



# Student Handbook

2024–2025



JOHN PAUL  
THE GREAT  
CATHOLIC UNIVERSITY

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*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.*

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# 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 our greatest resources are our 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 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”<sup>1</sup> and it endeavors to be an agent of authentic human development.

Students who enroll in JPCatholic should understand and support the mission of the University and should, therefore, expect and welcome the means that will affect 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.<sup>2</sup> 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 My Success Plan. The rules and practices that govern Residential 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.<sup>3</sup>

The human qualities of JPCatholic students should include:

#### Creativity & 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.
- Strive for academic excellence. Ask for help right away when you are experiencing confusion, conflict, or poor academic performance.
- Communicate and problem-solve with your roommates and keep them informed of your whereabouts.
- Observe all public safety policies and procedures.
- Participate in clubs, apostolates, sports, and other sponsored activities and events.

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

<sup>2</sup> 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.

<sup>3</sup> Pastores Dabo Vobis, V, 43

- Foster healthy, open friendships with male and female students. Reach out to students who seem lonely or marginalized.
- Immediately contact the Student Life Team 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 the Student Life Team and relevant professors.

### Spiritual Formation

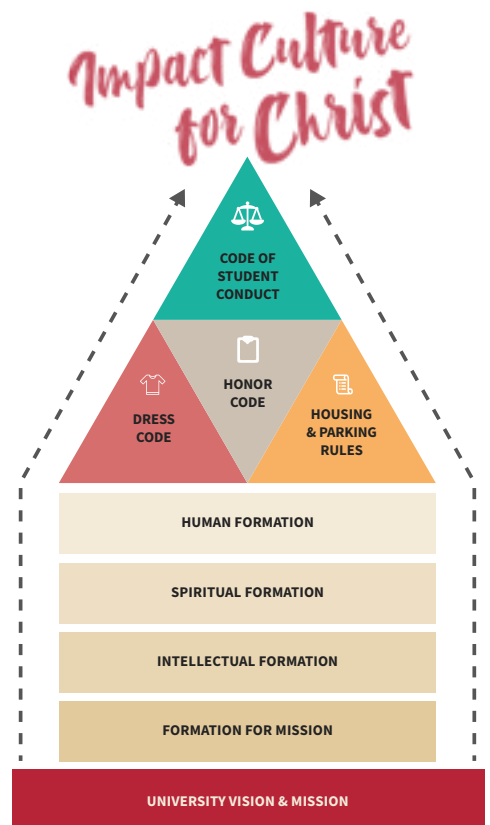
To impact culture for Christ, students should come to know and love Jesus Christ and his Church. Spiritual formation requires prayer, obedience, and sacrifice. Each student in their My Success Plan will articulate individual commitments toward spiritual formation. The University encourages students to 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 My Success Plan 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 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 impact culture for Christ by forming students as creators and innovators, leaders and entrepreneurs in the Creative Arts and Business Innovation and steeped in the Catholic Intellectual Tradition, 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 My Success Plan 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 may be asked to withdraw from the institution.



# 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 also 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

JPCatholic recognizes that authentic spirituality must be fully embodied. Thus, appearance and dress are an important part of integral formation. Human beings tend to think and act in a manner consistent with the clothing they wear, which is why students must dress appropriately while a student at the university. In addition, modest dress has always been recognized as an integral part of virtuous Christian living.

The following guidelines 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.

## Modesty & General College Dress Code

- All students are required to dress appropriately, in accordance with the mission and values of JPCatholic, at all times.
- Clothing, on and off campus, should not be too form fitting, skin tight, or revealing (For example, short shorts, short skirts, revealing cleavage, back exposure, midriff, and tank tops. Also leggings, yoga pants, and tight jeggings are not permitted to be worn alone as bottom apparel. All leggings, yoga pants and jeggings are to be worn with a top/skirt/dress that covers the body at an appropriate length.)
- Clothing with derogatory, offensive and/or lewd messages either in words or pictures are not acceptable.
- Women’s swimsuits must not show cleavage or expose the midriff, and men must wear a shirt to and from the pool.
- No offensive tattoos or excessive piercings. Men are not to wear clothes or makeup/cosmetics usually worn by women. Distracting, or outrageous clothing or makeup is not permitted.

- Hygiene is important and must be taken into account when presenting yourself in public.  
(For example, regular showering, self-care, and clean clothing )
- Keep in mind that professional clothing on campus shows drive for the JPCatholic mission to Impact Culture for Christ.
- Shirts and footwear are required in all Campus buildings.

### **Sunday Dress Code (When Attending Mass on Campus)**

Sunday Dress encourages that students wear the best possible, of the above, out of propriety and respect for events.

- Sunday dress code for men includes khakis or dress pants with a collared shirt.  
Jeans, sweatpants, and t-shirts are discouraged.
- Sunday dress code for women includes dresses, a skirt and blouse, or a skirt and dress pants.  
Jeans, sweatpants, and t-shirts are discouraged.

### **Dress Code at Formals**

Dress code at formals and other dances should be in line with dress code guidelines outlined above. Further guidelines for the dress code at formal events will be distributed to students before the event.

### **Summary of Dress Code**

One's dress should reflect the distinction and dignity of one's gender, lending to an understanding and appreciation of the creation of men and women in the image of God. As defined by the Oxford dictionary modesty is "behavior, manner, or appearance intended to avoid impropriety or indecency." As Catholics, our goal is Heaven; in order to reach Heaven, we must strive and encourage virtue in everything that we do, say, wear, and represent. The Dean of Students and the Student Life Directors will be the judges of whether an outfit is acceptable dress code on whatever occasion. If you have any questions about this Dress Code, please contact the Dean of Students or Directors of Student Life. Dress standards will be enforced while a student at the university in all areas. 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).

## **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 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 the Director of Operations.
  - 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 Title IX 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 or off campus. The University adopts a strict policy regarding drugs. All infractions of this policy will be immediately referred to a disciplinary board. For detailed consequences please refer to Disciplinary Procedures (pg. 40).
    - 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.
    - ii. Although marijuana is legal in California, we follow Federal Law which prohibits the use of marijuana on any campus that takes federal funding. Because JPCatholic does receive federal funding, the use of marijuana is prohibited by students.
  - b. Use, possession, or distribution of alcohol, drugs, narcotics, or other controlled substances on or off campus, including within the Latitude33 complex. The following exceptions apply:
    - i. Students who are 21 or over may consume alcohol in the Cabana or Podium area (located outside the Chesterton Common Room on the 2<sup>nd</sup> floor of the mid-rise) between the hours of 5:00 pm and

10:00 pm, unless otherwise announced. Students who are over 21 and want to drink at the Chesterton must provide proof of identification to the student worker on shift. 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 the 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 are not allowed at the apartments and or townhomes.

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 Residential Life staff. For filming that requires inter-visitation, see the Filming Policy at Latitude33.
  - i. The following exception applies. Apartments/townhomes (units) will have the opportunity to have open inter-visitation hours every day of the week between 5pm–10pm. The process for doing this goes as follows:
    - If a student would like to have people of the opposite sex over, if they live in the apartments they should call or text this number: 760-421-9529. If they live in a townhome, they should call or text this number: 760-421-9539.
    - The student worker on duty will make note of this and unless the student informs the student worker that all the guests have left, at 10pm the student worker will do nightly rounds to check on the apartments/townhomes.
    - Students of the opposite sex cannot go into each other's rooms even during intervisitation hours. Student must stay in the common areas (living room, kitchen, etc) during their intervisitation times.
    - Students of the opposite sex are not allowed to be alone in the common areas of the homes or the rooms even during intervisitation hours. At least one other roommate must be present in the apartment/townhome.
  - ii. Violation of the intervisitation policy will result in a minimum \$100 fine with fines up to \$500 for repeated offenses or certain cases.
- b. Overnight guests are not permitted without the approval of the Student Life Team. Students must fill out an overnight guest request form found on the website.
- c. Parents may not stay overnight in the townhomes or apartments.
- d. Non-University guests are not permitted in student apartments past midnight.
- e. Students are not allowed to enter any residences at Latitude33 other than those leased and occupied by JPCatholic University for current students and staff. Violation of this policy may include a fine, community service, and loss of visitation privileges (such as Apartment Dinners).
- f. Visiting in common areas outside of designated hours.

- 7. 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.

8. 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.
  - f. Any other computer related crimes.

## Housing & Parking Regulations

### Vehicles, Garages & Parking

1. All students must register their vehicle with the Director of Operations 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 may result in a maximum fine of \$200. 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. Please see pricing information at [jpcatholic.edu](http://jpcatholic.edu). For on-campus residents, the cost of the sticker is incorporated into the quarterly parking fee.
3. Student, staff, and faculty parking is prohibited AT ALL TIMES on:
  - a. Grand Avenue between Escondido Blvd and Broadway Ave.
  - b. S. Maple St between Grand Ave and 3<sup>rd</sup>.
  - c. Broadway between Valley Parkway and 3<sup>rd</sup>.
  - d. City parking lots, including the Lot #1 bordered by Maple and Valley Parkway, and the lot bordered by Maple St and 2<sup>nd</sup> Ave.

