



**JOHN PAUL
THE GREAT**
CATHOLIC UNIVERSITY

Student Handbook 2016/2017

Updated September 23, 2016

Student Life Staff Contact Information

Name	Title	E-mail	Cell Phone
Julia Carrano	Dean of Students	jcarrano@jpcatholic.com	760-802-1743
Joe Cross	Director of Student Life/Residential Life	jcross@jpcatholic.com	978-835-7580
Chase Crouse	Assistant Campus Minister	chaseacrouse@gmail.com	832-385-9287
Deb Culbertson	Director of Career Services & Student Success	dculbertson@jpcatholic.com	858-653-6740 x2104

This handbook does not intend to set forth an exhaustive and unalterable list of policies, rules and procedures. Situations not foreseen here should be governed by common sense and brought to the attention of the Dean of Students.

Table of Contents

Student Life Staff Contact Information	2
The Mission of the University	5
Introduction	6
The Four Pillars of Christian Formation	6
Human Formation	6
Creativity and Innovation.....	7
Prudence, Discipline & Responsibility	7
Career Development	7
Spiritual Formation	7
Intellectual Formation	8
Formation for Mission/Impact	8
Honor Code	10
Dress Code	10
Code of Student Conduct	12
Proscribed Conduct	12
Housing and Parking Regulations	15
Vehicles, Garages, and Parking	15
Residential Policy and Housing Rules	17
Student Interaction with Latitude33 Administration / Maintenance Requests.....	17
Fire Safety and Building Evacuation Procedures	18
Latitude33 Apartment Rules	19
Room Changes & Single Room Requests.....	21
Cleanliness & Room Checks	21
Furniture and Kitchen Items	22
Guests	22
Residence Liability Information	22
Mold and Mildew Prevention.....	23
Additional Housing Rules and Responsibilities	Error! Bookmark not defined.
Filming Policy at Latitude33.....	23
Student Services	25
Students with Disabilities	25
English Language Services	25
Student Work Opportunities	26
Jobs and Internships	26
Student Groups and Activities	26
Undergraduate Academic Mentoring and Requirements for Registration	26
Counseling Services	27
Common Rooms	27
Health Services	27
Career Services Center	28
Miscellaneous Policies	29
Student Events Policy	29

Sign and Advertisement Policy.....	29
Online Etiquette Policy- “Netiquette”	29
Timely Warning Policy	30
Academic Ethics and Honesty Policy	30
Family Educational Rights and Privacy Act (FERPA)	32
Likeness Release Policy	33
Media Use Policy.....	33
Harassment Policy	34
Sexual Misconduct and Relationship Violence Policy	35
Policy on Human Sexuality	38
Disciplinary Procedures	40
Student Complaints and Concerns.....	43
Student Grievance Procedures.....	44
Academic Grievances.....	44
Non-Academic Grievances.....	44

The Mission of the University

The vision of John Paul the Great Catholic University is to graduate innovative and determined students who know and love Jesus, and will boldly proclaim his Gospel in culture-impacting fields.

The mission of the University is to impact culture for Christ by forming students as creators and innovators, leaders and entrepreneurs at the intersections of media, business and theology, guided by the teachings of Jesus Christ as preserved by his Catholic Church.

JPCatholic is built on three core values that define its fundamental beliefs:

1. To put into action in our lives the teachings of Jesus Christ, being faithful to his word.

The Catholic commitment is organically embedded in a total, active and joyous life of faith. It aspires to dynamically develop the student's personal knowledge of and relationship with God through an ongoing and active prayer life, both personal and communal, and a thorough knowledge of scripture, thus leading to an active living of God's commandments.

2. To develop all students and staff spiritually, personally and intellectually.

The student's vocation is intellectual development with the ultimate purpose of becoming a mature, productive, creative and responsible citizen. Recognizing that its greatest resources are its people, JPCatholic pledges to treat each person with dignity and respect. The university welcomes and respects all students, faculty and staff and appreciates diversity among its students with respect to age, intellectual talents, financial resources, creed and ethnic background.

3. To put into practice within the university what we teach, by being innovative with our curriculum development, pioneering in our educational niche, and entrepreneurial in defining our future.

JPCatholic provides an education that emphasizes the integration of theory with practice, enhances the professional competence and ethical judgment of the student and has a particular focus on innovation and entrepreneurship. In its internal business processes and procedures, the university practices the very principles it teaches. JPCatholic recognizes the need to maintain leadership in its niche and will continue to be boldly entrepreneurial in maintaining its position as a leading teaching university.

Introduction

John Paul the Great Catholic University (JPCatholic) forms young men and women to **impact the culture for Christ**. JPCatholic is more than an academic institution; it “is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth”¹ and it endeavors to be an agent of authentic human development.

Students who enroll in JP Catholic should understand and support the mission of the University and should, therefore, expect and welcome the means that will effect their genuine transformation. This transformation rests on the four pillars of Christian formation outlined by Pope John Paul II: human formation, spiritual formation, intellectual formation, and formation for mission.² The late Holy Father’s ordering of these pillars is not arbitrary: Human formation provides the foundation for all Christian formation. Spiritual formation outranks the intellectual in dignity and importance. The sound principles provided by intellectual formation must guide formation in the technical skills for the apostolate, and in the charity with which these skills are utilized.

While maintaining the highest standards of excellence in intellectual formation, JPCatholic seeks to form the whole person. The following section outlines the essential elements of this formation, which each *undergraduate* student shall incorporate into his or her **Personal Plan for Success** (graduate students are not required to fill out a Personal Plan for Success). The rules and practices that govern Student Life at JPCatholic are set forth to assist in the student’s integral formation, and facilitate a successful transformation in grace.

The Four Pillars of Christian Formation

Human, Spiritual, Intellectual, & Formation for Mission/Impact

Human Formation

To impact culture for Christ, students should reflect the beauty and virtue of Christ himself. The human qualities should become “a bridge and not an obstacle for others,” as well as the basis of their self-realization.³

The human qualities of JPCatholic students should include:

¹ Pope Benedict XVI “Address to Catholic Educators” Catholic University of America, Washington, DC, 4/17/08

² Pope John Paul II, Apostolic Exhortation, Pastores Dabo Vobis (I Shall Give You Shepherds) 1992, V, 42. “Formation for mission” is analogous to the pastoral formation mentioned in 57-59.

³ Pastores Dabo Vobis, V, 43.

Creativity and Innovation

Both classes and extracurricular activities at JPCatholic encourage the growth of creativity and innovation. Students should move from Introduction through Development to reach Mastery of each of these skills.

Prudence, Discipline & Responsibility

Students are expected to exercise good judgment and common sense, as well as supernatural prudence and discernment. Best practices include:

- Respect yourself and others. Reflect on the appropriateness of your appearance, language and behavior in the classroom, at Mass, in common areas, and in your apartment.
- Avoid activities that may undermine the practice of virtue, degrade the dignity of the human person, give scandal/offense to others, or tempt you/others to sin. For example, don't post things foolishly on Facebook.
- Ask for help right away when you are experiencing confusion, conflict, or poor academic performance. Strive for academic excellence.
- Communicate with your roommates and keep them appropriately informed of your whereabouts.
- Observe all public safety policies and procedures.
- Participate in clubs, apostolates, sports, and other sponsored activities and events.
- Foster healthy, open friendships with male and female students. Reach out to students who seem lonely or marginalized.
- Immediately contact the student life staff if you observe any person or thing that disturbs the peace or threatens public safety.

Career Development

In their first year, students should begin to think about the industry they are interested in and what position(s) within that industry they might want to fill. Some students will be ready to start attending networking events, industry fairs, etc. As upperclassmen, students should think about obtaining an internship or part-time job in their chosen field; they should also meet regularly with their advisor and the Director of Career Services. Upperclassmen are required to submit an updated resume and career plan each quarter with their Personal Plan for Success.

Spiritual Formation

To impact culture for Christ, students should come to know and love Jesus Christ and his Church. Spiritual formation requires prayer, obedience, and sacrifice. Each student in their ***Personal Plan for Success*** will articulate individual commitments toward spiritual formation. The University expects students to attend weekday Mass at least once per week, to make one hour of Eucharistic adoration per week, and to participate in other community spiritual events.

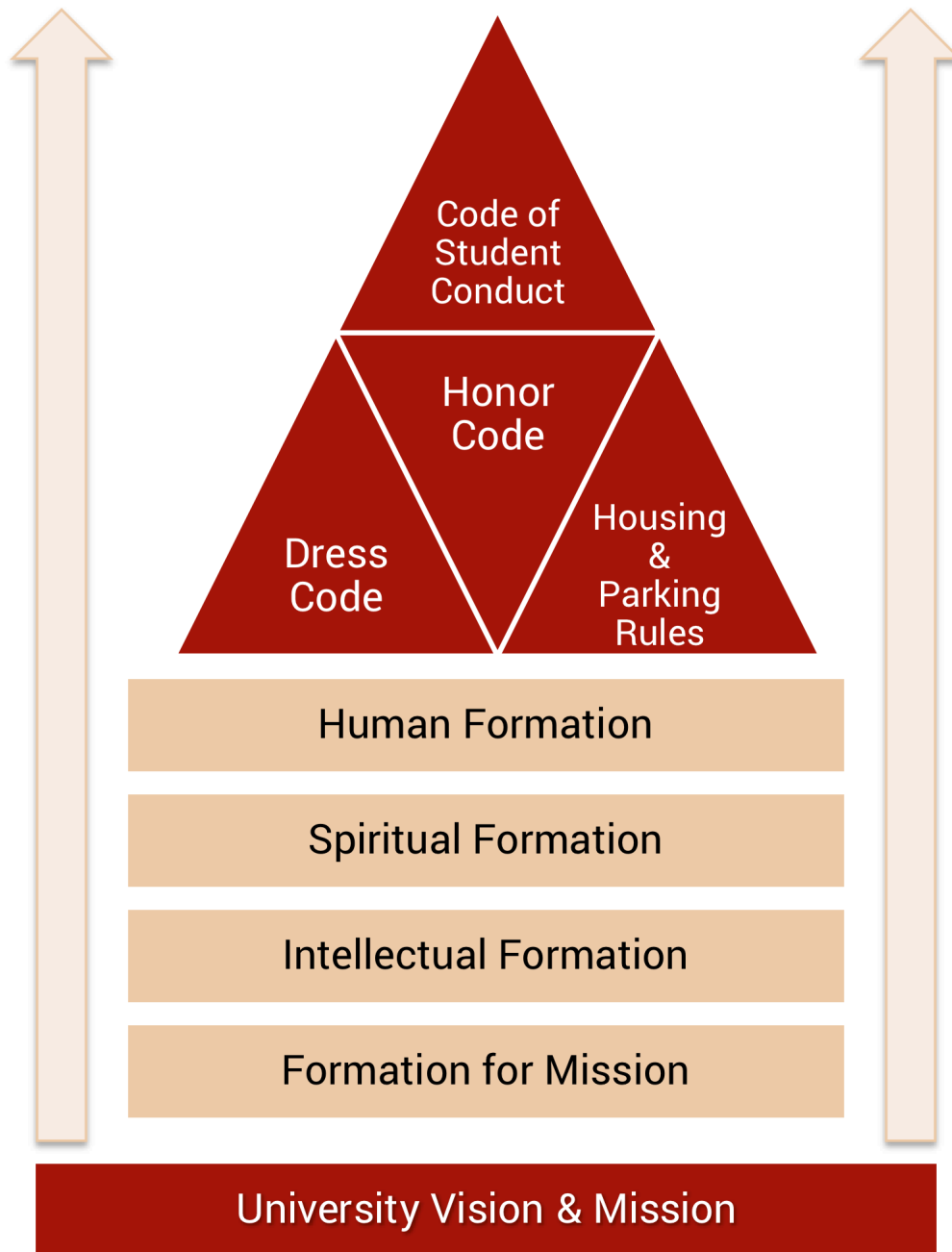
Intellectual Formation

To impact culture for Christ, students should rise above mediocrity in academic performance and pursue excellence. Students are to see their studies as a vocation from God, and the primary duty of each day. They will endeavor to make great sacrifices to ensure that they reach their intellectual potential. Each student in their ***Personal Plan for Success*** shall articulate commitments toward intellectual formation. Unless otherwise noted in class syllabi, students are expected to attend all classes and participate in class discussions. Students are expected to spend two hours (undergraduate level) or three hours (graduate level) in personal study for every one-hour in class. See the *University Catalog* for the minimum cumulative GPA each student must maintain to remain in academic good standing.

