



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

## Student Handbook 2017 - 2018

---

### Mission Statement

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

---

# TABLE OF CONTENTS

---

Departmental Phone List . . . . .	5	Non-Discrimination and	
Administration . . . . .	6	Harassment Policy . . . . .	33
2017-2018 Calendar . . . . .	7	Non-Retaliation Policy . . . . .	34
Campus Maps . . . . .	8	Title IX . . . . .	35
Student Affairs . . . . .	10	Sexual Misconduct . . . . .	36
Student Life . . . . .	11	Investigations . . . . .	37
New Student Orientation (NSO) . . . . .	11	Sexual Misconduct Offenses . . . . .	38
Residence Life . . . . .	11	Other Gender-Based Misconduct	
Student Involvement & Community		Offenses . . . . .	40
Community Outreach . . . . .	13	Confidential, Privacy, and Reporting . .	41
Campus Ministries . . . . .	14	Confidential Reporting . . . . .	41
Christian Service . . . . .	14	Non-Confidential Reporting . . . . .	42
Barnabas Groups . . . . .	14	Reporting Procedure . . . . .	42
Formation Groups . . . . .	14	Adjudication of Violations . . . . .	43
Chapel . . . . .	15	Sanction Statement . . . . .	44
Career Services . . . . .	16	Missing Persons . . . . .	44
Student Employment . . . . .	16	Christ-Centered Community . . . . .	47
Job Portal . . . . .	16	Community Standards & Policies . . . . .	50
International Student Programs (ISP) . . . . .	17	Student Code of Conduct . . . . .	52
Study Abroad Opportunities . . . . .	17	Residence Life Code of Conduct . . . . .	56
Athletics . . . . .	18	Residence Life Responsibilities . . . . .	58
HIUroyals.com . . . . .	18	Residence Life Amenities . . . . .	60
Intercollegiate Athletics . . . . .	18	Code of Conduct Violations . . . . .	61
Facilities . . . . .	18	Procedure . . . . .	61
Health Services/Insurance . . . . .	19	Disciplinary Action . . . . .	62
Health Insurance . . . . .	19	Right of Appeal . . . . .	64
Immunizations . . . . .	20	Re-Admission of a Dismissed Student .	65
Lawson-Fulton Student Center . . . . .	21	Special Administrative Evaluation . . . .	65
Support Services . . . . .	23	Additional Policies . . . . .	66
Counseling Services . . . . .	23	Withdrawal Process . . . . .	66
Registrar . . . . .	23	Learning Accommodations . . . . .	66
Directory Information . . . . .	23	Family Educational Rights and	
Financial Aid . . . . .	23	Privacy Act (FERPA) . . . . .	68
Student Accounts . . . . .	24	Academic Integrity . . . . .	68
Mail Room and Copy Center . . . . .	24	Academic Dismissal Policy . . . . .	69
Food Service . . . . .	25	Access to Records . . . . .	69
Meal Plan Service . . . . .	25	Complaint Notices . . . . .	70
Bookstore . . . . .	29	Student E-mail System Terms of Use . .	72
Information Technology . . . . .	29	International Student Needs . . . . .	76
Library Services . . . . .	30	Maintaining F-1 Status . . . . .	76
Operations . . . . .	30	Obtaining Employment . . . . .	78
HIU ID Cards . . . . .	30	Obtaining Social Security Card . . . . .	79
Campus Safety . . . . .	31	Income Tax Obligations . . . . .	80
Contact . . . . .	31	Travel Information . . . . .	81
Parking . . . . .	31	Medical Insurance & Immunizations . .	82
Individual Safety and Response . . . . .	33	Banking . . . . .	83
Timely Warning Policy . . . . .	33		

# DEPARTMENTAL PHONE LIST

---

Athletics.....	2240
Bookstore.....	1233
Campus Ministries.....	1294
Campus Safety.....	7333
Career Services.....	2309
Church Ministry.....	1255
Computer Support.....	2607
Conference Services.....	7474
Hope Counseling Center.....	1266
Housing.....	2581
International Student Programs.....	1411
Library.....	1234
Mail and Copy Center.....	1200
Music.....	1283
Operations.....	2545
Online Undergraduate & Graduate Admissions.....	2322
President's Office.....	2237
Provider Foodservice.....	7461
Registrar.....	1606
Student Accounts and Financial Aid.....	2202
Student Activities.....	1242
Student Affairs.....	2311
Student Center Information Desk.....	1213
Student Government Association (SGA).....	1201
Student Involvement & Community Outreach.....	1242
Student Life.....	1644 / 2581
Traditional Undergraduate Admissions.....	2212
Undergraduate Academic Dean's Office.....	1246
Undergraduate Faculty Secretary Office.....	1253
Web Page.....	www.HIU.edu
Athletics Web Page.....	www.HIURoyals.com

## Fax Numbers

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

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

# ADMINISTRATION

---

**John L. Derry**  
President

**R. Mark Comeaux**  
Vice President for Student Affairs

**Paul Alexander**  
Vice President for Academic Affairs

**Michael D. Mulryan**  
Vice President for Institutional Advancement

**Frank Scotti**  
Vice President for Business and Finance

**Teresa Smith**  
Vice President for Enrollment Management

## 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 antidiscrimination 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.

# 2017-2018 CALENDAR

---

## Fall Semester 2017

New Student Orientation Days	August 19-25
International Student Residence Hall Move-in	August 17
International New Student Orientation	August 18
New Student Orientation	August 19
New Student Residence Hall Move In	August 19
Returning Student Residence Hall Move In	August 20
First Day of Classes	August 23
Opening Convocation	August 24
Credit Enrollment Ends	September 1
Labor Day Holiday ( <i>University offices closed</i> )	September 4
Evening classes will meet	
Good Standing Withdrawal Period Ends	September 22
Petition to Graduate Deadline for Winter Commencement	October 1
Faculty In-Service Day	October 17
No daytime classes meet	Evening classes will meet
Spring/January/May Term Registration	October 30 - November 3
Thanksgiving Holiday Break	November 20-24
University offices closed	November 22-24
Final Examinations	December 11-14
Winter Commencement	December 16
Fall Semester Residence Hall Move-out	December 16
Christmas Holiday ( <i>University offices closed</i> )	December 25-29

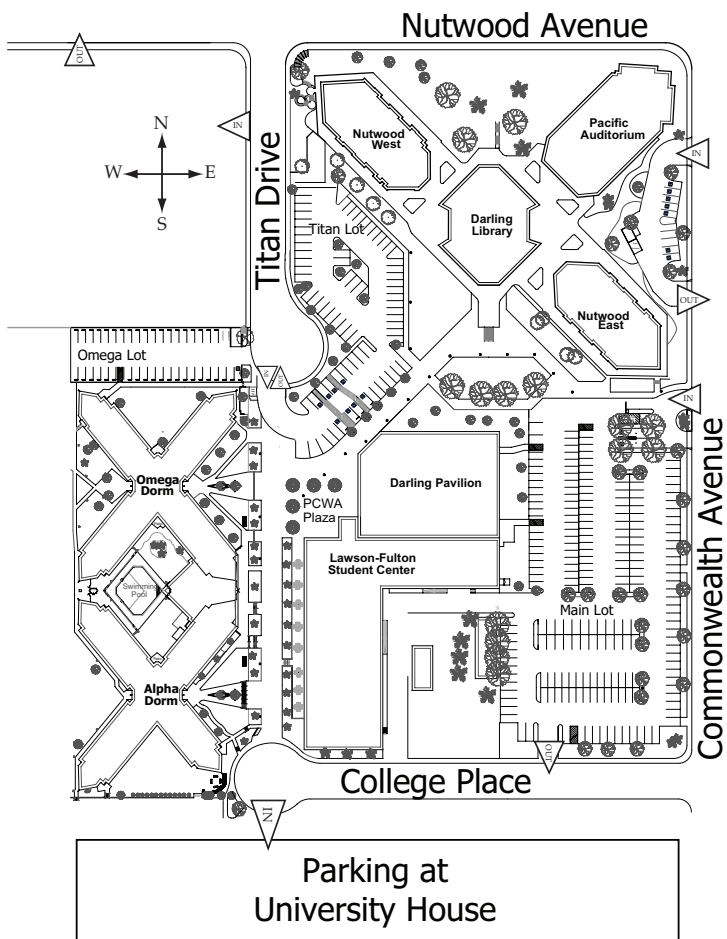
## January "J" Term (*Interterm*) 2018

January 2-12

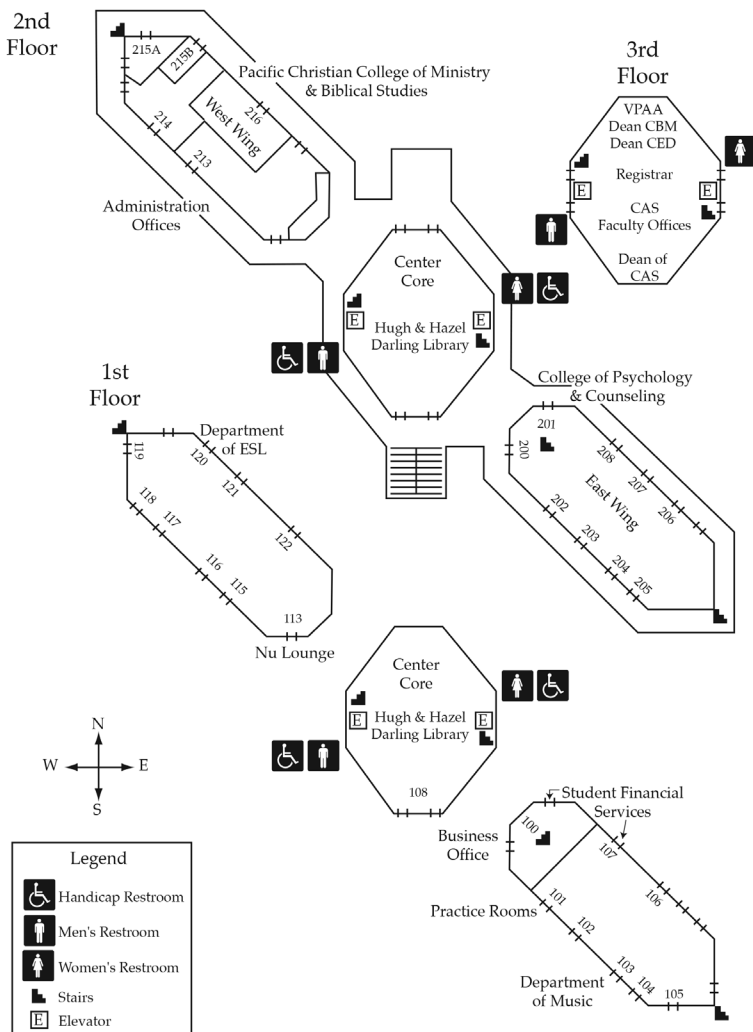
## Spring Semester 2018

New Year's Day - University Offices Closed	January 1
Martin Luther King, Jr. Day Holiday ( <i>Observed</i> )	January 15
University offices closed	
Evening/Online classes will meet	
New Student Orientation Days	January 16-19
New Student Residence Hall Move In	January 16
International Student Residence Hall Move-in	January 16
First Day of Classes	January 18
Credit Enrollment Ends	January 26
President's Day Holiday ( <i>University offices closed</i> )	February 19
Evening classes will meet	
Good Standing Class Withdrawal Period Ends	February 16
Petition to Graduate Deadline for Spring Commencement	March 1
Faculty In-Service Day	March 7
No daytime classes meet	Evening classes will meet
Spring Break	March 12-16
Good Friday / Easter Holiday ( <i>University offices closed</i> )	March 30
Fall Term Registration	April 2-6
Final Examinations	May 7-10
Spring Commencement	May 12
Spring Semester Residence Hall Move-out	May 12
<b>May Term 2017</b>	May 14-25
Memorial Day Holiday ( <i>University offices closed</i> )	May 28

# CAMPUS MAPS



# CAMPUS MAPS



# STUDENT AFFAIRS

---

*Administration: Dr. R. Mark Comeaux, Vice President for Student Affairs  
Lawson-Fulton Student Center, Suite 209, ext. 2311*

HIU wants each student to grow in his or her spiritual walk with Christ to become like Him in all aspects of life. In addition to providing essential services, the Department of Student Affairs implements programs with the intent of enhancing personal growth and Christian maturity.