Students or guests are not permitted to park overnight in the Goodwill or Movie Theatre parking lots overnight as that may result in the city towing the vehicle.

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 visitors may park in that parking lot but the spaces are no longer reserved specifically for JPCatholic. Residential students may not park overnight in this lot. Because of the limited reserved spaces and the close proximity of the Latitude33 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 to the University. This fee includes the 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. Parking violation fines are \$100.
6. Latitude33 has partnered with Reliant Parking to enforce their parking regulations. You must have a valid Reliant Parking Permit displayed on your car at all times. You will be ticketed and towed by Reliant if your parking permit is not displayed and/or you are parking in a space other than that which is designated for you.
7. Students with cars, living in the townhomes, will receive 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. Doing so will result in a \$100 fine.
8. Gate remote openers for garages and reserved parking spaces/parking passes will be given out on a first come first served basis.

*Please note: Seniors returning from an internship or a LOA are not guaranteed a prime parking space or parking in their townhome's garage. In other words, if an underclassman is in the prime space, they will not be moved to accommodate the Senior.*

9. 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.
10. Only park vehicles in designated spots.
  - a. All unmarked parking spaces within the gated area are available for guest parking on a first come first serve basis.
  - b. All Guests must have a temporary Guest Parking Permit displayed on the dashboard of their car.
11. 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.
12. Do not call the leasing office regarding parking issues; email the [Dean of Students](#) or a [Student Life Director](#).
13. 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.
14. Cars that are not in working order may not be parked in the mid-rise garage nor in the townhouse garages. It is the student's responsibility to have the car towed and/or repaired.
15. It is the resident's responsibility to inform guests of the parking policies.
16. 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 supposed 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 & Housing Rules**

1. Single undergraduate students who are under 23 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 Dean of Students and receive approval before being placed in the resident apartments. Single students entering between 23 and 25 years of age may live on campus with prior approval of the Dean of Students and depending on availability. These students are not guaranteed housing in the following years. Students who are 21 years of age when coming in as freshman and who turn 23 by their senior year will be exempt from the aforementioned policy. Incoming or continuing students over the age of 25 must live off-campus, as must all married students. Seniors that need to stay past 3 years to finish their requirements as well as students who are local to the Escondido/ San Diego area are not guaranteed housing. In exceptional cases, this may be reconsidered with approval of the Dean of Students. Students who are taking 2 classes or less may live off-campus. When there are serious concerns of a student's ability to live independently or in community, the Dean of Students reserves the right to deny housing.
2. Students who are eligible to move off-campus and choose to do so before the termination of their current housing agreement will be required to pay a breakage fee. The fee is waived if the University is requiring the student to move off-campus.
3. Students who are eligible to move off-campus without paying a breakage fee must seek and receive approval from the Dean of Students at least 2 weeks in advance of the proposed move-out date. Failure to receive timely approval may result in the normal breakage fee being applied to the student's account.
4. Requests for exceptions to the University's residential policy are rarely granted and should be made to the Dean of Students at least four weeks in advance of the quarter for which the exception is requested.
5. 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.
6. Students are not allowed for any reason to sleep in Latitude common areas, common rooms, academic buildings, or any other school building and or property. If students are caught sleeping in these areas without express permission they can be fined up to \$500, suspended, or expelled.

## 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. 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 the Director of Operations immediately.

## Student Interaction with Latitude33 Administration / Maintenance Requests

Students themselves are not named in the University lease and may not approach Latitude33 administrators on their own. Students must fill out a Maintenance Request on the JPCatholic [Forms Page](#) for any maintenance requests. For missing fobs, keys, car clickers, please see Operations Manager.

In the case of maintenance emergency, contact the Dean of Students: 760.703.7778.

## Fire Safety & 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 Student Life Team, 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 & 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 Dean of Students (numbers posted in all residences).

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 area. If those areas are closed off, then meet in the parking lot of the Performing Arts Center across from the Perch Common Room. The Student Life Team 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.
  - 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 Dean of Students. 760.703.7778.

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 the Student Life Team.

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. Drum sets (including electric) and guitars hooked up to amps are strictly prohibited. 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 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 and will result in a Disciplinary Hearing.
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, 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 or in the garage.
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 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 Dean of Students 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.
17. Residents agree to use bathroom fans while showering or bathing and to report any non-working fan on the [Maintenance Request Form](#).
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 and townhomes.
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.
25. Babysitting is not permitted in the Latitude33 apartments and townhomes.
26. A student may not use their room or any space of an apartment / townhouse as the physical base of operations for private enterprise or to run an enterprise for personal financial gain. This does not include work performed on a personal computer.

## **Room Changes & Single Room Requests**

Students who prefer to change apartments or roommates are required to notify the Dean of Students. The Dean of Students will coordinate logistics and communication between the other apartments and students involved.

Students who wish to change rooms within an apartment must ask the Dean of Students 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 single, double, or triple occupancy rates.
- As space is available, student requests associated with disabilities will be given priority.
- The Dean of Students will review all requests on a case-by-case basis.

## **Cleanliness & Room Checks**

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

All 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. The Student Life Team will perform periodic room-checks. Students must submit maintenance forms promptly when a problem arises in the residence. Apartments that do not meet basic cleaning criteria or fill out maintenance forms promptly will be fined accordingly.

## **Furniture & Kitchen Items**

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

- No furniture may be removed, swapped, or stored without the permission of the Facilities Manager. 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 Facilities Manager staff prior to the move.

- Additional furniture should not be brought in without prior permission from the Facilities Manager. 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 Student Life Team for guests to stay in their apartment. A [Guest Request Form](#) must be completed and submitted to the Dean of Students at least 48 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 and/or said guest purchase tickets for a flight out to San Diego, assuming the request will be granted.
- Guests at Latitude33 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 \$75 per night.
- Guests may stay up to 1 week each month only during Quarter breaks. Requests to stay for additional time will be denied.
- Students can only have up to 2 guests at a time stay with the at their apartment/townhouse.
- Guests with cars must request a Temporary Parking Permit.
- 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.
- Guests must abide by all JPCatholic and Latitude33 rules, including the regulations surrounding pets/service animals.
- Students who have overnight guests without filling out the appropriate guest form will be charged \$75 per guest per night and are subject to a fine of \$200.

## Residence Liability Information

1. The University requires 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 will 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 & Mildew Prevention

There are several measures that you can take to reduce moisture build up in your residence and to discourage the growth of mold and mildew. First, make sure your residence 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 Team to report any signs of a leak or any signs of excessive mold or mildew growth.

## Filming Policy at Latitude33<sup>4</sup>

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 the Student Life Team. The [Apartment Filming Form](#) must be completely and accurately filled out at least 48 hours before the commencement of filming and submitted Monday thru Thursday 9am-5pm; requests submitted on Friday, Saturday, or Sunday will be reviewed as if they were submitted on the following Monday morning. The Student Life Team will make an 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 or time must be provided to the Student Life Team at least 24 hours in advance of the commencement of filming.
3. There will be no financial or other compensation given while using JPCatholic leased property, including but not limited to housing.
4. 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. The Student Life Team requires student projects to receive prior approval from Latitude33 for filming in these areas before approving a film application; therefore, students requesting to film in common areas of Latitude33 should get prior approval from Latitude33 before submitting a film request to Residential Life.
5. Filming is permitted in student apartments and townhomes, as well as in the Perch and Chesterton. Students may film in student apartments and townhomes between the hours of 10am and 10pm. The Perch and Chesterton may be used for filming between the hours of 8am-6pm, 7 days a week.
6. For film shoots occurring in a student apartment or townhome, before submitting a film approval application to the Student Life Team, the project must ask for and receive permission to film from the residents of that apartment or townhome.
7. 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.
8. 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.
9. 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 as well as the weapons guidelines found in the [Film 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.
10. Items from the Perch or Chesterton may not be borrowed for filming or other purposes without prior approval from the Student Life Team.
11. 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.

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<sup>4</sup> 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.

# 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.

## Student Work Opportunities

Qualified students may apply for open work positions at the University. Students should ask the Career Services Specialist or check the website for open positions.

## Jobs & Internships

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

## Student Groups & 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, clubs, student government representatives, ministries, households, support groups and the like. Groups seeking official recognition by the University must be approved by the Dean of Students and coordinated with the Student Life Team. For further information, contact the Student Life Team.

## Academic Advising & Faculty Mentorship

Academic Advising at JPCatholic is a shared role between the Registrar's Office, the students' faculty mentor/s, and the Student Life team. The Registrar's office encourages students to meet with them each quarter during Registration Week. These meetings can answer questions about degree requirements, help optimize their class schedule, and assist students in selecting courses to ensure they meet their desired timeline for graduation. Students with transfer credit, pursuing minors, or pursuing double majors/emphases are strongly encouraged to take advantage of this resource.