Formation for Mission/Impact

To impact culture for Christ, a student must acquire the skills and attitudes necessary to effectively communicate the truth to the world. The mission of JPCatholic, namely, to *shape innovators and creators, leaders and entrepreneurs at the intersections of business, theology, and communications media*, requires that students move beyond merely passing grades and satisfactory performance. Students must come to love others, and to desire for culture what Christ himself desires. This takes passion, commitment and hard work. Formation for mission involves not only practical and technical skills, but also the desire that “everyone be saved and come to the knowledge of the truth” (1 Tim 2:4). Students should learn to work in communion with one another in the Church, recognizing the gifts that each one brings to the Body of Christ. Each student in their ***Personal Plan for Success*** shall articulate commitments toward formation for mission. **Students who consistently demonstrate a negative attitude, a divisive spirit, or a lack of motivation, do not desire a JPCatholic education and will be asked to withdraw from the institution.**

Impact Culture for Christ



Honor Code

The JPCatholic community honor code of “**Love in Action and Truth**” encourages us to love others as Christ loved us who came “not to be served but to serve.” Our love is marked by **action**, especially sacrificial service to others, and **truth**, which demands that our “yes” be “yes” and our “no” be “no.”

In particular, this honor code entails a certain kind of conduct in the classroom, the JPCatholic community, and in the wider community:

- 1.) In the **classroom**, both faculty and students are to pursue knowledge of the **truth** with personal integrity, that is, through the pursuit of both the intellectual (knowledge, understanding, and wisdom) and moral virtues (prudence, justice, temperance, and fortitude), wherein they not only attain a deeper knowledge of the **truth**, but **act** in accord with **truth** through honest and respectful classroom engagement. As a result, this necessarily excludes all manner of cheating (plagiarism, lying, etc.) and calls for each student to fully commit to the pursuit of truth and professional excellence together with their classmates.
- 2.) In the JPCatholic **community**, faculty, staff, and students are to seek to **love others as Christ loved us** through building friendships that are ordered to **truth** and goodness in service to both God and the university. In order to build a community rooted in such friendships, not only are various forms of improper conduct necessarily excluded—verbal (e.g., gossip), physical, sexual, etc.—but the grace of self-sacrificial **love** is needed. In the person of Jesus we find the perfect example of this, for his self-sacrificial **love** mandates not shying away from sharing hard **truths** with his friends, but he does this with profound humility and gentleness, with the goal of helping his friends prepare for life in the heavenly world to come.
- 3.) In the **wider community**, faculty, staff, and students are to seek the grace to serve society at large in order to impact culture for Christ and demonstrate **love in action and truth**. While encouraging such engagement among students, it is also important that each student be able to balance both their classroom and community commitments with any additional service opportunities; for while essential, these additional opportunities should not lead to academic hardship but contribute to each students’ overall development while at JPCatholic.

Dress Code

In accord with the incarnational revelation of Jesus, JPCatholic recognizes that authentic spirituality must be fully embodied. Thus, appearance and dress are an important part of “Formation for Mission”. Human beings tend to think and act in a manner consistent with the clothing they wear. We tend to think about vacation and relaxation, for example, when we

dress in attire appropriate for the beach. Similarly, by wearing dark, dressy clothes to a funeral, we show charity and respect to those who are mourning.

In addition, modest dress has always been recognized as an integral part of virtuous Christian living. For example, St. Francis de Sales pays particular attention to appropriate attire in his classic work on spirituality, *Introduction to the Devout Life*. He writes:

Saint Paul expresses his desire that all Christian women should wear “modest apparel...” (1 Tim 2:9)—and for that matter he certainly meant that men should do so likewise... External seemliness is a sort of indication of inward good order... Always be neat, do not ever permit any disorder or untidiness about you. There is a certain disrespect to those with whom you mix in slovenly dress; but at the same time avoid all vanity...” (*Introduction to the Devout Life* 3.25).⁴

The following prohibitions and exhortations regarding appropriate attire for men and women do not intend to foresee every circumstance. Rather, they provide examples to foster the formation of each student’s conscience. In such matters, it is better to err on the side of caution and formality.

1. No short shorts or mini skirts.
2. No exposed bellies, hips or midriffs.
3. No exposed cleavage or bare backs.
4. No exposed undergarments.
5. No sheer or see-through fabrics without appropriate lining.
6. No pajamas or sleepwear.
7. No bare feet or slippers.
8. No spandex or other form-fitting clothing.
9. No halter-tops, spaghetti straps, or strapless shirts/dresses.
10. No costumes or themed accessories.
11. No hairstyles, hair colors, tattoos, or piercings that may be deemed mutilations of the body, or cause a distraction on campus. For example, men at JPCatholic shall not wear earrings, makeup/cosmetics or dress usually worn by women. Hair should not be dyed an unnatural color. Nose piercings should be limited to one simple stud.
12. No clothing with words or images that may be considered suggestive, derogatory, or distracting.
13. No dirty, odorous, torn or tattered shoes or clothing.
14. No bikini bathing suits or Speedos in the pool area.
15. Business attire is encouraged for classes, mass, and campus functions.

Dress standards will be enforced in all public areas of the campus and Latitude33 residential complex. Violations of appropriate dress may result in the student being sent to change into suitable attire, a fine or additional disciplinary action (see Disciplinary Procedures).

⁴ Translation taken from the Christian Classics Ethereal Library online: http://www.ccel.org/d/desales/devout_life (accessed June 17, 2016).

Code of Student Conduct

While respecting each student as a maturing adult, John Paul the Great Catholic University seeks to foster a Christ-centered, hospitable environment based on the four pillars of human formation. As such, students are expected to take responsibility for their actions and their negligence with respect to both speech and behavior. The Code of Student Conduct applies to all students, both residents and non-resident commuters.

University Jurisdiction: University jurisdiction and discipline shall be applied to conduct that occurs on University premises or that adversely affects the University community and/or the pursuit of its objectives. This may include conduct on social media or over the Internet. When misconduct occurs off University premises, the Dean of Students, in conjunction with the senior leadership team, shall determine whether University jurisdiction should be asserted.

Proscribed Conduct

1. Any violations of University policy, the University Mission, Honor Code, Dress Code, and /or Housing rules and Parking regulations.
2. Acts of dishonesty, including but not limited to the following:
 - a. Falsifying information, lying, plagiarizing, cheating, forging, blackmailing, stealing, misleading, or taking credit for the work of someone else.
 - b. Pirating software, music, or movies.
 - c. Using the University's name, facilities or equipment without appropriate approval.
 - d. Possessing or making copies of University or Latitude33 keys or tampering with garage remotes without authorization.
 - e. Interference in student elections.
 - f. Falsification, distortion, or misrepresentation of information before a Discipline Board.
 - g. Attempting to influence the impartiality of a member of a Discipline Board prior to, and/or during the course of, the Discipline Board proceeding.
3. Acts of disrespect, including but not limited to the following:
 - a. Vandalizing property or borrowing items without the owner's expressed permission.
 - b. Decorating or furnishing the apartments in a way that may be offensive to others or that may damage University/Latitude33 property.
 - c. Disrespect for professors, staff and classmates. Disrupting a class or University function or obstructing the operations of the University.
 - d. Violating quiet hours in the apartments (after 10PM daily).

- e. Failure to comply with the direction of University officials including Resident Assistants or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 - f. Violation of federal, state, or local law on University premises or at University sponsored or supervised activities.
 - g. Disorderly conduct, breach of peace, or aiding, abetting, or procuring another person to do such actions.
 - h. Abuse or misuse of fire prevention or control devices—which include fire alarm systems, fire extinguishers and all doors—or any security device or equipment.
 - i. Failure to exit a building during a fire alarm or drill.
 - j. Sales and solicitation are prohibited campus wide without written authorization from Student Life.
 - k. Attempting to discourage an individual's proper participation in or use of the student code system.
4. Abuse & harassment:
- a. Sexual assault, sexual harassment, non-consensual sexual relations, unwanted touching, physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health, safety, or educational opportunity of any person.
 - i. For a definition of consent and other issues, see also the Sexual Misconduct Policy.
 - b. Hazing of any kind.
5. Self-destructive behavior, including but not limited to cutting or the abuse or misuse of prescription or over-the-counter medications.
6. Possession and use of alcohol, drugs, & weapons:
- a. Use, possession, or distribution of drugs, narcotics or other controlled substances on campus. The University adopts a zero tolerance regarding drugs, meaning that the expected sanction against such activity is expulsion.
 - i. Students share the responsibility of maintaining the culture of the University and must commit to holding one another accountable to the university's drug policy. Those who passively accept such activity may be considered accessories and/or enablers of such behavior and be subject to disciplinary action.
 - b. Use, possession, or distribution of alcohol, drugs, narcotics or other controlled substances on campus, including within the Latitude33 complex. The following exceptions apply:
 - i. Students who are 21 or over may consume alcohol in the Latitude33 Podium area when Residential Assistants are on rounds (8:30pm-10:00pm during the Quarter unless otherwise stated). Alcohol may not be consumed, possessed, or at the same table with individuals under 21. All students and accompanying guests must comply with directions

given by the Residential Assistants and provide proof of identification upon request. All other University rules and state laws apply to the use, possession, and distribution of alcohol in this area.

