



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

**Graduate and Online
Student Handbook
2019 - 2020**



**Student Handbook for Graduate and Online Programs
2019-2020**

HOPE INTERNATIONAL UNIVERSITY
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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 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.

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. In an effort 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 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:

Danielah Germon (dgermon@hiu.edu) 1-888-352-4673, ext. 3547 - Director of Online/Graduate Admissions/Marriage & Family Therapy

Denise Castillo (dtcastillo@hiu.edu) 1-888-352-4673, ext. 3543 - Online Undergraduate/College of Education

Jennifer Martin (jmmartin@hiu.edu) 1-888-352-4673, ext. 2631 - Online Undergraduate

Carol Davidson (cldavidson@hiu.edu) 1-888-352-4673, ext. 1279 - Online Undergraduate/Counseling

Butch Ellis (bellis@hiu.edu) 1-888-352-4673, ext. 2215 - Director of Online/Graduate Admissions/Christian Ministry

Cassie Smith (crsmith@hiu.edu) 1-888-352-4673, ext. 2244 - Masters of Education

Stefanie Banks (sibanks@hiu.edu) 1-888-352-4673, ext. 3561 - Masters of Business Administration /Online Undergraduate

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 have not received your Student I.D. number, contact your academic coach and they will be glad to assist you in obtaining one.

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 studentlife@hiu.edu to schedule an appointment to process your card. A fee of \$15.00 will be charged for replacement Student I.D. cards.

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?

UNDERGRADUATE ONLINE COURSES

Typically your online 3-unit courses will be five to eight weeks in length. Class size will average between 12 to 16 students. Directed Independent Study (*DIS*) as an elective course may include 1 or more students.

Student cohorts are formed for in 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* 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. In order 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*) in order 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 on the Fullerton campus, and at *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.

What does this mean to you?

- You can shop the Hope International Bookstore through *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 your textbooks by course and have them shipped to your door or save the shipping costs by picking them up at the store or dropped off at the Anaheim campus.
- 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* 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 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 another course.*

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 as a result 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 6th 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) in order 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 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

In order to continue the improvement of courses, students are asked to complete an **End of Course Survey**. This survey will help to summarize the students experience 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 located 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 percent 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 on the HIU website, following this link: <http://www.hiu.edu/registrar/forms/>. Your Academic Coach will assist you with processing the form and paying the fee for the Petition.

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.

ACADEMIC PROBATION AND SUSPENSION

Students must maintain satisfactory academic progress in order 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 (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. Mark Comeaux, the VP of Student Affairs.

Academic Dismissal: Submit 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

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 in order 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

Shannon O’Shields, Director of Student Financial Services, soshields@hiu.edu, 714-879-3901 ext. 2207.

How and When Should I Contact Student Accounts?

STUDENT ACCOUNTS

Suite 100 Fullerton Campus (Nutwood Complex), 714-879-3901 ext. 2202

Student Accounts is available Monday through Friday 8:00am to 5:00pm PST.

Adriana Alfaro, Graduate **Student Accounts Counselor**, aalfaro@hiu.edu; 714-879-3901 ext 2204

Gladys Sanchez, Online Undergraduate **Student Accounts Counselor**, gsanchez@hiu.edu 714-879-3901 ext 2205

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 1st of their graduating year in order to be cleared to participate in the graduation ceremony or to receive their diploma. A student's meal plan may be voided when a deferred payment is more than two (2) weeks past due. A student having financial difficulty is encouraged to visit the Student Accounts Department.

Please contact your Student Accounts 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 Accounts 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 Accounts 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.

How and When Should I Contact Financial Aid?

FINANCIAL AID

Adriana Alfaro, Graduate **Financial Aid Counselor**, aalfaro@hiu.edu; 714-879-3901 ext 2204

Gladys Sanchez, Online Undergraduate **Financial Aid Counselor**, gsanchez@hiu.edu 714-879-3901 ext 2205

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 you Financial Aid 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, Suite 111, 714-879-3901 ext. 1233; 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. Textbooks, clothing, and gifts are also available at www.hope.bkstr.com.