Faculty mentors also play a key role in the students academic journey. In addition to academic advising, they provide support in career discernment, career planning, networking, and portfolio development. Meetings with faculty are arranged by the student on an as-needed basis, during scheduled office hours or set appointments. Faculty mentors are not assigned, and students have the freedom to connect with the professors most appropriate for their career goals. Students will often be mentored by the chair of their department, or may have multiple faculty mentors. In addition, the Student Life team supports students' academic progress through My Success Plan (see below), as well as peer mentors and academic success coaches.

## My Success Plan

My Success Plan, or MSP, is a Student Life program that supports all students at JPCatholic in three formation areas:

1. **Academic**
2. **Social**
3. **Spiritual**

The main goal of MSP is to provide guidance and support for all students to thrive at JPCatholic and to Love in Action and Truth on campus. MSP is also designed to prepare students to leave JPCatholic ready to enter their respective fields and Impact Culture for Christ. Each student has an MSP, and every MSP will look a little different depending on the student's interests, strengths, and needs. In addition, MSPs are always both personal and integrated because students grow in these formation areas through personal reflection and effort as well as collaboration with others.

## **Structure of MSP**

MSP is founded on four "cornerstone" meetings that generally occur in Quarters 1, 3, 6, and 12. They will be organized and led by a Student Life Director. It is the student's responsibility to respond to invitations for MSP meetings by preparing for the meeting and arriving on time.

### **Quarter 1 Meeting:**

Help Student Life get to know you by sharing your background, interests, strengths, and needs. Student Life wants to learn about you, help with any personal difficulties, and share potential ways to get you involved at JPCatholic.

### **Quarter 3 Meeting:**

Plan a goal in one formation area (academic, social, or spiritual). Student Life will help you develop this goal if needed.

### **Quarter 6 Meeting:**

Evaluate success of your initial goal and overall success as a student. Student Life will help you determine how successful you have been at JPCatholic in the three formation areas and help guide you to overcome difficulties or set new challenges.

### **Quarter 12 Meeting:**

Reflect on your overall success at JPCatholic, but especially your progress in the three formation areas. This meeting may involve creating new goals for when you graduate from JPCatholic.

MSP can be more expansive and encompassing than four meetings though: students are encouraged to collaborate consistently with staff, faculty, students, or relevant third parties to increase personal growth, produce value while at JPCatholic, and prepare for life after college.

## **Why MSP?**

MSP is valued at JPCatholic because we know many students consider how they will grow socially and spiritually as much as they consider their academic growth when deciding on a college. We provide this unity through the MSP program so every student is provided with guidance, opportunities, and resources to Love in Action and Truth.

If you need support in or have questions about your academic, social, or spiritual life, please fill out the [Student Support Request Form](#) and Student Life will get back to you soon after it is submitted.

## **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 to the Dean of Students or the university counselor, Joe Sleman, 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/or assist the student in finding and contacting off-campus Catholic counselors in the area.

JPCatholic therapists integrate the lessons of our Catholic tradition to foster healing among the student body. This includes Christ's compassion, understanding, and love for those who are hurting. These principles provide the therapist insight to address human weakness in light of everyone's inherent dignity. In therapy sessions, the therapist and client focus on the client's goals and any presenting problems. During these sessions, the therapist seeks to introduce various

coping tools for the client to explore and apply in daily life. These tools focus on academic, human, and spiritual formation. For Catholic/Christian students, spiritual health is essential in the discussion about mental health. For example, coping tools can include developing a relationship with the Holy Trinity and the saints, attending Mass and Confession, and praying to strengthen devotional life and to help calm anxiety and depression. Connecting the spiritual life to traditional therapeutic practices fortifies the therapists' role in promoting and supporting well-being for college students.

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

For information regarding treatment facilities for substance abuse and addiction, see [www.help.org](http://www.help.org)

## Common Rooms

The Chesterton, located at apartment 211, is for study, socializing and discussion. 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 48 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

362 W Mission Ave, Suite 105  
Escondido, CA 92025

(760) 294-6114

Mon – Fri: 9:00am – 5:00pm

### Graybill Urgent Care

225 E Second Ave  
Escondido, CA 92025

Mon – Fri: 9:00am – 8:00 pm

Sat – Sun: 8:00am – 4:00 pm

### 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

Career Services (CS) 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 My Success Plan. The student, with their academic advisor and the CS specialist, 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 CS helps students to build their network, to have their resume critiqued, to utilize online resources, and to meet employers. The CS 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 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 & 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 on or off campus cannot be advertised.

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!

“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.

8. Avoid using ALL CAPS, especially when you are disagreeing. This is perceived as shouting and is considered rude.
9. Be sure to comply with copyright laws.
10. Be mindful of compatibility concerns. Be sure that files you upload are in a format that can be viewed by others.
11. Be aware of issues that might arise due to cultural and languages differences.
12. 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, 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 & 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.

### **Dismissal from a Course**

John Paul the Great Catholic University reserves the right to dismiss at any time students whose health, behavior, or academic performance indicates they are unable or unwilling to conduct themselves in a manner acceptable to the University. The University takes seriously their obligation to address behavior that disrupts or interferes with the ability of other students, faculty, or staff to participate in the educational programs, living environment or employment opportunities by the University. Disrespect for professors, staff, and classmates is not tolerated.

### **Alternative**

This dismissal process is initiated by the professor of the specific course. The professor must refer the matter to the Committee on Academic Standards (CAS). The Chief Academic Officer, the Dean of Students, and the Registrar compose the CAS. In order to determine if a student can continue in a course, or needs to be removed, the CAS will investigate the student in question. This investigation may include conversations with the professor, the student under review, and other students in the class. The CAS will evaluate behavior that indicates a student is unable or unwilling to control his or her behavior or to perform the essential functions of a student. After investigating, the CAS will determine if the student is willing and able to make appropriate adjustments to be deemed successful in the course or courses under consideration. If a student is dismissed from a course, the grade that is recorded on the student's transcript will be the grade that would have been earned had the student withdrawn voluntarily at that time.

### **Consequences & 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.

## AI Engine Usage Policy

This policy outlines the guidelines and expectations for students using AI engines in their academic work. It emphasizes the importance of proper citation when utilizing AI engines to ensure academic integrity and transparency. Failure to adhere to these guidelines may result in academic consequences as determined by the institution's academic integrity policies.

1. **Definition of AI Engine:** An AI engine, for the purposes of this policy, refers to any artificial intelligence software or platform that generates written content, imagery, data analysis, or any other academic work. This includes but is not limited to chatbots, language models, project preparation, and data analysis tools.
2. **Faculty Discretion:** All AI Engine use is subject to the discretion of each individual faculty member for each individual class. Please refer to the class syllabus or professor for whether or not you may use AI when completing your assignments.
3. **Proper Citation:** When permitted to use an AI engine to generate or assist in generating academic work, students must provide proper citation to acknowledge the use of such tools. This includes citing the specific AI engine used, its version, and any relevant information that allows others to verify the tool's usage.

## Family Educational Rights & 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
- Campus mailbox number
- Email address
- Date of birth
- 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, non-directory 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. Non-directory 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, edit, 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, poster artwork, animations, video games, photography, slideshows, presentations, drawings, paintings, graphic designs, 3d object models, written work, and other multimedia files. The University reserves the right to display and distribute all or part of the projects for purposes including but not limited to advertising, promotion, recruiting, teaching, and informing. Displaying and distribution of these media projects may be accompanied by credits and the associated course title if applicable.



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 & Sexual Misconduct (Title IX) Policy**

John Paul the Great Catholic University (JPCatholic), is a Catholic educational institution that takes seriously anti-discrimination provisions under federal and state law and is committed to providing a learning and living environment that promotes student, faculty and staff safety, personal integrity, civility and mutual respect.

In August of 2015, JPCatholic requested a religious exemption from certain provisions of Title IX, 34 C.F.R. Section 106.12. Federal regulations provide that provisions of Title IX do not apply to a Catholic university when application of Title IX would be inconsistent with Catholic tenets. Catholic universities are allowed to request an exemption from Title IX by identifying the provisions of Title IX that conflict with a specific tenet of the Catholic faith. JPCatholic requested all applicable exemptions.

In January of 2016, John Paul the Great Catholic University was granted an exemption from certain aspects of Title IX. This exemption comes from the U.S. Department of Education, Office for Civil Rights. JPCatholic is now exempt from the provisions of Title IX to the extent that they prohibit discrimination based on gender identity, sexual orientation, marital status, pregnancy and parental status. This exemption applies to students in the areas of admissions, housing, counseling, marital status and employment.

Recognizing that its greatest resources are its people, JPCatholic pledges to treat each person with dignity and respect. JPCatholic 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. 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, faculty and staff have the opportunity to encounter Jesus Christ and learn his time-enduring spiritual, moral and social teachings – the Word of God.

