

Student Handbook

2014-2015

TABLE OF CONTENTS

Comprehensive Nondiscrimination Statement	3
Sex Discrimination, Sexual Harassment and Sexual Misconduct: Title IX Coordinators	3
Section 1: Student Services, Departments and Programs	5
Academic Advising	6
Academic Success	7
Athletics	7
Bookstores	8
Campus Activities Board	9
Career Services Center	9
Commuter Services	10
Counseling and Behavioral Health Services	11
Financial Aid	12
First-Year Programs	12
Graduation	13
Health Care	13
Honor Societies	15
Information Technology Services	15
International Student Services	17
Libraries	17
Registrar's Office	18
Registration	19
Security and Safety	20
Shuttle Services	20
Student Government Association	22
Student ID Card (UniCard)	22
Student Life	24
Study Abroad and Student Exchange Programs	25
University Chaplain	28
University Scholars Program	28
Veterans Benefits	29
Section 2: Residence Life Information, Policies and Procedures	30
General Information for Residence Hall Students	31
Description of University Residence Life Policies	37
Residence Hall Emergency Information and Procedures	41
Section 3: University Policies and Procedures	42
Academic Integrity Policy	43
Academic Grade Appeal Procedures for Students	45

Academic Grievance Procedures for Students	46
Alcohol and Drug Policy	47
Code of Student Conduct	60
Crime Prevention: Reporting Policy and Procedures	70
Emergency and Safety Information	72
Family Educational Rights and Privacy Act of 1974 (FERPA)	74
Health Clearance Requirements	76
Lost and Found Policy	77
Missing Person Policy and Procedures	77
Network/Wireless Access Policy	79
Sex Offender Registry and Information	82
Sexual Harassment and Sexual Misconduct Policy	82
Smoking Policy for Students	89
Student Complaint Procedure	89
Student Emergency Notification Policy	89
Student Right-to-Know Information	91
Students with Disabilities	94
Tuition and Fees	95

Student Handbook

The provisions of this handbook are not to be regarded as a contract between any student and the University. The University reserves the right to change any of the policies, rules, regulations and standards of conduct at any time as may be necessary in the interest of the University. The University also reserves the right to modify or discontinue any of the services, programs or activities described in this handbook.

The most up-to-date handbook can be found online at www.hpu.edu/studentlife and HPU Pipeline, at the Resource tab.

Comprehensive Nondiscrimination Statement

Hawai'i Pacific University admits students without regard to sex, race, age, color, disability, religion, sexual orientation, or national or ethnic origin to all programs and activities generally accorded to or made available to students at the University.

As provided for and to the extent required by state and federal laws, the University provides educational opportunities without regard to, and prohibits discrimination, including harassment, against students on the basis of sex, race, age, color, disability, religion, sexual orientation, gender identity or expression, national or ethnic origin, or any other characteristic protected by applicable law in the administration of its educational programs, policies, admissions policies, scholarships, activities and loan programs, and athletic and other University-administered programs.

General inquiries regarding equal opportunity policies or complaint procedures may be directed to:

Manager of Employee Relations and Compliance
EEO/Affirmative Action Officer
Hawai'i Pacific University
1132 Bishop Street, Suite 310
Honolulu, HI 96813
Telephone: (808) 544-1188
Email: hr@hpu.edu

Inquiries regarding federal law and regulations concerning nondiscrimination in education or the University's compliance with those provisions may also be directed to:

Seattle Office
Office of Civil Rights
U.S. Department of Education
915 Second Avenue Room 3310
Seattle, WA 98174-1099

Telephone: 206-607-1600
FAX: 206-607-1601; TDD: 206-607-1647
Email: OCR.Seattle@ed.gov

Sex Discrimination, Sexual Harassment and Sexual Misconduct: Title IX Coordinators

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106. Sex discrimination includes sexual harassment and sexual assault.

Below are the staff members who have primary responsibility for complaints of Title IX sex discrimination, harassment and assault:

Title IX Coordinator
Marites McKee
Dean of Students and Title IX Coordinator
Hawai'i Pacific University

1188 Fort Street Mall, Ste. 105
Honolulu, HI 96813
Telephone: (808) 687-7014
Email: mmckee@hpu.edu

Any complaint of sex discrimination, sexual harassment and sexual assault can be made to the Title IX Coordinator, who is responsible for overall administration of discrimination-related grievance procedures for faculty, staff, students and other members of the University community.

Title IX Deputy Coordinators

For students:

Stephanie Jarrett
Assistant Dean of Students
1188 Fort Street Mall, Ste. 105
Honolulu, HI 96813
Telephone: (808) 687-7022
Email: sjarrett@hpu.edu

If you have a complaint against a student for sex discrimination, sexual harassment and sexual assault, in addition to contacting the Title IX Coordinator, you have the option of contacting the Deputy Title IX Coordinator. The Assistant Dean of Students is responsible for Title IX compliance for matters involving students, including administration of grievance procedures for all complaints against students.

For athletics:

Natasha Revere
Associate Director of Athletics/Compliance
Hawai'i Pacific University
1060 Bishop St. Suite 400
Honolulu, HI 96813
Phone: (808) 356-5214
Email: nsubotic@hpu.edu

If you have a complaint about gender equity in athletics programs, you should contact the Associate Director of Athletics/Compliance, who is responsible for Title IX Compliance in matters related to gender equity in athletics programs. If you have a complaint against a student, coach or administrator for sex discrimination, sexual harassment or sexual assault, in addition to contacting the Title IX Coordinator, you have the option of contacting the Associate Director of Athletics/Compliance, who will facilitate the handling of the complaint with the appropriate office.

For employees:

Manager of Employee Relations and Compliance
Hawai'i Pacific University
1132 Bishop Street, Suite 310
Honolulu, HI 96813
Telephone: (808) 544-1188
Email: hr@hpu.edu

If you have a complaint against an employee for sex discrimination, sexual harassment and sexual assault, in addition to contacting the Title IX Coordinator, you have the option of contacting the Manager of Employee Relations and Compliance. The Manager of Employee Relations and Compliance is responsible for Title IX compliance for matters involving employees, including administration of grievance procedures for all complaints against employees and vendors.

Section One

Student Services, Departments and Programs

Academic Advising

Academic Advising at HPU serves as a partner with students on their academic journey toward becoming lifelong learners and effective global citizens. Academic Advisors are an integral part of supporting students and ensuring their success as they define and achieve educational goals. Academic Advising aspires to be recognized as a center of excellence in support of student success by forging effective partnerships with students, faculty and other student support services.

Services Provided

The Academic Advising Centers work in partnership with undergraduate and graduate students to define and achieve academic and personal goals. Our professional staff will assist undergraduate and graduate students with the following:

- Create an academic plan and track progress towards graduation.
- Understand requirements for academic programs.
- Serve as a liaison for students with faculty and academic administration.
- Select, declare or change a major and/or minor.
- Assist with the selection of classes.
- Interpret academic policies and procedures.
- Provide basic counseling in support of academic and personal goals.
- Connect students to resources and opportunities available at HPU.

Students will have a designated Academic Advisor based on their major. Undergraduates who are undecided about a major also have a designated advisor. The advisor for each major is listed on the advising webpage. Students are strongly encouraged to establish an on-going, working relationship with their advisor during their time at HPU to ensure that all degree requirements are met and to facilitate a timely graduation. For a successful partnership, students are urged to meet with their advisor every semester by going online to make an appointment or by calling for an appointment at the appropriate academic advising center.

Primary Functions

- Provide accurate and timely information and help interpret institutional, general education and program of study requirements.
- Advise on the selection of courses and other appropriate educational experiences.
- Direct students with skill/learning deficiencies or educational/personal concerns to resources on and off campus.
- Promote student growth and development by reinforcing self-direction and self-sufficiency.
- Assist students with understanding the educational context in which they are enrolled.

Website: Click on the Academic Advising tab on the HPU Home page or go to www.hpu.edu/advising.

Hours, Locations and Contact Information

Undergraduate Advising

Downtown Campus

Finance Factors Center (UB)
(Non-Nursing/Non-Science Majors)
1164 Bishop St., Suite 123
Honolulu, HI 96813-2882
Phone: (808) 544-1198
Fax: (808) 544-9355
Email: advising@hpu.edu

Office Hours: 8 a.m. - 5 p.m.,
Monday - Friday

Undergraduate Advising

Hawaii Loa Campus

Academic Center
(Nursing/Science Majors)
45-045 Kamehameha Highway
Kane'ohe, HI 96744-5297
Phone: (808) 236-3578
Fax: (808) 236-3591
Email: hlcadvising@hpu.edu

Office Hours: 8 a.m. - 5 p.m.,
Monday - Friday

Graduate Advising

Downtown Campus

Finance Factors Center (UB)
(All Graduate Programs)
1164 Bishop St., Suite 123
Honolulu, HI 96813-2882
Phone: (808) 544-1150
Fax: (808) 544-0280
Email: gradadvising@hpu.edu

Office Hours: 8 a.m. - 5 p.m.,
Monday - Friday

Academic Success (Tutoring and Testing Services)

The Center for Academic Success offers tutoring services to help students at all levels to be more successful at HPU. We serve to offer support for good students to become great students, as well as to assist those who may be struggling academically. Tutoring is designed to meet each student's individual needs and is generally given in one-on-one sessions (one tutor to one student) free of charge. In some cases, tutor-to-small-group sessions are provided and are available when preferable. Tutors aid individuals in the mastery of basic skills, development of learning skills and refinement of analytical skills. Students are encouraged to use our services early and often in order to maximize their success. Tutor schedules are available online or may be viewed in one of our two offices (downtown and Hawaii Loa; see location information below).

Services Provided

- One-on-one tutoring sessions by appointment for writing or on a drop-in basis (all subjects, depending on tutor availability)
- Tutoring is available for a variety of subjects (accounting and business, computer science, economics, English, management, marketing, math, modern languages, nursing, science, writing and more). Appointments are typically 30 minutes in length.
- The Center is equipped with computers for tutoring computer programming and courses requiring the use of spreadsheets, databases and other applications.
- On the Hawaii Loa campus (HLC), the Center offers tutoring in select subjects such as writing assistance for all subjects, as well as biology, chemistry, math and nursing. The Center at HLC operates by appointment; students may sign up in advance at the Atherton Library to see a tutor at specified times during the spring and fall terms.
- HPU also offers free online tutoring services to all HPU students in a variety of subjects. You can access online tutoring services by logging into your HPU Pipeline account, going to the Resources tab, scrolling down to the "Online Tutoring Services" channel and clicking on the link. Online tutoring services are available 24 hours a day, seven days a week.
- The downtown campus Center for Academic Success is also the site for administration of many HPU placement tests and College Level Examination Program (CLEP) testing. During peak times, placement tests may be administered at other sites on campus, such as the Frear Center and Computer Center.
- Placement tests are available for Digital Literacy (General Education computer literacy requirement), English Writing, Mathematics, and all modern languages taught at HPU. Please contact your academic advisor to set up an appointment for placement testing.

Location and Contact Information

On the downtown campus, the Center is in 1060 Bishop Street (LB Building), Floor 6; phone: (808) 544-9334. On the Hawaii Loa campus, the Center is located in the Atherton Library; phone: (808) 236-5804. Tutor schedules are available at each location and online at www.hpu.edu/tutoring. Schedules are updated weekly and last-minute changes are viewable on our website. We always recommend double-checking the schedule before coming in for tutoring.

Athletics

Athletics seeks to promote the physical, emotional and social welfare of all student-athletes and to provide equal opportunity, regardless of gender, ethnic diversity or sexual orientation. HPU athletics administration, professional staff, coaches and student-athletes strive to maintain the highest standards of academic achievement, sportsmanship and ethical conduct, athletic competitiveness, integrity and citizenship.