## **HIU Mission Statement:**

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

## **Student Affairs Mission Statement:**

Student Affairs provides holistic support for students to grow intellectually, socially, and spiritually to impact the world for Christ.

## **Student Affairs Core Values:**

Student Affairs is devoted to the following values:

- Leadership Development
- Diversity Commitment
- Spiritual Development
- Community Engagement

## **Student Affairs Offices:**

Student Affairs implements its mission and core values through the following offices:

- Student Life
- Student Involvement & Community Outreach
- Campus Ministries
- Career Services
- International Student Programs
- Athletics



# STUDENT LIFE

---

Lawson-Fulton Student Center, Suite 208, ext. 2581, email: [studentlife@hiu.edu](mailto:studentlife@hiu.edu)

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

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

The Office of Student Life implements its mission through Residence Life.

See the section of this handbook entitled *Christ Centered Community* for more details.

## New Student Orientation

New Student Orientation (NSO) exists to support students and their families in the transition into the HIU community. NSO activities and events are offered to help new students develop quality relationships, expose them to educational opportunities, access campus resources, and adjust to their new surroundings. For information on the NSO schedule, visit [www.HIU.edu/undergraduate-on-campus/student-life/new-student-orientation/](http://www.HIU.edu/undergraduate-on-campus/student-life/new-student-orientation/).

## Residence Life

*Residence Life Coordinators*

*Lawson-Fulton Student Center, Alpha and Omega Residence Halls*

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

See the section of this handbook entitled *Christ Centered Community* for more details.

The Residence Life Coordinators (RLC) are live-on campus administrators responsible for the quality of the Residence Life program as well as on call staff members for urgent issues that need administrator responses or intervention.

The Resident Assistants (RA) are student leaders that have been selected in the preceding year to serve the residents living on campus in the residence halls, Alpha and Omega. They work directly with residents in their assigned living areas as well as assisting the RLCs with overall management and implementation of the Residence Life program. The RAs perform evening and weekend on-call responsibilities on a rotation basis.

During non-business hours, an RA is on call in both residence halls. Contact the RA on call number in case of an emergency or urgent matter.

Alpha RA: 714-342-8685

Omega RA: 714-213-0094

*During normal business hours, contact the Student Life office: 714-879-3901 ext. 2581*

In emergency situations, do not hesitate to contact emergency services (911) and Campus Safety (714-681-7333).

For more information about Campus Safety and responses to safety issues, please refer to the section of this handbook *Campus Safety* and *Individual Safety and Response*.

# STUDENT INVOLVEMENT & COMMUNITY OUTREACH

---

*Mr. Matthew Sanger, Director of Student Involvement & Community Outreach, Lawson-Fulton Student Center, Suite 101, ext. 1242, Email: mssanger@hiu.edu*

## Student Government Association

The purpose of the Student Government Association (SGA) is to function as a service to HIU's traditional undergraduate program, to improve the overall college experience, and to work with the administration, faculty, and staff to represent student perspectives and concerns regarding institutional affairs. The SGA structure is comprised of two entities: The Executive Board and the Senate.

The Executive Board consists of the SGA President and Vice President who are elected by the Student Body each spring semester to serve for one academic year. The purpose of the Executive Board is to implement the policies and programs adopted by the Senate and to provide leadership and support for the Senate and other committees.

### **2017-2018 Executive Board:**

President - Spencer Taylor

Vice President - Ariel Campos

The Senate consists of the Event Coordinator, Marketing Coordinator, Multicultural Senator, Communications Senator, Spiritual Needs Senator, and Community Involvement Senator. These representatives of the Student Body are chosen by an application / interview process with the Executive Board and the SGA Advisor to serve for one academic year. The Senate is recognized as the official voice and representation of the Student Body as a whole.

### **2017-2018 Senate:**

Event Coordinator - Cheyenne Gallego

Marketing Coordinator - Candace Batsford

Multicultural Senator - Michael Mitchell

Communications Senator - Leigha Williams

Spiritual Needs Senator - Ben Garcia

Community Involvement Senator - Nathan Collier

## Community Outreach

HIU strives to serve God by serving others. We are committed to being a positive member of the community and a caring neighbor. Over the years, HIU has created great relationships with schools and organizations in the Fullerton area.

Regularly, students visit schools, organizations, and parks to serve. If you are interested in finding a team of students to serve at a local organization, contact Matthew Sanger at mssanger@hiu.edu or 714-879-3901 ext. 1242.

# CAMPUS MINISTRIES

---

Mr. Bryan Sands, Director of Campus Ministries

Lawson-Fulton Student Center, Suite 206, ext. 1294, Email: [basands@hiu.edu](mailto:basands@hiu.edu)

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

## Christian Service

Campus Ministries provides numerous opportunities and resources to serve others through outreach events, community-based ministries and local churches. Many opportunities exist for a wide range of ministry experience and interests. In addition, Campus Ministries leads four one-day Saturday trips to Mexico during the fall semester, and a week-long trip to Mexico in the spring semester. There are multiple service opportunities throughout the year as well.

## Barnabas Groups

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

## Formation Groups

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

# Chapel

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

## **Chapel meets Thursdays**

**9:30 am - 10:20 am in the Pacific Auditorium.**

## **Chapel/Formation Group Attendance**

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

## **Chapel Etiquette**

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

## **Excessive Absences - Sanctions:**

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

## **Chapel Probation:**

If a student misses more than the four (4) chapels or four (4) Barnabas/Formation group meetings, they will be put on chapel probation for the following semester. If there are any questions, you are always welcome to come to the office of Campus Ministries (*2<sup>nd</sup> Floor of the Student Center*).

# CAREER SERVICES

---

Mrs. Kirsten McCormick, Director of Career Services  
Lawson-Fulton Student Center, Suite 223, ext. 2309,  
Email: [kmmccormick@hiu.edu](mailto:kmmccormick@hiu.edu); [careerservices@hiu.edu](mailto:careerservices@hiu.edu)

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

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

## Student Employment

At the beginning of each academic year, Career Services assists in the hiring of all on campus employment opportunities (*federal work study and non-work study*). All on campus positions will be posted online at <https://www.hiu.edu/current-students/career-services/job-search.php>.

## Job Portal

Current job postings (*on and off campus*) are available online at <https://www.hiu.edu/current-students/career-services/job-search.php>. 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 students may apply directly to employers who have created Employer Accounts.

# INTERNATIONAL STUDENT PROGRAMS

---

*Ms. Judy Kim, Director of International Student Programs*

*Lawson-Fulton Student Center, Suite 2014A, ext. 1411, Email: [jekim@hiu.edu](mailto:jekim@hiu.edu)*

The purpose of the International Student Programs (ISP) Department is to assist international students in achieving the greatest possible benefit from their educational experience. This purpose is achieved through providing holistic support to international students in a variety of areas, including F-1 visa regulations, student affairs, and community resources. Assistance is given to address community integration issues unique to international students in the United States. ISP also serves the Hope campus in providing diversity advising and training to facilitate communication across cultures.

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

## Study Abroad Opportunities

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

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

# ATHLETICS

---

Mr. John Turek, Athletic Director

Lawson-Fulton Student Center, ext. 5400, Email: jgturek@hiu.edu

Mr. Seth Preuss, Sports Information Director

Lawson-Fulton Student Center, ext. 1650, Email: @hiu.edu

## HIUroyals.com

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

## Intercollegiate Athletics

Golden State Athletic Conference (GSAC), and National Association of Intercollegiate Athletics (NAIA) are our governing bodies for athletics.

### Women's Sports

Basketball  
Competitive Dance  
Cross Country  
Golf  
Soccer  
Softball  
Tennis  
Track (*Distance*)  
Volleyball

### Men's Sports

Baseball  
Basketball  
Cross Country  
Golf  
Soccer  
Tennis  
Track (*Distance*)  
Volleyball

Scholarships are available in all aforementioned sports, and all students are encouraged to contact the respective coach if they are interested in participation.

## Facilities

HIU community members may use the Fitness Room and Darling Pavilion when these facilities are not in use. Individuals using the facilities must read and observe all official posted signs.

See the section of this handbook entitled *Lawson-Fulton Student Center* for more details concerning facilities.



# HEALTH SERVICES/ INSURANCE

---

Mrs. Verna Lindell, Executive Assistant to the Vice President for Student Affairs  
Lawson-Fulton Student Center, Suite 200, ext. 2311, Email: [vlindell@hiu.edu](mailto:vlindell@hiu.edu)

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

## Health Insurance

All university international students, dorm residents, and all traditional undergraduate students enrolled in seven or more units, who are actively taking courses on campus or living in the residence halls, are required to provide proof of health insurance in order to attend class and/or live in the residence halls.

HIU will no longer provide a health insurance option beginning August 2017. Every student must provide proof of health insurance that meets the requirements of the ACA (Affordable Healthcare Act) any other Federal or California state law currently in force.

The required online form may be found at <http://www.hiu.edu/current-students/student-life/health-and-wellness/>

You must also submit a front/back copy of your health Insurance card to be cleared for class registration to [health@hiu.edu](mailto:health@hiu.edu).

### **Out-of-State Students:**

If you are planning to purchase either an Individual or student health insurance plan in California, you must be covered in your home state prior to your arrival in order to qualify for coverage. If you are not covered in your home state, you will need to wait until the Open Enrollment period in late fall to enroll, as per the State of California. Every student must show proof of insurance in order to attend classes in any semester.

### **International Students:**

All International students that are attending HIU must have health insurance that will cover them during their time at HIU. This insurance should be purchased in the United States and meet the coverage requirements prescribed by law. There are a number of companies that can help. Below are some of the many options:

<https://www.compassstudenthealthinsurance.com/>

<https://www.internationalstudentinsurance.com/>

<https://www.psiservice.com/psiweb/index.do>

Regardless of potential changes to the ACA, Hope International University will continue to require that all traditional undergraduate students and dorm residents provide proof of health insurance in the fall in each academic year (or upon enrollment) and maintain that insurance throughout their time at HIU.