CAREER DEVELOPMENT

Stacey Gerhart, **Director of Career Development**

Lawson-Fulton Student Center, 714-879-3901 Suite 223, ext. 1696, 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: <http://www.hiu.edu/current-students/career-services/services-and-resources.php>.

COUNSELING SERVICES

Dr. Susan Hastings, **Director, Hope Counseling Center**

Anaheim Education Center, 2400 E Katella Ave., Suite 900, Anaheim, CA, 714-879-3901 ext. 1266; slhastings@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

Robin Hartman, **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 on duty at all times and three full-time librarians have offices on the 2nd 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 11:00pm 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.

Students who meet on the Anaheim campus may request books to be shuttled from Fullerton to pick up on the way to class.

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, 3rd 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. Mark Comeaux, Vice President for Student Affairs

Fullerton Campus (Lawson-Fulton Student Center, 2nd floor, Office 209); 714-879-3901 ext-1211; mcomeaux@hiu.edu

ACCOMMODATIONS

Hope International University requires a student with a disability to register with Dr. Mark Comeaux, Vice President for Student Affairs at (714)-879-3901 or mcomeaux@hiu.edu. *His office provides support services for students with disabilities, in order to receive accommodations. It is the student's responsibility to request services in a timely manner. The Vice President'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 Vice President for Student Affairs' office which provides support services for students with disabilities.

REGISTERING ACCOMMODATIONS

In order to register accommodations, students must complete the Disability Verification Form and submit it to 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, submitted information 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 Vice President for Student Affairs, students will be notified as to whether or not it has met the established guidelines and verifies that there is a functional limitation. 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 Vice President for Student Affairs 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:

Mark Comeaux, Ed.D.

Vice President for Student Affairs

Hope International University Fullerton, CA 92831

1-714-879-3901 ext-1211

E-mcomeaux@hiu.edu

How Do I Access and Utilize the HIU Online Services?

HOPE INTERNATIONAL UNIVERSITY WEBSITE - WWW.HIU.EDU

At Hope's primary website (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

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 Systems department at ISHelpDesk@hiu.edu, or call during business hours at 714-879-3901, ext. 2607.

CANVAS WEBSITE - hiu.instructure.com

Students "go to school" Online by accessing a website called "Canvas" (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 onsite 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 onsite course contains 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 - In order 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 Phone: 800-762-1294 ext. 3999 (*Monday – Friday 9-5pm*)

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.

The Anaheim campus has two computers in the study room and many outlets in the classroom and in the student lounge for students to utilize for their personal computers.

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.

Wi-Fi - 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 co-curriculum producing a diverse, synergetic 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 aspect of the *Hope* community from a Biblical point of view.

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

Student status at Hope International University carries with it a distinct set of privileges and responsibilities. Students at Hope International University associate in a community with their peers and are entrusted with the responsibility to care for one another in a Biblically cooperative and communicative fashion. This environment provides students with enriching experiences which may be an impetus for healthy interpersonal relationships, diversity of thought and culture, stimulating academic growth. Student Life strives to address the needs of the Hope International University community through various programs.

Professional Ethics and Community Standards

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.

HIU recognizes that while the Scriptures do not provide specific teaching regarding all social and moral practices, they do advocate self-restraint in situations that may be harmful or offensive to others. The University is committed to upholding standards that will support this philosophy and to helping our students learn to live by its guidance. Student status at HIU carries with it a distinct set of privileges and the responsibility to live in community in a cooperative and communicative fashion. This environment provides students with enriching experiences which may be an impetus for healthy interpersonal relationships, diversity of thought and culture, and stimulating academic growth.

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 reflect the character of Jesus Christ at all times. Students, by their voluntary membership in this Christian community, assume responsibility to abide by all the regulations of the University, as well as to use personal discretion involving any activities which may be morally or spiritually destructive or reflect poorly on the campus community. In particular, 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 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.