Primary Functions

The intercollegiate athletics program functions as an integral part of the academic and social environment of the University and community. The Athletics department supports the overall mission of Hawai'i Pacific University through five primary functions:

- Assist student-athletes in balancing academic and athletic responsibilities by providing academic support and attending to the physical, emotional and social welfare of all student-athletes.
- Ensure institutional compliance with the NCAA policies and procedures through completion of NCAA required reports, eligibility certification of student-athletes and interpretation of compliance rules.
- Promote HPU and increase student retention by recruiting student-athletes, administering financial aid and establishing successful athletic programs.
- Promote athletic events for all sports through strategic marketing initiatives and providing the media with up-to-date, accurate and timely information on HPU Athletics.
- Coordinate logistical arrangements for all teams including event scheduling, transportation and travel arrangements, as well as procurement of equipment and uniforms.

Hours, Location and Contact Information

The Athletics department is open from 8 a.m. - 5 p.m., Monday - Friday and is located at 1060 Bishop Street (LB Building), 4th floor. For more information call (808) 356-5214.

Bookstore: Barnes & Noble College Store

The Hawai'i Pacific University bookstore system is comprised of the downtown and Hawaii Loa campus bookstores. Each location offers the required textbooks to support the educational programs on its campus.

Students should plan to purchase textbooks from the campus bookstore where their classes are being held. Textbooks for online courses and military campus programs are stocked at the downtown campus bookstore and can be purchased or rented there or online at www.hpu.bncollege.com. Textbooks are available approximately five weeks before classes begin. Select titles will be offered in a digital format and/or for rent at the downtown and Hawai'i Loa bookstores.

For your convenience, you can shop for your books 24 hours a day, seven days a week at www.hpu.bncollege.com. The website currently accepts all major credit cards and financial aid and allows you to arrange for your order to be picked up at the HPU campus of your choice or to be shipped to your home (with additional shipping and handling charges).

The downtown campus bookstore offers computer accessories and software at discounted educational pricing for currently enrolled students. We have also partnered with ThinkEDU to offer thousands of computer products at educational discounts via a link on our website. Apple computers and products can also be ordered directly through the Bookstore website at www.hpu.bncollege.com.

The bookstores have a wide selection of logo apparel and merchandise including T-shirts, sweatshirts, caps, pennants, mugs and much more. In addition, the downtown bookstore distributes graduation caps and gowns. Students may also purchase backpacks, pens, pencils, portfolios, notebooks and blank media for their computers. Dorm supplies are available through Bed, Bath, & Beyond and can be shipped to your dorm, your home or for pickup at the nearest Bed, Bath, & Beyond store (they have two locations on O'ahu). The Hawaii Loa campus bookstore also offers cold soda and bottled water, parking passes, as well as a small selection of health and personal hygiene products.

The bookstores also provide special services to students, such as discounted movie tickets and monthly passes for TheBus which are \$60 and can be purchased between the 20th day of the current month and the 10th day of the following month. At the beginning of each semester U-Pass stickers are available for purchase for \$152.00. When applied to the HPU student ID, these stickers will allow you unlimited rides on TheBus for the entire semester.

A buyback of textbooks from students at the downtown and Hawaii Loa campus bookstores is held at various times during the year. The largest buybacks are held during final exam week of the fall and spring semesters. Buybacks are held approximately eight times per year, so look for the informational signs posted a couple of weeks before the buyback is held or look up the schedule at www.hpu.bncollege.com. Between buyback periods you may be

able to sell your books online via the “Online Buyback” icon of the Bookstore’s website. This is a great option for off-island students, but the higher resale value is usually with the in-store buyback.

Bookstore Directory

Downtown Campus Bookstore

1132 Bishop St., Suite 120
Honolulu, HI 96813
Phone: (808) 544-0290; Fax: (808) 585-9016
Email: bookstore@hpu.edu
Website: www.hpu.bncollege.com
Hours: Monday - Friday, 8 a.m. – 5:30 p.m.

Hawaii Loa Campus Bookstore

Academic Center
45-045 Kamehameha Highway
Kane’ohe, HI 96744
Phone: (808) 236-3532; Fax: (808) 235-8121
Email: SM8095@bncollege.com
Hours: Monday - Friday, 8 a.m. - 5 p.m.

Military Campus Bookstores

Contact the military campus where your classes are being taught.

- Hickam Air Force Base Education Center (808) 543-8053
- Marine Corps Base Kane’ohe Education Center (808) 544-9313
- Marine Corps Base Hawai’i Camp Smith Education Center (808) 544-9318
- Pearl Harbor Naval Station Education Center (808) 687-7081
- Schofield Barracks Education Center (808) 687-7093
- Tripler Army Medical Education Center (808) 544-1493

Campus Activities Board

The Campus Activities Board (CAB) is a student-run organization that strives to enhance the HPU student experience through quality entertainment, creative programming and community involvement. In coordinating programs, events and activities, CAB seeks to:

- Work to unify the campus community by providing diverse activities.
- Promote student self-worth, dignity and confidence.
- Foster school spirit and comradely within the student body.
- Cultivate student leadership, civility, dedication, time management and responsibility.
- Contribute to the recruitment and retention efforts of the University.

Hours, Location and Contact Information

The CAB office is located in Sharky’s Cove, MP 139 (1188 Fort Street Mall, Ste. 139). Come visit or attend the CAB meetings. For more information, call (808) 544-1403; email cab@my.hpu.edu; or visit www.hpu.edu/cab and <https://www.facebook.com/CABHPU>.

Career Services Center

The Hawai’i Pacific University Career Services Center is committed to educating and engaging students and alumni; facilitating their career development; and empowering graduates to actively plan their future as contributing members of a global community.

Services Provided

The Career Services Center provides a wide array of career-related services to meet the needs of all students and alumni. The professional career counseling team provides assistance with job searches and more. Students are highly encouraged to visit the Career Services Center early and not wait until they are ready to graduate. Gaining valuable work experience through HPU’s Cooperative Education or Internship Program provides access into the field or industry in which students are majoring. According to most employers, the one area most applicants lack is in the area of experience. Services are provided free of charge to HPU’s student body from the downtown, Hawaii

Loa and military campuses, as well as HPU alumni. Arrangements can be made for those in HPU's distance-learning programs as well. The Career Services Center provides:

- Career counseling
- Interest assessments
- Work experience for academic credit (cooperative education and internship programs)
- Job search referrals
- HPU Connect online job portal (part-time on-campus, Federal Work Study, internship and full-time employment; community service opportunities)
- Résumé writing assistance
- Mock interviews
- Pre-employment counseling
- Career shadowing experiences
- Career Events Calendar listing companies that recruit for part-time, internship and full-time work; seminars/workshops and other career events
- Employment services for international students

Career Counselors will:

- Develop students' career potential by providing career/employment counseling services.
- Share information to maximize career planning through various work experience vehicles.
- Encourage career exploration activities (e.g., career shadowing, informational interviews).
- Prepare students for career opportunities.
- Create viable career experience opportunities by developing, maintaining and monitoring work experiences.
- Develop, offer and introduce other related career experience opportunities such as employer seminars, workshops, recruitment, career fairs and job fairs.
- Facilitate links and partnerships among students and alumni.

Hours, Location and Contact Information

The Career Services Center (CSC) is located at 1132 Bishop St. (FH Building), Suite 502. Students and alumni are highly encouraged to schedule an appointment for one-on-one services.

Commuter Services

Commuter Services at HPU provides students with services and programs to meet their physical, personal safety and educational needs; ensures equal access to services and facilities; and serves as an advocate to students living off-campus.

Services Provided

HPU Off-Campus Housing Referral Service: The island of O'ahu offers many different living arrangements, from the fast-paced city lifestyle of Honolulu (close to the downtown campus) to the quiet beach town of Kailua (near the Hawaii Loa campus). Commuter Services has developed positive working relationships with a wide range of O'ahu property managers and landlords in order to increase the number of rental units available to HPU students. Also, Commuter Services is a liaison between property managers and HPU students, particularly in cases of student conflict or crisis.

Although the University does not endorse or sponsor any particular apartments or landlords, Commuter Services maintains resources to locate off-campus accommodations (i.e., current listings of available apartments, houses and private rooms for students to lease). Current postings are also available on HPU Pipeline e-Ads. A consolidated list of real estate management companies and housing services available at Hawai'i Student Housing (HSH) can be found on the HPU web page at www.hpu.edu/commuterservices. Year-round staff is available at the Commuter Services office to assist students with their off-campus housing and commuting needs.

Commuter Meal Plan: Commuter students can purchase a Commuter Meal Plan for the Dining Commons at the Hawaii Loa campus for \$275 for 40 meals for each semester. Each additional 10 meals will be available for \$62.50. Contact Commuter Services for details.

Primary Functions

- Provide services, activities, transportation and facilities to meet physical, personal safety and educational needs of commuting students.
- Communicate with and support commuter students as needed to provide advocacy and assistance in solving problems and identifying issues and programs.
- Serve as liaison to HSH.
- Assist students in finding reasonably-priced, safe and secure facilities that are clean, attractive, well-maintained and comfortable.
- Explore off-campus housing options, choices and housing information for private rental housing.
- Serve as liaison for off-campus dining programs to meet the needs of off-campus students.

Hours, Location and Contact Information

The office is located at 1188 Fort Street, Suite 139 and is open from 8 a.m. - 5 p.m. Monday - Friday. Inquiries may be made via phone by calling toll-free, 1-866-CALL-HPU, ext. 14 or (808) 544-1430, by email at icommute@hpu.edu or visit www.hpu.edu/commuterservices.

Counseling and Behavioral Health Services

Counseling and Behavioral Health Services provides quality behavioral health services for currently registered HPU students in order to assist them in improving the quality of their lives and achieving academic success. We are committed to the development of the whole person: academically, personally, socially and spiritually.

Primary Functions

- Provide direct individual counseling services to students who are having difficulty with life stressors.
- Provide support to students who require assistance with interpersonal relationships in the form of individual, couples and family counseling.
- Offer group counseling services to assist the needs of students on campus.
- Offer referral services to community and private providers to students who require additional mental health assistance.
- Provide crisis support and response services to students and the University community who require immediate behavioral health assistance related to personal safety, health and wellness issues.

Community Mental Health Referral Resources

Counseling and Behavioral Health Services provides students with a referral card to those seeking community resources. You can pick up the card at various on-campus offices (e.g., Counseling and Behavioral Health Services, Academic Advising and Student Life and First-Year Programs).

- | | |
|------------------------------------------------------------------------------|---------------------------------------------------------------|
| • Aloha United Way: 211 | • Hawai'i Dental Association: (808) 593-7956 |
| • Anorexia and Bulimia Center of Hawai'i/Ai Pono (ABC): (808) 540-1001 | • Hawai'i Poison Center: (808) 840-5670 |
| • Bilingual Access Line: (808) 526-9724 | • HPU Food Pantry and Rev. Dale Burke: (808) 544-9394 |
| • Center for Disease Control Prevention: 1-800-CDC-INFO | • Kaiser Behavioral Health: (808) 432-7600 |
| • Coalition for a Drug-Free Hawai'i: (808) 545-3228 ext. 34 | • Legal Aid Society of Hawai'i: (808) 536-4302 |
| • Disabilities and Communication Access Board: (808) 586-8121 | • National Eating Disorder Association (NEDA): 1-800-931-2237 |
| • Crisis Access Line: (808) 832-3100 | • Narcotics Anonymous: (808) 734-4357 |
| • Domestic Violence Services - Honolulu & Leeward Shelters Hotline (24 hrs): | • Planned Parenthood of Hawai'i: (808) 589-1149 |
| | • Queens Counseling and Clinical Services: (808) 547-4401 |
| | • Salvation Army Addiction Treatment Services: (808) 595-6371 |

(808) 841-0822

- Domestic Violence Legal Hotline:

(808) 531-3771

- Family Peace Center: (808) 832-0855

- Gamblers Anonymous (Hawai'i Hotline):

(808) 284-8329

- Sex Abuse Treatment Center Hotline (24 hrs):

(808) 524-7273

- Veterans Center: (808) 973-8387

- Volunteer Legal Services Hawai'i: (808) 528-7046

Locations and Contact Information

Counselors provide services at both the downtown and Hawaii Loa campuses. To schedule an appointment call the main line at (808) 687-7076. Counseling services are free and confidential to all registered HPU students.