To assist you with meeting this requirement, guidelines are available on the HIU website at <http://www.hiu.edu/current-students/student-life/health-and-wellness/>.

Please direct any questions regarding health insurance to Mrs. Verna Lindell, Executive Assistant to Dr. R. Mark Comeaux, Vice President for Student Affairs. Email: [vlindell@hiu.edu](mailto:vlindell@hiu.edu); Phone: 714-879-3901 ext. 2311.

## Immunizations

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

# LAWSON-FULTON STUDENT CENTER

---

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

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

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

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

1. Only current students, staff, faculty, and alumni who have been approved are permitted.
2. Individuals are required to present their student or staff ID card in order to use the facility.
3. Individuals are required to sign in and out at the Information Desk.
4. Clean each piece of equipment you use after each use. Cloths and spray are available at Information Desk.
5. Put away all weights after each use, and keep weights and equipment clear of the designated walkways.
6. When using free weights and platforms you must have a spotter.
7. Report all injuries to the Athletic Trainer, Information Desk Manager, and Vice President for Student Affairs.
8. Practice safety when using all equipment.
9. No music in weight the room. iPods and other personal music players are permitted.

10. Shirts are required at all times.
11. Proper footwear is required-no sandals, flip-flops, etc.
12. Stop exercise at any sign of discomfort.

**Information Desk**

2500 E. Nutwood Ave. • Fullerton, CA 92831 • Phone: 714-897-3901 ext. 1213

**Hours of Operation**

Monday - Thursday 7 am - 10 pm • Friday 8:00 am - 9:00 pm

Saturday 2:00 pm - 9:00 pm • Closed Sunday

# SUPPORT SERVICES

---

## Counseling Services

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

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

## Registrar

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

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

## Directory Information

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

## Financial Aid

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

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

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

The priority filing deadline for the academic year is **March 2<sup>nd</sup>**. Students applying for Financial Aid need to:

1. Complete FAFSA application online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and a Financial Aid Questionnaire (FAQ). See our website ([www.HIU.edu](http://www.HIU.edu)) Financial Aid section for forms.
2. Complete G.P.A. verification for Cal Grant (*CA residents only*).

## Student Accounts

*Ms. Erika Singer, Counselor, ext. 2632, Email: [esinger@hiu.edu](mailto:esinger@hiu.edu)*

*Ms. Jistine Rodriguez, Counselor, ext. 2231, Email: [jrodriguez@hiu.edu](mailto:jrodriguez@hiu.edu)  
Nutwood East Wing, Suite 100, ext. 2202*

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

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

## Mail Room and Copy Center

*Lawson-Fulton Student Center, Suite 106, ext. 1200, Email: [mailroom@hiu.edu](mailto:mailroom@hiu.edu)*

*Hours: Mon - Thur 7:30 am-5:00 pm, (except holidays), Fri 7:30 am - 4:00 pm*

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

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

651 Titan Drive Box #\_\_\_\_  
Fullerton, CA 92831

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

ALL students are required to have a mailbox, including commuting students.

Students are responsible for checking their mailboxes regularly and collecting their packages in a timely manner. There is a \$20 mailbox deposit for the use of your mailbox during your time at Hope International University. To be eligible for a refund of your deposit, please

provide the Mailroom with your forwarding address to close your box upon graduating or leaving Hope International University. Failure to empty your mailbox and/or provide a forwarding address to close your mailbox is grounds for forfeiture of your mailbox deposit.

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

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

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

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

## Food Service

Provider Contract Food Service (“*Provider*”), a local homegrown company with global appeal, is proud to provide the Hope International University (“*HIU*”) campus community with quality dining options. Provider manages the on-campus food service program and campus catering services. Together with HIU’s Executive staff, we create dining options that meet the needs of the HIU community.

## Meal Plan Service

### The Commons Dining Hall

The Commons Dining Hall (“*The Commons*”) is the main dining facility on campus, and provides a variety of cuisines in an “all-you-care-to-enjoy” dine-in format. Our culinary-focused team artfully prepares “made-from-scratch”, handcrafted authentic foods available at multiple stations. Our chefs are proud to offer a wide range of cuisine from comfort favorites to global flavors.

Daily offerings always include gourmet soups, fresh fruits, crisp salads, make-your-own waffles, delicious homemade baked goods and desserts, plus an assortment of beverages.

Special Theme events and Chef Spotlights are featured throughout the academic year.

The Commons is open to serve meals seven (7) days a week; weekdays for breakfast, lunch and dinner, and weekends for brunch and dinner. All food and beverage must be consumed in The Commons and are not offered to go. (*To-go items are available at The Royal Hub Retail Café.*)

No one will be admitted into The Commons without a Meal Card, Flex Dollars or paying for a meal. Non-students, visitors, and guests may purchase a meal at the door price.

The Commons Hours are available on the HIU Dining Web Page.

## The Royal Hub Retail Café

The Royal Hub Retail Café (*"The Hub"*) offers the campus community an opportunity to grab a quick bite to eat and study, or to just share a snack with friends. The Hub offers specialty coffee drinks, smoothies, gourmet salads and sandwiches, fresh pastries, and snacks for purchase. You can use your Meal Plan Swipe (*during specified hours*) or Flex Dollars, cash, or debit/credit cards.

Hours of Hub Operations are:	Hours Subject to change pending approval
Monday thru Friday:	07:30 AM to 7:30 PM
Meal Plan Swipe available:	10:00 AM to 07:30 PM

### Meal Plan Swipe Guidelines

All HIU Students living in the Residence Halls are required to be on a Meal Plan. Exceptions to being on a Meal Plan are considered on a case-by-case basis and need to meet the criteria of extraneous circumstances, which will be verified by the Vice President for Student Affairs.

Meal Plans consist of two (2) parts: Meal Swipes and Flex Dollars. Meal Swipes may be used to enter The Commons for a full meal or for the Grab-n-Go option at The Hub during designated periods. A Meal Plan Swipe in The Hub consists of: 1 Entrée (*salad, sandwich, or wrap*) + 1 side dish + 1 beverage = 1 swipe.

Flex Dollars may be used to obtain a full meal or individual menu items.

Prior to obtaining food items, Meal Plan participants must designate the form of payment (*Meal Plan Swipe or Flex Dollars*) to be used.

### Meal Cards

In order to obtain a meal, Meal Plan participants must present a valid HIU ID Card. The person whose name and photo appear on the card must be present in order for the card to be used. A Meal Plan Swipe is intended for the cardholder only and cannot be used to obtain swipes for others. Members of the campus community may not loan and/or borrow HIU ID Cards. Failure to present a valid HIU ID Card may result in denial of service.

### Missing ID Card (*Meal Pass*)

In the event that a Student loses or misplace his/her ID Card, he/she must return to the Student Affairs Office on the 2<sup>nd</sup> Floor of the Student Center to obtain a temporary or replacement card. During afterhours and on weekends, Students must go to their on duty RLC (*Residence Life Coordinator*) to receive a temporary one-time/one Meal Pass.

There is a limit of three (3) Missing ID Card Meal Passes per student. Students who have lost their ID Card, must go to the Student Life Office to obtain a replacement ID Card. (*NOTE: The old ID Card will be deactivated at that time.*)

Meal Plan Participants may swipe once per meal period, up to five (5) swipes a day, not to exceed the total swipes allowed on their purchased Meal Plan. Meals begin on Sunday at Brunch, and end on Saturday at dinner. The number of meals available are determined based on participation level, and do not accrue when unused.



Meal Periods are defined as:

Period 1	07:15 AM	11:29 AM
Period 2	11:30 AM	01:30 PM
Period 3	01:31 PM	04:59 PM
Period 4	05:00 PM	06:29 PM
Period 5	06:30 PM	07:30 PM

### **General Dining Information**

The entrance to The Commons is from the main hall in the Lawson-Fulton Student Center. The patio doors are for emergency exiting only.

Meals served at campus dining facilities are intended for students, approved guests, faculty, and staff consumption only.

Meals may be obtained at all campus dining locations using cash, Flex Dollars, personal checks, American Express, Visa, MasterCard, Discover Card, and bank debit cards.

Flex dollars can be used at both The Commons and at The Hub.

Students who remove service items, food, and/or conduct themselves in a disrespectful manner are subject to judicial action through Student Affairs.

Students are encouraged to be good stewards of Gods' provisions by not overloading trays with more food than can reasonably be eaten at one meal. We encourage returning to stations multiple times during a meal period to avoid waste.

All food and beverage must be consumed in The Commons and are not offered to go. However, students may choose to finish one (1) of the following as departing from the Commons: a whole piece of fruit or cookie. Removal of other food items and/or service items (*trays, plates, cups, bowls, silverware, etc.*) from The Commons is not permitted.

Students are expected to take all their dishes to the dish tray return and wipe up all spills at their tables.

Health Department regulations prohibit bare feet and shirtless patrons from entering The Commons, The Hub, and any catered/dining event.

Students are expected to self-monitor noise. Students are expected to conduct themselves in an appropriate manner while dining and comply with requests made by food service staff.

Meal Plan participants may obtain meals when classes offered to Traditional Students are in session. Meal service is closed (*or has reduced hours*) during vacation periods.

Specific dates of food service availability are determined by HIU (*check HIU Website for meal days and times*).

Meals may be obtained at all campus dining locations using cash, Flex Dollars, American Express, Visa, MasterCard, and bank debit cards. Flex dollars can be used at both The Commons or at The Hub. Meal Swipes are accepted in The Commons during meal periods and in The Hub during designated hours Monday–Friday (10:00 AM to 7:30 PM).

### **Flex Dollars**

Flex Dollars are a convenient system that works on the similar principle as an ATM or debit card. Flex Dollars allows Meal Plan participants to use a valid HIU ID Card to purchase food and beverage items at campus dining locations.

In order to use Flex Dollars, a valid HIU ID Card must be presented and the person whose name and photo appear on the HIU ID Card must be present.

Flex Dollar balances do not roll over from semester to semester.

Flex Dollars are not transferable.

Cash withdrawals from Flex Dollar accounts is not permitted.

Flex Dollars may be used to purchase food and beverage items for the cardholder and guests.

### **Special Dietary Requests**

The Provider Culinary Team is committed to offering nutritious, safe dining options as an integral part of daily menus. Most special dietary needs and food intolerances can be met upon request in our campus eateries. Nutritional and ingredient information for items served is available upon request.

Students with food allergies or special dietary requirements should contact Student Affairs to request a Meal Plan review and, if necessary, a modification or exemption. HIU will contact Dining Services to review the information submitted and, if necessary, schedule a special diet consult and/or meet with the Student.

Provider makes every attempt to identify the eight (8) most common allergens in food served in on-campus dining locations. While every effort is made to safely prepare and serve foods, there is always a risk of cross contamination of allergens or gluten since foods are prepared in large production kitchens at campus dining locations.

The Culinary Team welcomes questions regarding any aspect of food preparation and/or use of dining facilities. Please contact the Manager or Chef on duty to assist you with any questions you have.

### **To-Go Policy**

The Hub will accommodate to-go requests. There will be no to-go options in The Commons.