- ii. Graduate students living on-campus at Latitude33 may possess and consume alcohol in their townhome or apartment, as well as in the Cabana according to the exception above. Graduate students may not serve alcohol to, or drink with, undergrad students at Latitude (except as permitted by undergraduates in the Student Handbook), even if the undergraduate student is over 21. All other University rules and state laws apply to the use, possession, and distribution of alcohol in this area.
- c. Exhibit behavior consistent with intoxication.
- d. Possession or use of explosives, incendiary devices, fire-crackers, or dangerous chemicals on University premises.
- e. The possession of all weapons, including but not limited to firearms and knives having over three-inch blades (with the exception of kitchen utensils), are not permitted on campus or in the Latitude33 Apartments. Pellet, paintball, or BB guns must be turned over to a member of the Student Life staff at the apartments; these items will remain with Student Life staff and may be checked out for use by the student. Ammunition for pellet, paintball, or BB guns may not be checked out for use on campus. The student must return the item by 7pm on the day it is checked out.

7. Inter-visitation in the apartments:

- a. Inter-visitation in the apartments, rooms, garages, hallways or stairwells of members of the opposite sex, unless permitted by a Student Life staff. For filming that requires inter-visitation, see the Filming Policy at Latitude33.
 - i. The following exception applies. Apartments/townhouse and Households will have the opportunity once a quarter on a given day of the week to invite another apartment/townhouse of the opposite sex over for dinner between the hours of 5pm and 8pm. The invite for the dinner has to go out to the entire apartment/townhouse or Household. A request form must be filled out and approved by Student Life. For the request form and more details, see the Student Life website.
- b. Overnight guests without the written permission of the student life staff. Such permission must be requested at least 24 hours in advance (see Guest Policy for further details).
- c. Non-University guests in student apartments past midnight, without prior approval from the Director of Student Life.
- d. Visiting in common areas outside of designated hours.

8. Indecent, obscene, lewd or otherwise inappropriate behavior, including but not limited to the following:

- a. Fornication, pornography, or other promiscuous behaviors.
- b. Excessive or inappropriate public displays of affection.

- c. Any act that violates Catholic moral teaching on sexuality or the promotion or advocacy of such conduct or expression.
 - d. Scandal or any activity that may undermine the practice of virtue, degrade the dignity of the human person, give scandal/offense to others, or tempt you/others to sin.
9. Abuse of computer equipment, facilities, or networks, including but not limited to:
- a. Sending obscene, abusive, pornographic, or harassing messages.
 - b. Unauthorized transfer of file, including peer-to-peer file sharing.
 - c. Use of another individual's personal identifying information or password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
 - e. Unauthorized entry into a file or computer system.

Housing and Parking Regulations

Vehicles, Garages, and Parking

1. All students must register their vehicle with the Student Life office during the check-in process. Students who bring a vehicle onto campus during the quarter or over break need to register their vehicle within 24 hours. Vehicles found without proper registration will result in the \$200 fine. Due to limited availability, each student is allowed one vehicle.
2. All students with a car, both commuters and on-campus residents, must obtain a parking permit. For commuters, there is a \$25 fee for the sticker.⁵ For on-campus residents, the cost of the sticker is incorporated into the \$200/quarter fee for residential parking at Latitude (see #5, below).
3. Student, staff, and faculty parking is prohibited AT ALL TIMES on:
 - a. Grand Avenue between Escondido and Broadway.
 - b. S. Maple Street between Grand and 3rd.
 - c. Broadway between Valley Parkway and 3rd.
 - d. City parking lots, including the lot bordered by Maple and Valley Parkway, and the lot bordered by Maple and 2nd.

Overnight parking is not permitted by students or guests in the Rite Aid or Movie Theatre parking lots near Latitude33.

Parking violation fines are \$100 for each offense.

⁵ All fees and fines are subject to change; students will be informed before such changes take effect.

4. Commuters: JPCatholic has an agreement with the City of Escondido to provide 50 reserved spaces during the hours of 8:00 am and 5:00 pm, Monday thru Friday in the city lot on the corner of Escondido Avenue and Woodward Avenue. After these hours, any student may park in that parking lot but the spaces are no longer reserved specifically for JPCatholic. Because of the limited reserved spaces and the close proximity of the Latitude Apartments to the campus, resident students are heavily discouraged from driving cars to campus during regular business hours.
5. In order to park within the gates of Latitude33 resident students with cars are required to pay a quarterly fee of \$200 to the University. This fee includes the \$25 parking permit which must remain properly displayed on the vehicle at all times and is not interchangeable between vehicles. Failure to display your parking permit will result in a \$100 fine. Parking within the Latitude33 complex is only authorized in designated areas and violators will be cited by University staff. Parking violation fines are \$100.
6. While supplies last, students with cars may rent a remote gate opener for a \$100 refundable deposit. Students may not obtain/purchase gate openers or parking permits directly from the Latitude33 leasing office or another venue, nor may they reprogram remote gate openers.
7. Gate remote openers for garages and reserved parking spaces/parking passes will be given out in the following order:
 - a. Seniors
 - b. Juniors
 - c. Sophomores
 - d. Freshmen
8. All vehicles parked within the community must display current vehicle registration tags. All vehicles must be in good operational condition, with no leaks that may stain/damage pavement.
9. Only park vehicles in designated spots.
 - a. All unmarked parking spaces within the gated area are available for student or guest parking on a first come first serve basis.
10. Students are not allowed to park in the guest/visitor parking spaces located in front of the Latitude33 leasing office for any reason at any time. If a student is found parked there, they will be ticketed and may be towed at the student's expense.
11. Do not call the leasing office regarding parking issues; call Joe Cross at 978-835-7580.
12. No car washing, repairs or maintenance of vehicles are allowed on the property, unless done so in specifically designated locations. If clean up is required after a vehicle is

repaired, the Resident will be billed for all maintenance, administrative or other associated cost to clean or repair the area.

13. It is the resident's responsibility to inform guests of the parking policies.

14. Students who are assigned a parking spot either in the townhouse garages or parking structure may not switch with a fellow student, or a guest of theirs who is visiting them. If a vehicle is found in a spot that is not suppose to be there, it will be ticketed and towed. For information about guest parking, see the guest form on the Student Life website.

Residential Policy and Housing Rules⁶

Single undergraduate students who are under 25 years of age are required to live on campus, unless they live within daily commuting distance with their parents or in a religious community. Incoming students who are under 18 and do not turn 18 during the academic year will be required to meet with the Student Life Staff and receive approval before being placed in the resident apartments. Single students between 25 and 28 years of age may live on or off-campus. Incoming or non-continuing students who are over 28 years of age must live off-campus, as must all married students.

JPCatholic currently does not offer on-campus graduate housing.

Requests for exceptions to the University's residential policy are rarely granted and should be made to the Student Life Department at least four weeks in advance of the quarter for which the exception is requested.

All student housing is single-sex to foster a respectful, safe environment that promotes chaste living in keeping with the Catholic Church's teaching on sexuality; living arrangements that are contrary to this end and the teachings of the Church may result in reassignment.

Key & Fob Rules

Residential students are issued one key to their apartment/townhome and an electronic fob to access Latitude33 gates and common areas. Students are not allowed to make copies and/or tamper with the key or fob. Students will be charged a deposit of \$50 that will be returned when the fob is returned (and not replaced with another fob). Students will return the key and fob when changing apartment/townhouse or when no longer enrolled at JPCatholic. A lost key or fob should be reported to Student Life immediately.

Student Interaction with Latitude33 Administration / Maintenance Requests

⁶ Unless stated otherwise in this Handbook or in the LA Quarter housing agreement, all housing rules apply to both Latitude33 student housing and Oakwood Toluca Hills student housing.

Students themselves are not named in the University lease, and may not approach Latitude33 administrators on their own. Students must go through the student life staff for any maintenance requests, fobs, keys, car clickers, or complaints against fellow tenants.

In the case of maintenance emergency, contact the Director of Student Life, Joe Cross immediately.

Fire Safety and Building Evacuation Procedures

Fire safety is a serious issue due to the population density and the potential for injury and loss that could occur as a result of a fire. When a fire alarm sounds, all residents, guests and visitors must walk quickly to the nearest stairwell and exit the building. Everyone should follow the instructions of the Residence Life staff, security officers, and fire personnel. Tampering with smoke detectors, fire extinguishers or fire alarms is prohibited and considered a serious violation. Disciplinary action could include dismissal from the University. In addition, such conduct may result in arrest and prosecution. Failure to evacuate the building when a fire alarm is sounded is against city ordinances and John Paul the Great Catholic University policy and may result in disciplinary action.

Reporting A Fire Emergency And Procedures For Student Housing Evacuation

Students reporting a fire emergency should contact the local fire department by dialing 911 from a cell phone. Students should also contact the Director of Student Life (numbers posted in all residences), and/or the Resident Assistant or Campus Guard On-Call, who will in turn contact the Latitude Apartment staff.

In case of a fire, students should exit their apartment or townhome by the nearest available exit. They should assemble at the main office of the Latitude33 complex, outside the pool and cabana area, where Resident Assistants and the Director of Student Life will take roll. Students should not return to their apartment or townhome until they are instructed to do so by a University official.

Follow these basic procedures to safely evacuate a building in the event of an emergency:

- 1. Safety stop your work**
 - Shut down equipment that could become unstable or present a hazard
 - Gather your personal belongings such as glasses, prescription medication, keys and purse

- 2. Quickly evacuate the building using the nearest door marked with an EXIT sign**
 - Do not use elevators
 - Go to the nearest safe stairway
 - Help those who need special assistance, such as disabled persons and small children
 - Touch closed doors before opening. If the surface is hot, do not open – use another exit route

- Close, but do not lock, all doors as you leave

3. Report to your designated assembly area

- Stay in your designated assembly area for a head count
- Report any missing individuals and last known locations to emergency responders
- Notify emergency responders about sensitive research, operating equipment, animals left in buildings, etc.

4. Wait for instructions from emergency responders

- Remain outside at your designated assembly area
- Do not reenter the building until authorized to do so by an appropriate authority (police, fire department, etc.)

Reporting Fires That Are Extinguished

Per federal law, JPCatholic is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below is the **non-emergency** number to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the University may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact the following:

JPCatholic Student Life (858) 653-6740

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

Latitude33 Apartment Rules

For additional rules and regulations, students should consult their Residential Agreements and emailed correspondence from Student Life, and should attend any required residential meetings.

1. Residents shall not violate any government law in the use of the Apartment, commit any waste or nuisance, annoy, molest, or interfere with any resident or neighbor. While on the premises or in the surrounding area, residents shall neither engage in any criminal activity, nor engage in or allow any act intended to facilitate criminal activity.
2. Residents agree to abide by all reasonable rules and regulations for the protection, good order, safety and cleanliness of the Apartment whether or not they are posted in and around the Unit.
3. All musical instruments, television sets, radios, etc. are to be played at a volume that will not disturb other residents. No loud talking, bicycling, skateboarding, rollerblading, or other activities that may be disturbing to others, are permitted within courtyard areas. Community quiet times are before 8AM and after 10PM. Do not do laundry or run the dishwasher during quiet times.