AFFIRMATION 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 synergistic reasoning and insights. This commitment is based on a belief that community members should be able to maintain their unique cultural distinctiveness, while sharing mutual respect for the cultural experiences of others.

SANCTITY OF LIFE STATEMENT

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

HUMAN SEXUALITY

HIU believes sexuality is a gift from God and is 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.

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

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.

For members of the HIU community who are attracted to persons of the opposite sex and struggle to maintain sexual purity, or those who struggle with same-sex behavior, same-sex attraction and/or sexual orientation issues, 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 actions.

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 on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other status protected by federal, state, local law, ordinance or regulation. All such discrimination or harassment is unlawful and will not be tolerated. The University's anti-discrimination and harassment policy applies to all persons involved in the operation of the University and prohibits unlawful harassment or discrimination by 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 a religious institution, the University is exempt from certain provisions in the above stated laws and regulations relating to discrimination on the basis of religion.

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

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

Human Resources Director, Ellen Nialis, Business Office, Suite 100, Phone: 714-879-3901 ext. 2281, egnialis@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 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 make an attempt to reconcile the matter through direct contact with that individual. If the issue is not resolved to the student's satisfaction, they may request a meeting with the staff person's supervisor for further consideration.

CONTINUED OR UNRESOLVED ISSUES

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

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

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

Customary Action:

First offense - Written warning

Second offense - Written and verbal warning; possible loss of privilege, assignment of community service, confiscation of contraband items, educational project, etc.

Third offense - Probation (*appropriate consequences: i.e. loss of privilege and/or possible other sanctions*)

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

Customary Action:

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

Second offense - Additional probationary terms, and/or dismissal from the University for at least one semester or permanent expulsion.

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

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

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

Customary Action:

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

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.

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

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

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 members of the current pool of University faculty and/or staff. 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 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://ag.ca.gov/contact/complaint_form.php?cmplt=PL

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

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

Nothing in this disclosure should be construed to limit any right that you may have to take civil or criminal legal action to resolve your complaints. Hope International University has provided this disclosure in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated 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

Title IX

Title IX of the Education Amendments of 1972 (*Title IX*) prohibits discrimination based on gender in educational programs that received 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 male and female 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.

Title IX Compliance Coordinator

Dr. R. Mark Comeaux, Vice President for Student Affairs
Lawson-Fulton Student Center, Suite 209, ext. 1211, mcomeaux@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 particular situations as necessary and appropriate.

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

Sexual Misconduct

INTRODUCTION

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. Therefore, it is the purpose of this policy to maintain a work, academic, and campus environment free of unlawful harassment, which includes sexual assault, violence, and misconduct.

Members of the university community, guests and visitors have the right to be free from sexual violence. 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. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

POLICY EXPECTATIONS WITH RESPECT TO PHYSICAL SEXUAL MISCONDUCT

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence—without actions demonstrating permission—cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (*who, what, when, where, why, or how*) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes." Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "no."

POLICY EXPECTATIONS WITH RESPECT TO CONSENSUAL RELATIONSHIPS

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (*such as teacher and student, supervisor and employee*). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcomed may become unwelcomed. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. For the personal protection of members of this community, relationships in which power differentials are inherent (*faculty-student, staff-student, administrator-student*) are generally discouraged. Relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