John Paul the Great Catholic University's ("JPCatholic") values include fostering an open learning and working environment influenced by accountability, civility, and respect. JPCatholic considers sex discrimination in all its forms to be a serious offense and a violation of this policy, and federal law. Title IX specifically prohibits sex discrimination, harassment and all other sexual offenses. Harassment, whether verbal, physical, or visual, that is based on sex, is a form of prohibited sex discrimination. Sexual harassment also includes sexual violence.

JPCatholic will not tolerate sex discrimination or harassment of applicants, students, employees, guests, visitors, or invitees whether by students, faculty, staff, administrators, contractors, or outside vendors. This policy applies regardless of national origin, immigration status, or citizenship status. JPCatholic's prohibition on sex discrimination and sexual harassment extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, housing, and student services.

JPCatholic recognizes not only its legal responsibilities but also its moral and ethical responsibilities to prohibit discrimination and harassment on the basis of sex and to take appropriate and timely action to ensure an environment free of such inappropriate conduct and behavior. JPCatholic will respond appropriately to reports of sexual misconduct that do not fit within the scope of conduct covered by the Title IX grievance process. This may include, for example, reported sexual misconduct that occurs outside a schools' education program or activity, occurs outside the United States or causes harm in the school environment that does not fit within the definitions below.

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states that: no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

JPCatholic has jurisdiction over Title IX-related complaints regarding conduct that occurs on campus or at an official university program or activity off campus. Conduct that occurs in a private location and is not part of an institution's education pro-

gram or activity is not considered a Title IX complaint. Title IX only applies within the geographic boundaries of the United States. JPCatholic will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of sex discrimination and remedy its effects. Additionally, JPCatholic will not tolerate retaliation in any form against an applicant, student, or employee for reporting a violation of this policy or assisting in the investigation of a complaint.

For a student complainant and a student or employee respondent, the Title IX policy applies first. Conduct that is outside of Title IX's definition of prohibited harassment on the basis of sex is covered by our harassment policy or handled under the Student Code of Conduct definitions and procedures found in the Student Handbook. The affirmative consent definition is used for sexual assault conduct. Non-Title IX conduct will be referred to the Student Life staff if student conduct, and to Human Resources if employee conduct.

For an employee complainant and a student or employee respondent, the Title IX policy applies first. Conduct that is outside of Title IX is covered by our harassment policy or the Student Code of Conduct definitions and procedures found in the Student Handbook. The affirmative consent definition is used for sexual assault conduct. Non-Title IX conduct may also be decided during a live hearing of Title IX conduct to avoid having two disciplinary hearings.

Title IX would not apply to a third party complainant or to a third party respondent unless the third party is a participant in JPCatholic's programs and activities, is enrolled at JPCatholic, or employed by JPCatholic.

## **Definitions of Offenses which fall under Title IX Sexual Misconduct when based on sex**

**Actual knowledge:** Occurs when an institutional official with authority to take corrective action observes or receives a report of sexual harassment occurring in the institution's education programs or activities. Once JPCatholic has actual knowledge, the Title IX Coordinator must contact the alleged victim.

**Complainant:** The person who has experience the alleged sexual harassment. This person is considered a complainant regardless of whether they choose to file a formal complaint of sexual harassment under Title IX. A complainant must be a current participant in education programs and activities at the time of the complaint.

**Consent:** 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. Therefore, regardless if conduct is consensual, disciplinary action will be taken for any act that violates Catholic moral teaching on sexuality such as fornication, pornography, or excessive and inappropriate public displays of affection. Also prohibited are the promotion or advocacy of such conduct or expression, and scandal or any activity that may undermine the practice of virtue, degrade the dignity of the human person, give scandal or offense to others, or tempt you or others to sin.

The definition of consent is an essential component of this Policy. JPCatholic defines sexual consent as follows:

Consent is words or actions that a reasonable person in the respondent's perspective would understand as agreement to engage in the sexual conduct at issue. Consent to sexual activity requires of each person an affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person to ensure they have the affirmative consent of the other to engage in sexual activity. Lack of protest, lack of resistance, or silence do not by themselves constitute consent. Affirmative consent must be ongoing and can be revoked at any time during sexual activity. Consent is positive cooperation absent of coercion, intimidation, force or threat of force. There must always be active consent on both sides. Consent to one thing does not imply consent to another. If limits are made clear, pressuring someone into changing their mind is not consent. A person who is incapacitated is not capable of giving consent. In California, the minimum age for consent is 18. A person younger than 18 cannot give valid consent. Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "No."

The existence of a dating relationship or past sexual relations between the Complainant and Respondent will not by itself be assumed to be an indicator of consent (nor will subsequent sexual relations or dating relationship alone suffice as evidence of consent to prior conduct).

The Respondent's belief that the Complainant consented will not provide a valid defense unless the belief was actual and reasonable. In making this determination, the factfinder will consider all of the facts and circumstances the Respondent knew, or reasonable should have known, at the time. In particular, the Respondent's belief is not a valid defense where:

- The Respondent's belief arose from the Respondent's own intoxication or recklessness;
- The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented; or
- The Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was incapacitated in one of the following ways:
  - a. asleep or unconscious;
  - b. unable to understand the fact, nature, or extent of the sexual activity due to the influence of drugs, alcohol, or medication; or
  - c. unable to communicate due to a mental or physical condition.

**Dating Violence:** Actual, attempted or threatened violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition:

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

**Discrimination:** Any unlawful distinction, preference or detriment to an individual as compared to others that is based on an individual's protected status and that is sufficiently serious to unreasonably interfere with or limit:

- an employee's or applicant for employment's access to employment or conditions and benefits of employment (e.g., hiring, advancement, assignment, access to training);
- a student's or admission applicant's ability to participate in, access, or benefit from educational programs, services, or activities (e.g., admission, academic standing, grades, assignment, campus housing);
- an authorized volunteer's ability to participate in a volunteer activity; or
- a guest's or visitor's ability to participate in, access, or benefit from JPCatholic's programs.

**Domestic Violence:** A felony or or misdemeanor crime of violence committed in the following way:

- by a current or former spouse or intimate partner of the Complainant;
- by a person with whom the Complainant shares a child in common;
- by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner;
- by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Hostile Environment:** Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the recipient's educational program or activity.

The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a Hostile Environment, particularly when the conduct is physical. Conduct creates a Hostile Environment if the conduct is sufficiently serious that it interferes with or limits the reporting party's ability to participate in or benefit from a JPCatholic program or to perform his or her work. Sexual harassment is considered a form of conduct that creates a hostile work environment.

Examples of a hostile environment include, but are not limited to:

- verbal abuse or hostile behavior such as insulting, teasing, mocking, degrading or ridiculing another person or group;
- unwelcome or inappropriate physical contact, comments, questions, advances, jokes, epithets, or demands;

- physical assault or stalking;
- displays of electronic transmissions of derogatory, demeaning or hostile materials;
- unwillingness to train, evaluate, assist or work with a student or employee;
- engaging in behavior that is invasive or disruptive to a student or employee for the purpose of initiating a sexual or romantic relationship with that person; or
- sex-based bullying.

**Non-consensual Sexual Penetration:** The sexual penetration or attempted sexual penetration of any bodily opening with any object or body part without effective consent.

Nonconsensual sexual penetration includes the following Clery Act definitions:

- Clery Act definition of rape: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim;
- Clery Act definition of incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; and
- Clery Act definition of statutory rape: sexual intercourse with a person who is under the statutory age of consent, 18 in California.

**Non-consensual Sexual Intercourse:** Any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman, that is without consent and/or by force. Intercourse includes: vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

The following are examples of non-consensual sexual intercourse: rape, sexual intercourse when a person is unconscious due to drugs and alcohol or using a date rape drug to affect sexual intercourse with a person.

**Quid Pro Quo Sexual Harassment:** Quid Pro Quo Sexual Harassment exists when there are:

- unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; AND
- submission to or rejection of such conduct results in adverse educational or employment action.

**Respondent:** The person accused of the alleged sexual harassment. There is a presumption that the respondent did not violate policy unless and until a determination is made after an investigation and live hearing. If the respondent is no longer employed or is no longer a student, the complaint will be dismissed.

**Retaliation:** Retaliation is acts or words taken against an individual because of the individual's participation in a protected activity that would discourage a reasonable person from engaging in protected activity.

Protected activity includes an individual's good faith:

- participation in the reporting, investigation or resolution of an alleged violation of this Policy;
- opposition to policies, practices, or actions that the individual reasonably believes are in violation of the Policy; or
- requests for accommodations on the basis of religion or disability.

Retaliation may include intimidation, threats, coercion, or adverse employment or educational actions. Retaliation may be found even when an underlying report made in good faith was not substantiated. Retaliation may be committed by the Responding Party, the Reporting Party or any other individual or group of individuals.

**Sexual Assault:** Sexual Assault is a forcible sex offense which includes rape, sodomy, fondling, incest, sexual assault with an object, or statutory rape directed against another person without the consent of the victim including instances where the

victim is incapable of giving consent.