4. The smoke detectors located in the halls are extremely sensitive. Any detection of smoke will activate the fire alarm in the whole building. In the case of burning food, DO NOT open the front door of your apartment to ventilate smoke! If the fire alarm is activated because of the negligence of a resident and/or guests, residents will be liable, and charged up to \$1500 to clean hallways and reset alarm system.
5. Abuse or misuse of fire prevention or control devices (including alarm systems, fire extinguishers, sprinklers and all doors) or any security device or equipment, is strictly prohibited.
6. All buildings are non-smoking buildings. Hallways, elevators, garages and common areas are also non-smoking. Smoking includes the use of e-cigarettes.
 - a. Smoking is permitted on the apartment patios / balconies, including the Perch balcony, as long as the apartment windows and sliding glass doors are closed and the smoke does not bother other guests or apartments
7. Possession or use of firearms, explosives, other weapons, incendiary devices, firecrackers, or dangerous chemicals is not permitted on the premises. No trash, flammable materials, or other material may be accumulated or stored, which may cause a hazard, pursuant to any and all local health, and fire safety ordinances or regulations.
8. Access to roof is forbidden to residents at any time.
9. No personal items (such as bicycles, boxes, toys) may be placed in the halls, stairways, or about the building or any other common area. Bicycles and skateboards may not be stored in apartments/townhomes, but should be kept on the balcony, in the garage, or in the Latitude bicycle room.
10. No nail penetration on building exterior.
11. No littering. Do not place trash anywhere except in dumpsters.
12. Balconies and patios are to be kept clean. No storage (including JPCatholic furniture) is allowed on the balconies at any time.
 - a. Residents may not possess or use a grill (including charcoal, gas, or electric) at Latitude33, including on balconies and garages.
 - b. Patio furniture may be brought as long as the Director of Student Life inspects it.
13. Pursuant to local municipal laws, towels must be used while using exercise equipment.
14. POOL AREA: Reckless (running, jumping, diving) activity is strictly prohibited in the pool area. No inner tubes or rafts are allowed in the pool. No cut-off jeans or street clothes in the pool. Alcoholic beverages and glass containers are strictly prohibited in the pool area. No loud music or boisterous activity in the pool area. Towels must be used over pool furniture when using suntan oil or any other lotion.
15. Waterbeds are strictly prohibited in the apartments.
16. Residents are not allowed to paint the apartment rooms or walls. In the past large fines have been given by Latitude33 to unwary students.
17. Residents agree to use bathroom fans while showering or bathing and to report to the Director of Student Life any non-working fan.

18. Personal or mini-fridges are not allowed in the residential apartments or townhomes (including garages).
19. Space heaters and other heating devices that may cause fires are prohibited.
20. The use of power tools (such as power saws, drills, etc.) is not permitted in the resident apartments.
21. Students responsible for any loss, destruction, damage, vandalism or neglect of University property will be required to reimburse the University.
22. Signs and posters may only be posted in designated areas.
23. Students will endeavor to conserve water and electricity. Apartments that consume significantly more water/electricity than the average apartment will be billed accordingly.
24. Lit candles present a fire risk and are prohibited unless safeguarded by a glass container or other similar substance.
25. Babysitting is not permitted in the Latitude33 Apartments.

Room Changes & Single Room Requests

Students who prefer to change apartments or roommates are required to notify the Director of Student Life and complete the appropriate form. The Director of Student Life will coordinate logistics and communication between the other apartments and students involved.

Students who wish to change rooms within an apartment must ask the Director of Student Life for permission. A request to change apartments or rooms is not automatic and may be denied.

For a variety of personal reasons students may request exclusive use of an apartment room. Note the following provisions:

- Depending on the size of the room requested (e.g. Master, double etc.), single room requests are subject to the normal double or triple occupancy rates.
- As space is available, student requests associated with disabilities will be given priority.
- The Director of Student Life will review all requests on a case-by-case basis.

Cleanliness & Room Checks

Students are responsible for keeping their apartments clean and in good working order. They should aim at creating a hospitable, welcoming environment that is suitable for study and common living.

The University provides vacuums for student use. Vacuums can be checked out with the Resident Assistants or Student Life staff. All other cleaning supplies are the responsibility of the students in the apartment.

Each student will keep his/her room and bathroom clean and orderly. The students in each apartment will work together and fairly distribute cleaning and upkeep responsibilities for the common areas. Student Life staff will conduct random room-checks. Apartments that do not meet basic cleaning criteria will be fined accordingly.

Furniture and Kitchen Items

In each apartment, furniture and basic kitchen equipment is provided. Note the following conditions and expectations:

1. No furniture may be removed, swapped, or stored without the permission of the Student Life staff. Should residents want to move furniture in and out of the apartments for a film shoot or another school related activity, please get permission from the Student Life staff prior to the move.
2. Additional furniture should not be brought in without prior permission from the student life staff. Furniture will only be approved if it is in new condition and accompanied by receipts. This policy is intended to prevent unnecessary bed bugs and other pests from entering with used or old furniture. Used mattresses, chairs, couches, and beanie bags are not permitted for this reason.

Guests

Students may request permission from the Director of Student Life for guests to stay in their apartment. A guest request form must be completed and submitted to the Director of Student Life at least 24 hours before the requested date. Please note that forms will only be approved Monday thru Thursday 9am-5pm. No guest request forms will be approved over the weekend or after 5pm on the weekdays. Note the following:

- Guest approval is not automatic and therefore students should receive approval before inviting guests or assuming the request will be granted.
- Guests of the student residences at Latitude are allowed to stay 2 free nights per month. This also applies to prospective students who visit the University and whose stays are set-up through Admissions. If a guest stays additional nights at the residences after the allotted 2, even if they are spread throughout the month or different apartment/townhouses, the host will be charged a nightly fee of \$35 per night.
- Guests may stay up to 1 week each month. Requests to stay for additional time will be denied.
- Students can only have up to 2 guests at a time stay with them at their apartment/townhouse.
- For safety reasons, guests need to be thirteen years of age or older
- Male apartments may only accommodate male guests; female apartments may only accommodate female guests
- Residents are responsible for the behavior of their guests.
- Students who have overnight guests without filling out the appropriate guest form will be charged \$35 per guest per night and are subject to a fine of at least \$100.

Residence Liability Information

1. The University urges residential students to obtain their own insurance for losses due to vandalism, theft, fire, smoke, water damage, leakage, flooding and the like. The University's insurance policies provide no coverage for a resident's belongings or vehicles.
2. Students agree to indemnify and hold harmless the University from any actions, claims, losses, damages, and expenses, including, but not limited to, attorneys fees that the

University may sustain or incur as a result of the negligence of the resident or any guest or other person living in, occupying, or using the apartment/townhome.

3. Damages due to sprinkler activation are the resident's financial responsibility. Residents may also be responsible for damages to neighboring units and their belongings. Please understand the importance of renter's insurance. Fire sprinklers can provide discounts on insurance premiums.
4. Individuals park on the property at their own risk. Please lock your vehicle and remove all valuables.

Mold and Mildew Prevention

There are several measures that you can take to reduce moisture build up in your Apartment and to discourage the growth of mold and mildew. First, make sure your Apartment is properly ventilated through operation of your HVAC system and/or opening windows and doors. Proper air circulation will help prevent excess moisture build up in the more humid areas of your Unit. Second, use the preinstalled fans in both your bathroom and laundry areas. In order to minimize the opportunity for moisture build up, start the fans before bathing or washing clothes, and allow them to continue to operate until after these activities are complete. Third, wipe down any visible moisture accumulation on windows, walls, ceilings, or other surfaces as soon as possible. Finally, promptly call the Student Life staff to report any signs of a leak or any signs of excessive mold or mildew growth.

Filming Policy at Latitude33⁷

To support the University's mission to impact culture for Christ through media, while also ensuring that filming does not unnecessarily disturb the residents in our community, JPCatholic has adopted a Policy Statement containing the rules and procedures that all student film projects using Latitude33 locations must follow. The University reserves the right to revoke filming privileges if these policies are violated.

1. All filming conducted in Latitude33 requires prior approval from Student Life. The filming approval application form must be completely and accurately filled out at least 48 hours, but no earlier than 7 days, before the commencement of filming and submitted Monday thru Thursday 9am-5pm. Request will be denied if submitted after hours or submitted on the weekends (Saturday and Sunday). Student life staff will make every effort to approve or deny the request to film within 24 hours of the submission of the approval application.
2. Any cancellations or changes to the location, time, or nature of the film shoot described in the approval application must be provided to the appropriate student life staff at least 4 hours in advance of the commencement of filming. Failure to advise student life of such material changes will result in revocation of approval, and the student project will forfeit the ability to film at Latitude33 for the remainder of the week.

⁷ Filming is defined as a digital or film recording of a visual image or a sound recording, regardless of the equipment that is used to make the recording. Exceptions include brief personal recordings (Snapchat, Skype/Facetime) or videoconferencing. Please note that even these exceptions must respect basic JPCatholic rules involving noise complaints, decency, etc.

3. Per Latitude33 leasing policies, filming is allowed in any of the common areas as long as it does not obstruct the use of the common area to resident use. This includes requesting or asking other residents not to use the common area while filming, blocking entrances or exits with film equipment, or moving furniture or objects around in the common area. These actions are strictly prohibited. Student life requires student projects to receive prior approval from Latitude for filming in these areas before approving a film application; therefore, students requesting to film in common areas of Latitude should get prior approval from Latitude33 before submitting a film request to student life.
4. Filming is permitted in student apartments and townhomes, as well as in the Perch. Filming is NOT permitted on the fourth floor of the apartments, including in the Jude, due to noise complaints. Students may film in student apartments and townhomes between the hours of 10am and 12am, Sunday through Thursday, and between 10am and 1am, Friday and Saturday. The Perch may be used for filming between the hours of 8am-6pm, 7 days a week.
5. For film shoots occurring in a student apartment or townhome, before submitting a film approval application to student life, the project must ask for and receive permission to film from the residents of that apartment or townhome.
6. If the film shoot is in the townhouse or apartment and requires furniture to be moved around, the crew must notify all of the roommates prior to submitting the form. The furniture must be returned to its original location after the film shoot.
7. If the film cast and crew involve both males and females (a "co-ed" film shoot), or if the filming occurs in the Perch, a Resident Assistant ("RA") will be assigned to chaperone the film shoot. If an all-female film cast and crew is filming in a female apartment, or an all-male film cast and crew is filming in a male apartment, a film approval application must be filled out but no chaperone is required. Students are prohibited from directly arranging with an RA to chaperone the shoot—all requests for a chaperone will be processed when a film approval form is submitted, and a member of the student life staff will assign a chaperone.
8. During each week in the academic quarter, there will be 15 hours per week available for chaperoned film shoots. Students may request a time slot of no more than 7.5 hrs for any given week. To reserve a slot, a student must complete a film approval application form; other means of reservation, such as email or verbal discussion with a student life staff member, is not sufficient. The slots will be approved on a first-come, first-served basis. The approved time slot includes the time to set up, film, and take down the set. A film project may choose to use all their approved time in one consecutive block, or the project may divide the time up into smaller blocks in the week (e.g., 6 hours for filming on one day, 1.5 hours on another day for pick up shots or inserts).
9. For purposes of this policy, a week runs from Monday at 1am through Sunday at 12am. The University reserves the right to increase or decrease the weekly time slots available for film shoot chaperones. During select periods, such as before final exams or senior thesis due dates, additional weekly hours may be provided; during breaks and holidays, available hours will be decreased. Student life will make every effort to inform the student body in advance of any change in available hours.