### **Meal Replacements**

Boxed Meals may be requested by a department for special University-sponsored events (*i.e. athletic team travels, class field trips, etc.*). Meal Replacement Procedure and Boxed Meal Request are located on the HIU website Dining Services page. To-Go (*Boxed*) Meal Request forms and Student Meal Rosters must be submitted for approval a minimum of five (5) business days prior to the date the meals are needed. Student Meal Rosters must be submitted electronically in Microsoft Excel. Both forms should be emailed to Kevin Murray at [kmurray@hiu.edu](mailto:kmurray@hiu.edu).

### **Special Requests**

In order to prevent the spread of illness, students who experience enteric symptoms (*vomiting, diarrhea, fever, nausea, etc.*) or flu-like symptoms (*coughing, sneezing, runny nose*) should not visit any campus dining location.

In the event a Meal Plan participant experiences an illness, they should report it to their RA or RLC. Sick trays are available to students who are too ill to come to eat. An RA or RLC will need to fill out a request and the person picking up the meal must have the student's ID number.

### **Times and Dates**

The Commons and The Hub are open throughout the Fall and Spring semesters. Specific opening and closing dates are posted in advanced on the web and in each location.

The Commons and The Hub are closed during University breaks including Thanksgiving, Winter, Spring, Easter and Summer.

The Commons and The Hub may be open for extended hours due to special events. Also food service may be relocated to another location on campus. Students will be informed in advance of these changes should they occur. Meal Plans will apply.

Please see information posted outside The Commons for the most up-to-date hours and dates of operation.

Personal to-go beverage containers are to be used for water only.

\*The content of this Handbook is subject to change when deemed necessary by the University to meet the evolving needs of Students, the community, and the institution. Menus in The Commons change daily, so please see the HIU website for menu updates and postings as you enter the dining area.

## **Bookstore**

*Mr. Robert Mercado, Manager*

*Lawson Fulton Student Center, Suite 111, ext. 1233, Direct line: 714-992-5911*

*Email: [Bookstore@hiu.edu](mailto:Bookstore@hiu.edu)*

The campus store stocks textbooks, school materials, gift and assorted T-shirt and school memorabilia, as well as books for Bible study, devotional, and religious best sellers. Computer software is provided at a student discount online at [www.hopeinternationalshop.com](http://www.hopeinternationalshop.com). Textbooks, clothing, gifts, and dorm supplies are also available at [www.hopeinternationalshop.com](http://www.hopeinternationalshop.com).

## **Information Technology**

*Mr. Darrell Jones, Director*

*Residence Hall Complex, Suite 20A, ext. 2607, Email: [ithelpdesk@hiu.edu](mailto:ithelpdesk@hiu.edu)*

Information Technology (IT) builds and maintains technology solutions for HIU. This department procures and implements all hardware and software to support the IT needs of our students, faculty and staff.

Information Technology provides support for the wired and wireless network as well as technical assistance for the HIU Email System, the HIU Student Portal, plus login assistance to Canvas. However, questions about how to navigate through Canvas should be directed to the Department of Learning Technology (ext. 3999).

See the section entitled *Christ Centered Community* for details regarding student internet system terms of use, Residence Hall wireless policy, and network acceptable use policy.

See section “Student E-mail Terms of Use” in the Additional Policies section for a complete list of terms and conditions for [hiu.edu](mailto:hiu.edu) email.

## Library Services

*Ms. Robin Hartman, Director*

*Nutwood Center Core, ext. 1234, Email: [darlinglibrary@hiu.edu](mailto:darlinglibrary@hiu.edu)*

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

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

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

## Operations

*Mr. Steve Mullins, Director*

*Residence Hall Complex, ext. 2545, Email: [smullins@hiu.edu](mailto:smullins@hiu.edu)*

### Facilities & Grounds

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

## HIU ID Cards

*Student Life Office*

*Lawson-Fulton Student Center, Suite 208, ext. 2581, email: [studentlife@hiu.edu](mailto:studentlife@hiu.edu)*

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

ID Cards are issued during orientation at no cost. Should a student lose or damage their ID card, they need to email Student Life immediately and request a new one through their HIU email at [studentlife@hiu.edu](mailto:studentlife@hiu.edu)

# CAMPUS SAFETY

---

The safety and well-being of all members of our community and their guests is our top priority. Keeping our campus safe and secure is the responsibility of everyone. Please do your part in keeping our environment safe by practicing common sense safety techniques and contacting Campus Safety if you encounter anything dangerous or suspicious.

**Students, faculty, and staff are required to have a university ID card in their possession on campus. You must present your HIU ID card upon request from a Campus Safety officer.**

## Campus Safety Officers

Campus Safety patrols the Fullerton campus 24 hours a day. They are responsible for checking and securing facilities, confronting and reporting violations of HIU's rules, policies, guidelines, as well as employing all resources available to uphold local laws and ordinances.

## Contact

Campus Safety is available at any time. They are available at 714-681-7333 or ext. 7333 from any campus landline.

A courtesy phone is mounted on the outside of the Campus Safety command post at the end of Titan Drive. Simply open the yellow box, lift the receiver, and the phone will automatically connect you with the Campus Safety officer on patrol.

## Emergency Call Post

A blue light emergency phone is located on the northeast corner of the Commonwealth parking lot next to the Lawson-Fulton Student Center. In case of an emergency, press the button on the post and you will be connected to the Campus Safety officer on patrol. Additionally, a blue flashing light will engage, alerting an emergency.

## Parking

A current HIU parking sticker is required on all vehicles in order to park in University lots. An annual permit may be purchased at the Business Office. The current fee is \$260.00 (\$130.00 for Spring Semester only students). Fall Semester students may receive a partial refund when the parking sticker is returned before the end of the 4<sup>th</sup> week of the Spring Semester. In the case of a stolen or lost parking permit, the replacement fee will be prorated.

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

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

**Safety Escorts**

If for any reason you do not feel safe walking across campus, contact campus safety and they will escort through campus to your destination.

In order to monitor the campus, Campus Safety cannot leave the campus. They will proceed to the edge of campus and monitor any suspicious behaviors.

**Partnerships**

Campus Safety has a strong working relationship with the Fullerton Police Department and University Police at California State University, Fullerton. In case of emergencies in the surrounding neighborhoods and community, our officers will be contacted and they will react appropriately to secure the HIU campus.

**Misuse**

Obstructing the work of a Campus Safety officer is against university policy and will result in disciplinary action. Obstructing a Campus Safety officer includes, but is not limited to: making a false claim, distracting an officer, impeding an officer's movement, tampering with an officer's work.

# INDIVIDUAL SAFETY AND RESPONSE

---

## Timely Warning Policy

The Vice President for Student Affairs or designee will issue a campus-wide “timely warning” in the occurrence of a crime that is serious in nature or poses a continuing threat to the campus community. The university email system will be the primary mode of communication for timely warnings. The Student Affairs Department may also use its social networking websites, text messaging and/or 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

## 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.

## **Non-Retaliation Policy**

Federal civil rights laws make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws. It is unlawful for the University



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

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

- Treating a person differently, on any of the basis listed in the paragraph above, with respect to using, accessing or benefitting from the University's educational program. Example: the University may not subject students or employees to different standards of conduct in connection with a disciplinary matter on any of the basis listed above;
- Verbal conduct such as epithets, derogatory jokes or comments, slurs on any of the bases listed above, unwanted sexual advances, graphic verbal commentaries about an individual's body, sexually or otherwise degrading words used to describe an individual on any of the bases listed above, suggestive or obscene letters, notes, invitations or comments;
- Visual displays such as derogatory posters, photography, cartoons, drawings or gestures on any of the bases listed above;
- In the case of sexual harassment claims, physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of gender, race or any other protected basis;
- In the case of sexual harassment claims, threats and demands to submit to sexual requests as a condition of appointment, admission, academic evaluation or administrative consideration in return for sexual favors; submission to or rejection of such conduct is used as a basis for a personnel decision, an academic evaluation, or an administrative consideration affecting an individual, and retaliation for reporting or threatening to report harassment.

## Title IX

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.

### **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, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

**Use of alcohol or other drugs will never function as a defense to 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 1<sup>st</sup> 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*).

## 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.

## 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

Bryan Sands, Director of Campus Ministries  
Lawson-Fulton Student Center, Suite 206  
(714)-878-3901 ext. 1294

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. Wende Holtzen, Business Office, Suite 100, Phone 714-879-3901 ext. 2281, wholtzen@hiu.edu. Coordinator for Discrimination and Harassment (*Employees*), and Age Discrimination investigation.
- President of the University, Dr. John Derry, President’s Office, Phone 714-879-3901 ext. 2237, jderry@hiu.edu.
- 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 714-738-6800, 237 W. Commonwealth Ave, Fullerton, CA 92832



# Adjudication of Violations

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

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

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

The University will interview individuals who have knowledge relevant to the complaint, including, but not limited to, the complainant (*petitioner*), the person who was the subject of the discrimination if different, the person accused of discrimination, anyone who witnessed the reported discrimination, and anyone identified as having relevant information. The University will review any records, notes, memoranda, correspondence or statements related to 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

## **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.

## 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](http://www.meganslaw.ca.gov).

## Missing Persons

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

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

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

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

At the beginning of each academic semester, residential students will be required to complete/update the “Emergency Contact” portion of our student portal. The information provided will be used in the event that a student is reported missing while enrolled and living on campus at Hope International University. Hard copies of this emergency information will be in each Residence Life Coordinators’ Office and in the Office of the Vice President for Student Affairs. The University will initiate the “Emergency Contact” procedure in accordance with the student’s designation if the student has been missing for 24 hours and has not returned to campus.

### **General Procedure**

1. The HIU official receiving the report will collect and document the following information at the time of the report:
  - a. The name and relationship of the person making the report.
  - b. The date, time and location the missing student was last seen.
  - c. The general routine or habits of the suspected missing student (*e.g., visiting friends who live off-campus, working a job away from campus*) including any recent changes in behavior or demeanor.
  - d. The missing student’s cell phone number (*if known by the reporter*).
2. The Hope International University official receiving the report will contact the Residence Life Coordinator (*for a resident student*) and Campus Safety. Campus Safety with the assistance of Residence Life (*if a resident student*) will launch an investigation into finding the missing student.
3. Upon notification from any entity that a student may be missing, the Resident Life Coordinator or their designee may use any or all of the following resources to assist in locating the student:
  - a. Go to the student’s residence hall room,
  - b. Talk to the student’s RA, roommate, and floor mates to see if anyone can confirm the missing student’s whereabouts and/or confirm the date, time, and location the student was last seen.
  - c. Secure a current student photo ID or other photo of the student from a friend.
  - d. Call and text the student’s cell phone and call any other numbers on record.
  - e. Send the student an email.
  - f. Check all possible locations mentioned by the parties above including, but not limited to: Library, Residence hall lounges, Student commons, Fitness center, Lambda Lounge and Nu Lounge, etc.
  - g. Contact the student’s current faculty.