Financial Aid

The financial aid program at Hawai'i Pacific University is designed to enable students the opportunity to further their education by supplementing their financial resources and those of their parents or spouses.

Financial aid awards are made to students without preference to racial or ethnic origin, sex, age, disability or marital status. Such awards generally combine federal grants, loans and work-study programs, depending on the demonstrated financial need of the student. The University also administers a wide variety of merit-based scholarships for eligible students.

Information pertaining to the varied and detailed aspects of these federal financial aid programs may be found at www.hpu.edu/financialaid or in the "Guide to Federal Student Aid: Funding Education Beyond High School" from the U.S. Department of Education. A copy of this publication is available on our website or at the Financial Aid Office.

Information on scholarship programs may also be obtained from the Scholarships Office, 1164 Bishop Street (UB Building), Suite 210D, by calling (808) 566-2430, visiting www.hpu.edu/scholarships or by emailing scholarships@hpu.edu.

Scholarships funded by local, state and national organizations are available at selected Internet sites such as www.finaid.com and www.fastweb.com, which are linked to HPU's web page. Students can review their specific financial aid information and respond to their financial aid awards on HPU Pipeline, by clicking on "Financial Aid Status" under "My Quick Links." Students may also contact the Financial Aid Office to schedule an appointment to discuss their award, personal financial situation or general financial aid questions.

Location, Hours and Contact Information

The Financial Aid Office is open Monday - Friday, 8 a.m. - 5 p.m. and is located at 1164 Bishop Street (UB Building), Suite 201. For more information call (808) 544-0253 or email financialaid@hpu.edu.

First-Year Programs

First-Year Programs (FYP) develops and implements programs and services that promote, support and enhance the academic and co-curricular experiences of first-year HPU students to increase student success. In partnership with other offices, FYP provides programs and services, acclimating first-year students and families to University life and connecting them to returning students, families, faculty and staff. Within FYP, the HPU Parent Relations program provides families with resources to better support students throughout their college years.

Primary Functions

- Offer fall and spring New Student Orientations to ease the student transition to HPU and help new students to become more familiar with the University community.
- Promote student connections with faculty, staff and peers through a variety of co-curricular programs including Be My Guest and the HPU Reads Common Book Program.

- Foster a sense of place by designing student experiences that connect students to Hawai'i, and extend their learning and relationships in the greater community.
- Develop publications, networking opportunities and student support resources for families of HPU students.

Hours, Location and Contact Information

First-Year Programs and Parent Relations are located at 1188 Fort Street Mall, Suite 109. For more information, call (808) 544-0277; visit www.hpu.edu/readyssetgo; or email readyssetgo@hpu.edu.

Graduation

Hawai'i Pacific University holds both a fall and spring graduation ceremony (December and May). As potential graduates begin their final term, students will receive information about the commencement ceremony such as deadlines, cap and gown orders, ordering invitations, class rings and tickets. Associate, undergraduate and graduate students nearing degree completion must file a Petition to Graduate form through Academic Advising, Office of Graduate Advising or Military Campus Programs. For more information regarding graduation or future ceremony dates, go to www.hpu.edu/graduation or please contact University Marketing and Communications at (808) 544-1113.

Health Care

Health Insurance

We strongly urge all HPU students to have medical insurance to protect themselves from unexpected expenses incurred due to medical needs or emergencies. If you are a student from the U.S. mainland, contact your insurance carrier regarding the scope of coverage in Hawai'i.

We are pleased to offer HPU students a choice of affordable student health plans that are convenient and easy to use. The student plan, provided by Kaiser Permanente, was created for HPU students. The student health insurance plan and price information are available at the Registrar's Office, International Admissions, Center for Student Life and First-Year Programs and via www.hpu.edu/healthcare.

Who is eligible?

- HPU students enrolled at least half-time
- HPU graduate students enrolled in capstone courses
- Students participating in approved HPU sponsored programs
- HPU visiting colleagues, short-term scholars/professors
- HPU students doing Optional Practical Training (OPT)

Students who are required to show proof of insurance:

- International students
- Students who are required to carry insurance as a condition of their practicum or internship requirements (e.g., nursing, education, social work)
- Students living in the Hawaii Loa campus residence halls

The College of Nursing and Health Sciences require health insurance coverage for all nursing students in nursing course levels one through five and all nursing courses for MSN students. Students will be required to provide proof of insurance coverage by the health requirement submission deadline; contact the College for more details. Students living in the Hawaii Loa campus residence halls must show proof of insurance to the Residence Life staff; contact Residence Life for more details.

Department of Homeland Security regulations require that colleges and universities certify that international students have sufficient funds on hand to defray expenses in the event of an emergency. HPU has determined that a mandatory health care program best satisfies this requirement for HPU international students. Hence, all

international students are required to have health insurance as a condition of enrollment at the University. HPU strongly recommends that students purchase the HPU student plan. However, under limited circumstances HPU may waive this requirement if a student proves adequate proof of coverage by completing the Health Insurance Waiver Request form. Due to the high cost of medical services, we still recommend purchasing the HPU plan to provide full coverage while in Hawai'i.

To obtain a waiver, international students must complete and submit the International Student Health Insurance Waiver form to the International Admissions office (UB building, Ste. 911). The form is available at www.hpu.edu/healthcare. It is important to take care of this BEFORE classes begin. The plan must meet the following HPU minimum health insurance requirements:

- Valid coverage dates for the entire term
- Coverage for outpatient care, hospitalization, emergency room, accidents, medical and surgery in Hawai'i
- Minimum \$100,000 USD coverage
- Medical benefits of at least \$50,000 per accident or illness
- A deductible not to exceed \$250 per accident or illness
- No pre-existing clause and waiting period of any kind
- At least 75% coverage for each accident or illness
- Non-reimbursement policy
- The plan must either be (1) underwritten by an insurance corporation with specific ratings or be backed by the full faith and credit of the government of his or her home country.

Additional requirements for International Students: (1) Repatriation of remains in the amount of \$7,500 and (2) Expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of \$10,000. Plans that are NOT accepted include life insurance policies, travel insurance plans, accident or hospitalization-only plans and reimbursement policies.

The Medical Corner

HPU has partnered with The Medical Corner to provide health services for students during the fall and spring semesters. Services are available at the Hawaii Loa campus Student Center. Specific dates and times will be available at the start of each semester; go to www.hpu.edu/healthcare for updated information.

Common health concerns to be addressed include:

- Assessment of colds, flu, coughs, fever or sore throat
- Contraception management
- Prescription refills
- Basic first aid
- Pre-participation physicals; pre-employment physicals

Discuss or ask questions about:

- Urinary tract infections (UTI)
- Muscle strains, basic sprains or skin conditions
- Basic obstetrical/gynecological services; pregnancy tests
- Any other medical concern

A co-payment is required, paid directly to The Medical Corner. If an exam and referral to a higher level of care is necessary, the provider will refer the individual for additional services.

Consult A Doctor Plus (CADRPlus)

Now available to HPU students and their families is Consult A Doctor Plus (CADRPlus). Members have unlimited 24/7 access to licensed, board-certified doctors across the 50 states as well as crisis counselors, legal and financial advisors, life coaches and more. If you have a non-emergent medical condition or are feeling stressed, you will be

connected to the help you need anytime, anywhere for a low monthly fee of \$14.95 with no additional per call charges. Members traveling or living in different states will have access to that state's board certified doctors. As part of the CADRPlus program plan, HPU faculty, staff and their families are eligible to join also. For more information, go to www.hpu.edu/healthcare.

Honor Societies

HPU is pleased to recognize its 18 Honor Societies which are found within the various University academic disciplines. Each society has its own set of by-laws and application requirements. New members who qualify are usually inducted once per semester. Please note that there are a few honor societies that accept students only once per year. Each society typically conducts an induction ceremony to welcome new members. Once you are accepted into an Honor Society, you do not have to reapply every semester.

Students found guilty of academic dishonesty are not permitted to apply to an honor society. Refer to this "Student Handbook" regarding examples of and further information about the Academic Integrity policy.

Hours, Location and Contact Information

For more details about HPU Honor Societies, contact the Assistant to the Dean of Students at (808) 544-1116 or stop by 1188 Fort Street Mall, Ste. 105 (MP Building). Online information is available at www.hpu.edu/honors.

Information Technology Services

Frear Center

The University's Frear Center is located in the 1132 Bishop Street Building, Suite 100 on the downtown campus. This facility houses various instructional technology classrooms and labs including:

- **The Software Engineering Lab and the Hardware and Telecom Lab** - specifically designed and equipped to support the University's graduate program in information systems.
- **The Communication Video Lab** - used primarily by students enrolled in the University's communication program. The lab has five editing bays, a soundproof audio booth and a digital audio-mixing booth with state-of-the-art editing technology.

Other labs are equipped for instruction in hardware, telecommunications and software engineering and four classrooms are equipped for use of instructional technology. Throughout the downtown and Hawaii Loa campuses, students will find that many classrooms/labs have been equipped for the use of instructional technology.

General Computer Labs

The University's Computer Center (CC) and the Educational Technology Center (ETC) support the general computer-related needs of all students. Students who are registered during an academic term may use the computers located at either location free of charge.

The CC on the downtown campus has a main general lab. Also, the CC has a room available for discussion groups. Reservations are required through the CC. The ETC offers a hands-on computer classroom as well as a general lab area.

A majority of workstations utilize cloud computing, running the Windows operating system. Macintosh computers are also available in limited numbers in the general labs. The University-approved standard load of software is available on all machines, including Microsoft Office (MS Word, Excel, PowerPoint and Access). Students are able to virtually access the cloud and able to utilize most programs found in the labs.

All machines accommodate USB thumb/flash drives. Users must provide their own thumb drives and be responsible for the safekeeping of them. The CC and ETC does not sell, loan, distribute or provide thumb drives to users. These items may be purchased at HPU bookstores as well as at office supply, computer and sundry stores.

The CC and ETC have networked copiers to print, scan and make copies in black and white and color. The standard paper size provided in the printers is 8½" x 11". The HPU student UniCard includes the equivalent of 250 free black and white copies; students exceeding that amount may recharge the ID card at convenient locations on both campuses.

The following rules and regulations were established to maintain an environment of learning and to ensure the best use of the Computer Center and Educational Technology Center:

- A student must have a valid HPU student ID to use the CC and ETC. It is a violation of the University policy to use another person's ID. Any attempt to use another student's ID intentionally or unintentionally will result in confiscation of the ID and possible disciplinary action.
- Any entry without an ID requires an OFFICIAL printed class schedule from the Registrar's Office and a secondary form of identification. One printed schedule per person, per entry and all collected printed schedules will not be returned to the student.
- No guests, food, drink, smoking, sleeping, talking on a cellular phone or distracting conduct such as loud and boisterous talking or "socializing" are allowed.
- Children are not allowed in the CC. However, the ETC will permit children who are accompanied by their parent for short periods of time.
- All students are required to wear footwear.
- Plugging in electronic devices to outlets on the desks is allowed.
- Students are not allowed to open the printers to put in their own paper.
- Double-sided printing is defaulted as part of the campus sustainability initiative.
- The service desk staff will not page or locate individuals in the CC or ETC, nor will they accept telephone calls for students. Students needing to make telephone calls must use personal or public phones located outside the CC or in the Student Lounge at the Hawaii Loa campus.
- All students are expected to work independently and should not engage in group work except for designated group meeting areas.
- A student cannot hold or occupy a station for a friend.
- Each student is responsible for watching over his/her own personal items. The staff is not responsible for unattended items.
- Assist the staff in maintaining the facility by leaving the computer station area clean, neat and the chair pushed in.
- Defacing University property will result in immediate termination of student privileges and possible disciplinary action.