Prevention and Education Programs

Hope International University offers prevention and education programs in an effort 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 bystander's 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.
- “Be the Change” Training Video – A 30-minute, comprehensive educational film that identifies current statistics and highlights testimonials of both men and women that survived assault during their childhood or college experience.
- Task Force – A student task force was established to assist the Title IX Coordinator in planning programs and theme weeks to promote a safe campus and refer students to various resources available in the community.
- New Title IX Brochure – “Title IX Addressing Sexual Harassment/Sexual Violence” outlines our policy and procedures.
- New Violence Against Women Act Brochure – “Sexual Assault, Dating Violence Domestic Violence and Stalking on Campus” describes the four main categories covered under VAWA and offers suggestions on protective measures and recommends resources available to students.
- Advocacy training/resources – Resident Assistants, Resident Life Coordinators, Campus Safety, Student Task Force, Confidential Report Sources, and Deputy Title IX Coordinators are trained to assist individuals in the process of recovery and the resources available to help deal with traumatic situations.
- Student Orientation – During fall and spring orientation Student Affairs personnel address the issues of sexual assault and violence. A brochure has been developed that outlines definitions and procedures for reporting.
- 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.

SEXUAL VIOLENCE – RISK REDUCTION TIPS

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, 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.

Investigations

The University never assumes a student is in violation of university policy. Campus investigations are conducted to take into account the totality of all evidence available, from all relevant sources.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending an investigation, and reporting the matter to the local police. The university reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The university will consider the concerns and rights of both the complainant (*petitioner*) and the person accused of sexual misconduct.

Sexual Misconduct Offenses

Sexual Misconduct Offenses includes, but are not limited to:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (*or attempts to commit same*)
3. Non-Consensual Sexual Intercourse (*or attempts to commit same*)
4. Sexual Exploitation

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 include an 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

- 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/boy friend;
- engaging in voyeurism;
- knowingly transmitting an 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 may also be forms of sexual exploitation.

Occurs 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. Examples of sexual exploitation include, but are not limited to:

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 resists 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 by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order 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, Ketamine, 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 sexual misconduct.

Hostile Environment

A hostile environment is 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 also 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.

OTHER GENDER-BASED MISCONDUCT OFFENSES

The following fall under Title IX regulations

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- 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*);
- 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 1st Amendment*).
- Violence between those in an intimate relationship to each other;
- 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*).

RESPONSE TO SEXUAL VIOLENCE

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. Therefore, it is the purpose of this policy to maintain a work, academic, and campus environment free of unlawful harassment, which includes sexual assault, violence, or misconduct.

Members of the University community, guests and visitors have the right to be free from sexual violence. 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. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

While Hope International University utilizes different standards and definitions than the California Code, sexual misconduct often overlaps with the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence. Victims of these behaviors are protected by federal laws, specifically Title IX (http://www.hiu.edu/pdf/Title_IX_Compliance.pdf) and the Clery Act, which mandates the contents of this report.

Confidentiality, Privacy, and Reporting

Institutions must clearly articulate who are "responsible employees" under Title IX for purposes of initiating notice and/or investigation, and those who have more discretion on how they act in response to notice of gender-based discrimination. Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles at the university and upon university policy. When consulting campus resources, all parties should be aware of confidentiality, privacy and mandatory reporting in order to make informed choices. On campus, some resources can offer you confidentiality, sharing options and advice without any obligation to tell anyone unless you want them to. Other resources are expressly there for you to report crimes and policy violations, and they will take action when you report your victimization to them. Most resources on campus fall in the middle of these two extremes. Neither the university nor the law requires them to divulge private information that is shared with them except in certain circumstances, some of which are described below. A victim may seek assistance from these university officials without starting a formal process that is beyond the victim's control, or violates her/his privacy.

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 give consideration to 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.

CONFIDENTIAL REPORTING

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 purposes 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 your personally identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.

If one desires that details of the incident be kept confidential, they should speak with on-campus counselors. Campus counselors are available to help you free-of-charge, and can 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
(714)-879-3901 ext.1266

Stacey Gerhart, Director of Career Development
Lawson-Fulton Student Center, Suite 205
(714)-878-3901 ext. 2309

Kelly Dagley, Assistant Professor of Biblical Studies
Nutwood West Wing office, suite 216
(714)-878-3901 ext. 1229

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 security, 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 to have 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.

