with the individual’s work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one’s ability to participate in or benefit from an educational program or activity.

HIU considers a variety of related factors to determine if a hostile environment has been created; and considers the conduct in question from both a subjective and an objective perspective. Specifically, Office of Civil Rights standards require that the conduct be evaluated from the perspective of a reasonable person in the alleged victim’s position, considering all the circumstances. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. Indeed, a single or isolated incident of sexual violence may create a hostile environment.

### **SANCTION STATEMENT**

At the conclusion of the investigation, the University will inform the complainant of the outcome of the investigation, whether the accused will be administratively charged and what the outcome of the hearing is. The accused will also receive a verbal and written report of the investigation.

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from suspension to expulsion, depending on the severity of the incident, and considering any previous campus conduct code violations.

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of expulsion.

Any student found responsible for violating the policy on Sexual Exploitation or Sexual Harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and considering any previous campus conduct code violations.

### **OTHER MISCONDUCT OFFENSES**

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person.
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities based on gender.
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another.
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (*as defined further in the HIU Hazing Policy*).
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally (*that is not speech or conduct otherwise protected by the 1<sup>st</sup> Amendment*).
6. Violence between those in an intimate relationship with each other.
7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community, this includes cyber stalking.



## **PREVENTION AND EDUCATION PROGRAMS**

Hope International University offers prevention and education programs to prevent sex offenses including sexual assault, domestic violence, dating violence and stalking within the University community. Programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- Provides an overview of the Annual Security report in compliance with the Clery Act.
- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- Provide safe and positive options for bystanders' intervention.
- Defines what behavior and action constitutes domestic violence, dating violence, sexual assault, and stalking.
- Identifies domestic violence, dating violence, sexual assault, and stalking and prohibited conduct.

### **Educational programs include:**

- Bystander training to reduce power-based personal violence on campus by teaching students to recognize warning signs of abuse and provide them with safe and effective options for intervening.
- Student Leadership Training – All student leaders are required to attend a two-day student leadership training time entitled "Synergy". Students are provided with practical information to help them aid fellow students in reducing the risk of sexual assault and violence in a social setting.
- Student Orientation – During fall and spring orientation Student Affairs personnel address the issues of sexual assault and violence.
- Faculty Training – Before fall and spring semester the faculty are reminded about their Title IX responsibilities. After a review of HIU's policy on sexual assault and violence each faculty member receives and reads a handout which outlines the program and their responsibilities. This document is signed by the faculty member and kept on file in the Director of Human Resource Office.

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to blame victims, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

### **Be an Active Bystander:**

If you think someone is at risk for sexual assault, consider it an emergency and get involved. Don't wait for someone else to act. Tips for Intervening:

- Approach everyone as a friend.
- Be honest and direct.
- Don't be aggressive or use violence.
- Keep yourself safe.
- Get help from other bystanders, if necessary.
- Call the police if a situation becomes too serious.

## CONFIDENTIAL REPORTING

### To Report Confidentially:

You can seek advice from certain resources who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These are individuals who the University has not specifically designated for the purpose of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best. If personally identifiable information is shared, it will only be used as necessary with as few people as possible, and all efforts will be made to protect individual privacy.

If one desires that details of the incident to be kept confidential, he or she may speak with on-campus counselors. Campus counselors are available to help free of charge and may be seen on an emergency basis. In addition, you may speak on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

### HIU Confidential Reporting Options:

**Hope Counseling Center**  
South Campus  
714-879-3901 ext. 1266

**Kelly Dagley**  
Assistant Professor of Biblical Studies  
Nutwood West, Suite 216

**Stacey Gerhart**  
Director of Career Development & Wellness  
Lawson-Fulton Student Center, Office 122  
714-897-3901 ext. 2309

## NON-CONFIDENTIAL REPORTING

You are encouraged to speak to officials of the institution to make formal reports of incidents (*deans, vice presidents, or other administrators with supervisory responsibilities, Campus Safety, human resources, RAs, faculty members, advisors to student organizations, career services staff, admissions officers, student activities personnel, and others*). The University considers these people to be "responsible employees." Notice to them is official notice to the institution. You have the right and can expect incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual.