HPU Pipeline

HPU Pipeline is HPU's intranet system of information and communication used by students, faculty and staff. This important service is secure and free of charge. Some of the significant features allow students to:

- Set up and use an HPU email account from anywhere in the world.
- View grades and transcripts online.
- Access semester class schedule.
- Check on status of financial aid.
- Access HPU's Learning Management System, Blackboard.
- Maintain a calendar of classes, University events and personal activities.
- Receive announcements, including important messages from instructors.
- Communicate with classmates and members of class project teams.
- Read the Kalamalama newspaper and other HPU publications online.
- Buy or sell books and other items via eAds, HPU's student classified ad service.

- Read about campus activities, such as athletic events, student organization activities, theatre plays, music concerts and student life programs.

To access HPU Pipeline, go to <http://campus.hpu.edu> or www.hpu.edu and click on HPU Pipeline. Accounts will be set up within 24 hours of acceptance to HPU. Other student accounts will be created automatically within 24 hours of registration. The system assigns an eight character login name: the first initial of your first name and up to seven characters of the last name. If the login name is in use by another user, the system will add a number to the end of the name, up to a maximum of eight characters. Students will receive their login name and a temporary password in their Admissions acceptance package.

First Time HPU Pipeline Log-In Procedure Directions:

- Enter <http://campus.hpu.edu> or click on the link found on any HPU webpage.
- Enter both login name and the temporary password.
- The system will ask students to change the temporary password.
- Create a set of secret questions and answers (students will be asked these questions when they need to reset their password).
- Follow the instructions on the screen.
- Password must be 6-20 characters, a combination of letters and numbers and at least one of each

To use the email account, click on the email icon within the My HPU tab located on the top right hand corner of the screen. If students encounter technical difficulties with HPU Pipeline, contact the Computing Services Help Desk at (808) 566-2411 or helpdesk@hpu.edu.

International Student Services

International Student Services, which is located in 1164 Bishop St. (UB Building), Suite 200, has two international student advisors who provide the following services:

- Assist with non-immigrant visa status information concerning F-1 and J-1 requirements
 - Re-entry signatures
 - Program extensions
 - Change of status
 - Work Authorizations (optional practical training and academic training)
 - Any updates to I-20 or DS-2019 documents
- Conduct orientation sessions to familiarize international students with legal documents such as I-20, DS-2019, Passport, Visa and/or I-94.
- Advising and counseling on personal immigration situations, rules and regulations, adjusting to a new environment, maintaining health and grades.

The “International Student Handbook” is a go-to book of practical information, designed for international students studying at Hawai‘i Pacific University. This handbook is intended to answer the questions that arise concerning topics such as living in Hawai‘i, adjusting to life in the United States, issues of banking and finance, the health care system, travel and immigration regulations, employment information and community resources. This useful handbook is available online at

http://www.hpu.edu/International_Student/Forms/Helpful_Resources/International_Student_Handbook.pdf

Libraries

The University Libraries support student research and learning by providing information services, library materials and study spaces for individuals and groups. Computers, Internet access, printing and wireless connectivity are also available to students. The general hours of operation are seven days a week with extended evening hours during final examination periods. The libraries serve students on all campuses through two branches and a wide range of electronic resources.

Atherton Library is located on the Hawaii Loa campus in the Cooke Academic Center on the third floor. Atherton Library houses the military studies, nursing, natural sciences and the Hawai'i Pacific collection. Computers, study tables and individual study rooms, including a Skype room, are available for use.

Meader Library is located on the downtown campus at 1060 Bishop Street (LB Building) and covers three floors. The collections focus on business, computer science, literature and social science subjects. The second floor houses the reference collection; the third and fifth floors house the circulating collections; the fifth floor also handles the audiovisual-media materials, viewing equipment and periodicals in print and microform formats. Computers, study tables and group study rooms are available throughout the library.

Electronic Resources are available to students through the libraries tab on HPU Pipeline, the University's intranet system. An extensive collection of databases provide full-text access to e-books, e-journals, periodical articles and other publications. Students may connect to the electronic resources on HPU Pipeline from on- and off-campus using dial-up, broadband or wireless connectivity.

Reference Services at both libraries provide research assistance and general information support. Contact a reference librarian in person at the reference desk, through the library chat widget on Pipeline, by phone or by email. Consultations with subject specialists are available by appointment. Reference librarians also provide information literacy instruction and stand-alone information technology workshops.

Circulation Services offer students borrowing services and study room reservations at both libraries. Students may request the delivery of books between the campus libraries, the Oceanic Institute and the Military Campus Program sites. Additionally, an interlibrary loan service allows students to request books from other libraries. The Print Reserve collections are located at the circulation desks and hold the supplemental print materials assigned by instructors for their courses. Students may search the libraries' collection of print and electronic books in an online Library Catalog available on HPU Pipeline.

Periodical and Media Collections are located at both libraries. The periodical collection includes journals, magazines and newspapers. An electronic list of the libraries' print and electronic materials is available through the online Periodical List. The media collection at Atherton focuses on nursing, health sciences and natural sciences. The media collection on the fifth floor of Meader Library offers a wide range of subjects. Media Reserves, films and videos are available for borrowing and viewing at Atherton Library and on the fifth floor of Meader Library.

For more information on the University libraries, visit HPU Pipeline online, email reference@hpu.edu or call Atherton Library at (808) 236-3505 or Meader Library at (808) 544-0210.

Registrar's Office

The Registrar's Office promotes student development through our comprehensive information and service center for registration and academic records. Our team is committed to administering and updating the University's registration and records processes utilizing new technologies, resources and procedures to enhance student learning and success. The Registrar's Office is the responsible authority for the security, confidentiality, integrity and proper dissemination of student academic record data maintained throughout the University, in accordance with institutional, state and federal policies and regulations.

The Registrar's Office provides assistance with:

- 1) Registration policies and procedures including but not limited to:
 - Deposit clearance
 - Registration time tickets
 - Processing of registration requests from advisors and/or academic departments
- 2) Student records related matters such as:

- Administer security and confidentiality of student records in accordance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA)
 - Update records (e.g., name change, address, phone number, email, emergency contact information, etc.)
 - Process HPU transcript orders
 - Post degrees and issue HPU diplomas
 - Produce verification letters for enrollment, degree awards, student loan deferments and special investigators
- 3) Produce HPU UniCard identification cards
 - 4) Process grades and all related functions (e.g., grade changes, forgiveness, concurrent petitions, early alert, midterm deficiency, dean's list, probations, suspensions, apostilles, etc.)

Hours, Location and Contact Information

The Registrar's Office is open Monday - Friday, 8 a.m. - 5 p.m. at 1164 Bishop Street, Suite 216. For more information, contact the staff at registrar@hpu.edu or (808) 544-0239.

Registration

The academic year consists of a 15-week fall semester commencing in September and ending in December, and a 15-week spring semester commencing in January and ending in May. An accelerated winter term is offered between the fall and spring semesters. Three summer sessions are offered between the months of May and August. Two summer sessions lasting seven weeks each begin in mid-May and early July. One 11-week summer session begins in early June. For the detailed academic calendar, please see the Hawai'i Pacific University "Academic Catalog," or refer to the HPU website: www.hpu.edu, click on the "Academics" tab and under the "Academic Resources" heading select "Academic Calendar."

All students are encouraged to consult with an academic advisor prior to registration. Eligible students may register online for courses through HPU Pipeline. Students may enroll in courses as auditors (i.e., listeners) for neither credit nor grade if they obtain approval from an academic advisor. Auditors are charged the regular tuition rate and receive a grade of AU.

Most classes meet two or three times each week for periods of 75 and 50 minutes, respectively. Classes that meet only once a week, primarily scheduled in the evening and on weekends, run for two hours and 55 minutes. Regular attendance is expected at all class and laboratory sessions.

A schedule of classes is published on the HPU website prior to the registration period for each semester. It lists the courses that are to be offered, their meeting times and locations and the instructors. Books and other course materials are available from the University bookstores approximately five weeks before the semester begins. Students may check online for course-required books and materials, as well as purchase books online at www.hpu.edu/bookstore. For online courses, books are available for purchase at the downtown campus bookstore or by ordering online.

A typical undergraduate program is 15 semester credits each semester. Twelve semester credits are considered the minimum for full-time status. The maximum course load for a student with a GPA of 3.0 or higher and with the consent of an academic advisor is 18 credits. Undergraduate students must maintain a 2.0 GPA for good academic standing. Full-time status for graduate students is considered 9 semester credits. Graduate students must maintain a 3.0 GPA for good academic standing.

Note: All undergraduate international students must be enrolled for at least 12 semester credits during the fall and spring semesters. All graduate international students must be enrolled for at least 9 semester credits during the fall and spring semesters. Enrollment in the winter session and summer sessions is optional. For international students' last semester of their degree program, they may petition to attend less than full-time. International students must also consult with an advisor regarding online course limitations.

Once students are registered for classes, they are responsible for all tuition and fees, maintaining their course schedule as well as keeping all personal contact information up-to-date. In addition to the payment of tuition and fees, students are responsible for providing documentation of tuberculosis (TB) screening; measles, mumps, rubella (MMR) immunizations; and proof of medical insurance (international students) for fall and spring.

For spring and fall semesters, students must complete registration requirements by the Friday before school begins. For summer and winter sessions, students must complete registration requirements by the second day of the respective session. Registration requirements include:

- (a) Payment of tuition and fees and any late fees assessed after the Friday before classes begin (IMPORTANT: Payments not received by the stated deadlines will incur a monthly late charge of five percent of the balance due, not to exceed \$50 per month),
- (b) Proof of Tuberculosis (TB) clearance (upon admission to HPU),
- (c) Measles, Mumps, Rubella (MMR) immunization (upon admission to HPU) and
- (d) Proof of medical insurance (international students before registration).

Security and Safety

Role of Security

The primary objective of the department is to provide a safe and healthy environment which enhances the campus learning experience and supports the mission of the University.

How to Contact Security

The Hawaii Loa campus front gate is open 24 hours a day; the phone number is (808) 236-3515. The downtown campus phone number is (808) 753-7304.

Parking Information

Parking is available on the Hawaii Loa campus 24 hours a day. Daily parking rates are available at the Hawaii Loa Bookstore or Front Gate. Parking decals for a semester can also be purchased at the Hawaii Loa Bookstore.

Identification Card (HPU UniCard) Checks

All Hawai'i Pacific University students are required to obtain, carry and keep updated a University-issued identification card, the HPU UniCard. To ensure the safety of our students, faculty and staff, a campus security officer or University official may ask to see your current ID, and your HPU UniCard must be presented and/or surrendered. The card should have the current term's sticker affixed. Refusal to present your card may result in denial of access to the campus. Unauthorized use may warrant confiscation and/or disciplinary action through the Code of Student Conduct. Hawai'i Pacific University has the right to prosecute any unauthorized person(s) who trespass or loiter on campus property.

Safety and Recreational Activities on Campus

As a safety measure and to provide an environment conducive to living and learning, various recreational activities are not permitted. Mopeds, scooters and bicycles are not to be used on any common area walkways between campus buildings, lanais or inside any building or lounge. Also, body-boarding/boogie-boarding, rollerblading and skateboarding on campus are prohibited and subject to disciplinary action.