In Case of Emergency

HIU Campus Safety
(714) 681-7333
St. Jude Medical Center
101 E Valencia Mesa Drive, Fullerton, CA 92835
(714) 871-3280

Reporting Procedure

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

- Vice President for Student Affairs, Dr. R. Mark Comeaux, Lawson Fulton Student Center, Office 209, Phone 714-879-3901 ext. 1211, mcomeaux@hiu.edu. Coordinator for Title IX, Discrimination and Harassment (*Students*), and Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (*Section 504*) investigations.
- Human Resources Director, Mrs. Ellen Nialis, Business Office, Suite 100, Phone 714-879-3901 ext. 2281, egnialis@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.
- Director of Hope Counseling Center, Dr. Susan Hastings, Anaheim Campus, 714-879-3901 ext. 1237, slhastings@hiu.edu.
- Fullerton Police Department, Call 9-1-1 or 714-738-680-0, 237 W. Commonwealth Ave, Fullerton, CA 92832

REPORTING LOCATIONS

Hope International University
2500 Nutwood Ave.
Fullerton, CA 92831

Anaheim Campus
2400 East Katella Avenue, 9th Floor
Anaheim, CA 92806

FOR ALL CRIMES LISTED ABOVE:

The Institution 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 as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of this paragraph.

1. Assistance for Victims:

Rights and options regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, 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 and options. In California, a victim of domestic violence, dating violence, sexual assault or stalking has rights to be compensated for medical and counseling costs as well as the right to be notified of the status of criminal proceedings.

Further, the University complies with California law in recognizing orders of protection, which are called restraining orders, and requests that any person who obtains an order of protection from California or any U.S. State should provide a copy to Campus Safety and the Office of the Title IX Coordinator.

a. Restraining Order:

A restraining order (*also called a "protective order"*) is a court order that can protect someone from being physically or sexually abused, threatened, stalked, or harassed. The person getting the restraining order is called the "protected person." The person the restraining order is against is the "restrained person." Sometimes, restraining orders include other "protected persons" like family or household members of the protected person.

b. Emergency Protective Order (EPO):

An EPO is a type of restraining order that only law enforcement can ask for by calling a judge. Judges are available to issue EPOs 24 hours a day. So, a police officer that answers a domestic violence call can ask a judge for an emergency protective order at any time of the day or night. The emergency protective order starts right away and can last up to 7 days. The judge can order the abusive person to leave the home and stay away from the victim and any children for up to a week. That gives the victim of the abuse enough time to go to court to file for a temporary restraining order. To get an order that lasts longer than an EPO, you must ask the court for a temporary restraining order (*also called a "TRO"*).

c. Temporary Restraining Order (TRO):

When you go to court to ask for a domestic violence restraining order, you fill out paperwork where you tell the judge everything that has happened and why you need a restraining order. If the judge believes you need protection, he or she will give you a temporary restraining order. Temporary restraining orders usually last between 20 and 25 days, until the court hearing date.

d. "Permanent" Restraining Order:

When you go to court for the hearing that was scheduled for your TRO, the judge may issue a "permanent" restraining order. They are not really "permanent" because they usually last up to 3 years. At the end of those 3 years (*or whenever your order runs out*), you can ask for a new restraining order so you remain protected.

e. Criminal Protective Order or "Stay-Away" Order:

Sometimes, when there is a domestic violence incident (*or series of incidents*), the district attorney will file criminal charges against the abuser. This starts a criminal court case going. It is common for the criminal court to issue a criminal protective order against the defendant (*the person who is committing the violence and abuse*) while the criminal case is going on, and, if the defendant is found guilty or pleads guilty, for 3 years after the case is over.

f. Institutional No Contact Order:

The University may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim's cooperation and consent, university offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared

with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (*for example, publicly available recordkeeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 40002(a)(2) of the Violence Against Women Act of 1194 (42 U.S.C. 13925(a)(20).* Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

2. Publication of Names:

The University does not publish the name of crime victims nor house identifiable information regarding victims in the Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request. Students may visit their online student portal and change their classification, which would subsequently restrict what information is able to be released. Students can do this with whatever frequency they choose. Employees who need to restrict directory access to personally identifiable information should contact Human Resources. The University can provide written notification to students and employees about existing resources available within University.