- Rape: Non-consensual penetration – actual or attempted penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim
- Fondling: The touching of the genitals or breasts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

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

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

- invasion of sexual privacy;
- prostituting another student or employee;
- non-consensual video or audiotaping of sexual activity;
- going beyond the boundaries of consent
- engaging in voyeurism;
- knowingly transmitting a Sexually Transmitted Infection (STI) or Human Immunodeficiency Virus (HIV) to another person;
- exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals; and
- sexually based stalking and/or bullying may also be forms of sexual exploitation.

**Sexual Harassment:** Includes certain types of unwelcome sexual conduct, sexual assault, dating violence, domestic violence and stalking. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the university conditioning the provision of an aid, benefit or service of the recipient on an individual's participation in unwelcome sexual conduct. This is commonly referred to as quid pro quo sexual harassment, meaning that a school employee offers something to an individual in exchange for sexual conduct;
2. Unwelcome conduct, determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the university's educational program or activity. This includes conduct that has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment. This includes conduct by one student toward another student; or
3. Sexual Assault, dating violence, domestic violence or stalking.

To determine whether a person has been effectively denied equal access to an education program or activity, JPCatholic must evaluate whether a reasonable person in the complainant's position would be effectively denied equal access to education compared to a similarly situated person who is not suffering the alleged sexual harassment. An effective denial of equal access to educational opportunities may include skipping class to avoid a harasser, a decline in a student's grade point average or having difficulty concentrating in class. Effective denial of equal access to education does not require that a person's total or entire educational access has been denied. No concrete injury is required to prove an effective denial of equal access.

Individuals have different perceptions regarding sexual behavior. For that reason, JPCatholic will consider the conduct in question from both a subjective and objective perspective. Specifically, JPCatholic will evaluate the conduct from the

perspective of a reasonable person in the reporting party's position, considering all the circumstances. Not all workplace or educational conduct that may be described as "harassment" affects the terms, conditions, or privileges of employment or education. For example, a mere utterance of a gender-based epithet which creates offensive feelings in an employee or student would not normally affect the terms and conditions of employment or education.

**Sexual Violence:** Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the individual's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). Sexual violence and sexual assault often refer to similar kinds of conduct. A few different acts fall into the category of sexual violence including rape, sexual battery, sexual abuse, sexual coercion, dating violence, and domestic violence.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for her, his, or others' safety; or
- suffer substantial emotional distress.

Stalking can occur online or through messaging platforms, commonly known as cyber-stalking, when it occurs in the University's education program or activity.

For the purposes of this definition:

- **Course of conduct** means two or more acts, including but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Supportive Measures:** At any time during the investigation and adjudication process, JPCatholic may implement supportive measures for all parties or witnesses for the protection of those involved and to ensure equal access to the University's educational programs and activities. These may include separating the parties, placing limitations on contact between the parties, emergency suspension, or making alternative living, class-placement, or workplace arrangements. Such measures are not considered disciplinary in nature. The University will also take reasonable and legal action to implement any court restraining or nocontact order. Both parties must honor any supportive measures; violating them is a violation of University policy separate from the allegations of the complaint.

**Title IX Grievance Process:** Term used for JPCatholic's process for addressing formal complaints of sexual harassment under Title IX. A formal complaint is a document alleging sexual harassment and requesting an investigation and/or resolution under grievance procedures. It must be signed by the alleged victim or the Title IX Coordinator. If filed by an alleged victim, the alleged victim must be a current or attempted participant in JPCatholic education programs or activities.

The Title IX Coordinator may file a formal complaint as follows:

- When there is an important institutional interest in adjudicating a report irrespective of the alleged victim's wishes
- Typically involves serious misconduct, repeated misconduct, or misconduct by employees
- If alleged victim does not wish to file a formal complaint, Title IX Coordinator's decision to do so must not be clearly unreasonable

The grievance process includes the following steps:

- Report, intake and supportive measures
- Investigation to collect relevant inculpatory and exculpatory evidence
- Live hearing before a decision-maker who finds facts under the evidentiary standard more likely than not (preponderance of the evidence) and determines the existence (or not) of a policy violation and any resulting sanctions and or remediation.
- Appeal

The grievance process is governed by the following general principles:

- Complainants and Respondents will both be treated equitable, both with rights and options.
- No stereotypes based on a party's status as a complainant or respondent.
- Presumption respondent did not violate policy unless and until a determination is made after an investigation and live hearing.
- All JPCatholic participants will be conflict and bias-free. A conflict is said to occur when a reasonable person would question the individual's ability to be impartial.

If the grievance process results in a finding of sexual harassment, the respondent will receive discipline as determined by those with authority over the respondent. The standard JPCatholic uses for evidence is a preponderance of the evidence – whether it is more likely than not to have occurred. For the complainant, remedies will be given that are reasonably necessary to restore or preserve access to education programs and activities.

### **Other Misconduct Offenses which fall under Title IX Sexual Misconduct when based on sex:**

1. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
2. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the JPCatholic community, when related to the admission, households, students new to the university, or any other group-affiliation activity;
3. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally;
4. Violence between those in an intimate relationship to each other; and
5. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person.

## **Sexual Misconduct Complaint Resolution Procedure**

### **Overview**

The following complaint resolution procedures for reporting Sexual Discrimination, Sexual Harassment, and Sexual Violence (together referred to as "Sexual Misconduct") apply to complaints made to JPCatholic by students, employees, faculty, or third parties against students, employees, faculty or third parties. JPCatholic has jurisdiction over Title IX-related complaints regarding conduct that occurred on campus, during or at an official university program or activity (regardless of location). Conduct that occurs in a private location and is not part of an institution's education program or activity is not considered a Title-IX complaint. Title IX only applies within the geographic boundaries of the United States. These procedures are JPCatholic's exclusive means of resolving complaints of Title IX Sexual Misconduct.

Sexual Misconduct complaint resolution procedures provide for prompt, fair, and impartial investigations and resolutions. Any JPCatholic employee involved in administering these procedures will discharge their obligations fairly and impartially. If employees determine that these procedures cannot be fairly and impartially applied because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, another appropriate individual will be designated to fulfill the role in administering these procedures fairly and impartially.

Sexual Misconduct complaint resolution procedures will be implemented by JPCatholic officials who receive annual training on the issues related to Sexual Misconduct and how to conduct an investigation that protects the safety of victims and promotes accountability.

### ***Filing a Complaint***

Any person who believes that they have been the subject of Sexual Misconduct, and desires JPCatholic to investigate and resolve the matter, should report the incident. To file a Sexual Misconduct (Title IX) complaint, contact Anna Velasco, Title IX Coordinator. She can be reached at AVelasco@jpcatholic.edu or (858)653-6740, extension 1508. To anonymously report a Sexual Misconduct complaint, send information to Anna Velasco at 220 West Grand Ave., Escondido, CA 92025. See the Confidentiality, Privacy, and Reporting section below for more information on privacy rights. When an institutional official

with authority to take corrective action observes or receives a report of alleged misconduct that meets the definition of sexual harassment under Title IX regulations, JPCatholic has actual knowledge and must respond appropriately.

JPCatholic will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. If the complainant does not wish to pursue resolution and/or requests that his or her complaint remain confidential, under Title IX, JPCatholic may still investigate and take reasonable action in response to the complainant's request. However, the Title IX Coordinator will inform the complainant that JPCatholic's ability to respond will likely be limited.

Regardless of the complainant's request, under Title IX, JPCatholic must evaluate the complainant's request that there be no formal or informal resolution and/or that the complainant remain confidential in the context of JPCatholic's commitment to provide a reasonably safe and non-discriminatory environment for its students and employees. The Title IX Coordinator is responsible for evaluating confidentiality requests.

JPCatholic reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the university community. As needed, and regardless of the complainant's request, under Title IX, JPCatholic shall take prompt and effective action to limit the effects of the Sexual Misconduct and to prevent its reoccurrence.

It is a violation of this policy to retaliate against any member of the JPCatholic community who reports or assists in making a Sexual Misconduct complaint or who participates in the investigation of a complaint in any way. Persons who believe they are receiving Retaliation, in violation of this policy, should make a complaint in the manner set forth in this section.

JPCatholic has no period of limitation for filing Sexual Misconduct. However, a complainant must be a current participant in education programs and activities at the time of the complaint. Later reporting may limit JPCatholic's ability to investigate and resolve the matter. A Title IX complaint will be dismissed if the respondent is no longer employed or is no longer a student at JPCatholic. A Title IX complaint will be dismissed if the complainant is not a current participant in education programs and activities at the time of the complaint.

All Sexual Misconduct complaints will be promptly and thoroughly investigated in accordance with procedures described in this policy. JPCatholic will take disciplinary action where appropriate.

### ***Investigation - Preliminary Matters***

In all complaints of Sexual Misconduct, JPCatholic will undertake an appropriate inquiry and refer the incident to the Title IX Investigator. Once an investigation is open, JPCatholic will provide both the complainant and respondent written notification which will include, the identities of parties, specific policy provisions, precise conduct, and the date and location of the alleged violation.