Shuttle Service

The University provides a shuttle service between its two major campuses, downtown campus and Hawaii Loa campus. Our mission is to provide safe, efficient shuttle service between campuses to registered HPU students, staff and faculty.

The shuttle departs the Hawaii Loa campus from the shuttle stop shelter. It departs from the downtown campus at the shuttle stop located near the corner of Beretania Street and Fort Street near Kukui Plaza. Using the service, HPU students can:

- Attend classes on either campus.
- Conveniently travel to either of the University's two libraries.
- Attend Student Life-sponsored events on either campus.
- Attend Sea Warrior sports home games (soccer, softball, tennis cross country) at the Hawaii Loa campus.
- Attend performances at the HPU Theatre.
- Attend student club/organization meetings on either campus.
- Participate in the Campus Recreation and Intramural Program at the Hawaii Loa campus.
- View some of the most spectacular scenery the island has to offer.
- View the various exhibitions throughout the year in the HPU Art Gallery at the Hawaii Loa campus.

The shuttle service operates six days a week (Monday - Saturday) during the two major academic terms (fall and spring), with departures every 15 minutes (Monday - Friday) and hourly on Saturday. An abbreviated operation schedule is observed during other periods. For shuttle schedule updates, go to www.hpu.edu/StudentServices/CommuterServices/shuttle/

Shuttle Service Policies and Procedures:

Boarding the shuttle

- Be prepared to show your current HPU ID card upon request of driver.
- Based on the numbers at the shuttle stops, seated passengers will be allowed to load first, followed by those passengers standing on a number.
- The van will be loaded from the rear to the front.
- The driver may hold any seat for a disabled person. If you are disabled and feel that you need assistance loading, please advise the driver.

While on board the shuttle:

- Passenger safety and safe operation of the van is our number one priority.
- No children are permitted in the van.
- No eating, drinking or smoking is allowed.
- Please keep cell phone calls to a minimum and quiet.
- If at any time disorderly conduct is observed on the shuttle or at the shuttle stop, Code of Student Conduct policies apply. Disorderly conduct may result in loss of shuttle privileges or other sanctions.
- The van driver is responsible for personally opening the doors of the van. At no time should anyone attempt to open any door until the van comes to a complete stop.

To keep the shuttle running on time:

- The driver will depart within a minute of the scheduled departure time.
- For safety, once the van departs the shuttle stop, the driver will not stop to pick up more passengers.
- If you arrive at the shuttle stop just prior to the departure time and you don't see the van, it is possible the van filled up and left early.
- Traffic conditions may delay our schedule from time to time.

If you have any questions or suggestions for improving HPU's shuttle service, please contact the Director of Security and Safety at (808) 236-3597; wfernandez@hpu.edu.

Student Government Association

The Student Government Association (SGA) is the student governing body. Every registered HPU student taking at least one credit is a constituent of SGA. The organization is comprised of the Student Body President, Student Senate and Student Judicial Council. SGA encourages all students to attend weekly meetings of the Student Senate and to voice their comments and concerns to the student Senators who represent them.

Hours, Location and Contact Information

The SGA office is located in Sharky's Cove, MP 139 (1188 Fort Street Mall, Ste. 139). Come visit or attend the Student Senate meetings. For more information, call (808) 544-1403; email sga@my.hpu.edu; or visit www.hpu.edu/sga and <https://www.facebook.com/SGAHPU>.

Student ID Card (UniCard)

The HPU UniCard will be issued to students upon their first enrollment at HPU. It serves as the official HPU student identification card and is considered to be a property of HPU. The UniCard is valid as long as a student is enrolled at the University. The HPU UniCard can also be issued to individuals affiliated with HPU, based on specific criteria. Students must be currently enrolled at HPU and have a current semester registration validation sticker in order to use an HPU UniCard and its benefits.

Card Issuance

Students must provide a valid government issued photo ID (e.g., driver's license, state ID, passport, etc.) before they can receive their official HPU UniCard. Each student, employee and affiliate is entitled to carry only one active card. Employees who are taking classes do not receive a separate student HPU UniCard. Individuals appointed as graduate assistants (GA) and graduate teaching assistants (TA) are issued a student HPU UniCard. The name printed on the HPU UniCard is the individual's official name as recorded in the Hawai'i Pacific University database. Names on cards will not carry titles.

Profiles, hats, headbands, sunglasses, etc., are not allowed when photographed for the HPU UniCard. According to the Department of Finance of the City and County of Honolulu, Rules and Regulations of the Director of Finance, Part 30, "Applicants shall remove any hats, head-dress, etc. so as not to obscure more than two-thirds of their full-faced photograph. The only exception to the removal of headgear will be based on "religious beliefs...these [exempted] applicants shall submit a written explanation as to why he/she is unable to comply, including furnishing the name and sect of his/her religious belief."

Identification Card (HPU UniCard) Checks: All students of Hawai'i Pacific University are required to obtain, carry and update a University-issued identification card. The HPU UniCard is the official identification card of HPU. To ensure the safety of our students, faculty and staff a campus security officer or University official may ask to see your current ID, and your University-issued identification card must be presented and/or surrendered. Student ID cards should have the current term's registration validation sticker attached. Refusal to present a current University identification card may result in denial of access to the campus. Unauthorized use may warrant confiscation and/or disciplinary action through the Code of Student Conduct. Hawai'i Pacific University has the right to prosecute any unauthorized person(s) who trespasses or loiters on University property.

HPU UniCard Use and Purpose: The HPU UniCard is accepted by many departments such as the Computer Center, Registrar's Office, libraries, Sea Warrior Center, Business Office, Center for Student Life and First-Year Programs, Hawaii Loa campus Fitness Center and facilities across campus.

HPU UniCard Validation Sticker: Students who have a HPU UniCard may continue to use their card as long as they obtain a current semester registration validation sticker. Stickers are available at the Registrar's Office and at designated locations at the start of the fall and spring semesters.

Printing: The HPU UniCard allows students to use laser printing in any of our computer labs on either campus. Based on a portion of the Technology Fee and/or monies students choose to put on their card via the Automatic Deposit Machines (ADM) located on both campuses, students may print black and white or color copies in our computer labs. Charges for these copies are posted in the computer labs.

Library Card: The bar code on the HPU UniCard serves as the library bar code. Students may use their HPU UniCard to borrow books and other materials at the libraries on both campuses. Be sure the HPU UniCard has the current semester validation sticker applied to the back of the card.

Replacement Cards: Your first HPU UniCard is free of charge. Subsequent cards issued to the same cardholder will be considered replacement cards whether they are lost, damaged or stolen and will also incur a fee of \$15. A request for a name change (e.g., marriage) resulting in the issuance of a replacement card, will incur a fee of \$15. A name change request must be done at the Registrar's Office prior to printing your replacement card. If it is determined that a name is incorrect due to the University's error, no charge will be assessed to the cardholder for a replacement.

Lost or Stolen Cards: Lost or stolen cards should be immediately deactivated by calling the HPU Registrar's Office during business hours at (808) 544-0239. The University is not liable for lost or stolen cards and refunds will not be issued for use of a lost or stolen card. The card holder will be responsible for unauthorized transactions resulting from the loss or theft of his/her card. If the previous card is found after a replacement card has been issued, students cannot reactivate the original card. A replacement fee of \$15.00 will be charged for a lost, stolen or damaged card. Damaged or mutilated cards must be surrendered at the time of replacement. Upon issuance of a replacement card, remaining balances will be transferred to the new HPU UniCard.

Expiration Dates: There are no expiration dates shown on the HPU UniCard. If a student does not register for 12 months, the account will be deleted from the HPU ID system and all the funds on the card (technology fee, cash or printing funds) will be forfeited to the University. If the student re-registers at HPU a new card can be obtained if the old one is no longer in the student's possession.

Safeguards: To ensure that the HPU UniCard is maintained in the best possible manner, make sure that the card is not left in a vehicle's glove box, on the dashboard, around the rear view mirror or anywhere else within a vehicle. The heat that builds up within a closed vehicle can warp, crack or break the card rendering the card unusable at locations that accept the card on- or off-campus.

The HPU UniCard should not be defaced. Do not punch holes or alter the card in any way to make it easier to carry or use with a keychain. The HPU UniCard has an embedded microchip engineered within the card itself. This antenna allows for physical access into approved locations on campus. Drilling or punching a hole in the HPU UniCard will compromise the card's ability to work properly. It is also recommended that your HPU UniCard not be kept in close proximity to magnetic devices.

Please do not affix stickers or make any other modifications to your HPU UniCard (exceptions include TheBus pass, semester registration validation and residence life stickers placed by University staff). Such alterations may create problems when trying to use the card for official University business, vending or card swipe functions.

Disclaimers: HPU is not liable for financial loss or criminal repercussions associated with lost, stolen, damaged or fraudulently used cards.

Confidentiality: Student account and personal information will be kept strictly confidential between the student and Hawai'i Pacific University. Outside parties will not be privileged to any information about students or their accounts, unless express consent is received or we are asked to comply with a government agency or a court order.

Currency: All HPU UniCard accounts are in U.S. dollars. We cannot accept any foreign currency.

The Standing Policy of Technology fee and UniCard Credit: For more details, contact the Computer Center (CC) or the Educational Technology Center (ETC) on the Hawaii Loa campus.

1. Technology fee = \$50 charged with the tuition fee for the term and is only applicable for fall and spring semesters. Students are not charged for the technology fee in summer and winter sessions.
2. Money for printing costs = \$12.50 of the technology fee is returned by HPU to the student on his/her UniCard. This credit is available to the student on the FIRST day of fall or spring semester. Credit can accumulate over the semesters if not used. However, if the student graduates or leaves the University, the credit is non-refundable.
3. UniCard deposits = A student may deposit more money on the UniCard through the Automatic Deposit Machine (ADM) located at the Computer Center or the Educational Technology Center. This money is not redeemable in cash but can be transferred to another student's UniCard. Both students must agree and be present during the process of the transaction. Contact the Registrar's Office for assistance with this process.

Technology Fee and Credit on UniCard

1. Undergraduate Students: All full-time (12+ credits) undergraduate students are charged a \$50 technology fee for fall and spring semesters. HPU gives back a credit of \$12.50 on the UniCard to pay for printing charges.
2. Graduate Students: Graduate students do not pay the \$50 technology fee but receive a credit of \$12.50 on the UniCard to be used for printing charges. The technology fee for graduate students is included in their tuition amount.
3. Military Campus Program (MCP) Students: Both part-time and full-time students in MCP terms have a separate technology fee tied to their online courses and do not have a printing credit.
4. English Language Studies (ELS) Students: ELS students are not in the HPU student information system, do not pay a technology fee, and therefore have no printing credit allotted.
5. Other Students – PEP, GEP, Foreign student teachers, Special groups: These students are not assessed a Technology Fee and hence do not receive printing credit.

Who gets the \$12.50 printing credit on their UniCard?

	Undergrad	Grad	MCP	ELS	OTHERS
Part-Time	No	Yes	No	No	No
Full-Time	Yes	Yes	No	No	No

Student Life

The Student Life department enriches the HPU experience through programming which fosters leadership development, cultural immersion, and engagement on local and global issues; thereby promoting and strengthening student connections to the university and greater community.

In partnership with HPU departments, the department strives to:

- Offer a diversity of co-curricular and extra-curricular activities and programs that enhance the student experience and complement the academic experience (e.g. Welcome Week, Club Carnival, Da Freakshow, Halloween FunFest and leadership workshops).
- Create comfortable gathering spaces where people can socialize, study, eat, meet others and participate in various events while also providing a sense of community at HPU and student employment opportunities in the Sea Warrior Student Center (BH building) and Sharky's Cove (MP building).
- Foster a sense of place by designing student experiences that connects students to Hawai'i, and extends their learning and relationships in the greater community.
- Support and advise Registered Student Organizations, Student Government Association (SGA), Campus Activities Board (CAB) and Spirit Club.