### Non-Confidential Reporting Options:

**HIU Campus Safety**  
(714) 519-9127

**Fullerton Police Department**  
9-1-1 or (714) 738-6800  
237 W. Commonwealth Ave.,  
Fullerton, CA 92832

**St. Jude Medical Center**  
(714) 871-3280  
101 E Valencia Mesa Dr,  
Fullerton, CA 92835

## REPORTING PROCEDURES

Any individual who believes he or she has 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. Joshua Arnold, Lawson-Fulton Student Center, office 209, Phone (714) 879-3901 ext. 1211, [jarnold@hiu.edu](mailto:jarnold@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, Esperanza Free, Business Office, Suite 100, Phone (714) 879-3901 ext. 2281, [efree@hiu.edu](mailto:efree@hiu.edu). Coordinator for Discrimination and Harassment (*Employees*), and Age Discrimination investigation.
- President of the University, Dr. Paul Alexander, President's Office, Phone (714) 879-3901 ext. 2237, [palexander@hiu.edu](mailto:palexander@hiu.edu).
- Director of Hope Counseling Center, Tanya Ward, South Campus, (714) 879-3901 ext. 1237, [hcc@hiu.edu](mailto:hcc@hiu.edu).
- Fullerton Police Department, Call 9-1-1 or (714) 738-6800  
237 W. Commonwealth Ave., Fullerton, CA 92832

## ADJUDICATION OF VIOLATIONS

Although the University asks that you submit a written complaint, any suspected incident of sexual assault or violence 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 sexual assault or violence 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 sexual assault or violence.

The University will immediately undertake an effective, thorough, and objective investigation of the sexual assault or violence 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 (*petitioner*), 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 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 sexual assault or violence promptly and will complete its process and report the outcome within 60 days of receiving complaint notice. Depending on the specific nature of the problem, remedies for the complainant might include, but are not limited to:

- providing an escort to ensure that the complainant can move safely between classes and activities
- ensuring that the complainant and alleged perpetrator do not attend the same classes
- moving the complainant or alleged perpetrator to a different residence hall
- providing counseling services providing medical services
- providing academic support services, such as tutoring

Procedure used by the University in addressing Stalking, Dating Violence, Domestic Violence

- assess immediate safety need of the complainant
- assist complainant with contacting local police if complainant request
- provide written instructions on how to apply for Protective Orders
- provide written information to complainant on how to preserve evidence
- assess need to implement inter or long-term protective measures to protect the complainant, if appropriate
- provide a "No Entry" directive to accused part if deemed appropriate
- In the case of student involvement adjudication will use the preponderance of the evidence standard.

At the conclusion of the investigation the University will inform the complainant of the outcome of the investigation, whether the accused will be administratively charged and what the outcome of the hearing is. The accused will also receive a verbal and written report of the investigation.

For all crimes of sexual assault, date violence, domestic violence or stalking, the University will, upon written request, disclose to the alleged victim of a crime of violence or non-forcible sex offense, the report of the results of any disciplinary proceedings conducted by the University against a student who is the alleged perpetrator of such crimes or offense.

If the alleged victim is deceased because of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purpose of this paragraph.

### **Confidentiality:**

The University will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence or stalking to the best of their ability.



## ASSISTANCE FOR VICTIMS

### Rights and Options:

Regardless of whether a victim elects to pursue a criminal complaint, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. In California, a victim of domestic violence, dating violence, sexual assault or stalking has additional rights. The rights are found in a variety of California Codes and the California Constitution. For complete and up-to-date information please refer to the State of California Department of Justice Office of the Attorney General Website at <https://oag.ca.gov/>. HIU complies with California law in recognizing protection orders by contacting local law enforcement authorities in the event of a protection order violation. Any person who obtains a protection order should provide a copy to the Title IX Coordinator and the Campus Safety Office. A complainant may then meet with the Title IX Coordinator and Campus Safety to develop a Safety Action Plan, which is a plan to reduce the risk of harm while on campus or coming and going from campus.

This plan may include: escorts, special parking arrangements, changing class room location or allowing a student to complete assignment from home, etc. If necessary, a complainant may be offered changes to academic schedules, living, or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. Personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who is investigating/adjudicating the complaint or delivering resources or support services to the complainant.

### On-Campus Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking

**Hope Counseling Center** (714-879-3901 ext.1266) will provide confidential support for you during this difficult period. Talking about your concerns with a counselor in a safe and supportive environment may help you sort through your feelings and decide what to do. You do not need to disclose your name if you call for information. Counselors will not reveal your identity to anyone without your permission.