- h. Contact or call any other on-campus or off-campus family, friends or contacts that are made known within 24 hours. This could include checking a student's social networking sites such as Facebook, Twitter, and Instagram.
  - i. Ascertain the student's car make, model and license plate number. A member of Campus Safety will also check all university parking lots for the presence of the student's vehicle.
4. Hope International University Informational Technology Services may be asked to obtain email logs in order to determine the last log in and/or access of the university computer network.
5. Once all information is collected and documented and the Chief of Campus Safety (*or his designee*) is consulted, University Administration or Campus Safety may contact the local Orange County Law Enforcement agencies to disseminate the information no later than 24 hours of the missing student report. (*Note: If in the course of gathering information as described above foul play is evident or strongly indicated, the off campus legal jurisdiction should be contacted immediately.*) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the university.
6. If the missing student resides off campus and the matter is first reported to the University, Campus Safety will assist in contacting the local jurisdiction legally responsible for investigating the report. Campus Safety will also assist the local jurisdiction with the investigation upon request by providing pertinent information on the student and by using any of the procedures and the resources listed above to assist in the investigation that are legally permissible.

# CHRIST-CENTERED COMMUNITY

---

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

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

**Responsible Freedom:** 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. HIU is committed to upholding standards that will support this philosophy and help our students learn to live by its guidance.

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

## **Student Life Staff**

Committed to providing an environment that will help students be successful while at Hope International University.

## **Director of Student Involvement & Community Outreach**

Oversees New Student Orientation, Student Activities, and Community Outreach programs.

## **Alpha Residence Life Coordinator (*Alpha RLC*)**

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

## **Omega Residence Life Coordinator (*Omega RLC*)**

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

## **Residence Life**

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

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

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

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

## **Residency Requirement**

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

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

*(Source: How College Affects Students: A Third Decade of Research by Ernest Pascarella and Patrick Terenzini. San Francisco: Jossey-Bass Publishers, 2005)*

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

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

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

### **Living Off-Campus**

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

- Student will be living with their parents or guardian.
- Student will be at least 22 years of age prior to the start of the academic year.
- Student is married.
- Student is the parent/legal guardian caring for a dependent child.

For other circumstances that do not meet the previous criteria (*i.e. medical reasons, military service*), students must fill out a Housing Exemption form and schedule a meeting with the VP for Student Affairs to discuss the circumstances.

### **Meal Plan**

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

Meal plans are available to commuter students.

**Note: Completing a Housing Exemption form or requesting a meal plan reduction does not guarantee any exemptions or reductions.**

# COMMUNITY STANDARDS & POLICIES

---

## **Higher Standards of Student Conduct**

HIU has chosen to set itself apart for the purpose of training and equipping Christian servant leaders. It is crucial therefore, that student 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.

## **Human Sexuality**

HIU is an educational community that regards the Bible as the authoritative Word of God and embraces its teachings as our rule of faith and practice. The Christian Church's historical understanding of Scripture considers sexuality as a gift from God that is basic to human identity and a matter of behavioral expression within the context of a marriage covenant between a man and a woman. Therefore, all members of the campus community including trustees, administrators, faculty, staff, and students are expected to uphold this biblical standard. Any other expression of sexual behavior is considered unacceptable and contrary to biblical teaching.

Sexual misconduct, as are all disciplinary matters, will be handled in a manner consistent with University guidelines designed to be redemptive and developmental with accountability for one's actions.

## **Integrity and Accountability**

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

If the Mission of HIU 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.



**Affirmations of Cultural Diversity**

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

**Sanctity of Life Statement**

HIU embraces a Biblical position which 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.

HIU'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. HIU 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 HIU supportive and redemptive during this crucial period.

# STUDENT CODE OF CONDUCT

---

For all Hope International University Students, residents, and their guests.

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

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

## Administrative

The following are prohibited:

- 1.1 Non-Compliance:** Failure to comply with the request of a campus official or representative.
- 1.2 Abuse of Judicial Process:** Behaviors, active or passive, intended to impede the judicial process, including failure to respond to a faculty, staff or administrator's request for a meeting, the misrepresentation of information, attempts to influence the testimony of another, failure to comply with a sanction, etc.
- 1.3 Misrepresentation:** Misrepresentation of oneself, or an organization, to be an agent of HIU.
- 1.4 Forgery:** Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to campus officials.
- 1.5 Knowing Presence Contribution:** Behaviors, active or passive, which fail to confront or correct the misconduct of fellow community members. Students may be held accountable for an incident at which they indirectly participated in the violation.
- 1.6 Lying:** The misrepresentation of information to a university official, members of the community, or the community as a whole, for the benefit of yourself or an associate(s).
- 1.7 Illegal Internet Use:** Engaging in any illegal activity online, including sharing or downloading copyrighted material without the consent of the copyright holder.
- 1.8 Unlawful Activity:** Participating in any activity, knowingly or unknowingly, that violates federal, state, or local laws or authorities while enrolled or residing at HIU.
- 1.9 Not Checking HIU.edu Email:** HIU provides all students a "HIU.edu" email address. All students are responsible for checking this email frequently. This email address is the primary way HIU disseminates important information in a timely manner. Not checking your HIU email may be considered non-compliance.

## Property, Facilities, and Grounds

The following are prohibited:

- 2.1 Theft:** Theft or possession of property owned or managed by HIU or a member of the community. This includes theft associated with pranks.

- 2.2 **Unauthorized Use:** Unauthorized entry into, use of, or misuse of property in the possession of, or owned by, HIU or a member of the campus community.
- 2.3 **Vandalism and Damage:** Unauthorized alteration or damage of any public or private property from its original condition, placement and/or presentation, including graffiti, paint, alteration to landscaping, water damage due to water balloons, etc.
- 2.4 **Skating:** Skateboarding, roller-skating, rollerblading, etc. in any building or on any pedestrian walkway. Caution and consideration must always be given to the safety of others and the maintenance of university properties.
- 2.5 **Unauthorized Motorized Vehicles:** No motorized, recreational vehicles are permitted anywhere on campus grounds. Such vehicles include, but are not limited to, the following types: Go-carts, go-peds, mini-bikes, self-balancing scooters (“hoverboards”), or any motorized vehicle or bike not licensed for use on public streets.
- 2.6 **Improper Bicycle Storage:** Parking or locking bicycles in non-designated areas. This includes railings, stairways, light poles, etc.
- 2.7 **Postings and Solicitation:** Posting flyers, posters, advertisements, etc. without HIU departmental sponsorship or Student Affairs approval. Non-departmental postings must be approved and stamped by Student Affairs. Solicitation of goods or service on campus property must have written permission from the Student Affairs Office.
- 2.8 **Animals:** Pets or other animals that do not provide a service to an individual with disability. Service dogs must be harnessed and under control at all times as specified by the Americans with Disabilities Act.

## Safety and Security

The following are prohibited:

- 3.1 **Failure to Evacuate:** Failure to evacuate a campus building immediately upon the sound of an alarm or to follow specific prescribed procedures or the on-site directives of a campus representative.
- 3.2 **Breaching Security Systems:** Interfering with the safety and security systems established within the campus community, including the propping of locked doors, altering locking devices, permitting unauthorized access to another, etc.
- 3.3 **Misuse or Tampering with Emergency Equipment:** Illegitimately engaging alarm pull stations, discharging fire extinguishers, or disengaging smoke detectors. Individuals misusing or tampering with emergency equipment may be subject to HIU sanctions and criminal charges.
- 3.4 **Flammable Agents:** Unauthorized use or storage of flammable agents or materials in or near buildings, including gasoline, solvents, paint, propane, butane, or other combustible fuel for operation.
- 3.5 **Burning Objects:** Unauthorized burning of any object, including candles, incense, charcoal, gas barbecues, etc. in or near campus buildings.
- 3.6 **Possessing Weapons:** Possession or use of an explosive, dangerous chemical or harmful weapon on campus property or at a HIU function. The term “harmful weapon” includes, but is not limited to, any instrument or weapon of the kind commonly known to injure an individual. This includes any blades over five inches, switchblades, guns, bows, arrows, martial art weapons, etc.

*\*Recreational devices including air guns (pellet, BB, paintball), dangerous sporting equipment, water balloon launchers, firecrackers, fireworks, etc. are not allowed.*

*\*Items that portray weapons including model guns, display swords, etc. are not allowed.*

*\*Self-defense items such as non-lethal taser and pepper sprays are allowed on campus in that the item is only displayed in a self-defense scenario. Displaying these items in a non-threatening scenario is prohibited.*

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

## **Social, Moral, Biblical**

The following are prohibited:

- 4.1 Cheating:** Cheating and plagiarism, in which the work of another is passed as one's own or unapproved methods are employed to complete an assignment. Refer to the "Academic Integrity" section the University Catalog for more information.
- 4.2 Smoking:** Use of lighted or powered smoking products where HIU is represented as a community of persons, including but not limited to cigarettes, cigars, chew, snuff, hookah, pipes, and electronic cigarettes.
- 4.3 On Campus Alcohol Use:** Possession or consumption of alcoholic beverages or non-alcoholic beer on campus or at HIU sponsored event including athletic events, study abroad trips, and mission trips where HIU is represented.
- \*Due to the potential appearance of alcohol use, students are prohibited from collecting or storing empty alcohol containers on campus for recycling or other purposes.*
- 4.4 Underage Drinking:** Possession or consumption by persons under the age of 21 years at any time.
- 4.5 Underage Alcohol Distribution:** Providing or purchasing alcohol for the consumption of persons under the age of 21 years.
- 4.6 Hosting Disruptive Gatherings:** Hosting a party or event where underage drinking, illegal drugs, disturbing the peace, or other illegal activity occurs.
- 4.7 Participating in Disruptive Gatherings:** Attending a party or event where underage drinking, illegal drugs, disturbing the peace, or other illegal activity occurs.
- 4.8 Intoxication/Drunkness:** Any behaviors that indicate intoxication or drunkenness on or off campus.
- 4.9 Drugs:** Possession, distribution, or use of restricted drugs or narcotics on or off campus. This includes, but is not limited to marijuana (recreational or medical), the misuse of prescription drugs, drug paraphernalia, and other intoxicants.
- 4.10 Sexual Misconduct, Assault and Harassment:** Any acts of sexual misconduct as described in the "Sexual Misconduct" section of the Student Handbook.

- 4.11 Inappropriate Dating or Living:** Single students dating married persons, married students dating anyone other than their spouse, homosexual activity, inappropriately amorous same-sex relationships, or cohabitation with members of the opposite sex, or any relationships that are in opposition to Biblical principles.
- 4.12 Inappropriate Displays of Affection:** Casually sleeping or lying with members of the opposite sex, lying or sleeping intimately with members of the same sex, or public affection that might be deemed inappropriate.
- 4.13 Pornography:** Possession, display, distribution or use of pornographic materials, images, sounds and video.
- 4.14 Inappropriate Entertainment:** Entertainment (e.g. music, videos, television, etc.) played in public and/or common areas of the campus that contain levels of violence, profanity, and sex that would be found offensive and/or in conflict with community standards.
- 4.15 Profanity and Obscenity:** Possession, distributions, or use of language or images that is considered vulgar, coarse, crude or indecent.
- 4.16 Fighting, Violence, or Self-Inflicted Harm:** Any conduct or behavior which threatens or endangers the health or physical or emotional safety of an individual, including oneself. Any threatening, intimidating, or abusive actions and/or language whether acted upon or not.
- 4.17 Hazing:** Any act of hazing, whether voluntary or involuntary, whereby an activity is deemed dangerous or harmful, an individual's dignity is compromised, an individual is embarrassed or ridiculed, an illegal act is intended or enacted, etc.
- 4.18 Harassment:** Intimidating another individual through the threat of physical or emotional harm, by means of an unwelcome advance, verbal abuse, written communication, telephone call, internet message, etc. Continued harassment might be considered "stalking," and may be subject to criminal charges by California law.
- 4.19 Gambling:** Activities or games of chance that involve the exchange of money or representation of money.
- 4.20 Inappropriate Dress:** Failure to observe basic principles of modesty and appropriateness in the choice of clothing selected to be worn in various locations and circumstances. Clothing that promotes alcohol/drug use or is sexually suggestive in nature is prohibited. Faculty and staff are authorized to make judgments regarding what constitutes "inappropriate dress" on a case by case basis and address as needed.
- 4.21 Offensive Internet Postings:** Any internet posting that violates an HIU policy may result in disciplinary action. Also, any posting that displays policy violations may result in disciplinary action of all persons involved or observed.