Hours, Location and Contact Information

The Center is open from 8 a.m. - 5 p.m., Monday - Friday and is located at 1188 Fort Street Mall, Suite 105. For more information, call (808) 544-0277; email studentlife@hpu.edu; or log on to www.hpu.edu/studentlife and www.facebook.com/HPUStudentLife.

Study Abroad and Student Exchange Programs

What are study abroad and student exchange programs?

Hawai'i Pacific University, as part of its emphasis on international education and global citizenship, has various affiliations with academic institutions and organizations abroad which allow students to study around the world for a semester or year while earning credit towards their HPU degree.

What schools and study abroad organizations have a partnership with HPU?

Please see the approved list of partner programs and universities available in each country at www.hpu.edu/exchange. This site is often updated, so please check it regularly.

What are the HPU eligibility requirements for studying abroad?

- Undergraduate and graduate students who have completed at least 12 credits at HPU and who intend to complete a degree at HPU.
- Minimum cumulative GPA of 3.0 and be in good academic and judicial standing (not on probation for student conduct issues).
- Students who declare at least one major.
- Students who complete an HPU Study Abroad Application which includes a course grid verifying their foreign coursework and HPU equivalents.
- Students who submit an essay articulating goals for studying abroad.
- Students who complete their host University or program abroad application.

How are students selected to study abroad?

The process involves a self-analysis of goals, an interview to establish eligibility and the completion of HPU and host school or program application documents. Self-analysis means you need to be clear in your own mind what studying abroad will involve and what you hope to achieve through the experience. Studying abroad is not a travel opportunity to reside abroad for a period of time; it is an academic program designed to complement and enhance your HPU academic experience.

In evaluating your desire to study abroad, you need to assess your own current academic potential to be assured that you can academically succeed in challenging course work taken in a foreign environment. Do you have at least a B average at HPU? Can you adapt to the rigors of studying in a system with challenging expectations and different standards from what you are used to at HPU? If you are going to study in a foreign country where English or your native tongue is not widely used, do you have sufficient language skills and confidence to enable you to conquer linguistic hurdles?

Are you mature and flexible enough to adapt to living and learning in a non-English speaking environment with different customs and expectations? Do you have any foreign travel experience which would prepare you for such challenges?

Study abroad also requires financial resources (airline ticket, student visa, passport, insurance, local housing expenses, health insurance, textbooks, daily living expenses, etc.). Do you have sufficient financial resources to enable you to live abroad for a specified time? All study abroad countries require financial proof (usually through a bank statement and a financial sponsor) that you have sufficient funding to meet all local costs, as a prerequisite for qualifying for a foreign visa.

Are you in good health and emotionally stable? Do you have any disabilities which could affect your ability to live and learn abroad? Most study abroad schools and governments require a health assessment (doctor's exam) as part of the school admission and visa application processes. Will you be able to meet these standards? One should carefully consider all of the items above before deciding to apply to study abroad program or host school.

What is the process for studying abroad?

1. Start or continue your language studies if you plan to study in a non-English speaking country.
 2. Research your study abroad program options at <http://www.hpu.edu/studyabroad>. Consider the following:
 - Your goals for studying abroad (language fluency, cultural immersion, completing degree requirements etc.)
 - The best location, environment or program structure for achieving your goals
 - The type of experience you hope to have
 - Housing options
 - Student services, support or activities that the University or program offers
 - Application requirements for all schools and programs you are considering to apply to as well as the HPU requirements for studying abroad.
 3. Apply for or renew your Passport.
 4. Make an appointment to discuss your plans for studying abroad by filling out the Study Abroad Inquiry Form: <https://secure.hpu.edu/xchangeprog/>
- Melissa Matsubara
Director, International Exchange and Study Abroad Programs
Hawai'i Pacific University
1164 Bishop Street, Suite 200; Honolulu, HI 96813-2882
Phone: (808) 544-9326; Email: mmatsubara@hpu.edu
5. In preparation for your appointment, please meet with the Academic Advisor for your major to get a better understanding of your remaining degree requirements. You will need to bring your degree plan to your study abroad appointment and be prepared to discuss your plans for completing all of your remaining requirements.
 6. Once you have decided on a partner school or study abroad program, you should educate yourself about where you will be going by doing the following:
 - Contact students who have been to or are from the school you want to attend and get information about their personal experiences.
 - Visit the website for the school you want to attend.
 - Read surveys completed by HPU students who previously studied at your intended study abroad site.
 - Prepare a budget to plan out your costs while studying abroad.
 7. Review all national and program specific Study Abroad scholarship opportunities at http://www.hpu.edu/Study_Abroad/Resources/Scholarships/index.html. Please note that most scholarship application deadlines are often a semester or year before you plan to study abroad.
 8. Ensure that the courses you plan to take abroad will count towards your HPU degree.
 - Find courses abroad that can meet remaining General Education requirements or requirements for your major and minor.
 - Obtain a course description and syllabus in English for all courses and alternative courses you wish to register for.
 - Schedule an appointment with the Study Abroad Faculty Liaison for your major for discussion, suggestions and approval for your courses abroad to fulfill degree requirements.

- Complete the course grid within the HPU Study Abroad Application to verify your foreign coursework and HPU equivalents.
 - Confirm your course registration and transfer credit approval process with the HPU International Exchange and Study Abroad Programs Office.
9. Apply to your study abroad program or host school and begin the process of obtaining your visa.
- Complete relevant application documents, which may include personal and family background information, educational experiences, housing preferences, health review, source of financing, language competency (if foreign language proficiency required), personal essay and other forms.
 - If necessary, ensure your application documents, including your HPU transcript along with a copy of your passport, are sent to the host school or program. Soon thereafter you will receive a formal acceptance notice.
 - Research the process for obtaining a visa and other respective requirements for studying in your host country.

Note: If HPU nominates you to be an exchange student at a particular University, you are automatically accepted there under the reciprocity terms of the exchange agreement.

Frequently Asked Questions about Study Abroad

Where do I pay tuition for studying abroad?

Students participating in an exchange program with one of our Exchange Partner (EP) schools will pay regular HPU tuition only and your tuition at the host school is waived. You do, however, pay for transportation, room/board and other personal expenses while at the host school.

Students participating in study abroad programs with one of HPU's partner Education Abroad Organizations (EAO) will pay all program related expenses directly to the program, which often includes room/board and transportation; you will not be charged HPU tuition.

I have financial aid. Does it apply to studying abroad?

All federal financial aid you receive can be used towards studying abroad with any approved partner University or program. In addition, students on an EP will also be able to use any HPU-funded scholarships or grants towards their tuition expenses except scholarships that are tied to HPU participation requirements that students would not be able to fulfill abroad. For example, HPU Athletic scholarships, Band, Cheer and Debate cannot be applied to a study abroad semester. Students who are paying program fees directly to an EAO will be able to utilize federal financial aid, but not their HPU-funded scholarships. Please make an appointment with the Financial Aid Office to get a better understanding of which of your scholarships and aid can be used towards your study abroad experience.

What are the requirements for earning credit abroad?

- Register with an HPU Academic Advisor for HPU SE courses as noted on your Course Registration Approval form (CRA)
- Enroll in a full course load while abroad. For a full course load overseas, you will receive credit for four-five HPU courses for each semester
- Confirm your registration with Director of Study Abroad, Melissa Matsubara (mmatsubara@hpu.edu).
- Earn a C or better for all course work abroad. You will not receive credit for a course taken pass/fail.
 - Undergraduates: Grades from abroad will not be factored into your HPU GPA. Course subjects will be listed on your HPU transcript with a credit/no credit notation.
 - Graduate students: Actual grades earned abroad are registered on your HPU transcript.
- You must take one course in the language of the host country during each semester you are abroad.
- Ensure that the HPU International Exchange and Study Abroad Programs Office receives an official copy of your transcript from your host school or program.
- Complete the HPU Study Abroad Program Evaluation form upon conclusion of the study abroad experience.

Do I have to find the exact equivalent of an HPU course at the school I want to study at in order to have it substitute for an HPU course?

Not necessarily. One reason we encourage students to study abroad is so they can take classes that HPU is not able to offer. Within reason, courses related to your major or minor will be positively considered as substitutes for certain required HPU courses, depending on your major. It is crucial that you meet and receive approval from the Study Abroad Faculty Liaison for your major or minor regarding the courses you hope to take abroad. Once you obtain appropriate department approval your CRA will specify which HPU course requirements will be substitutable for the courses you complete abroad.

University Chaplain

The University Chaplain is available to students for personal and spiritual counseling. The chaplain also oversees the food bank that is open to all University members and presides over a nondenominational chapel service every Wednesday from 1 p.m. - 1:30 p.m. in the Kaimiano Center (Cathedral Storefront). The service is open to everyone. The University Chaplain is located in 1166 Fort Street Mall, Suite 205 and can be reached at (808) 544-9394 and dburke@hpu.edu.

University Scholars Program

Each year, a small number of exceptionally well-prepared students are invited to enter HPU as members of the University Scholars Program. This program offers qualified students the opportunity to join a cohort of their peers in specially selected honors courses. These classes, which emphasize discussion and academic rigor, are usually smaller than non-honors sections and allow students to stretch the limits of their knowledge while developing intellectual connections with their classmates.

Certificate of Merit

Students who complete the requirements of the University Scholars Program receive a Certificate of Merit upon graduation. In addition, honors sections are indicated on students' transcripts to confirm their achievements for potential employers and/or graduate schools. The Certificate of Merit is awarded to students who fulfill the following requirements: 1) They must have completed the required number of honors courses; 2) They must have maintained a cumulative honors point average of 3.4; and 3) They must have participated in a certain number of honors-related events.

Curriculum

During freshman and sophomore years, University Scholars enroll in honors sections of many courses required in the general education curriculum. Normally, University Scholars are required to complete at least six lower level courses. Students with Advanced Placement (AP) credits for high school work may petition for a maximum of two AP courses to count toward the lower division requirement. At the upper-division level, University Scholars enroll in three honors-designated sections in their junior and senior years.

Admission to the University Scholars Program

Applicants for admission to the University who have demonstrated superior academic performance may become members of the program by invitation or petition. While there are no absolute requirements for test scores or high school grades, we look for a combined SAT score above 1800 with a minimum of 550 in individual scores or a composite ACT score above 26; and a high school GPA of 3.4 or above. We also consider outstanding letters of recommendation, as well as involvement in extracurricular and community service activities. Once admitted to the program, University Scholars continue in the program as long as they maintain the honors standards listed under the "Certificate of Merit."

Advising

Students who are admitted into the University Scholars Program should meet with the Honors Program Specialist for registration or questions.

Hours, Location and Contact Information

For more details, contact the Assistant to the Dean of Students at (808) 687-7037 or stop by 1166 Fort Street Mall, Ste. 105 (MP Building). Online information is available at www.hpu.edu/honors.

Veterans Benefits

Hawai'i Pacific University's educational programs are approved for Department of Veterans Affairs education benefits. Eligible, degree-seeking students may receive financial assistance as provided by the GI Bill. **Only courses that satisfy requirements outlined by the academic degree plan can be certified for VA purposes. Veteran students planning to register for courses during the summer sessions should develop a plan with their academic advisor prior to their first semester.** Students must meet satisfactory progress standards in order to continue receiving assistance. For information pertaining to Post 9/11 GI Bill (including Yellow Ribbon) and other educational programs, go to www.gibill.va.gov or apply online for VA benefits at www.gibill.va.gov/apply-for-benefits/application/. For more information, contact the University's VA Coordinator via email at va@hpu.edu or phone (808) 356-5222.