10. To reduce the inconvenience to residents, each month, a maximum of two film shoots may be scheduled in the same apartment or townhome.
11. Filming at Latitude33 should impose a minimum amount of disruption of normal activities, and students must make every effort to return the location to the state it was in before filming. This includes but is not limited to: returning borrowed or removed items, cleaning the space, and removing all filming equipment.
12. Filming at Latitude33 that involves the use of weapons (including replica firearms, pellet guns, etc.) must comply with the JPCatholic weapons policy found in the Student Handbook. In addition, before the student(s) can check out any weapon for use in filming, they must contact the appropriate law enforcement agency (e.g., Escondido Police Department) to apprise them of the film shoot. Filming with weapons is prohibited outdoors in Latitude33 (e.g., balcony, doorstep) as well as in the common areas.
13. Items from the Perch or Jude may not be borrowed for filming or other purposes without prior approval from student life.
14. In addition to the above, all Federal, State, County and local laws and ordinances, including Latitude33 policies, as well as the JPCatholic Student Handbook, must be obeyed by the cast and crew of the student film project and by any independent contractor(s) or assistants retained by the students.

Student Services

John Paul the Great Catholic University is committed to pursuing excellence in its service to students, seeking to provide the means necessary for student success.

Students with Disabilities

JPCatholic does not discriminate against students with disabilities and happily makes accommodations for such students as mandated by federal law. Students are not required to publicly disclose their disabilities. If reasonable academic, housing, or other accommodations are needed, the student must complete the required paperwork through the Student Life Department.

English Language Services

JPCatholic assists student development of English as a second language through writing center appointments and additional mentoring with faculty and staff. While the University does not offer English language classes, the Dean of Students can assist students in finding such classes off campus; the normal fee for that course would apply.

Student Work Opportunities

Qualified students may apply for open work positions at the University. Students should ask the appropriate University staff.

Jobs and Internships

JPCatholic assists and empowers students to find jobs and internships. The University communicates open positions via Facebook, e-mail and a Jobs Board. Students are then responsible for following up with the client or potential employer. Internships for credit should be coordinated through the Career Services Center (see below).

Student Groups and Activities

JPCatholic celebrates its Catholic identity and professes fidelity to the Magisterium of the Church, while actively incorporating diverse cultures and cultivating respect for their unique contributions to the community. The University encourages the formation of student groups that promote the common good and support the University's mission. Such groups may include support groups, student government, apostolic initiatives, sports programs, and the like. Groups seeking official recognition by the University must be approved by the Dean of Students, and coordinated with the student life staff.

Undergraduate Academic Mentoring and Requirements for Registration

The Registrar's office automatically assigns every undergraduate student a mentor who serves as an academic advisor and assists with networking and career planning.

Per individual preference, students have the option of requesting an alternative mentor to the one assigned. Request changes should be made with the Registrar and the appropriate form completed. The University will make a concerted effort to accommodate preferences and find a suitable advisor. However, due to individual mentor responsibilities and workload, it is sometimes impractical for the student request to be granted.

Undergraduate students are required to update their *Personal Plan for Success* periodically and if directed by the Dean of Students, Director of Student Success, or their advisor, meet with their advisor once a quarter to discuss their Personal Plan. **Undergraduates who fail to meet with their mentor and/or complete the Plan for Success in a timely manner will be blocked from registering for classes for the subsequent quarter.**

Students who struggle to succeed in any of the four pillars of Christian formation may be required to meet additional times with their academic advisor and/or be assigned a peer mentor.

Both faculty and peer mentor sessions are casual and are meant to assist and guide students through a variety of needs. Sessions are designed to follow the "Start, Stop, Continue"

template: identifying negative behaviors that should be stopped (Stop), gaps where new activity, effort, or behavior is required (Start), and to reinforce where the student is succeeding already (Continue).

Counseling Services

Psychological and pastoral counseling options are provided proactively by the Dean of Students to meet the wide array of personal difficulties that may interfere with a student's success. Specific concerns for which students often seek assistance include the following: loneliness and isolation; homesickness; parent/family conflict; difficulty in studying, concentrating or test taking; challenges in interpersonal relations and communication; educational/career concerns; mental issues; depression; and anxiety. Students who experience these difficulties should speak with the Dean of Students or the student life staff as soon as possible. Such matters will be kept confidential except those mandated by law, such as when serious and imminent physical danger is concerned.

JPCatholic may provide on-campus psychological counseling options, and will provide help in finding and contacting off-campus counselors in the area. Students should check the Student Handbook or contact the Dean of Students for additional information.

In addition, San Diego runs a free, confidential crisis hotline that is answered 24/hrs a day: 1-(888)-724-7240.

Common Rooms

The Pelican Perch Student Center is a common area available to students for study and recreation. The Jude is a common area available to students for study only. These areas, as well as the Latitude33 cabana and pool may be reserved for specific gatherings by submitting a form to the student life staff at least 24 hours in advance. The Perch may also be reserved for filming.

Health Services

Students must have major medical health insurance as a condition of enrollment, and should be prepared to assume all costs of their medical care. Below is a list of a few medical facilities in Escondido. JPCatholic can provide referrals to other local practitioners, hospitals, or clinics if needed. It is the responsibility of each student to establish *in advance* whether the facility accepts the student's insurance. We strongly urge students not to use the emergency room except in an actual emergency—even with insurance, the price of one visit to the ER can be extremely expensive.

Culture of Life Family Services family doctors and referrals (offers Catholic and Christ centered medical care)

362 West Mission Avenue Suite 105

Escondido, CA 92025
(760) 741-1224
Fax (619) 692-8147

Graybill Urgent Care

225 East Second Avenue
Escondido, CA 92025
Hours: Monday-Friday; 9am-8pm
Saturday & Sunday; 8am-4pm

Palomar Medical Center 24 hour multi specialty hospital with emergency room and trauma center
2185 Citracado Parkway
Escondido, CA 92029
(442) 281-5000

Career Services Center

The Career Services Center (CSC) facilitates opportunities for JPCatholic students to build relationships for employment, internships, mentoring, and networking experiences with the Southern California professional community.

Mission Statement: Guided by the University's commitment to the personal success of its students, the Career Services Center assists students in discerning their future career aspirations and goals. JPCatholic encourages students to start thinking about their future career aspirations from their first quarter on campus. Student career planning is incorporated into the student's Personal Plan for Success. The student, with their academic advisor and the CSC director, develops a plan for a progression of job experiences from entry level (such as in retail), to a career focused internship, to a part-time career focused job, to a full-time job following graduation. By having career aspirations and planning in mind, the student, on graduation, is better equipped to carry out the University's mission to impact culture for Christ.

Services

Explore Careers. Discover and explore the true breadth of careers available. Assessment tools can help identify a student's interests, skills, and work values.

Gain Experience. The benefit of finding an internship or volunteer position is to acquire professional work experience related to one's academic major or career interest and apply theories learned in the classroom to the workplace. An internship can also help the student develop a better understanding of the professional demands and requirements of a particular career field. It allows one to gain confidence in making the transition from being a student to the world of work.

Get a Job. The CSC helps students to build their network, to have their resume critiqued, to utilize online resources, and to meet employers. The CSC does not offer career placement services.

Consider Graduate School. Explore options, find field-specific guidance, meet recruiters and view resources to effectively prepare and apply.

Miscellaneous Policies

Student Events Policy

A student club or any other organization of students must receive prior approval from the Dean of Students or Director of Student Life in order to sponsor an event, whether on or off campus. An event is considered “sponsored” by an organization if the event is represented to the University community or to the public as connected with the student organization.

Sign and Advertisement Policy

The content of all signs and advertisements must be consistent with the University’s identity and mission as a Catholic institution.

1. In order to preserve the appearance of our campus buildings for both the University community and its visitors, postings are restricted to certain areas on campus: namely bulletin boards in the student lounge and by the chapel and other designated areas such as the table outside the large classroom.
2. Unofficial student parties off campus cannot be advertised.
3. Students should practice stewardship and remove the signs when they are no longer needed.

Online Etiquette Policy- “Netiquette”

“Netiquette” refers to Internet etiquette, which means the use of good manners, grammar and form in online communication i.e. email, discussion boards, blogs, and social networking sites. It is important to use netiquette because communication online is non-verbal and in many cases you have never physically met the person with whom you are communicating online.

1. As Catholics we recognize the dignity of every human person. Be respectful, professional, and careful about what you say and how you say it.
2. Be aware of the image of yourself you are projecting online. Use clear writing and good form.
3. Remember that others cannot see your facial expressions or hear the tone of your voice. Your words and manner of expression must clearly indicate your intended meaning. This is particularly important when using humor (e.g., sarcasm may not be apparent by your words alone).

4. Respect the time of others. Keep communication short and to the point. Also, be sure to stay on topic.
5. When emailing professors or staff note your course or specific topic in the subject line, and be detailed but succinct about your question or concern. Be sure to review your email before sending, what might be clear to you may not be to the recipient. Also, avoid sending multiple emails when you can combine questions or concerns into one email and avoid filling up the recipient's inbox.
6. On message boards, use the subject line appropriately, employing meaningful and succinct labels so that all have an immediate grasp of your contribution.
7. When disagreeing with others, keep the maxim cited by Bl. Pope John XXIII in mind: "in essentials, unity; in doubtful matters, liberty; in all things, charity" (Ad Petri cathedram, Encyclical Letter on Unity and Peace, in Spirit of Charity [June 29, 1959], 72). Likewise, always recall the words of Fr. Michael Scanlon, former president of Franciscan University: God opposes the proud—especially when they are right!
8. "Forgive and you will be forgiven" (Luke 6:37). When someone else errs (e.g., a spelling error) and / or does not follow proper online etiquette (e.g., becoming long-winded), think twice about whether it is necessary to correct them. Many times mistakes are unintentional. If you do decide it is important to address an issue, be polite and, if discretion is advised, address the issue privately (e.g., email) rather than in a public way.
9. Avoid using ALL CAPS, especially when you are disagreeing. This is perceived as shouting and is considered rude.
10. Be sure to comply with copyright laws.
11. Be mindful of compatibility concerns. Be sure that files you upload are in a format that can be viewed by others.
12. Be aware of issues that might arise due to cultural and languages differences.
13. Be careful not to violate the privacy of others. Do not send commercial advertisements or SPAM to other students, professors or staff.

Timely Warning Policy

In the event that a situation arises, either on or off campus, that in the judgment of the Dean of Students, Senior Vice President of Administration, or President constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. This warning will normally be disseminated via e-mail.

Academic Ethics and Honesty Policy

1. Unethical behavior and acts of dishonesty in class work, assignments, or test taking are serious offenses against morality and academic standards. The theft of intellectual property, including but not limited to the work of one's classmates, published scholars, and other sources, is a grave offense and can lead to academic dismissal.