If a complainant has obtained an order of protection, temporary restraining order, or other no contact order against the respondent from a criminal, civil, or tribal court, the complainant may provide such information to the Title IX Coordinator. If provided, JPCatholic will take all reasonable and legal action to implement the court order.

At any stage of the investigation, JPCatholic may implement appropriate interim steps pending the final outcome of the investigation or in special circumstances even if a report is not filed. JPCatholic's interim measure decision-makers will be University staff that are uninvolved and separate from the investigation process. Interim measures will be afforded to both the complainant and respondent and both complainant and respondent may request such measures. These measures will be processed separately. Interim options include modifications to: academic schedules, campus housing, student leadership, working situations, as well as providing academic support or making special arrangements for withdrawing or dropping classes without penalty, if requested and reasonably available. No contact measures may also be implemented. Any interim remedies imposed should avoid any lasting negative effects on either party before any findings of responsibility are made as much as is possible in the circumstances presented. JPCatholic will make every effort to avoid depriving any student of her or his education. JPCatholic will periodically revisit the interim measures to see if adjustments need to be made.

The Title IX Coordinator may also take any further protective action deemed appropriate, concerning the interaction of the parties, pending the investigation, including directing appropriate university officials to alter academic, housing, and/or employment arrangements, together with such other protections as the Title IX Coordinator shall deem appropriate. Consistent with Title IX, when taking steps to separate the complainant and the respondent, JPCatholic may minimize the burden on



the complainant and may not, as a matter of course, remove the complainant from his or her classes, housing, or employment while allowing the respondent to remain. Violations of the Title IX Coordinator's directive and/or protective actions will constitute separate violations of the Sexual Misconduct policy that may lead to additional disciplinary action.

During the investigation process, both complainant and respondent may ask a support person or advisor to accompany them at all stages of the process. The advisor may be, but need not be, an attorney. In cases involving multiple complainants or respondents, the support person or advisor cannot be another complainant or respondent. The support person or advisor does not serve as an advocate on behalf of the complainant or respondent during the investigation and may not be actively involved in any proceedings. All support persons and advisors must agree to maintain the confidentiality of the process.

Some instances of Sexual Misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, JPCatholic will assist the complainant in doing so. The potential for a criminal investigation, however, does not relieve JPCatholic of its responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, the University will proceed with its own investigation and resolution of the complaint.

The complainant and respondent have equal rights during the investigation and resolution of a complaint.

These rights include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence;
- Similar and timely access to all information considered by the investigators;
- Equal opportunity to review any statements or evidence provided by the other party; and
- Equal access to review and comment upon any information independently developed by the investigators.

### ***Investigation - Initial Steps and Meeting(s)***

Once the Title IX Coordinator has been notified of an allegation of Sexual Misconduct and determines a formal investigation is necessary, the Title IX Coordinator will provide both complainant and respondent written notice with sufficient details of the allegations so that both parties will have sufficient time to prepare for the initial interview.

Sufficient details mean the following:

- identity of the parties,
- specific policy provisions,
- precise conduct,
- date and location of alleged incident(s)

The Title IX Coordinator will then schedule a meeting, typically within one to two business days, with the complainant to advise the complainant of JPCatholic's Sexual Misconduct policy and forms of support or immediate interventions available to the complainant, including referral to appropriate law enforcement agencies, medical options, and/or counseling services. If the conduct is criminal in nature (for example, assault, rape, or attempted rape), JPCatholic strongly recommends that the complainant report the incident to law enforcement officials. The Title IX Coordinator, or any member of the Student Life staff, will assist the complainant with reporting the incident to law enforcement officials, if desired.

Absent extraordinary exigency, the parties will receive the written notice at least two to three business days before they are interviewed by the investigator. At the initial interview with the complainant, the Title IX Coordinator will ascertain from the complainant how complainant wishes to proceed, whether by formal or informal resolution, or whether the complainant does not wish to pursue resolution of any kind. If the complainant wishes to proceed with either formal or informal resolution, the Title IX Coordinator will determine the name of the respondent as well as the date, location, and nature of the alleged Sexual Misconduct.

At the initial interview with the respondent, the Title IX Coordinator will gather sufficient information to determine if an investigation is warranted. The Title IX Coordinator will also ensure the complainant has been fully advised of her/his rights and has access to sufficient support.

If the complainant wishes to proceed with formal, the Title IX Coordinator will promptly commence an investigation. If the complainant prefers an informal resolution, an investigation would not take place and informal resolution would begin instead. JPCatholic Title IX Investigators will be assigned to investigate the allegations. The Title IX Coordinator is available to help each party navigate through the investigative process, answer questions about the process, and follow up throughout the investigation to ensure appropriate processes are followed.

## ***Investigation - Informal and Formal Resolution***

**Informal resolution:** A voluntary process to resolve a formal complaint of sexual harassment through a process other than the default investigation and hearing. Informal means may only be used with both party's voluntary, informed, written consent to attempt informal resolution. The complainant will not be required to resolve the issue directly with the respondent. Moreover, either party may terminate the informal process at any time and resume the grievance process with respect to the formal complaint.

A formal complaint must first be filed and written notice given to the parties before using an informal process. Informal resolution cannot be used where an employee is accused of sexually harassing a student or in the absence of a formal complaint.

**Formal Resolution:** The purpose of a Title IX investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes Sexual Misconduct and a violation of this Policy. During the investigation, the investigators may receive counsel from JPCatholic administrators, JPCatholic attorney's or insurance carriers, the Title IX Coordinator, and/or other parties as needed.

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses and/or other evidence. The respondent will have an opportunity to respond to the allegations and present supporting witnesses and/or other evidence. The investigators will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information. Any advisors will only have a supportive role at this stage and would be passive participants. Advisors cannot serve as advocates during the investigation.

At the conclusion of the investigation, the investigators will prepare a written report. The report will explain the scope of the investigation and identify findings of fact. The investigators will present the report to the Title IX Coordinator, who will review the draft, revise as necessary, and finalize it. This report will be shared with both parties prior to a determination on a hearing to ensure that the report is complete and accurate from the parties' perspectives. Both parties will have 10 days to respond to the report in writing in advance of the university's decision to hold a hearing.

JPCatholic will dismiss Title IX allegations of conduct that do not meet the definition of sexual harassment or did not occur in a school's educational program or activity against a person in the United States. Such dismissal is only for Title IX purposes and does not preclude JPCatholic from addressing the conduct in any manner JPCatholic deems appropriate. JPCatholic may also dismiss a formal complaint if the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint, if the respondent is no longer enrolled or employed by the school, or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

JPCatholic intends to complete a typical investigation within a timely manner following receipt of the report. The time to complete an investigation can be impacted by availability of witnesses, current academic calendar, and business needs of the University. Further, both the complainant and respondent will be updated throughout the investigative process, including with timely notice of meetings where either or both the reporting party and the responding party may be present. If the investigators find it is likely that Title IX sexual harassment has occurred, there will be a live hearing.

## **Sexual Harassment Hearing Procedures**

**Purpose and Nature of These Procedures:** These procedures supplement the JPCatholic's Sexual Harassment Policy (the "Policy") and specify how JPCatholic will conduct hearings regarding formal complaints of Sexual Harassment. To the extent there is a conflict between these procedures and the Policy, the Policy shall control.

The hearing is an opportunity for the parties to address the decision maker. The parties may address any information in the investigative report, submit supplemental statements in response to the report or provide verbal impact and mitigation statements. Generally, the parties may not introduce evidence, including witness testimony, at the hearing that they did not identify during the pre-hearing process. However, the hearing officer has discretion to accept or exclude additional evidence presented at the hearing. In addition, parties are expected not to spend time on undisputed facts or evidence that would be duplicative.

**The Hearing Officer:** The hearing officer oversees the hearing process, rules on questions of relevance and admissibility,

resolves all procedural disputes, and renders a determination of responsibility for the allegations in the formal complaint at the conclusion of the hearing process and in the manner specified in the Policy. The hearing officer has discretion to interpret, apply, and modify these procedures in any manner that is not clearly unreasonable and is consistent with the Policy.

***Pre-Hearing:***

*Review of Investigation Report and Evidence:* Prior to commencement of the hearing, the hearing officer will review the investigation report and a copy of all evidence transmitted to the parties by the investigator as specified in the Policy. This review may also include consideration of any written response to the investigation report in advance of the Pre-Hearing Conference as provided in the Notice of Hearing. This review of materials is provisional and intended to provide background and orientation to the hearing officer in planning and conducting the hearing. The hearing officer must exclude from consideration in deliberation any evidence developed during the investigation that is deemed inadmissible at the hearing.

*Pre-Hearing Submission of Questions:* During the pre-hearing conference, the parties' advisors may submit questions to be asked of the other party or witnesses. The questions shall be submitted in writing to the hearing officer. The hearing officer will evaluate whether the questions are relevant, explaining the rationale for any exclusion of evidence, and share each party's questions and related relevancy decisions with the other party. This does not prevent the parties' advisors from asking additional questions at the live hearing.