# RESIDENCE LIFE CODE OF CONDUCT

---

All residents, whether HIU students or dorm only, are responsible for adherence to the community standards, codes of conduct, and rules and regulations discussed, explicitly or implicitly, in the Student Handbook. Housing privileges may be revoked for dorm only residents who demonstrate an inability to comply with the HIU Student Handbook.

The following policies are written for the residents of HIU's residence halls and any of their guests. All items listed in the Student Code of Conduct apply to HIU residents.

## Administrative

The following are prohibited:

- 5.1 Unauthorized Early Check In:** Moving into the residence hall prior to your designated move in time per the Housing Guide and Contract.
- 5.2 Unauthorized Late Check Out:** Failure to move out of the residence hall before designated move out time per the Housing Guide and Contract
- 5.3 Insufficient Academic Requirements:** Students living in the residence halls must be enrolled in a minimum of seven (7) academics units toward matriculation at HIU or another full accredited, non-profit institution of higher learning.
- 5.4 Unauthorized Room Changes:** Changing rooms or roommates without the consent of a RLC.

## Property, Facilities, and Grounds

The following are prohibited:

- 6.1 Room Alterations:** Substantial or significant changes to the room, including rewiring, tinting windows, painting, wallpapering, drilling or nailing into the wall, etc.
- 6.2 Unkempt Rooms:** Residents are responsible for cleaning their own rooms and bathrooms. Periodic room inspections occur throughout the semester to ensure maintenance and safety. Rooms that are deemed excessively dirty will be required to clean up the mess or accrue Student Life sanctions.
- 6.3 Misuse of Common Areas:** Lobbies, kitchenettes, and hallways are the mutual responsibility of the community. Abuse of these areas could result in loss of privileges, sanctions, and fines.
- 6.4 Damaging the Rooms:** Any damages the resident or his/her guest may cause beyond reasonable wear and tear will be charged to the resident.
- 6.5 Cooking:** Cooking of any kind is not permitted in Residence Hall rooms. All food preparation requiring appliances must be used in the kitchenettes. Prohibited appliances include: Heated Coil Space Heaters, microwave and toaster type ovens, hot plates, electric woks, "non auto-shut off" coffee pots; popcorn poppers, cooking grills (e.g., *George Foreman model*), etc.

*\*Small refrigerators (about 4 cubic feet) are permitted with a maximum of two per room.*

- 6.6 Pets:** Residents are not allowed to keep pets on campus except for fish in a clean aquarium under 10 gallons. This includes feeding or temporarily watching animals on campus. Exceptions for service and emotional support animals to stay in the residence halls must be approved by the VP for Student Affairs.
- 6.7 Improper Use on Balconies:** Balconies must be clean and clear of trash. Do not hang clothes, towels, or other items off balconies to dry. Nothing may be hung from the balconies like blankets, curtains, bamboo rolls, hammocks, etc. Items may not be stored on balconies except orderly storage of surfboards, long boards, skate boards, shoes, and patio furniture. Nothing may be thrown from the balconies. Balconies are considered a part of your room; thus, all policies concerning your room apply to balconies.
- 6.8 Improper Use of Furniture:** No University furnishings shall be moved out of a room at any time without the approval of the Residence Life Coordinator. If furniture or arrangement of furniture in the room is deemed unsafe by the RLC, the resident will be required to move or remove the unsafe furniture. Also, no HIU common area furniture may be moved into a room without the approval of the RLC.

## Safety and Security

The following are prohibited:

- 7.1 Unauthorized Use of Keys or Locks:** Possession of a key not assigned to you. Knowingly transferring or aiding in the transfer keys. Obstructing a lock to allow access without a key. Failure to report lost or stolen key.
- \*Please report all lost or stolen keys to the Residence Life team so that we can change your keys as soon as possible. The resident will be charged before receiving a replacement key.*
- 7.2 Unauthorized Use of ID Card:** Possession of an ID card not assigned to you. Knowingly transferring or aiding in the transfer of ID cards. Failure to report a lost or broken ID card.
- \*Please report a lost or stolen ID card to the Residence Life team so that we can deactivate your ID card as soon as possible.\**
- 7.3 Unauthorized Entry:** Not locking your door whenever the room is left unoccupied. Propping the entry door of the residence hall open to allow others to enter without scanning an ID card.
- 7.4 Childcare/Babysitting:** Students may not provide childcare, babysit, or host a youth group activity in the residence hall. This policy is meant for the safety of minors, the protection of our learning community, and the minimization of liability.
- 7.5 Not Registering a Guest:** Guests of the same sex are allowed to stay overnight with the approval of all room occupants. Guest must be registered with the on-duty RA by 10:00pm. No individual is allowed to be a guest on campus for more than three nights per semester without special approval by the RLC. A resident that is found to be hosting guests outside these guidelines will be subject to disciplinary action. Residents are responsible for the behavior of their guests. Guests should be hosted at all times and not left alone in the residence hall without supervision. Keys and ID cards are not to be loaned to a guest at any time. Any resident hosting an individual that is restricted or prohibited from the Residence Halls is subject to disciplinary action.

## Social, Moral, Biblical

The following are prohibited:

- 8.1 Excessive Noise:** In order to promote an environment conducive to learning, residents are expected to keep noise to a reasonable level at all times. "Quiet Hours" are from 10pm to 8am Sunday night through Friday morning and from 11pm to 8am Friday to Sunday morning. During "Quiet Hours," the first floor lobbies, second floor landings, hallways, and pool area are closed and may not be used for socializing, reading, studying, talking, working, etc. and are expected to remain empty. Residents are welcome to use the Lambda Lounge after hours.
- 8.2 Musical Instruments:** Instruments should not be played in the Residence Halls when they can be heard outside a closed room. Practice rooms are available and can be reserved in the Nutwood area.
- 8.3 Offensive Decorations:** Any décor that violates the Student Code of Conduct. Additionally, student may not affix paper, foil, signs and such to any part of the balcony windows.
- 8.4 Breaking Visitation Hours:** Members of the opposite sex are asked to observe the following visitation guidelines put into place to create a positive learning environment in the residence hall:
  - Guests of the opposite sex are NOT allowed in rooms from 10pm to 8am, Sunday night through Friday morning and from 11pm to 8am on Friday to Sunday morning.
  - To remain above reproach, students are expected to keep their door completely open while entertaining guests of the opposite sex, and partitions for privacy are not permitted.
  - Loitering in the hallway, lobby, alcove and pool area is not permitted after Visitation hours.
  - Visitation policies include family members, regardless of age.
- 8.5 Inappropriate Dress:** Hallways and common areas within the residence halls are considered public spaces at all times, and students should dress accordingly - nakedness, underwear, and immodest sleepwear are prohibited in residence hall public spaces.
- 8.6 Misuse of Internet:** Wireless internet is provided throughout the residence halls. Students may not set up their own wireless routers or internet system. Students may not run any item that interferes with the effectiveness of the internet.

## Residence Life Responsibilities

### Contract

All HIU residents are responsible for reading and understanding the HIU Housing Guide and Housing Contract. The terms for the housing contract are for the entire academic school year or the remaining portion.

### Move In and Move Out dates

The check in dates and move out dates are listed in the HIU Housing Guide. Students may not move in earlier or stay later without permission from the Student Life Office.



Residents not continuing in the spring must move out by the end of the fall semester. Residents are not required to vacate their room during winter break if they are continuing housing in the spring semester.

### **Summer Housing**

Summer housing is available on a limited basis. A new contract will need to be filled out prior to the start of the summer session. Summer residents may be assigned a room different from their fall or spring rooms. All policies are the same during the summer session.

### **Cancellation**

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

Upon approval of the "Housing Exemption" form, the resident's financial account shall be credited in accordance with the refund schedule listed.

- 100% petitions for cancellation submitted before the beginning of the semester
- 90% petitions for cancellation submitted during week 1 of the semester
- 60% petitions for cancellation submitted during week 2 or 3 of the semester
- 30% petitions for cancellation submitted during week 4 or 5 of the semester
- 0% petitions for cancellation submitted after week 5 of the semester

If a resident moves out of the residence hall without properly cancelling her/his housing contract, s/he is still obligated to the contract, in that HIU does not terminate the resident's right to a room.

### **Check out**

Upon check out of the room, you will need to schedule a time with a Residence Life team member. They will check your room at the scheduled time for damages and cleanliness and note any items. They will also take your key at this time. Failure to schedule a check out time, missing or postponing a scheduled check out time, room damages, rooms left messy, and failure to turn in keys will result in fines and other charges.

### **Fees and Fines**

Residents are responsible for the required fees listed in the Housing Guide and any possible fines.

### **Liability**

The resident agrees to hold HIU harmless from any and all liability arising out of or resulting from use of the facilities, including the resident's use of the pool or parking facilities. HIU assumes no liability for loss of personal property resulting from theft, loss, or damage due to fire or flood, etc. Residents are strongly encouraged to have personal property insurance through a renter's or homeowner's insurance policy, as HIU does not provide insurance for personal property belonging to the resident.

### **Room Privacy**

If there is probable cause to believe that a violation of the law or that a violation of an HIU policy has occurred or is taking place, HIU reserves the right to enter immediately.

If there is probable cause to believe that there is an imminent danger to life, safety, health, or property, HIU reserves the right to enter immediately.

The Residence Life team does routine safety and wellness checks of the room to inspect resident safety and living conditions. Also, Operations and Information Systems may need access to a room for repairs. Residents will be notified prior to entry.

If a HIU staff member or student comes across a violation of HIU policies, appropriate action will occur.

## **Residence Life Amenities**

Though the amenities listed below are available to residents, these amenities should be considered a community privilege. Thus, access and use may be restricted at any time for the safety of the community, misuse by individuals, scheduled maintenance, etc.

### **Laundry Rooms**

Laundry rooms are located on the 2nd floor of each residence hall. Laundry machines are leased and not owned by HIU. HIU is not liable for any damage or loss to clothing or other items while using the machines. Students are encouraged to contact the laundry company directly to report any issue.

### **Telephone**

Each room is equipped with a phone jack. Residents who desire to employ the landline service must contact Information Systems at ext. 2607 for activation. Phone usage will be billed to the resident's account, please see Information Systems for billing rates.

### **Wireless**

The residence hall is equipped with wireless internet available to all residents. Residents will be given access once they move into the room. Please refer to the internet usage policies.