Section Two

Residence Life Information, Policies and Procedures

Note: The information contained in the “Hawai’i Pacific University Student Handbook” is subject to change. The most-up-to-date Residence Life information, policies and procedures can be found online at www.hpu.edu/housing and HPU Pipeline, at the Resource tab.

General Information for Residence Hall Students

Residence Life strives to provide a supportive living-learning environment that encourages students to succeed in the classroom as well as grow as individuals outside the classroom. The residence halls have rules and regulations that establish the standards and rights of membership.

Located on the lush 135-acre setting of the Hawaii Loa campus, each of the six residence halls houses approximately 30 students and is staffed by a student Resident Advisor (RA) who lives in the building. The Residence Life Coordinator (RLC), a full-time professional staff member, also lives in the residence hall community, helping to ensure that students have a safe and secure environment in which to live and learn.

The residence halls offer both double- and triple-occupancy rooms. Each room is equipped with basic furniture, including a twin bed, desk, dresser and closet space for each resident. The majority of rooms are shared suites with a semi-private bathroom. Many of the shared suites consist of one double occupancy room and one triple occupancy room. Each residence hall also offers a central lounge area for resident activities, group study and programs conducted by University staff and faculty. The residence halls and areas are non-smoking areas.

The Dining Commons (DC) is managed by Sodexo and is located in the center of the residence hall complex. The DC provides meal service for students, faculty and staff. Residents have the opportunity to select either a 10 meals per week or 14 meals per week meal plan. Students select their meal plan when applying for on-campus housing.

Each semester, on-campus residents also receive Dining Dollars valued at \$75. These Dining Dollars may be used to purchase food in the Dining Commons or the Snack Bar. The Snack Bar offers grilled items, beverages and a big-screen television.

The Student Center and Fitness Center, also located in the residence life area, provide students with a centralized area for social activities, leisure time, exercising and group study. At the Student Center, students may use computers with Internet access, a large-screen television, DVD player, ping pong table and a billiard table as well as have access to their personal mailbox. Residents may also check out movies, board games and other recreational items. The Fitness Center is configured with equipment, including a treadmill, cross trainer, recumbent bikes, benches, power rack and an assortment of free weights.

Residence Life

Residence Life is located in the Hawaii Loa campus Annex Building and coordinates all aspects of residential life on campus. Residence Life is open Monday - Friday, 8:00 a.m. - 5:00 p.m. The department is managed by the Director of Residence Life and Commuter Services and administrative staff. The Residence Life Coordinator is the professional live-in staff member who resides in the residence halls and supervises six resident advisors (RAs). Resident Advisors live in the residence halls and support residents with living in community, building relationships, serving as a resource about life at HPU, assisting in emergencies and upholding HPU and Residence Life policies. RAs are trained in community building, conflict resolution, leadership development, confronting inappropriate behavior and providing after-hours assistance.

For questions about the University, housing or other personal needs, Resident Advisors will be happy to assist you. A Resident Advisor resides in room 203 of each residence hall.

Other important contact information for Residence Life:

Residence Life	(808) 236-3540
Residence Life Coordinator	(808) 236-3541
RA On-Duty Cell Phone	(808) 375-0859

This section is designed to provide general information about residence life at HPU, to describe the University housing policies and to provide emergency information and procedures specific to the residence halls. As residents in University housing, students are responsible to know and comply with all of the expectations and policies contained in this section, in addition to those outlined in this "Student Handbook."

Animals on Campus

Animals, such as wild boars, may wander onto campus from nearby wooded areas. Residents should NOT approach these animals, but should contact Security immediately and take safety precautions.

Assignment and Reassignment of Rooms

Residence Life reserves the right to assign and reassign students within and between residence halls, as deemed necessary. Residence Life also reserves the right to reassign students to off-campus housing in unique situations if it is in the best interest of the student/residential community. The University reserves the right to terminate a student's Housing Agreement without refund by written notice if the student fails to comply with any of the terms and conditions of the Agreement.

Cable Television

Cable TV service is available for installation in most rooms. Residents are responsible for installation and monthly charges and contacting the cable company to discontinue service at the end of their time in that particular room. In the event of housing reassignment, the cost associated with changing cable service is assumed by the resident. Only one cable account may exist per room.

Cancellation

Once a student is confirmed for housing or after taking occupancy, the student is obligated to pay all remaining housing fees for both the fall and spring semesters. Therefore, refunds are not granted for those students who choose to make alternate living arrangements after having signed the Housing Application and Agreement. All payments are nonrefundable.

Check Out

On the final day of occupancy, as stated in the Application and Agreement for Residence Halls and related forms, all students are required to vacate their rooms by noon on the specified date.

After the final day of occupancy, Residence Life will inspect all rooms for cleanliness, re-inventory furnishings and assess any damage not previously documented on the original Room Inventory Form. Residents will be provided check out expectations from Residence Life including detailed deep cleaning expectations before the space is vacated. If applicable, additional fees may be assessed for cleaning or damage.

Residents must return their room and mailbox keys at their check-out inspection, or they will not be considered completely vacated from their room. Residents who have not completed the check-out process properly, or who have failed to return room/mailbox keys on the final day of occupancy, are subject to a \$50 improper check-out fee.

Cleanliness of Hall

Residents are required to maintain all common areas. Please treat University housing as your "home away from home" and with proper care including picking up personal items and removing all trash. Personal items may not be left in common spaces, hallways or outside resident room doors.

Residents are also expected to share the responsibility of regularly cleaning their rooms and bathrooms. Trash should be discarded in the appropriate receptacles for each building. Some cleaning equipment (vacuum, broom, mop and dust pan) is available for resident use from your Resident Advisor. Residents are responsible for providing their own cleaning supplies. Residents must provide a photo ID in order to use cleaning equipment. When borrowing cleaning equipment, residents are financially responsible for the replacement of equipment if not returned to their Resident Advisor.

Dining Commons

The Samuel N. and Mary Castle Dining Commons is centrally located in the Hawaii Loa campus residence life area. The Dining Commons (DC) provides an attractive setting for selected campus activities, as well as for daily meal

service for students, staff and faculty. The Snack Bar (SB) located within the DC offers sandwiches, beverages and snacks for students during the evening hours. Residents can choose either 10 meals per week or 14 meals per week and each meal plan includes \$75 Dining Dollars are redeemable in the DC or the SB each semester. Meals not used within one week's time do not carry over into the following week or semester.

Dining Commons Hours

Monday - Friday	Breakfast 7:30 a.m. - 8:30 a.m. Continental Breakfast 8:30 a.m. - 9 a.m. Lunch 11:45 a.m. - 1:15 p.m. Dinner 5:15 p.m. - 6:45 p.m.
Weekend/Holiday	Brunch 10:30 a.m. - 11:30 a.m. Dinner 5:15 p.m. - 6:45 p.m.
Snack Bar Hours	Evening Hours Only (Sunday - Thursday) 8:30 p.m. - 11 p.m.

Sick Trays/Sack and Substitute Meal Program

Residents who are ill may arrange to have food delivered by a roommate. In the event that a resident is unable to attend a meal because of class or team sports conflicts, sack meals or substitute meals at the SB may be requested in advance directly from the DC Manager. Students are required to show proof of class or team sport conflict to the DC Manager in order to arrange sack meals or substitute meals at the SB.

Dining Dollars

\$75 Dining Dollars are distributed at the beginning of each semester as part of the residence life meal plan (either the 10 meals per week plan or the 14 meals per week plan). Additional Dining Dollars can be purchased. Dining Dollars may only be used by the resident (or their guests with the resident/owner present). If Dining Dollars booklets are found, please return the booklet immediately to the DC Manager or the Director of Residence Life and Commuter Services. Using another resident's Dining Dollars without their knowledge or presence is considered theft and may result in disciplinary action.

Duty (Resident Advisor)

Resident Advisors (RAs) provide after-hours assistance called "on duty." Duty begins at 5:00 p.m., Monday-Friday and continues until 8 a.m. the next day. Weekend duty begins at 8 a.m. on Saturday and continues until 8 a.m. Monday. During this time, the RA on duty can assist a resident who is locked out of a room, has a problem, or is in need of emergency assistance.

Eligibility for Housing

In order to maintain eligibility to reside in the residence halls, students are required to maintain at least 12 credit hours (undergraduate) or nine credit hours (graduate) per semester at Hawai'i Pacific University. Students who fall below this may be required to move from the residence halls without refund.

First Aid

All Residence Life staff members have access to a first aid kit in the event of an emergency. First aid supplies are provided at the following locations within the resident community:

- RA rooms (Room 203 in each hall)
- Resident Advisor Resource Room (Melia hall, first floor)
- Security/Physical Plant Office (business hours only - continue down residence hall road into the fenced area).
- Dining Commons (Kitchen Area)

Inventory and Room Condition

Before arrival, each room is inspected by the Resident Advisor and inventoried to record the overall condition of the room and its furnishings on a Room Inventory Form. The form is then provided to the resident, and must be signed and returned to the Residence Life staff immediately following check-in. Should a resident find

discrepancies, he or she should notify Residence Life staff immediately before returning the form at check-in. The form used at check-in will also be used at check-out, to compare the condition of the room and its furnishings. Differences in room condition will be noted and appropriate charges will be assessed to student accounts for damage/repair costs. If a resident does not submit their Room Inventory Form in a reasonable amount of time, there may be a \$50 fee and the room will be expected to have been in perfect/new condition.

Keys and Student ID Cards: Hall and Room Entry Access

Residents are required to lock their rooms and bathroom doors at all times. All residents are reminded not to loan their hall access card (ID) or room key to anyone. **Loaning these or a mailbox key to someone else will result in disciplinary action.** Additionally, attempting to bypass the hall access security system in any way will result in disciplinary action.

If a room key or student identification card (UniCard) is lost, immediately report this to a RA. Room and mail keys can be replaced. Students requesting replacement for stolen keys are not exempt from replacement fees. Any fees incurred for key replacement will be immediately billed to the resident's student account. Residents who lose their UniCard will be responsible for purchasing a new one (\$15 per ID card) in order to gain access to the residence hall. Refer to the Student ID Card (UniCard) section of the "Student Handbook" on how to get a replacement card.

Late Check-Out

Daily rates, not including meals, may be available for those students who occupy housing after the housing contract dates. All assignments are subject to availability and prior approval by Residence Life. There is no guarantee for room availability outside the contract dates. Requests for exceptions will be considered by written request and decisions made on individual cases by the Director of Residence Life and Commuter Services are final. During late check-out and in accordance with cleaning or security requirements, students may be required to occupy a room other than their assigned room for the academic year.

Laundry

Laundry facilities are located on the first floor of each hall. Card-operated washers and dryers are available for residents' convenience and should be maintained to ensure against damage and misuse. Add Value Stations (AVS) are installed in the Student Center for residents' use in purchasing AVS cards (cash, credit and debit) to operate the washers/dryers. Laundry equipment problems should be reported to the hall RA or directly to Residence Life.

Lockouts

Students who forget their keys should see a RA to let them into their room. There is a \$10 fee for this service; it will be assessed to students' accounts.

Mail Service

All residents are assigned a mailbox. Residents will receive a mailbox key to access their mailboxes which are located in the Student Center. There is no mail delivery on weekends and University holidays. Outgoing mail may be sent via the U.S. Postal Service mailbox located on the Academic Center front lanai near the Student Lounge entrance.

Maintenance

If repairs are required in the room, log on to HPU Pipeline (the Resources tab) and complete a maintenance Work Request form. In the case of a maintenance emergency, contact the hall RA or RA on Duty. With the exception of emergencies, maintenance requests will be performed between the hours of 8 a.m. - 3 p.m., Monday - Friday.