***Hearing Procedure:***

*Convening the Hearing:* Immediately prior to convening the hearing, the hearing officer will ensure that an audio recording of the hearing is being made by JPCatholic, and that the hearing room is cleared of all individuals who are not permitted to be present during the hearing. The hearing officer will then convene the hearing and clearly state for the record the date, time, and location of the hearing; the names of the Complainant and Respondent; the parties present at the hearing; any accommodations that have been provided at the request of a party or in JPCatholic's discretion; whether all or a portion of the hearing is being conducted virtually as specified in the Policy; and any other introductory matters that the hearing officer deems appropriate.

*New Evidence:* After convening the hearing, the hearing officer will ask each party whether it seeks to admit any non-testimonial evidence that the party did not present during the investigation due to mistake, inadvertence, surprise, or excusable neglect. The hearing officer will determine whether admission of such evidence is appropriate pursuant to the Policy. If the hearing officer determines that the evidence may be admitted, the party may submit and discuss the evidence during the party's statement (see Section below).

*Statement of the Investigator:* The hearing officer will call the investigator to give an overview of the investigation process. Thereafter, the investigator will be subject to questioning by the hearing officer, followed by questioning from each party's advisor commencing first with questioning from the advisor for the Complainant followed by questioning from the advisor for the Respondent.

*Statements of the Parties:* After questioning of the investigator is complete, the hearing officer will invite the Complainant to provide a statement to the hearing officer regarding the events in question and identify and comment on any non-testimonial evidence the Complainant believes is relevant. After the Complainant has made a statement, or waived the right to make a statement, the Complainant will be subject to questioning by the hearing officer, followed by questioning from the advisor for the Respondent.

After questioning of the Complainant is complete, the hearing officer will invite the Respondent to provide a statement to the hearing officer regarding the events in question and to identify and comment on any nontestimonial evidence the Respondent believes is relevant. After the Respondent has made a statement, or waived the right to make a statement, the Respondent will be subject to questioning by the hearing officer, followed by questioning from the advisor for the Complainant.

*Testimony of Witnesses:* After questioning of the parties is complete, witnesses will be called to testify in the order determined by the hearing officer. Unlike the parties, witnesses will not be invited to make a statement but, instead, will be subject to questioning from the hearing officer followed by questioning from each party's advisor commencing first with questioning from the advisor for the Complainant followed by questioning from the advisor for the Respondent. Witnesses will be present only during their testimony.

*Behavior during the live hearing/rules of decorum:* JPCatholic requires all parties, advisors and witnesses to maintain appropriate decorum throughout the live hearing. Participants are expected to abide by the decision maker's directions and determinations, maintain civility and avoid emotional outbursts and raised voices. Repeated violations of appropriate decorum will result in a break in the live hearing, the length of which will be determined by the decision maker. The decision maker reserves the right to appoint a different advisor to conduct cross-examination on behalf of a party after an advisor's repeated violations of appropriate decorum or other rules related to the conduct of the live hearing.

*Investigation Materials:* After the questioning of witnesses is complete, the hearing officer will identify any portion of the evidence developed during the investigation that the hearing officer has determined should be excluded from the hearing record based on rulings made at the pre-hearing conference, during the hearing itself, due to the refusal of a party or witness to submit to questioning by a party advisor, or for any other reason. The hearing officer will then provide the parties a final opportunity to raise any additional objections to inclusion of any other portions of the investigation record into evidence and resolve any such objections. All evidence from the investigation and hearing not specifically excluded by the hearing officer shall be deemed admitted into the hearing record and may be considered by the hearing officer as part of the deliberation.

*Closing Argument:* After the questioning of the witnesses is complete, the hearing officer will invite the Complainant to make a closing argument. After the Complainant has made a closing argument, or waived the right to make a closing argument, the hearing officer will invite the Respondent to make a closing argument.

*Deliberation:* After closing arguments are complete, the hearing officer will conclude the hearing and deliberate and render a determination as specified in the Policy.

*Access to and Use of Investigation Evidence:* During the hearing, the parties and their advisors shall have access to the investigation report and a copy of all evidence transmitted to the parties by the investigator as specified in the Policy. Such evidence may be utilized in the questioning of witnesses where relevant. Nontestimonial evidence utilized during the hearing shall be marked and referred to in such a manner as to make it clearly identifiable by audio (i.e., such as sequential marking of "exhibits").

*Rulings on Evidence:* Throughout the hearing, the hearing officer will independently and contemporaneously screen all questions for relevance and resolve any contemporaneous evidentiary objections raised by the parties. If the hearing officer does not exclude a question, it is presumed the hearing officer has deemed the question relevant and admissible. Although formal rules of evidence do not apply, the hearing officer may, in the hearing officer's discretion, utilize evidentiary principles similar to those specified in the Federal Rules of Evidence to the extent such evidentiary principles are not contrary to the Policy.

*Timing and Continuances:* The hearing officer will have discretion to set the overall length of the hearing and may set time limits for statements of the parties, questioning of parties and witnesses, and closing arguments. A hearing will not exceed seven (7) hours in length absent extraordinary circumstances. Once a hearing is commenced, it will be continued only for good cause as determined by the hearing officer.

*Role of Advisors:* Advisors to the parties must play a passive role in the hearing with the sole exception that advisors are permitted to question parties and witnesses as specified in the provisions of the Policy related to hearing processes. Advisors are not permitted to speak for their advisee, make objections, present arguments, or engage in any other active role.

*Disruptions:* All parties, advisors, and other persons present at a hearing are required to act professionally, maintain decorum, and abide by the Policy, these procedures, and any other rules specified by the hearing officer. Any party, advisor, or other person who materially disrupts the proceeding or violates applicable policies, procedures, and rules, may be barred from further participation and/or have their participation limited, as the case may be, by the hearing officer.

*Questioning:* Wherever these procedures contemplate questioning of a party or witnesses, the hearing officer has discretion to permit more than one round of questioning. In addition to ruling on questions of relevancy, the hearing officer may limit cumulative and redundant questioning.

*Discretion in Application:* JPCatholic retains discretion to interpret and apply these procedures in a manner that is not clearly unreasonable, even if JPCatholic's interpretation or application differs from the interpretation of the parties. The hearing officer may consult with appropriate officials with respect to application of these procedures.

Despite JPCatholic's reasonable efforts to anticipate all eventualities in these procedures, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express language of these procedures,

in which case JPCatholic retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

***Possible Sanctions:***

*Possible Student Sanctions:* Possible sanctions for Students found by a preponderance of the evidence to have violated this Policy include, but are not limited to, the following: verbal warnings, educational assignments, activity or location restrictions, fine, loss of privileges, spiritual direction or counseling, community service, housing probation, temporary or permanent suspension; expulsion; and/or restriction on eligibility to represent the university at any official function, termination from on campus employment; or removal from leadership positions. If a suspension is imposed on a student, it may be for part of a semester, a full semester, or an entire academic year.

*Possible Employee Sanctions:* Possible sanctions for Employees found by a preponderance of the evidence to have violated this Policy include, but are not limited to, the following: verbal warnings, written warning, final written warning, counseling, spiritual direction, educational assignments, termination, reassignment of duties, and suspension with or without pay. An employee may be suspended for any length of time determined appropriate by Human Resources. Following a suspension, the individual will be required to meet with the Dean of Students or other Student Life representative (student) or Human Resources (employee) to discuss re-entry and expectations going forward.

*Other Remedial Steps for Students and Employees:* Other remedial steps may include counseling, academic, transportation, work, or living accommodations for the complainant or separation of the parties, and training for the respondent and other persons. JPCatholic will consider the concerns and rights of both the complainant and the respondent.

Once the investigation and hearing are completed and a final decision is made, both the complainant and respondent will be informed of the outcome in writing within three (3) business days. The decision is final. It may be appealed using the appeal procedure described below.

*Resolution and Timeframe for Resolution:* JPCatholic is committed to providing prompt, fair, and impartial investigation and resolution of reports of violations under this policy. JPCatholic will make the investigative reports available to both complainant and respondent prior to their release and finalization of its decision. Both complainant and respondent have equal access to the information used for JPCatholic's final report and will have an opportunity to respond to the report in writing in advance of the live hearing or final decision where there is no live hearing. JPCatholic desires to resolve all reports within a timely manner.

All timeframes expressed in this policy are meant to be guidelines rather than inflexible requirements. Extenuating circumstances may arise that require the extension of timeframes. Extenuating circumstances may include the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses, any intervening school break or vacation, or other unforeseen circumstances. JPCatholic intends to complete a typical investigation within sixty (60) days following receipt of the report. Further, both the complainant and respondent will be updated throughout the investigative process, including with timely notice of meetings where either or both the reporting party and the responding party may be present. If the investigation and resolution exceed this time frame, JPCatholic will attempt to notify all parties of the reason(s) for the delay and the expected adjustment in time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

In all cases of allegations of policy violations, the complainant and respondent will receive simultaneous notification, in writing, of any of the following:

- any result of a disciplinary proceeding;
- procedures for the reporting party and responding party to appeal the result of the disciplinary proceeding;
- any change in the result of a disciplinary proceeding; and
- when the results of any disciplinary proceeding become final.