### **Pool**

Residents have access to the swimming pool when Quiet Hours are not in effect. Residents must follow all posted signs when using the pool. At times, the swimming pool may be reserved for special events; notices will be put up when it is reserved.

### **Kitchenette**

Kitchenettes are located on the 2<sup>nd</sup> floor of each residence hall. Residents should be mindful of the area when in use. Residents are responsible for keeping the kitchenettes clean.

### **Satellite Television**

The lobbies of each residence hall are equipped with satellite television. Any television program that is deemed against HIU policy will be shut off. Rooms are not equipped with satellite and cable television, and residents are prohibited from setting up their own satellite or cable subscriptions. Students may bring their own televisions and indoor antennas.

### **Lambda**

The Lambda Lounge is available to all members of the HIU community. At times, the Lambda Lounge may be reserved for special events, notices will be put up when it is reserved.

# CODE OF CONDUCT

## VIOLATIONS

---

The Vice President for Student Affairs (VPSA) serves as the Chief Student Conduct Officer at HIU and may appoint a designee in Student Affairs to assist in the enforcement and resolution of violations to the Codes of Conduct.

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.

## Procedure

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

1. The violation(s) occur(s).
2. Information is reported to a university official which is passed to the Student Affairs designee.
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 by the designee to give any information regarding the incident.
5. Any information given to the designee during this process is used to bring more clarity to the events surrounding the violation(s).
6. Once the designee believes it has the best possible picture of the events of the violation(s), the designee will determine the best course of action for the benefit of the student(s) involved and possible sanctions.
7. Sanctions, if any, determined by the designee will be communicated to the applicable students. Student sanctions are not announced to other students or outside entities, unless the situation deems it necessary, at which the sanctioned student will be informed.
8. A student may choose to appeal the original decision. Please see section entitled "Right of Appeal" for appeals process.

Our goal is to follow procedures defined by federal, state, and local laws and policies. When laws and policies change during the school year, we are obligated to adjust our procedure.

Please note that these procedures listed are for violations for policies outlined in the HIU Student Handbook. Violations of academic policies may be included in these procedures. However, a separate interview and disciplinary process may be conducted by Vice President of Academic Affairs or his/her designee.

## Disciplinary Action

HIU aims to teach students both inside and outside the classroom. We have an obligation to discipline our students so they may become good citizens in society, great neighbors in their community, and servants of Christ.

Our goal is to create a community at HIU where students can develop intellectually, socially, and spiritually. The policies we have put into place create a useful framework to build on. The enforcement of our policies ensures the development of our community.

The following is a list of possible sanctions and definitions. When a student is assigned a sanction, the designee will provide more details. Students receiving a sanction do not have the right to choose their sanction, however they may choose to appeal.

**Level 1:** For minor issues, students will be put on **Student Life Warning** for a specific amount of time. A warning is simply a warning and a chance for the student/resident to reconcile with the community immediately. Additional sanctions or service requirements may be included. Violations include, but are not limited to, the following examples:

- “Quiet Hours” violation
- “Visitation Hours” violation
- Minor property damage
- Smoking or tobacco use
- Burning objects
- Failure to comply with university officials
- Profanity and obscenity

**Level 2:** For serious issues or persistent issues, students will be put on **Student Life Probation** for a specific time. Probation typically requires extra responsibilities, restrictions, and/or limited suspension which will be listed clearly to the student. One does not have to be put on warning before being issued probation. Violations include, but are not limited to, the following examples:

- Sexual misconduct
- Cohabitation
- Pornography
- Alcohol policy violation
- Intoxication or drunkenness
- Intentional misuse of safety equipment or personnel
- Intentional furnishing of false information

- Petty theft
- Repeated Level 1 violations
- Forgery or unauthorized alteration of official documents
- Knowing presence violation at this level

Students with Level 2 violations can expect his/her parents (*if financially dependent*) to be notified and a possible loss of some or all institutional scholarships.

**Level 3:** For major violations or persistent serious issues, students will be suspended for a specific time or expelled indefinitely from HIU and its campuses. One does not have to be put on warning or probation before being issued suspension/expulsion. Violations include, but are not limited to, the following examples:

- Selling or distributing any controlled substance or illegal drug
- Possession or use of a controlled substance or illegal drug
- Intentionally causing physical harm to another person
- Rape, sexual assault, or other non-consensual sexual activity (*For more information, refer to the Title IX section of this handbook beginning on page 34*)
- Harassment
- Arson
- Grand theft
- Intentionally giving a false report regarding a campus emergency
- Possession of a weapon or firearm on campus or sponsored event
- Knowing presence violation at this level

Students with Level 3 violations can expect to be expelled for at least one semester and have his/her parents (*if financially dependent*) to be notified.

Please refer to “Readmission of Dismissed Students” for information about returning to HIU after a suspension.

## **Definitions**

### **Campus Suspension**

Students suspended from HIU may also be suspended from all or one of HIU’s campuses. Student will be informed of campus visit limitations upon suspension. Violation of suspension may result in contacting the local police department.

### **University Dismissal**

Students dismissed from HIU are removed indefinitely from all HIU campuses and events. Violations of this dismissal may result in contacting local police department.

### **Residence Hall Suspension**

In some cases, student may be allowed to stay at HIU but he/she will not be allowed in or near the residence halls.

## **Fines**

Monetary fines may be assessed as an additional sanction in certain circumstances. The amount of the fine will be listed clearly to the student. The student will have to contact the Student Accounts office to pay the fine.

## **Restoration**

HIU is a unique place because of its amazing community. We always strive to be an inclusive community where all feel welcome and we desire a plan of reconciliation to the community for anyone who has violated a HIU policy. For restoration to be effective, the student/resident must be willing to change and be active in restoring themselves.

Restoration plans are formulated differently for each individual in each individual case. There are some cases that a student/resident will be removed temporarily or permanently for the health of the community.

## **Community Service**

In some cases, students will be assigned community service as a sanction. The student will work with the designee to set up the service project. To qualify as a service project, the student cannot be compensated for their service or receive any academic credit.

## **Rights and Responsibilities in the Interview and Disciplinary Process**

1. Students are expected to comply with staff requests during disciplinary process, including requests to meet, requests for confidentiality and requests to provide information pertinent to the process.
2. Students are expected to be honest and forthcoming, and to not withhold any information regarding their behavior or the behavior of another student.
3. Students are expected to refrain from influencing the testimony of another or impede the process in any way.
4. Students and staff are expected to address one another respectfully during the process.
5. Students may request the presence of another person during an interview. This person may be there for support, but will be requested to refrain from speaking during the meeting. This person will also be expected to maintain confidentiality regarding the meeting(s) they attend.
6. Parents may be contacted in the course of the process in accordance with the Family Educational Rights and Privacy Act of 1974. Prior notice will be given to students when parents are to be contacted.

# **Right of Appeal**

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

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 interview and disciplinary process were biased against the student.

A decision made by the designee may be to appeal to the VPSA within 2 working days from the original decision. The appeal must be made in writing and consist of a statement

detailing the reasons for appeal. The VPSA may request a meeting with the student, the designee, or any individual involved in the interview and disciplinary process.

Upon receiving an appeal, the VPSA may:

1. Deny the appeal
2. Accept the appeal, but uphold the disciplinary decisions
3. Accept the appeal, and send back suggestions to the designee for changes

The appeal process is not to rehear the case and render a second judgment, but to determine if the interview and disciplinary process has been fair and reasonable, the evidence supports the findings, and the consequences are justified by the outcome.

## **Re-Admission of a Dismissed Student**

A student who was dismissed from HIU and desires to return to HIU after a determined period of absence must file a completed Petition for Re-Admission with the department that issued the dismissal.

- Student Life Dismissal: Submit petition to the Vice President for Student Affairs.
- Academic Dismissal: Submit petition to 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.

## **Special Administrative Evaluation**

HIU 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 HIU 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 Vice President for Student Affairs or the President, who will schedule an evaluation of the student by appropriate medical or mental health professionals on or off campus. All costs associated with any evaluation will be the responsibility of the student.

# ADDITIONAL POLICIES

---

## Withdrawal Process

For students who will no longer be attending HIU, an Exit Interview must be completed with the Student Life Office. The Exit Interview provides important feedback to the University and helps the Student Life Office 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.

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

## Learning Accommodations

In order to receive helpful accommodations, HIU needs a student with a disability to register with the Vice President for Student Affairs who provides support services for students with disabilities. 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 this office detailing recommended accommodations for a student. The student with a disability is responsible for meeting all course requirements using only approved accommodations.

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

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

### Registering Accommodations

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

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



### **Determination of Accommodations**

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

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

### **Notification of Instructors**

The Vice President for Student Affairs will send a letter that lists the approved accommodations to the student's professors. It is the student's responsibility to contact each professor to discuss the accommodations.

Accommodation letters are only valid for the term in which they are issued. Therefore, each term, students will be contacted to review ongoing accommodations.

### **Examples of Accommodations**

#### Classroom and Assignment Accommodations

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

#### Examination Accommodations

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

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

## Family Educational Rights and Privacy Act (*FERPA*)

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

\*To accommodate you, an appointment with Registrar's Office staff may be required.

HIU considers the following to be "Directory Information" and may disclose such information to third parties without consent of the student unless the student has directed the University (*in writing*) not to release such information about him/her self: name, telephone number, address, date and place of birth, dates of enrollment, classification, degree program(s), major(s), honors and awards.

No other information contained in the student's permanent educational record is released to others, including parents or spouse, without the written consent of the student, unless the student is claimed as a dependent. The only exceptions are staff members, administrative officers, and faculty members who have a legitimate professional right to the information.

HIU reserves the right to contact a student's parent(s) or guardian(s) when a situation, (*i.e. discipline, health, etc.*) is deemed extreme, endangering the student or the HIU community.

A student's academic record and placement file will be kept confidential by responsible campus personnel.

Exceptions:

1. In cases authorized by the student.
2. In cases of legal compulsion.
3. In a situation where the safety of a person or property is involved.

## Academic Integrity

Because HIU seeks to develop mature Christian leaders and scholars, the University is committed to the principle of academic integrity. Consequently, all forms of dishonesty, including plagiarism or cheating in any form are wrong, non-productive, and contrary to the University's educational objectives and the student's best interest. 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 own ability, exclusively for the assignment for which it is presented

Plagiarism is “stealing” the unique ideas or the wording of another (*including information retrieved from the Internet*) and then presenting those products as one’s own. Examples of plagiarism include cheating on examinations; copying others’ work; cutting and pasting from Internet sources without proper citations and purchasing, renting, borrowing, or otherwise appropriating the research, projects, or assignments of others, and presenting them as one’s own work.

It is also an egregious violation of academic integrity for students to offer for sale (*or without cost*) directly to other students or through a “middleman” papers, examinations, quizzes, or other academic products. Such violations are grounds for academic dismissal.

Breaches of academic Integrity carry one or more of the following penalties, depending on the severity of the infraction and repeated violations:

1. Repeat of assignment with penalty on resubmitted work.
2. Zero (0) credit for the violated assignment. This is the standard penalty for a first violation
3. Zero (0) credit (“F”) for the course involved. This is the standard penalty for a second violation.
4. Academic dismissal from the University. This Is the standard penalty for a third violation.