**Campus Safety** offers information and guidance to victims when they file a report. The office will take your report by asking you to describe the assailant(s), the scene of the crime, about any witnesses and what happened before and after the incident. You may have a person with you during the interview. It should be noted that reporting an incident is a separate step from choosing to prosecute. When you file a report, you are NOT obligated to continue with legal proceedings or University disciplinary action.

The reasons for reporting an incident are:

- To take action which may prevent further victimization, including issuing a Safety and Security Alert to warn the campus community of an impending threat to their safety;
- To apprehend the assailant;
- To seek justice for the wrong that has been done to you;
- To have the incident recorded for purposes of reporting statistics about the incidents that occurred on campus.

**Title IX Coordinator** - can provide assistance in addressing the incident through consultation, administrative review and/or formal hearing. The Title IX Coordinator for HIU is Dr. Joshua Arnold. He may be reached at 714-879-3901 ext. 1211.

### Off-Campus Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking:

**24-hour Rape Crisis** – In addition to counseling services through the Hope Counseling Center, survivors of sexual assault or abuse are encouraged to contact Sexual Assault Victim Services at 714-957-2737. They provide free counseling, accompaniment and advocacy.

**Fullerton Police Department** – Can be contacted by dialing 9-1-1 in an emergency or by dialing their business line at 714-738-6800. The Fullerton Police Department is located at 237 W Commonwealth Ave., Fullerton, CA 92832.

### Responsible Employee Policy:

Any member of the HIU community, guest or visitor who believes the policy on Equal Opportunity, Nondiscrimination, Sexual Harassment, and other forms of Harassment has been violated should contact:

- Vice President for Student Affairs, Dr. Joshua Arnold, Lawson-Fulton Student Center, office 209, Phone (714)-879-3901 ext. 1211, [jarnold@hiu.edu](mailto:jarnold@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, Esperanza Free, Business Office, Suite 100, Phone (714)-879-3901 ext. 2281, [efree@hiu.edu](mailto:efree@hiu.edu).
- President of the University, Dr. Paul Alexander, President's Office, Phone (714)-879-3901 ext. 2237, [palexander@hiu.edu](mailto:palexander@hiu.edu).

It is also possible for employees to notify a supervisor, for students to notify an administrative adviser or faculty member, or for any member of the community to contact Campus Safety. All employees receiving reports of a potential violation of university policy are expected to promptly contact one of the above individuals within 24 hours of becoming aware of a report of incident. The initial contacts will be treated with the maximum possible privacy. Specific information on any complaints received is subject to the University's obligation to redress violations; every effort will be made to maintain the privacy of those initiating the report of a complaint.

In all cases Hope International University will consider the complainant with respect to how the complaint is pursued but reserves the right to investigate and pursue a resolution when an alleged victim chooses not to initiate or participate in a formal complaint.

### **NON-RETALIATION POLICY**

Living in a Christian community requires that members provide both support and accountability to each other. 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. 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.

### **SEX OFFENDER REGISTRY**

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information is provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteers services or is a student.

In California, registered sex offenders are required to register with the state. Information about registered sex offenders may be found at [www.meganslaw.ca.gov/disclaimer.aspx?lang=ENGLISH](http://www.meganslaw.ca.gov/disclaimer.aspx?lang=ENGLISH).

### **MISSING PERSON**

HIU takes student safety very seriously. To this end, the following policy and procedure is to assist in locating HIU student(s) living in campus residence halls, 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 Safety, 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. If 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 if 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. The University will initiate the "Emergency Contact" procedure in accordance with the student's designation if the student has been missing for 24 hours and has not returned to campus.

### **General Procedure**

1. The HIU 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 of 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 Safety. Campus Safety 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, the 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 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 Activity Room, Fitness center, Lambda Lounge, Wilson Lounge, etc.
  - g. Contact the student's current faculty.
  - h. Contact or call any other on-campus or off-campus family, friends or contacts that are made known within 24 hours. This could include checking a student's social networking sites such as Facebook, Twitter, and Instagram.
  - i. Ascertain the student's car make, model and license plate number. A member of Campus Safety 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 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 no later than 24 hours of the missing student report. (*Note: If while 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 in 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.