***Appeal Process and intersection with other policies and documentation:***

*Appeal of Finding(s):* JPCatholic offers the complainant and respondent an appeal from a determination regarding responsibility, and from a school's dismissal of a formal complaint or any allegations therein, on the following bases:

- procedural irregularity that affected the outcome of the matter

- newly discovered evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter
- Title IX Coordinator, investigator or decision maker had a conflict of interest or bias that affected the outcome

Appeals must be filed in writing with the Title IX Coordinator within 10 (ten) days of receipt of notification of the outcome of the investigation and must include all the below-listed information. The appeal will then be evaluated by the Title IX Coordinator. JPCatholic reserves the right, after reviewing the below information submitted by the appealing party, to deny the appeal without further review if it determines that the above grounds do not exist as a basis for the appeal.

An appeal may not be based solely upon the appealing party's disagreement with the University's initial finding. Please include the following in the appeal:

- name of the complainant;
- name of the respondent;
- a detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it; and
- requested action, if any.

JPCatholic's current Appeal Officer is Dr. Derry Connolly, President. The appealing party may request a meeting with the Appeal Officer but the decision to grant a meeting is within the Appeal Officer's discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity. The Appeal Officer will resolve the appeal typically within 10 (ten) days of receiving it and may take all actions determined to be in the interest of a fair and just decision. The decision of the Appeal Officer is final. The Appeal Officer will issue a statement of the appeal, including any changes made to the previous written determination.

Appeals granted for procedural error or new evidence should be remanded back to the original investigator and/or decision maker (hearing officer) for reconsideration. Appeal officer should provide rational and specific instructions defining the scope of the issues, and instructions for returning the case to the appeal officer. The appeal officer will then make a final determination. In rare cases where a procedural error cannot be cured (as in cases of bias), the appeal officer may order a new hearing with a new decision-maker. Decisions from the new hearing may be appealed. In cases where an appeal results in reinstatements or resumption of privileges, all reasonable attempts will be made to restore the respondent to prior status.

The written statement of the appeal will be provided to the complainant, respondent, and the Title IX Coordinator.

**Documentation:** Throughout all stages of the investigation, resolution, and appeal, the investigators, the Title IX Coordinator, the Live Hearing decision maker, and the Appellate Officer, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under this policy, which may include written findings of fact, transcripts, and audio recordings. Sexual Misconduct/Title IX allegations and findings are kept separate from a student's academic record and maintained as part of an employee's records.

**Intersection with Other Procedures:** These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Title IX Sexual Misconduct policy. To the extent there are any inconsistencies between these complaint resolution procedures and other University complaint, or disciplinary procedures, the procedures provided herein will control Title IX Sexual Misconduct complaints.

**Report Confidentially:** If one desires that details of the incident be kept confidential, they should speak with on-campus mental health counselors, a priest during confession or off-campus rape crisis resources who can maintain confidentiality. JPCatholic counselors will not report the situation to the university for investigation without consent. However, when the situation involves a crime, they will notify the appropriate JPCatholic personnel for the sole reason of including the crime in the annual crime statistics disclosure. The victim's name will not be divulged in this situation.

**Non-confidential Reporting Options:** Persons are encouraged to speak to officials of the institution to make formal reports of incidents (directors, deans, vice presidents, or other administrators with supervisory responsibilities, faculty, and human resources). Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the respondent. The most direct way to officially report is directly to the Title IX Coordinator, Anna Velasco, at [avelasco@jpcatholic.edu](mailto:avelasco@jpcatholic.edu).

Reporting to the Department of Education. Persons may also choose to file a complaint with the U.S. Department of

Education's Office for Civil Rights (OCR). If individuals choose to contact the OCR directly about an alleged violation of the Sexual Misconduct Policy, there is an electronic complaint form available at: [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html) or call at 1-800-421-3481.

## **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 of the opposite biological sex. We at JPCatholic take seriously Christ's call to show compassion to others, particularly to the marginalized and suffering. As a Catholic educational institution, we also have a grave responsibility to teach the truth. While our hearts go out to those who experience discomfort in their bodies or a crisis in their self-understanding, we do not subscribe to the theory that in these cases a combination of surgical intervention and social accommodation will permanently resolve underlying problems and lead to lasting happiness. Similarly, our university's mission is incompatible with any notion that gender is unrelated to bodily sex, or that sex and gender exist on a nonbinary spectrum. These proposals are decisively countered by the major world religions, by perennial philosophy, by biological science, and by the consensus of virtually every human cultural group for which we have record.

At JPCatholic we are happy to support all our students with Christian formation on many levels. For students struggling with questions of identity, this process of support and formation includes spiritual direction, counseling referrals, and professional mentoring as appropriate. To use names and pronouns not in accord with a student's biological sex, however, will not be an accommodation we can offer. We encourage students with questions about these sensitive topics to bring them to our Theology and Philosophy faculty and to familiarize themselves with relevant Catholic teaching, much of which is collected at [https://www.usccb.org/resources/Gender-Ideology-Select-Teaching-Resources\\_0.pdf](https://www.usccb.org/resources/Gender-Ideology-Select-Teaching-Resources_0.pdf).

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, the Dean of Students will determine if the charges have merit.

The Dean of Students 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 the Dean of Students. The Dean of Students may also refer violations directly to the Disciplinary Board. The University will address complaints or alleged violations involving sexual misconduct or relationship violence in compliance with the Harassment and Sexual Misconduct (Title IX) Policy, and the Disciplinary Board handles any other violations.

When the Dean of Students 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 The Dean of Students for Handbook violations unless other sanctions are noted in the Handbook (i.e., Parking, Academic Honesty):

1. Drugs (excluding marijuana): Automatic referral to the disciplinary board. Expected sanction is expulsion.
2. Marijuana:
  - a. First offense: Automatic referral to the disciplinary board. Consequences may include but are not limited to the following: community service, fines, meetings, suspension, expulsion.
  - b. Second offense: Automatic referral to the disciplinary board. Expected sanction is expulsion.
3. Alcohol/Intervisitation:
  - a. First offense: Minimum \$100 fine and meeting with the Dean of Students.
  - b. Second offense: Automatic referral to the disciplinary board. Consequences may include but are not limited to the following: community service, fines, meetings, suspension, expulsion.
  - c. Third offense: Automatic referral to the disciplinary board. Expected sanction is suspension. Consequence may include anything up to expulsion.
4. Consequences for other offenses are at the discretion of the Dean of Students.
5. Violation of the Computer Crimes policy will be subject to disciplinary sanctions up to and including dismissal from JPCatholic.
6. If the expected outcome of a disciplinary procedure is expulsion, the student has the right to have a lawyer and or



advisor present at the disciplinary hearing.

## **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, and may include the following:

1. The Dean of Students or designee (Chair)
2. The Assistant Vice President of Human Resources or the AVP’s designee
3. Chair of Theology Dep’t or the Department Chair’s designee
4. Full-time faculty member appointed by the Chair
5. Another full-time faculty or senior administrator appointed by the Chair
6. Student Body President or Vice President<sup>5</sup>

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.

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 either the respondent or another Board member questions the impartiality of a particular Board member, the Dean of Students may call a recess and dismiss that board member from the hearing and bring on another board member.

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.

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<sup>5</sup> 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.

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 JPCatholic honor code and handbook.
10. 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.
11. 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 \$1,000), community service, restitution, loss of privileges, academic probation, disciplinary probation, suspension, temporary expulsion, permanent expulsion. Students who are not in Good Standing with the University. i.e., students who have been expelled, suspended, or have lost privileges, are not able to work on University related student projects nor are they able to stay overnight in JPCatholic Student Housing. 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 & 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). Student grievances commonly fall into one of two categories: Academic and Non-Academic. Students should meet with the Dean of Students regarding the complaint/grievance prior to starting the process.

### **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 limit 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 meetings, or if the accused refuses to meet or respond within 14-days, the student may proceed by meeting again with the appropriate Dean. If the Dean 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 either 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 appropriate Dean 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 appropriate Dean. Once filed, the University will take the following actions:

1. The Dean 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'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 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 receives the response of the accused, he shall forward all documents to the Chief Academic Officer or designee, who convenes the Grievance Review Committee.
6. The Grievance Review Committee shall normally be comprised of the Chief Academic Officer, the appropriate Dean, 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 Residential 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 follow 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 may be comprised of the following, at the discretion of the Chief Academic Officer:
  - a. The Chief Academic Officer, chair
  - b. Dean of Students
  - c. Residential Life director
  - d. One member of the faculty, usually a Professor of Theology
  - e. Two administrators, usually the VP of Admissions and CFO.
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.

*Contact information for the Deans of Students and other administrators can be found at [www.jpatholic.edu](http://www.jpatholic.edu) or in person at the main office, 220 W. Grand Ave, Escondido, CA 92025*