## Academic Dismissal Policy

A student may be academically dismissed from Hope International University for violation of academic integrity (*as defined in this Handbook’s section on Academic Integrity*), or by failing to meet conditions of academic probation (*as defined in the Catalog’s section on Academic Probation*), by demonstrated disengagement from the learning process so that academic progress toward a degree is unlikely, or for behavior that disrupts the learning process in the classroom environment, on campus or online (*at the discretion of the College Dean*). When academic dismissal occurs, a student must wait at least twelve months from the date of dismissal before they are eligible to petition to re-enter the University. There is no guarantee that such petitions will be approved.

## Access to Records

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

Student records are kept in the following locations:

<i>Type</i>	<i>Location</i>	<i>Person Responsible</i>
Academic	Registrar's Office	Ron Archer
Financial	Student Accounts	Shannon O'Shields
Health	Student Affairs	Verna Lindell
Housing	Housing Office	R. Mark Comeaux
Student Conduct	Student Affairs	R. Mark Comeaux
Immigration	International Student Programs Office	Judy Kim

## 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 Academic 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 WASC Senior College and University Commission (WSCUC) at [www.wasc.org/comments](http://www.wasc.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. WSCUC 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 WSCUC 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](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, WSCUC 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 WSCUC 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 Beale Street, Suite 7200*  
*San Francisco, CA 94105-1813*  
*Telephone: (415) 486-5555*  
*Facsimile: (415) 486-5570*  
*Email: ocr.sanfrancisco@ed.gov*

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

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

**Our Commitment to You:** We know all too well the frustration of being inundated with unwanted and unsolicited e-mail. Our desire as a university is to avoid adding to the

problem. Therefore, we have adopted a policy that the University will not disseminate information or material to you via e-mail that is not related to your interests or the interests of the HIU community. To regulate the quantity and content of e-mails that are distributed en masse, we limit who can send e-mail to mass distribution lists, and work to consolidate various announcements into regularly scheduled newsletter-type e-mails.

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

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

**Personal Use:** Your HIU e-mail account is provided for your private, personal use only. You agree to be responsible for maintaining the confidentiality of your login credentials. You agree not allow anyone else to access your account as you are responsible for all activity that occurs under your login credentials. You must immediately notify Hope International University's Information Technology 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 HIU's e-mail system and Internet domain name (*HIU.edu*) to send e-mail, the University has an interest how communications sent through our systems reflect upon our institution and our values.

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

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

- Abuse system resources or interfere with another user's access to or enjoyment of the e-mail system or other HIU technological resources.

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

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

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

**Data Storage, Backup, and Recovery:** It is your responsibility to delete old messages and file attachments to keep your email from being cluttered.

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

**Cancellation; Termination:** The University is pleased to offer continued use of the account to students who graduate or otherwise leave the University under favorable conditions, and we encourage you to continue using your account for years to come. At any time, an alumnus may request the closure of his or her account. Also, the University may close or restrict any account which is determined to be inactive or abandoned. As described above, violations of these Terms of Service may result in the termination of your HIU e-mail account.

**Residence Halls Network Acceptable Use Policy:** HIU provides a computer network connection in every dorm room. This network connection allows you to connect your computer to our network and communicate with other students in the dorms as well as access the Internet. Please read the following carefully.



1. As a student of HIU, your use of the network and Internet should reflect the values of the University. As in any other area of your relationship with Hope International University, your use of the network and Internet access provided by HIU is subject to University policy.
2. We respect your privacy. Except for cases of clear violation of the University Policy, we do not specifically monitor what you are doing on the network.

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

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

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

**HIU has a zero-tolerance policy on illegal file sharing and all other illegal activity.**

If you engage in any illegal activity online, including sharing or downloading copyrighted material without the consent of the copyright holder, your access to the Internet will be terminated immediately and you will be accountable for any and all violations of applicable student conduct codes as per University Policy as well as potential civil and criminal liability resulting from your actions.

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

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

# INTERNATIONAL STUDENT NEEDS

---

International Student Programs (*ISP*) staff strive to help new international students adjust to HIU and the United States through personal and social interactions, enhance international students' satisfaction with their university experience through practical help and advice about living and learning in the United States, and increase appreciation and awareness toward diversity among domestic students, staff and faculty.

These goals are met through a variety of social events and programs such as American Home Visits, cultural events, and diversity training in addition to advising on matters such as F-1 visa regulations and campus employment. ISP also hopes to help international students make the most of their time in southern California by planning a variety of trips and events to local tourist destinations. For more information about any of these programs and a calendar of events, please contact the ISP Office, ext. 1698.

## Maintaining F-1 Status

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

### 1. Full-Time Enrollment

- Enroll full-time each term.
  - Undergraduate Full-time = minimum 12 credit hours per term
  - Graduate Full-time = minimum 8 or 9 credit hours per term depending on the program
  - English Language Studies Full-time = minimum 18 clock hours per term
- Exceptions to full-time enrollment requirement (*must be submitted & approved by the ISP Director in advance*)
  - Initial difficulty with English language (*first semester only*)
  - Initial difficulty with reading requirements
  - Unfamiliarity with American teaching methods (*first semester only*)
  - Improper course level placement
  - To complete course of study in current term (last semester of the program)
  - Illness or medical condition (*must submit documentation from a medical doctor*)
  - Final term of program

- Official university breaks (no approval needed)
  - Concurrent enrollment, approved in advance
- 2. Making Satisfactory Academic Progress**
- Stay in good academic standing and make a normal progress each term.
  - Apply for program extension at least 30 days prior to the I-20 “Program Completion” date (*No. 4 on page 1 of your Form I-20*)
- 3. Valid I-20**
- Your F-1 status is dependent on the duration of your program of study.
  - Ensure that the “Program End Date” date found on your Form I-20 reflects the date you will complete your final degree requirements.
    - Report to the ISP Director any changes to the original academic program; including major, education level, program completion date, etc.
  - Report to the ISP Director a change of address within 10 days of moving.
- 4. Employment**
- On-Campus Employment
    - Limited to 20 hours per week while school is in session
    - Full-time ONLY during official university breaks
  - Off-Campus Employment: No employment without authorization
    - Optional Practical Training (*OPT*): Requires prior authorization by USCIS
    - Curricular Practical Training (*CPT*): Requires prior authorization by Academic adviser and ISP Director
    - Severe unforeseen economic hardship: Prior authorization by USCIS
- 5. Travel**
- Necessary Documents
    - Valid passport (*valid at least 6 months into the future*)
    - Valid F-1 visa (*unexpired, multiple entry*)
    - I-20 signed for travel by ISP Director (*travel signature is valid for 6 months to 1 year depending on your status*)
- 6. Valid Passport**
- Must maintain a valid passport for student and student’s dependents. Passport extensions and renewals may be arranged with the home country embassy or consulates in the U.S.
- 7. Dependents (F-2): Spouse and Dependents**
- Maintain separate I-20; Status is dependent on the “primary” F-1 visa holder
  - May travel abroad and re-enter without the “primary”; must obtain travel signature by the ISP Director
  - F-2 children may study full-time at the K-12 level.
  - Adult F-2 dependents may enroll in part-time courses at the postsecondary level.

- Adult F-2 dependents may not enroll in a full course of study.
- Study that is avocational or recreational in nature is allowed up to a full-course of study.
- May NOT accept employment

## 8. Grace Periods

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

## 9. Transfer

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

## 10. Reinstatement

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

# Obtaining Employment

There are four types of employment available for F-1 students who are maintaining their status:

- On-campus employment
- Employment authorized due to severe economic hardship
- Curricular Practical Training (*CPT*)
- Optional Practical Training (*OPT*)

### **1. On-Campus Employment**

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

### **2. Employment Authorized Due to Severe Economic Hardship**

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

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

- Curricular Practical Training
- Optional Practical Training

### **3. Curricular Practical Training (CPT)**

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

### **4. Optional Practical Training (OPT)**

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

*\*For more information about employment, contact the ISP Director at [isp@HIU.edu](mailto:isp@HIU.edu).*

## **Obtaining a Social Security Card**

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

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

1. Contact your DSO at [isp@hiu.edu](mailto:isp@hiu.edu) for important information regarding the regulations and requirements for F-1 students working in the U.S.
2. Your SEVIS record must be in Active status for at least two days before applying for a SSN. If you have a record in any other status, you will not be eligible to apply for a SSN.
3. Wait 10 days after arriving in the United States before applying for a SSN to allow time for your arrival information to update in all government systems.
4. Prepare the following documents:
  - Completed Form SS-5, Application for a Social Security Card;
  - Your passport;
  - Your U.S. Visa;
  - Your Form I-94;
  - Your Form I-20; and
  - Documentation of F-1 employment authorization (see below).

### **Documentation for F-1 Employment Authorization**

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

- For on-campus employment: 1) a letter from the DSO and 2) documentation from the on-campus employer (*i.e., a recent pay stub or an official letter from the employer*)
- For employment due to severe economic hardship: EAD card
- For Curricular Practical Training: Form I-20 endorsed by the DSO
- For Optional Practical Training: EAD card

### **Employment Start Date**

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

## **Income Tax Obligations**

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

If you worked or had taxable income from scholarships or other sources, you are responsible for filing two income tax forms: (1) Federal Income Tax Form, and (2) State Income Tax Form. A W-2 form is necessary in order to file the tax forms. If a student does not receive a W-2 form from their employer by the end of January following the tax year, they should notify their employer.

# Travel Information

## Outside the United States

Before traveling outside the United States it is crucial to investigate the requirements of the country one wishes to visit by contacting their Consulate in the U.S. Plan ahead and early in order to avoid complications. Requirements may change periodically, so it is important that an individual not rely on outdated information. Be sure to get your travel signature on your Form I-20 before you depart the U.S. Keep in mind that a travel signature is valid 6 months to 1 year depending on your status.

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

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

## Obtaining a Driver's License

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

## International Driving Permit

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

## Overview

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

## Application Process

1. New students must wait **10 business days** after their entry into the U.S. before applying so that border information can be uploaded to the DMV.
2. The DMV requires that you present the **ORIGINALS** of all immigration documents: passport, I-94 and I-20. Your passport or I-20 **CANNOT** expire less than 60 days from the date of application. If these documents expire in less than 60 days, you cannot apply. Also, take your home country license to present to the officer as it may exempt you from the driving test.
3. There is a fee for application for the Driver's License or CA State ID. You also need to fill-out an application form at the DMV.
4. If you do not have a Social Security Number (*SSN*) and are not in the process of applying for one, mark on the DMV application that you are **not** eligible for a SSN.

You are only eligible for a SSN if you have a job offer for authorized paid on-campus or off-campus employment.

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

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

### **City Buses**

The city bus service is called OCTA, which stands for Orange County Transit Authority. There are bus stops located near campus. Local bus fare is \$2.00 and exact change is required. Monthly passes are also available. You can find maps, schedules, and bus pass information online at [www.octa.net](http://www.octa.net).

### **Airport Service**

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

## **Medical Insurance & Immunizations**

### **Medical Insurance**

International students must show proof of health insurance. Refer to the *Health Services/Insurance* section of this handbook for further information.

### **Immunizations**

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



# Banking

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

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

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