2. All course content, including class recordings, is property of John Paul the Great Catholic University and is only to be used by enrolled students for private, personal use and is not to be distributed for sale or gain.
3. It is evident that tests are meant to measure an individual's grasp of class material. Unless otherwise specified by the instructor, the use of books, notes, other student's work, or anything other than the student's own mind is expressly prohibited in test taking and the violation of this policy can result in academic dismissal.
4. Plagiarism is the use of other's intellectual property, including but not limited to ideas and writings inserted into a student's work without appropriate acknowledgement including a source citation and quotation marks where appropriate. A source often should be cited even when quotation marks are not appropriate, i.e. not a direct quote. Plagiarism is a grave offense and can lead to academic dismissal.

Consequences and Procedures for Resolution

1. When a faculty member suspects that an incident of academic dishonesty has occurred, the faculty member may: (a) communicate in writing and promptly arrange a conference with the student to discuss the matter, or (b) refer the case directly to the disciplinary board process.
2. If the faculty member elects to speak directly with the student, at the conference the faculty member will inform the student of his or her concerns, and the student will be given the opportunity to present his or her version of the facts. No counsel (e.g., parents/guardians, lawyers) will be present at this conference. Once an allegation of suspected academic dishonesty has been communicated to the student, the student may not withdraw from the course or academic project in question. If the faculty member decides that an act of academic dishonesty has taken place, or the student admits to academic dishonesty, the faculty member imposes a sanction, makes a written record of the disposition of the matter, including the facts on which he or she relied, and submits an "academic honesty incident report" to the Dean of Students. The report will remain on file for 7 years after the student's graduation. The sanction must include failure of the assignment for the least egregious instances, and may include failure of the course. The faculty member cannot impose a sanction of expulsion or suspension; if the faculty member thinks the offense merits such a sanction, he or she must refer the case to the disciplinary board. The accused student or the Dean of Students may also refer the case to the disciplinary board process if they do not agree with the resolution put forth by the faculty member.
3. If the faculty member presents the case directly to the disciplinary board, or the case is referred to the board, the disciplinary board shall resolve the case using the normal disciplinary process. If the board finds a violation of the Academic Honesty Policy, they will assign a sanction up to expulsion with prejudice (permanent expulsion) from the University.

4. If the student admits to the academic dishonesty at the disciplinary board hearing and it is a first offense, the presumed sanction for academic dishonesty will be failure of the course. There may be situations, however, where more serious sanction would be appropriate, even given the above circumstances.
5. If a student has had a prior academic honesty offense or lies to the board, the presumed sanction will be expulsion. The board may decide to allow the student to reapply after up to 12 months, or make the expulsion permanent.

Family Educational Rights and Privacy Act (FERPA)

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to educational records. The law applies to all schools that receive funds under an applicable program of the US Department of Education. Students have three primary rights under FERPA. They have the right to inspect and review their education records; the right to have some control over the disclosure of information from their education records; and the right to seek to amend their education records, under certain circumstances.

FERPA identifies certain information, called directory information, which may be disclosed without the student's permission. The following is considered directory information:

- Student's name
- Local address/phone
- Permanent address/phone
- Email address
- Date of birth
- Hometown
- Major field of study
- Dates of attendance (current and past)
- Enrollment status and full or part-time classification
- Degrees, awards, and honors received and dates
- Expected graduation date
- Participation in officially recognized activities and sports

According to FERPA, nondirectory information may not be released without prior written consent from the student. However, exceptions include access by appropriate university administrators, faculty members, or staff members who require access to educational records in order to perform their legitimate educational duties; officials of other schools in which the student seeks or intends to enroll; and in connection with a student's application for, or receipt of, financial aid. Nondirectory information will never be released over the phone.

Exceptions where information may be disclosed without student permission

JPCatholic may disclose personally identifiable information without student consent to:

- School officials with legitimate educational interests
- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education

- State and local officials
- Authorized organizations conducting educational research
- Accrediting agencies
- Alleged victim of a crime
- Parent of a Dependent Student as defined by the IRS
- Parents of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

The University may disclose to anyone (including a student's parents) the final results of disciplinary proceedings conducted by the University against a student who is the alleged perpetrator of a crime of violence or non-forcible sex offense if the University has determined as a result of its disciplinary proceeding that the student committed a violation of the University's rules or policies with respect to such alleged crime or offense. In such instances, the University may elect to disclose (i) the name of the student who violated the University's rules; (ii) the rules violation committed; and (iii) any sanctions imposed by the University on the student for that offense.

More information regarding FERPA and how to withhold release of directory information is available in the University Catalog or by contacting the Registrar.

Likeness Release Policy

John Paul the Great Catholic University reserves the right to photograph, record, and videotape students, faculty, staff, and guests while on property owned or leased by the University, during University-related functions, at functions using University-owned equipment, or at functions otherwise relevant to the academic and student life of the University. These images and audio may be used and edited by the University for promotional and educational purposes, in all forms of media, including but not limited to: use in University magazines, newsletters, press releases, brochures, advertisements, websites, and social media. This right extends beyond the duration of the subject's enrollment or employment at the University and continues for the useful life of the content. If any student, employee, or guest's likeness is used contrary to their wishes, reasonable effort will be made by the University to accommodate their requests.

Media Use Policy

John Paul the Great Catholic University reserves the right to copy, display, publish, and distribute any media projects created by the University's students for a University class or created using the University's equipment or facilities. These media projects include but are not limited to: film projects, screen tests, audio clips, screenplays, animations, video games, photography, slideshow presentations, object models, and other multimedia files. By creating such content, the student retains the copyright over his or her creative material, while granting the University royalty-free license to display and distribute all or part of the projects for the purposes of promoting, recruiting, teaching, and informing. This right extends beyond the duration of the student's enrollment and continues for the useful life of the content. The

University shall not utilize any media project prematurely; that is, it shall not inappropriately display student media projects before their official release, or interfere with the student's eligibility to submit his or her project to a film festival or other media contest.

Harassment Policy

Harassment of any kind is prohibited by JPCatholic, especially on the basis of sex, race, color, national origin, ancestry, age, disability, or any other legally protected status. Harassment may include any verbal, written, graphic or physical conduct that interferes with the person's work or academic performance, has the purpose or effect of interfering with the person's status or participation in a University's course, program, or activity, is used as a basis for educational or employment decisions, or has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment.

For purposes of applying this policy, sexual harassment includes conduct that is of a sexual nature or related to a person's gender and may include persons of the same or opposite gender.

Harassment is often defined by the person(s) receiving it. Inappropriate conduct may be harassment even if the individual did not intend to harass. The type of conduct, not the intent, is what is important.

While it is not possible to list all conduct or circumstances that can be considered prohibited harassment the following are some examples:

- Any intentional and knowingly unwelcome, unsolicited, and offensive conduct that tends to injure, degrade, disgrace, or show hostility toward a person because of a legally protected status;
- Implied or overt threats of physical violence, physical acts of aggression, threatening or intimidating conduct directed at another person because of any legally protected status;
- Demeaning jokes, taunting, racial slurs and derogatory names, innuendos or other negative or derogatory remarks relating to any legally protected status;
- Graffiti, slogans, markings, or visual displays, such as cartoons, drawings, posters or computer images, which depict slurs or derogatory sentiments or images;
- Unwelcome sexual advances, propositions, requests for sexual favors or other conduct of a sexual nature;
- References to sexual conduct, comments or inquiries about sexual activity or physical features;
- Physical interference with normal work or movement or unwelcome sexual touching;
- Criminal offenses directed at persons because of their legally protected status; and/or
- Promising or providing some favorable action or benefit if a person will submit to or tolerate prohibited-harassing behavior (i.e., *Quid pro Quo* or "This for That").

Sexual Misconduct and Relationship Violence Policy

Sexual misconduct (or sexual offense) is strictly prohibited. It is a broad term encompassing any sexual behavior that was committed without effective and affirmative consent as defined below. It includes but is not limited to: sexual assault, sexual battery, sex discrimination, and stalking.

Domestic, dating, or relationship violence is also strictly prohibited. It is any physical, sexual, or psychologically abusive behaviors used by an individual against a partner or former partner in an intimate relationship.

Consent: In accordance with California SB-967, the University uses an affirmative consent standard in the determination of whether consent was given by both parties to sexual activity. "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent.

Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:

- (A) The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
- (B) The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.

The standard used in determining whether the elements of the complaint against the accused have been demonstrated is the preponderance of the evidence.

In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:

- (A) The complainant was asleep or unconscious.
- (B) The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
- (C) The complainant was unable to communicate due to a mental or physical condition.

During Orientation, new students are educated about sexual misconduct and relationship violence, including where to find the University's policies, bystander intervention, and how to report incidents.

Procedures to Follow in the Event of Sexual Misconduct or Relationship Violence

Victims of sexual misconduct or relationship violence are encouraged to report the incident to any of the following:

- Dean of Students
- Director of Student Life
- Director of Campus Ministry
- Any member of the faculty or staff

These individuals are required by law to report any knowledge of sexual misconduct, including sexual assault, to the University Title IX Coordinator (see below). If an individual becomes the victim of sexual assault, it is important for victims to seek immediate medical attention for their own safety and to collect and preserve any evidence of a sexual crime. A victim has the option of reporting a sexual crime directly to the Escondido Police Department, or University personnel will assist the victim with this process upon request. Receiving assistance from the University is not predicated on a victim filing a police report.

Title IX Coordinator

JPCatholic is required to designate at least one employee who is responsible for coordinating the school's compliance with Title IX. Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities; the University's Title IX Coordinator oversees policies and procedures that apply to complaints alleging sex discrimination (including sexual harassment, sexual assault, and sexual violence) by employees, students or third parties, and addressing any patterns or systemic problems that arise during the review of such complaints. The University's Title IX coordinator is:

Anna Velasco, AVP of Human Resources, avelasco@jpcatholic.com

You may also contact the U.S. Department of Education Office for Civil Rights directly at: Office for Civil Rights, U.S. Department Of Education, 403 Maryland Ave., SW Washington, D.C.20202-1100

(202) 245-6800 1-800-421-3481 FAX: (202) 245-6840 TDD: (877) 521-2172

Email: ocr@ed.gov Web: <http://www.ed.gov/ocr>

Title IX Investigations and the Disciplinary or Grievance Process

Complaints of sexual misconduct are governed by Title IX and are, therefore, investigated by the Title IX Coordinator. The Title IX Coordinator will investigate a complaint of sexual misconduct or relationship violence within 14 days of receiving the complaint. The degree to which a victim of sexual misconduct or relationship violence participates in the investigation and subsequent hearing will be up to the victim to decide; however, when a victim does not wish to be a part of the investigation, wishes to remain anonymous, or refuses to provide information to the Title IX Coordinator, the Title IX Coordinator may be prevented from doing a full investigation. The Title IX Coordinator will compile all evidence, including the testimony of various witnesses, into a report. The report will not contain findings of fact as to whether a violation of the sexual misconduct or relationship violence policy actually occurred; however,

the Title IX Coordinator will decide whether there is sufficient evidence of sexual misconduct or relationship violence such that the complaint needs to go forward for a hearing. If the Title IX Coordinator does not find there is sufficient evidence to proceed with the hearing, the complainant may still request a hearing before the Sexual Misconduct Hearing Committee. The complainant's refusal to be present or participate in the hearing will not prevent the hearing from proceeding as long as there is other evidence of the sexual misconduct or relationship violence.