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 the discrimination. The University may take other appropriate investigative steps, such as visiting the location where the discrimination is alleged to have taken place.

The University shall determine whether interim measures are necessary during, (*and pending,*) the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher. Any such actions, whether interim or permanent, shall avoid or minimize to the extent possible any burden on the student who complained. The University will investigate reports of sexual assault or violence promptly and will complete its process and notice of outcome within 60 days of receiving 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

Interim Revised Title IX Hearing Policy

A California Court of Appeal recently ruled (*In case Involving another university*) that students accused of sexual misconduct who face severe discipline (*expulsion or suspension*) at any California university have the right to a hearing to cross-examine (*question*), directly or Indirectly, their accusers and other witnesses If witness credibility Is “central” to the case. Until now, the University process did not Include a hearing.

The Interim revised policy applies only to the cases that meet the following three criteria: 1) Student (respondent) Is accused of Sexual Misconduct as defined by Executive Orders (EOs) 1096/1097 (*Revised October 5, 2016*); 2) Student accused of Sexual Misconduct faces suspension or expulsion; and 3) The credibility of the accuser (*compliant*) or other witnesses Is central to a determination of whether the accused student engaged In Sexual Misconduct.

The Interim revised policy does not change the role of the advisor. The advisor may help you prepare for the hearing and may consult with you during the hearing, but not speak for or on behalf of the complainant or respondent. The complainant and respondent may also be accompanied at the hearing by a friend or other person to provide emotional support.

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.

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.

Retaliation

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.

Sanction Statement

At the conclusion of the investigation, the University will inform the complainant of the outcome of the investigation, whether or not 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 taking into account any previous student 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 taking into account any previous campus conduct code violations.

Sex Offender Registry

The Federal Campus Sex Crimes Prevent Act 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 by 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.

In addition to the above notice to the State of California, all sex offenders are required to deliver written notice of their status as a sex offender to Hope International University's Vice President of Student Affairs no later than three (3) business days prior to their enrollment in, employment with, volunteering at, or residence in the dorms of Hope International University. Such notification may be disseminated by Hope International University to, and for the safety and well-being of, the Hope International University community, and may be considered by Hope International University for enrollment and discipline purposes.

Timely Warning Policy

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

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 en 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 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 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 and governing law.

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 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 in the event that you or someone using your credentials deletes data from your mailbox. You are responsible for archiving all important data in your mailbox to an external storage system, or printing out hardcopies to store in your personal files.

Cancellation; Termination: The University is pleased to offer continued use of the account to students who graduate or otherwise leave the University under favorable conditions, and we encourage you to continue using your account for years to come. At any time, an alumnus may request the closure of his or her account. Also, the University may close or restrict any account which is determined to be inactive or abandoned. As described above, violations of these Terms of Service may result in the termination of your Hope International University 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 any and all violations of applicable student conduct codes as per University Policy as well as potential civil and criminal liability resulting from your actions.

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

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 general 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.

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 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 and 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 situation 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 have the ability to 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 taking into account 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:

"EMERGENCY NOTIFICATION FOR 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 than you can quickly fine.
 - 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.

c. Special Note to Faculty

1. 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.
2. 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 student to gather personal belongings.
 - Do not allow anyone, including yourself, to remain in the room, or building.
 - Offer assistance 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.

3. 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.

Means for Reporting a Fire

Pull the nearest fire alarm pull station if available. Pull station are usually located near building exits. Contact 9-1-1 and call Campus Safety at 714-936-4992

Evacuation Procedures

- Call 9-1-1. Make sure you have the correct address available (*2400 E. Katella Avenue, Anaheim, CA*).
- 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: 714-936-4992

- 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.