## Emergency Evacuation Procedures and Policies

Hope International University's Crisis Management Plan addresses the University's response to emergencies. Members of the University community should familiarize themselves with the information in this plan. Brochures are distributed to offices on campus and information is placed in all classrooms.

The plan has provisions for division of responsibility for administrators, staff, and faculty to perform during a crisis on campus. Bi-annual drills are conducted with a review of each building evacuation and shelter in place procedure and location. California State University police officers are invited to observe HIU's shelter in place drills and evaluate their effectiveness. Feedback from the CSUPD is used to enhance safety effectiveness.

### EMERGENCY NOTIFICATION SYSTEM

Hope International University will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus.

The University contracts with an outside agency for an emergency notification system (*ENS*). This is a web-based system that can be activated either from a computer or a smart phone. It has the capability of accessing select groups or the entire community of faculty, staff, and students. The ENS is used in situations where immediate notification is required due to a threat to the health and safety of the campus community, or any other emergency in which information needs to be disseminated quickly.

If the Hope International University Crisis Management Coordinator confirms (*with the assistance of key campus administrators, local first responders or the National Weather Service*) that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Hope International University community, the Crisis Management Coordinator

or designee will determine the content of the initial message. The Crisis Management Coordinator and key administrators on the Crisis Management Team can send messages using some or all of the systems described below to communicate the threat to the Hope International University community, or to the appropriate segment of the population.

Hope International University will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency messages will be distributed using the following primary distribution methods: Email, voice mail, and instant text messaging.

**Messages will generally have this format:**

“OFFICIAL FROM HIU. [SITUATION] in progress at/in [LOCATION]. - Or - [SITUATION] occurred at [TIME]. [PERSON/AGENCY/DEPT] on scene. Situation is [STABLE/UNDER CONTROL/SERIOUS]. Access to campus is [RESTRICTED/CLOSED/NORMAL]. [DATE/TIME]”

The Emergency Notification System is tested at least twice each year.

Other forms of emergency notification include the Hope International University home web page, and social media outlets.

**EMERGENCY RESPONSE PROCEDURES**

**a. Campus Drills and Exercises**

The Hope International University Crisis Management Plan includes information regarding shelter-in-place and evacuation guidelines and procedures. At least two campus-wide evacuations take place annually. Testing of the Emergency Notification System is conducted at least twice each year.

These tests and exercises are designed to assess and evaluate the emergency response plans and capabilities of the institution. These tests may be announced or unannounced. General information about the emergency response and evacuation procedures is publicized each year as part of the University’s Clery Act compliance efforts.

**b. Evacuation Procedures**

1. All faculty, staff and students should note the following at the beginning of each semester.
  - a) Look at the evacuation diagrams for the building and rooms you will be in.
  - b) Know the location of at least TWO exits,
  - c) At the sound of an alarm...
    - 1) Stop whatever you are doing.
    - 2) Turn off, or close the container of anything potentially hazardous, if you can.
    - 3) Grab your personal possessions quickly.
    - 4) Do not take time to gather more things.
    - 5) DO NOT WAIT! Walk to the nearest exit.
    - 6) If your nearest exit is blocked, move immediately to another exit.
    - 7) If you need assistance, notify the faculty member or building coordinator so they can summon an appropriate response for you.
2. Special Note to Faculty
  - a) Students will look to you for guidance in emergency situations and practice drills, so make sure you know all of the emergency exits in every building you teach or have an office.
  - b) Before an Evacuation
    - 1) On the first day of class and in your course, syllabus include the following:
      - Review emergency exits for the room and building.
      - Review the location of nearest phone.
      - Identify building evacuation gathering point(s).
      - Notify students that if more than one building is being evacuated the primary gathering point is: The Student Parking lot or the Nutwood Lawn.
      - Develop a “buddy” system or other method for attendance accounting.
      - Review the actions to be taken in the event of a shelter in place.

- Notify students that backpacks, and other personal belongings are to be kept with them at all times. Do not disturb a suspicious object. Backpacks left unattended pose a risk and may be confiscated or destroyed.
- 2) In the event of a command to evacuate:
- Instruct students to gather personal belongings.
  - Do not allow anyone, including yourself, to remain in the room, or building.
  - Help if someone needs it.
  - Proceed with class to the established gathering point.
  - Report to the emergency staff assigned to supervise the gathering point.
  - Wait with class at the gathering point until given further instructions by the appropriate emergency personnel.
  - FOR EVENING OR WEEKEND CLASSES, Building Coordinators may not be available, so be ready to take the lead and guide your students out of the building to a safe location.