The Title IX Coordinator may be called as a witness and may present evidence found during the course of the investigation, including the testimony of individuals interviewed during the investigation. Because the Sexual Misconduct Hearing Committee is the finder of fact, the Title IX Coordinator will not be asked whether the accused acted in violation of this policy, but the Title IX Coordinator may comment on inconsistencies found during the investigation and on the credibility of witnesses interviewed.

The Sexual Misconduct Hearing Committee shall consist of the Dean of Students and the Director of Student Life, or one of these parties if the other is not available, for student on student complaints. The Committee shall consist of the VP of Human Resources and the Director of Student Life, or one of these parties if the other is not available, in cases involving staff or faculty members. These individuals are specifically trained to adjudicate cases involving sexual misconduct. The Sexual Misconduct Hearing Committee will follow the same rules and procedures as the Disciplinary Board (for student on student complaints) or the Grievance Hearing Committee (for complaints involving staff or faculty), except as modified in this section.

In cases involving sexual misconduct that are resolved through the Sexual Misconduct Hearing Committee process, within 24 hours of a decision, the Committee will concurrently provide written notification of the decision and the process of appeal to the complainant, respondent, and the Title IX Coordinator. Appeals may be substantive or procedural and must be submitted in writing by either the complainant or respondent within 7 days of the decision being appealed. The appeal will go to the VP of Human Resources or designee for student on student complaints, or the Dean of Students or designee for complaints involving staff or faculty. The outcome of the appeal will be submitted to both respondent and complainant concurrently and in writing, within 7 days of the appeal being made.

Serious incidences of sexual misconduct or relationship violence will usually result in expulsion. Sanctions for less serious violations include: warnings, fines (up to \$500), community service, restitution, loss of privileges, academic probation, disciplinary probation, and suspension.

An individual who participates as a complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the institution's student conduct policy at or near the time of the incident, unless the institution determines that the violation was egregious, including, but not

limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

Victim Services, Accommodations, and Case Management

The law requires "procedures for ongoing case management, including procedures for keeping the victim informed of the status of any student disciplinary proceedings, the result of any disciplinary action or appeal, and helping the victim deal with academic difficulties that may arise because of the victimization and its impact." Case management will be provided by the Title IX Coordinator. The Title IX Coordinator will cooperate with others to provide effective protection of health and safety for the victim, assure confidentiality as possible by law, initiate interim sanctions if appropriate, and maintain records. The Title IX Coordinator will provide written notification to victims of the importance of preserving evidence and the availability of, and contact information for, on- and off-campus resources and services.

JPCatholic will provide confidential counseling to students who are victims of sexual misconduct or relationship violence. In addition, the Title IX Coordinator can provide information and assistance regarding other off-campus resources for victims, such as judicial no-contact, restraining, and protective orders.

The University will change a victim's academic, living, transportation, and on-campus work situations upon request, regardless of whether the victim has reported to local law enforcement, provided such options are reasonably available. Possible accommodations include: revised class schedule, option for independent study, safety escort, or different apartment assignment. Requests should be made through the Title IX Coordinator or another Student Life administrator.

The Campus Sex Crimes Prevention Act requires the University to advise the campus community that information provided by the State of California concerning registered sex offenders may be obtained on-line at <http://www.meganslaw.ca.gov> or by contacting the San Diego County Sheriff's Department, 9621 Ridgehaven Court San Diego, CA 92123-1636 (858) 974-2222.

Disclosure to Victim of Result of Disciplinary Hearing

JPCatholic will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, JPCatholic will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Policy on Human Sexuality

This policy is intended to cover human sexuality issues at John Paul the Great Catholic University (JPCatholic), a Catholic academic community. All University policies, procedures and practices are grounded and administered in a manner consistent with our mission and our

Catholic identity. University policies seek to protect all persons right to live safely within our community and are established with charity. Students, faculty and staff come from all faiths, and the University has a mutual respect for diverse beliefs. All students, faculty and staff must adhere to all our policies or be subject to disciplinary action up to and including expulsion or termination.

The JPCatholic mission is to impact culture for Christ guided by the teachings of Jesus Christ as preserved by His Catholic Church. Our Catholic identity has its basis in Sacred Scripture, sacred Tradition, and the magisterium (teaching authority) of the Catholic Church. JPCatholic seeks to create a spiritually stimulating campus community where students have the opportunity to encounter Jesus Christ and learn His time-enduring spiritual, moral and social teachings – the Word of God. Catholic liturgy is at the center of life on campus, with the Mass being at the very core.

In accordance with the teachings of Jesus Christ as preserved by His Catholic Church, the JPCatholic community acknowledges God’s call to love all persons in the context of God’s revealed truth, and is committed to being a community that values human dignity. In agreement with the Catechism of the Catholic Church, we affirm that “ human life must be respected and protected absolutely from the moment of conception. From the first moment of his existence, a human being must be recognized as having the rights of a person – among which is the inviolable right of every innocent being to life” (Catechism of the Catholic Church 2270). Those who have had an abortion, aided in an abortion or used contraceptive devices, all of which are grave offenses, are encouraged to obtain forgiveness and be reconciled with God and the Catholic Church through the Sacrament of Reconciliation which is readily available on and off-campus.

In accordance with the teachings of Jesus Christ as preserved by His Catholic Church, the JPCatholic community believes that God created all humans - male and female in His image and likeness and with equal dignity, and that due to sin and human brokenness, our experience of our sex and gender is not always as God designed. In hope, we affirm God’s capacity to heal and transform our brokenness. The JPCatholic policy on gender identity affirms that one’s gender identity is based upon one’s biological sex as defined by natural law, a naturally knowable and universally binding law of right and wrong, and holds firmly that any tension between one’s biological sex and experience of gender identity should not be resolved through medical intervention or adoption of dress or practices of the opposite biological sex. Gender confusion, although not a new experience, is a human confusion in need of God’s healing. Any policy in opposition to and betraying our mission and the teachings of the Catholic Church would harm the JPCatholic community. When individuals have questions about their gender identity, they are encouraged to approach any Priest on campus or in local parishes.

In accordance with the teachings of Jesus Christ as preserved by His Catholic Church, the JPCatholic community believes that marriage is between one man and one woman for life. Chastity is required of all individuals not joined in a sacramental marriage between one man

and one woman. When individuals have questions about their sexual orientation, they are encouraged to approach any Priest on campus or in local parishes.

All institutional decisions are made consistent with institutional policies, including this policy, and include student admissions and retention, housing, employment hiring and retention and all other matters.

At times, it may be necessary to remove a student, faculty or staff member from specific involvement in JPCatholic community temporarily or permanently. All students, faculty and staff must adhere to this policy on Human Sexuality or be subject to disciplinary action up to and including expulsion or termination.

Disciplinary Procedures

Students are expected to take responsibility for their words, actions, and for any negligence in their behavior. A student may be disciplined for behavior, on campus or off, that has a detrimental effect on the University, on the surrounding community, or on the student himself/herself. John Paul the Great Catholic University has a system by which it resolves grievances and addresses the violation of rules and policies. University disciplinary proceedings may be instituted against a student charged with conduct that violates both the criminal law and/or University regulations. University proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

Allegations of Misconduct / University Response

An allegation that a student has violated University rules, policies, or the rights of another student may come to light in a number of ways, including a complaint by a student or staff member or an independent investigation by Student Life. After an allegation is received, Student Life will determine if the charges have merit.

Student Life may, in its discretion, determine whether a student violated the Student Handbook and discipline the student accordingly; a student may request a Disciplinary Board meeting in lieu of the proposed sanction(s) imposed by Student Life. Student Life may also refer violations directly to the Disciplinary Board. Complaints or alleged violations involving sexual misconduct or relationship violence will be addressed by the University in compliance with the Sexual Misconduct and Relationship Violence Policy.

When Student Life imposes a sanction on a student for a violation of the Handbook and the student agrees to the terms of the sanction, a Disciplinary Letter is signed by both parties, outlining the charges, the evidence used in the determination, and the assigned sanction. This letter will be retained in the student's file and may be referenced in subsequent disciplinary decisions.

The following are meant to be guidelines for the sanctions imposed by Student Life for

Handbook violations unless other sanctions are noted in the Handbook (i.e., Parking, Academic Honesty):

- 1) First-time non-severe offense: up to 10 hrs of community service/spiritual direction or similar, and/or \$50 fine.
- 2) For every non-severe violation thereafter: \$100 fine due at the end of the quarter, plus the possibility of community service and/or similar.
- 3) Violation of the alcohol or inter-visitation policy: fine of up to \$250 due at the end of the quarter, plus community service and/or similar; severe or repeated offenses will be referred directly to the Disciplinary Board and may be grounds for expulsion.
- 4) Violation of the drug policy: referral directly to the Disciplinary Board, expected sanction is expulsion.

The Disciplinary Board

If the disciplinary matter is referred to the Disciplinary Board, the Dean of Students or designee will inform the student (referred to in the process as the “respondent”) of the allegations and explain the procedures of the Disciplinary Board.

The Dean of Students shall also inform the President of the need for a disciplinary hearing. The Dean of Students will make a good faith attempt to notify parents or guardians of the disciplinary hearing if the respondent has agreed to the disclosure of such information under FERPA but actual notification is not guaranteed.

A time shall be set for a hearing no more than fifteen calendar days after the respondent has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the President, in consultation with the Dean of Students.

The Disciplinary Board consists of up to six individuals, as follows:

- i. The Dean of Students or designee (Chair)
- ii. The Assistant Vice President of Human Resources or the AVP’s designee
- iii. Chair of Theology Dep’t or the Department Chair’s designee
- iv. Full-time faculty member appointed by the Chair
- v. Another full-time faculty or senior administrator appointed by the Chair
- vi. Student Body President or Vice President⁸

Eligible faculty and senior administrators are appointed by the Dean of Students in consultation with the Cabinet for two calendar years and all Board members shall be trained on an annual or semi-annual basis.

⁸ If either student representative is currently a freshman, they are ineligible to serve until they become a sophomore and the other member should serve until that time. Graduate students may elect their own representative each year, who would sit on the Board instead of the undergraduate President or VP if the disciplinary matter involves a graduate student.

In a Disciplinary Board hearing, at least five members of the Board must be present. The respondent may request that the Student Body representative be excluded from the hearing. If the impartiality of a particular board member is called into question by either the respondent or another Board member, the Dean of Students may request that the member be replaced or excluded from the hearing. The President shall decide whether to grant or deny such requests.

The Disciplinary Board meeting is a non-adversarial process to determine whether there is sufficient proof for the alleged misconduct, and whether the University should sanction the behavior. The Disciplinary Board has the authority to interpret all rules and policies contained in the Student Handbook. The Disciplinary Board's judiciary hearings shall proceed according to the following guidelines:

1. Hearings normally shall be conducted in private. Exceptions to this rule shall be made only with the permission of the Dean of Students and the President.
2. Admission of any person to the hearing shall be at the discretion of the chairperson of the Disciplinary Board. The chairperson is the Dean of Students or his/her designated appointee.
3. In hearings involving more than one respondent, the chairperson of the Disciplinary Board may permit the hearings concerning each student to be conducted separately or together.
4. In the case of one student accusing another, both have the right to receive counsel. Students, whether complaining or accused, have the responsibility for presenting their own information to the Disciplinary Board and, therefore, advisors are permitted to speak or intervene only at the discretion of the chairperson.
5. All parties involved, including the Disciplinary Board itself, shall each have the privilege of presenting witnesses, or suggesting questions to be asked. At least 24 hours prior to the hearing, the respondent must submit to the Dean of Students in writing the names of any witnesses they intend to present.
6. Pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the chairperson of the Disciplinary Board.
7. All procedural questions are subject to the final decision of the chairperson of the Disciplinary Board. Rules of evidence and procedure, such as those that apply in civil or criminal courts, do not apply to University disciplinary hearings.
8. After the hearing, the Disciplinary Board shall deliberate in private and determine by vote whether the respondent has violated each section of the student code that the student is charged with violating, and if so, what the appropriate penalty or sanctions should be. A determination is made when at least 4 members of the Board agree. The determination will be presented to the respondent in writing within 3 business days of the hearing.
9. The Disciplinary Board's determination, like other University discipline decisions, shall be made on the basis of whether it is more likely than not that the respondent violated the student code (a preponderance of evidence standard). The Board is not bound to determine guilt "beyond a reasonable doubt," as in criminal court.

10. There shall be a single verbatim record, such as a tape recording, of all hearings before a Disciplinary Board. The record shall be the property of the University.

If a good faith effort to participate in the appropriate process is not exhibited by the respondent or the student withdraws/attempts to withdraw before a hearing can take place, the University may elect to resolve the matter through the Disciplinary Board process without the respondent present. The Board shall be required to make a determination based on the same preponderance of evidence standard even if the respondent is not present.

Appeals Process

Decisions made by a Disciplinary Board shall be final, subject to a limited appeal process. An appeal may only be made if the respondent believes that the Board did not follow its own commitment to a fair proceeding. If this is the case, the respondent may compose a written plea to the President within 3 business days of the verdict. It is up to the President to review the hearing and decide whether a new Disciplinary Board should be constructed to investigate the case for a second time.

The President shall determine whether the original hearing was conducted fairly in light of the charges and the information presented, and in conformity with procedures prescribed by the University giving the complaining party a reasonable opportunity to prepare and present information that JPCatholic regulations were violated, and giving the respondent a reasonable opportunity to prepare and present a rebuttal of those allegations. The President's decision will be presented to the respondent in writing within 3 days of the President's receipt of the appeal.

Disciplinary Sanctions

The Disciplinary Board shall determine what sanctions, if any, shall be imposed upon a student who fails to abide by University regulations. Sanctions may include, but are not limited to: warnings, fines (up to \$500), community service, restitution, loss of privileges, academic probation, disciplinary probation, suspension, temporary expulsion, permanent expulsion. Sanctions for students found guilty of academic dishonesty may include but not be limited to zero credit for the assignment or test, a failing grade in the course, or expulsion from the University. The expected sanction for a violation of the drug policy is expulsion.

Student Complaints and Concerns

From time to time, a student may feel it necessary to bring a concern or complaint to the attention of the administration. Informal complaints can be done either verbally or in writing. These concerns are for informational purposes only. Note, for informal concerns the person to whom the concern or complaint is directed is not required to respond to the student regarding action or lack of action taken. Written concerns or complaints may be submitted anonymously or signed.

For all formal complaints intending an action for response, please use the student grievance procedure, below.

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, <http://www.bppe.ca.gov>, telephone: (916) 431-6924, fax: (916) 263-1897.

Student Grievance Procedures

Students are protected against any unreasonable, unlawful, false, malicious, and inappropriate behavior by faculty, staff, or any official of the University.

Formal grievances should be filed as soon as possible following the alleged violation, or from the time that the student learns of the basis of the grievance (see below for specific time limits). Students should meet with the Dean of Students⁹ regarding the complaint/grievance prior to starting the process. Student grievances commonly fall into one of two categories: Academic and Non-Academic.

Academic Grievances

If a student believes that nonacademic criteria have been used in determining his or her grade in a course, he or she may appeal the grade through the Student Grievance Procedure within 30 days of the notification of grades for the quarter in which the grade was received. See the Grade Appeals section of the University Catalog. The 30 day limit may be waived for just cause or by mutual written agreement.

Non-Academic Grievances

Non-academic grievances must also be pursued according to procedure. Such grievances include, but are not limited to:

- Any act or threat of intimidation or harassment.
- Any act or threat of physical aggression.
- Arbitrary action, violation of student rights, or imposition of sanctions without proper regard to University policy.
- Discrimination on the basis of race, religion, age, gender, color, physical disability, mental disability or any other category of unlawful discrimination

Students must initiate the grievance process within 60 days from the time the student knew or could reasonably be expected to have known of the action being grieved. The 60 day limit may be waived for just cause or by mutual written agreement.

Grievance Procedure – Level I (Informal)

Any student who believes an injustice has occurred against him/her should try to resolve the problem through an informal conversation with Professor, staff member, or University official involved before filing a formal grievance. If the student finds no resolution after these informal

⁹ Contact information for the Dean of Students and other administrators can be found at www.jpccatholic.com or in person at the main office, 200 W. Grand Ave, Escondido, CA 92025.

meetings, or if the accused refuses to meet or respond within 14-days, the student may proceed by meeting again with the Dean of Students. If the Dean of Students is unable to assist the student in resolving the issue satisfactorily, the student may take the grievance to the next level.

(Note: if the grievance involves the Dean of Students, the student shall follow the subsequent procedures with the help of the Chief Academic Officer.)

Complaints of sexual misconduct are governed by Title IX and are, therefore, investigated by the Title IX Coordinator and if required, heard by the Sexual Misconduct Hearing Committee process. For the entire policy and procedure involving Title IX complaints, see the Sexual Misconduct and Relationship Violence Policy in the Student Handbook.

Grievance Procedure – Level II (Formal)

After meeting with the Dean of Students and still finding no resolution to the issue, the student shall complete a “Statement of Grievance,” containing their name, the name of the accused, a brief summary of the complaint (including all significant dates, locations and circumstances related to the incidents in question), and documentation of the failed attempts to resolve the issue informally. Copies of any additional evidence may be attached to the form. The “Statement of Grievance” must be completed within 14 days of the meeting with the Dean of Students. Once filed, the University will take the following actions:

1. The Dean of Students shall inform the aggrieved student of the procedures, and of their associated rights and responsibilities.
2. The accused faculty/staff member shall receive a copy of the “Statement of Grievance” from the Dean of Student’s Office within 14 days.
3. The accused will have 14 days to respond in writing. The accused has the right to ask any other of member of the University community to serve as an advisor.
4. Both the aggrieved student and the accused may solicit documentation from other persons to support their positions.
5. Once the Dean of Students receives the response of the accused, he shall forward all documents to the Chief Academic Officer, who convenes the Grievance Review Committee.
6. The Grievance Review Committee shall normally be comprised of the Chief Academic Officer, the Dean of Students, and a senior administrator. This committee will make one of the following determinations within 2 days:
 - a. The complaint of the student is not grievable.
 - b. There is insufficient evidence to warrant further action.
 - c. The case should proceed to formal action, Level III.
7. The Grievance Review Committee shall make a written report of its determination, which shall be sent to the aggrieved student, the accused, and the President of the University within 2 days.
8. If the grievance involves a Student Life Office staff member, naturally that member will be replaced on the Grievance Review Committee. If the grievance involves the

President, Chief Academic Officer, or Dean of Students, the process immediately moves to a Level III Grievance Hearing.

Grievance Procedure – Level III (Grievance Hearing)

If the Grievance Review Committee determines that further action is warranted, the following actions shall be taken:

1. The Chief Academic Officer will convoke the Grievance Hearing Committee, which must commence deliberations within 5 days of the report from the Grievance Review Committee.
2. The Chief Academic Officer shall send confidential packets to the members of the Grievance Hearing Committee prior to the hearing.
3. The Grievance Hearing Committee will normally be comprised of the following, at the discretion of the Chief Academic Officer:
 - a. The Chief Academic Officer, chair
 - b. The Dean of Students
 - c. Student Life staff member
 - d. One member of the faculty, usually a Professor of Theology
 - e. Two administrators, usually the Director of Admissions and the VP of Finance
4. If the President, the Chief Academic Officer, or the Dean of Students is the target of the grievance, the chairman of either the Board of Trustees or the Audit Committee will convoke and chair the hearing.
5. The grievant and the defendant shall be present to answer questions at the hearing. The grievant may have an advisor. The defendant also has the right to be accompanied by an advisor in the formal grievance hearing.
6. The hearing shall be closed to the public. There shall be a single verbatim record, such as a tape recording, of the entire hearing. The record shall be the property of the University.
7. Once the hearing is convened, the Chief Academic Officer will state the purpose, process, and guidelines.
8. The grievant will then be allowed to make a statement specific to the grievance and the requested outcome.
9. Next, the defendant is allowed to make a statement specific to the grievance, requested outcome, and any statements/evidence presented by the student.
10. Both the grievant and the defendant have the right to present witnesses, testimony, and evidence, but only as related to the charges previously presented to the Grievance Review Committee. No new charges shall be admitted for consideration.
11. The members of the Grievance Hearing Committee may then ask questions specific to the case. Discussion, clarification and additional comments are allowed.
12. When the Chief Academic Officer determines that the committee has all the necessary testimony and information it needs, he calls for a recess as the members deliberate and come to a decision. The grievant and the defendant may be excused.
13. The Grievance Hearing Committee will assess whether to reject or support the grievance using a preponderance of the evidence standard. The Grievance Hearing Committee will deliver one of the following decisions within 2 days:

- a. To reject the grievance and deny the requested outcome.
 - b. To support grievance and approve the requested outcome.
 - c. To support the grievance and approve a revised outcome.
14. Within 24 hours of a decision from the Grievance Hearing Committee, the Chief Academic Officer will concurrently provide written notification of the decision and the process of appeal to the grievant, the defendant, and the University President.

Appeal Process – Level I (University President)

If either party is dissatisfied with the decision of the Grievance Hearing Committee, an appeal may be submitted to the University President. Such an appeal must be submitted in writing within 14 days of the decision. The University President has 14 days to respond to the appeal. The University President will present his or her decision to the two parties concurrently and in writing.

Appeal Process – Level II (Board of Trustees)

If either party is dissatisfied with the decision of the University President, an appeal may be submitted to the Board of Trustees through the University President. Such an appeal must be submitted to the University President by certified mail within 14 days of notification of the decision regarding the first appeal. The Board of Trustees shall have two consecutive Board business meetings to review the appeal before making a final decision. The Board of Trustees may not overturn the President’s decision without reviewing a transcript of the hearing. The Board will present its decision to the original grievant, defendant, and the University President concurrently and in writing.

The decision of the Board of Trustees completes the Grievance Process. Any further appeal must be filed through civil court. A record of the Board’s decision shall be kept on file in the University President’s office.

Time Limits

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.