### **c. Crisis Management Plan**

The Hope International University Crisis Management Plan is designed to provide a resource for university personnel, administrators, students and to include crisis coordinators in assisting with information and guidelines in planning and responding in a crisis. While the Plan does not cover every conceivable contingency situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

This Crisis Management Plan describes and directs the University's response to emergency situations and disasters. It becomes effective for Hope International University when a hazardous condition reaches or has the potential of reaching proportions beyond the capacity of normal campus operations to handle.

The purpose of this multi-hazard emergency operations plan is to provide the framework for coordination and full mobilization of university and external resources. It establishes an emergency management system for the main campus in Fullerton and all campus off-site centers. Additionally, it clarifies strategies to 1) prepare for, 2) respond to, and 3) recover from an emergency or disaster incident that could impact the campus or region.

The goal of the plan is to provide a system to manage personnel and resources to respond effectively to critical situations. The following objectives support this goal: Establish and staff an effective emergency response and communications system;

1. Request and coordinate mutual aid according to established procedures;
2. Identify potential hazards that could affect the campus;
3. Manage the movement, reception, and care of the campus community during an emergency or catastrophic event;
4. Assemble a team of trained personnel to operate the Emergency Operations Center in times of crisis;
5. Restore essential services.

Consistently integrated into every facet of this system is the response priority to preserve life, provide stability to the situation and to protect the environment, in that order. All campus administrators, especially those whose responsibilities and authority include the operational areas specified in the Crisis Management Plan, must adhere to these guidelines. Only those University administrators responsible for directing and/or coordinating emergency operations may approve exception(s) to these crisis management procedures as required to fulfill the emergency response.

## **Annual Fire Safety Report**

Hope International University publishes this fire and safety report as part of its annual Clery Act Compliance. This report contains a description of the fire safety practices and standards for HIU, including statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire and the value of the property damage caused by the fire. This report is available for review 24 hours a day on our HIU website. A physical copy may be obtained by making a request to the Department of Student Affairs at 714-879-3901 ext.2311.

### **Fire Safety**

A daily fire log is available for review by visiting the Department of Student Affairs Offices located in the Lawson/Fullerton Student Center, Lower Level. The fire log includes information about fires that occur in the residential facilities, including the nature, date, time, and general location. If a fire occurs in a HIU building, community members should immediately notify Campus Safety and dial 9-1-1. When calling, provide as much information as possible about the location and cause of the fire.

The University takes fire safety seriously and has established fire safety programs for the students living in on-campus residence halls. Fire evacuation plans are posted in each resident's room. Drills for evacuation and shelter in place are practiced each year.

### **Means for Reporting a Fire**

Pull the nearest fire alarm pull station if available. Pull stations are usually located near building exits. Contact 9-1-1 and call Campus Safety at 714-519-9127.

### **Evacuation Procedures**

- Call 9-1-1. Make sure you have the correct address available (*651 Titan Dr, Fullerton, CA 92831*).
- Check your door with the back of your hand before opening it to make sure it is not hot, and the fire is not on the other side.
- Sound the alarm. Your building is equipped with a fire alarm pull station. To activate the alarm, pull the handle in the fire alarm box closest to the location of the fire. Alert others in your living space by shouting "FIRE."
- Immediately evacuate, get out and stay out. **DO NOT FIGHT THE FIRE.** Contact Campus Safety: 714-519-9127.
- If you encounter smoke when leaving the building stay low to the floor as possible.
- If you become trapped in your building or room, hang something outside the window such as a sheet or curtain to warn firefighters that you are still in the building. Place wet towels around the top, sides, and bottom of the door to your room. Close any remaining doors to reduce the fire's spread.
- Your building hallway is equipped with fire separation doors; make sure they are never blocked to ensure their closure.
- Remain outside of the building and at a safe distance away from the building. Have a central meeting place so everyone in your group can be accounted for. **DO NOT RE-ENTER THE BUILDING.** Immediately notify fire fighter personnel on scene that everyone in your group is safely out of the building.