Parental/Guardian Notification

Hawai'i Pacific University reserves the right, according to the federal law of Family Educational Rights and Privacy Act (FERPA), to notify a student's parents or legal guardian(s) of certain issues such as drug or alcohol violations at a University, local, state or federal level, if the student is under the age of 21. The University may also notify parents regarding other situations involving resident safety/security as allowed under FERPA and the HPU Student Emergency Notification Policy.

Protecting Personal Property

Residence Life is not responsible for any lost or stolen items. Residents are responsible for the protection of their personal property in their rooms and should utilize the following measures:

- A. Doors should be locked whenever leaving the room.
- B. Retain a list of valuables in a safe place, including exact description, year purchased and serial number.
- C. Valuables should be clearly engraved with an identification that is easily visible.
- D. Avoid leaving valuables unattended. Consider the rental of a safe deposit box for any valuables or costly personal items. Each resident has a lockable drawer in their room and should purchase a lock to secure their valuables. Vehicles (such as cars or bicycles) should be locked while not in use.
- E. Personal items should never be left in the common areas of residence halls or outside the residence halls.

Residence Life Shuttle

To enhance the quality of each resident's experience at HPU, Residence Life and Transportation collaborate to offer transportation to Waikiki, Ala Moana, Ward Center, Restaurant Row, Kailua Beach, Kailua Town, Windward City Shopping Center and Windward Mall. The Residence Life shuttle is available to any student residing in the residence halls, free of charge. Meet the shuttle and catch a quick ride to your off-campus stop. No advanced reservations are required.

Room Changes

Requests for room changes are considered after the first two weeks of the semester. Residents may only transfer to a same occupancy room (e.g., from double occupancy room to another double occupancy room). All room changes must be approved by the Director of Residence Life and Commuter Services. Unauthorized room changes will result in a \$50 (per person) fine, disciplinary action and/or the resident being held responsible for any damage/cleaning fees incurred by occupants of BOTH rooms.

Room Consolidation/Changes

At any time in the semester, students who have paid for rooms and do not have roommates may be asked to consolidate with others in the same situation. Residents will be consolidated to same occupancy rooms. Throughout the semester, residents should be ready to accommodate new residents. At times, room consolidation/changes may be directed to support University requirements.

Room Entry and Inspection (for Safety, Health and Cleanliness Standards)

Room entry and inspections may occur at any time at the sole discretion of University officials. During a search or inspection all residents are obligated to comply with the directions given by Residence Life staff, administration, Security and/or the police. Residents are expected to respond honestly to all questions asked by these officials. Failure to fully cooperate during a room entry or inspection is grounds for disciplinary action, up to and including eviction, dismissal from HPU and/or criminal convictions. Room entry and inspection may be conducted under the following conditions:

- To ensure that standards of safety, cleanliness and health are maintained.
- To provide maintenance inspections or repairs.
- To respond to an emergency.
- To ensure the safety and well-being of residents.
- When there is a reasonable concern that established HPU policies, or state or federal laws are being violated, including but not limited to, possession of a dangerous or illegal item, or involvement in a dangerous or illegal act within a residential building.

If there is a reasonable concern that established HPU policies or state or federal laws are being violated in a residence life building, the lock on the door may be changed to prevent access to the room. If room entry and inspection are attempted in absence of the resident and the door lock is subsequently changed, the student(s) will receive notification that the room was inspected, that the lock was changed and that the resident should report

directly to Residence Life. The student(s) residing in the room shall be permitted access to the room only in the company of a Residence Life staff and Campus Security officer.

Residence Life staff may ask the student(s) to open closed areas including drawers, cabinets, boxes, bags, etc.; to remove things from under beds, desks, other furniture or other obscured areas; to empty contents of pockets in clothing, both those being worn and those in drawers or closets; and otherwise have the student(s) assist in the inspection of the room.

In the event that the student refuses to cooperate in disclosing and/or demonstrating that a dangerous or illegal item is not present in the room, that refusal shall be considered a violation of University policy and the student(s) may be referred for disciplinary action, up to and including eviction and/or dismissal.

Furthermore, if a student refuses to cooperate with the requests of University officials, those officials still reserve the right to inspect in and around University property including drawers, cabinets, desks, closets and other areas of University property. If the student has brought their own furniture, desks, appliances, refrigerator or microwave into the room, the University also reserves the right to inspect these areas/types of personal property.

Security

The Hawaii Loa campus has 24-hour security. Security officers are assigned as follows: (a) Residence Halls (office adjacent to the Student Center), Monday - Friday, 4 p.m. - 8 a.m.; 24-hour security on Saturdays and Sundays; (b) 24-hour Front Gate Security 24 hours/seven days a week. All Security officers are responsible for enforcing campus and University policies, including Residence Life regulations. The latter includes, but is not limited to, noise violations, disorderly conduct, alcohol violations and guest visitation privileges. Hawaii Loa Security can be reached at (808) 236-3515. For those using an HPU landline phone, you can also reach HLC Security at 22222.

Security Deposit

Once all housing fees (fall and spring) are paid in full by the resident, the nonrefundable \$500 security deposit converts to a refundable \$500 security deposit, which remains on the account for the duration of the student's housing occupancy. The deposit, less any damage or cleaning charges, is refundable following the completion of a proper check-out inspection. The deposit will be credited to the student's HPU account or a check will be mailed in accordance with the resident's request submitted prior to his or her departure. If a student has any unpaid balances on his or her student account, the security deposit refund will be credited to the balance due. This may result in a refund check/credit to the account not being processed. Residents should refer to the Business Office policies for more information.

Self-Protection

Residents are responsible for the practice of good security measures that foster self-protection. The following guidelines, when practiced, enhance security:

A. Report unsafe conditions and suspicious activity. Security and Residence Life staff should be notified of any threatening incidents or unusual personal behavior on campus.

B. Precaution tips:

1. Keep doors locked when alone, night and day.
2. Do not let strangers into residence halls or rooms.
3. Do not give your room key or hall access ID to anyone.
4. Immediately report suspicious individuals.
5. Do not leave a door unlocked for someone planning to visit later.
6. Do not allow guests or persons other than your roommate(s) to remain in your room when you are not present.

Storage

Due to limited space on campus, personal storage is not available. Students seeking to store personal items should contact a public storage facility to coordinate storage needs.

Student Center

The Student Center is located on the lower level of the Dining Commons Building on the Hawaii Loa campus. Students may enjoy the facilities for study groups and recreational purposes. A large screen television, movie rentals, pool table, ping pong table, board games, computers, tables, chairs and other amenities are provided. To contact the Student Center staff, call (808) 236-7913.

Winter Break

The residence hall contract ends on the day specified in the Housing Agreement and the Residence Hall Assignment Agreement. All residents are required to vacate their rooms no later than noon that day. During the winter break, personal items remain in a resident's room. If the student desires to physically occupy his/her room during the winter break, or any portion thereof, an additional charge will be assessed. Arrangements must be made in advance with the Residence Life staff. Approvals are at the discretion of the Director of Residence Life and Commuter Services.

Wireless Connectivity at HPU

HPU has wireless access available to the University community. Students are encouraged to purchase a laptop computer that meets minimum functional requirements. Please visit the HPU website or call the HPU Computer Center or Educational Technology Center for more information on laptop recommendations, where to buy laptops and other system information. Students who desire access to wireless connectivity must first create a wireless account through HPU Pipeline. All University policies regarding usage of wireless connectivity on/in HPU facilities apply. The following locations are Hawaii Loa Campus Wireless Connectivity Access Points: (a) Academic Center, front lanai; (b) Academic Center, floor 2, back lanai; (c) Academic Center, floor 3, back lanai; (d) Academic Center, first, second and third floors; (e) All residence halls and immediate area outside of each residence hall; (f) Dining Commons interior and lanai area; and (g) Student Center.

Description of University Residence Life

Residence Life is committed to the welfare and safety of all residents. If disciplinary issues arise, guidelines have been established to address them. The disciplinary process is outlined in the Student Code of Conduct; all residents are responsible for respecting and adhering to all the policies, as outlined. Additionally, residents are responsible for knowing and adhering to the Residence Life policies as follows:

Alcohol and Drug Policy

See "Alcohol and Drug Policy" in Section Three under University Policies and Procedures.

Animal Policy

For reasons of health and sanitation, students are not permitted to have animals and/or pets in University housing. Small fish kept in a water-filled aquarium not to exceed a five-gallon tank are the only pets/animals authorized.

Cooking in the Residence Halls

See "Fire Safety Policy."

Dining Commons Conduct Policy

Residents are reminded that it is STRICTLY PROHIBITED to remove any items from the Dining Commons including food, condiments, dishware, flatware, etc. without the consent of the Dining Commons Manager. Food must be consumed in the Dining Commons and no outside food is allowed at any time. Residents are also prohibited from providing food obtained via the resident meal plan to guests. Nonresidents may purchase meals in the Dining Commons.

Eviction Policy

Refer to the Housing Agreement and Code of Student Conduct (eviction from the residence halls as a sanction).

Fire Safety Policy

Candles, incense, oil lamps, burning insecticides, flammable liquids and halogen-bulb lamps (even as room decorations) are prohibited in all University housing as a fire-safety measure.

Cooking in the residence halls is not encouraged. Due to the danger of fire, any type of open flame, exposed and/or external heating elements, including charcoal grills, compact or electric grills, hot plates, toaster ovens, toasters and stoves are not permitted in the residence halls or outside near the campus buildings. The university supplies one refrigerator/freezer per room and one small microwave per suite. It is essential that these be plugged directly into the wall outlet. Additional refrigerators and microwaves are not approved.

Smoke Detectors should ALWAYS-be-in working condition; tampering with or removing smoke detectors from the ceilings jeopardizes hall safety, and will be subject to disciplinary action. Do not hang anything from or attach anything to any smoke detector or any resident room ceiling in the residence halls. If, at any time, you experience beeping from your smoke detector, residents are expected to report this immediately to the Resident Advisor or by submitting a Work Request through HPU Pipeline.

All electrical items must be plugged directly into wall outlets. Acceptable equipment for use with fused surge protectors includes: computers, printers, fans and desk lights. Due to electrical loading capacities for the residence halls, air conditioning units are not permitted in the halls. Extension cords and outlet multipliers are safety hazards in the residence halls and are prohibited from use. Live holiday/Christmas trees are not allowed in the residence halls.

Furniture Policy

All triple occupancy rooms are equipped with a loft system and a set of bunk beds (one upper and one lower bunk). Beds in all triple occupancy rooms must remain bunked and lofted in order to provide adequate living space for all occupants. Triple occupancy room furniture is equipped with upper bunk bed safety guardrails that must remain attached. All other bed furniture, including double occupancy rooms, is not bunked at the beginning of the year. While supplies are available, residents in double rooms may request to have their beds bunked. If this request is made, it is the responsibility of the resident to request to have this bed un-bunked before moving out (regardless of whether this is in the middle of the semester, between semesters or at the end of the academic year). Room furniture must remain in the room. Additionally, lounge furniture must remain in the lounge area at all times and should not to be moved and/or removed from its designated common area. Removal of lounge furniture is considered theft and will result in disciplinary action. If damage occurs to common area or hall property and the person(s) responsible for the damage cannot be determined, then the cost of repair/replacement will be equally assessed to all residents of that hall.

Guest Policy

Members of the Residence Life staff and Security have the authority to verify an individual's residency. All guests are expected to follow the same regulations and observe the same policies as the residents. Residents are responsible and will be held accountable for the behavior of their guests. Guests who violate University policy will be escorted off the premises and not permitted to return. NON-REGISTERED GUESTS ARE NOT PERMITTED ON CAMPUS DURING THE FOLLOWING TIMES: Sunday-Thursday, 11:00p.m. - 8:00 a.m.; Friday-Saturday, 1:00 a.m. - 8:00 a.m.

Please see "Overnight Visitor Policy" for more information on hosting guests on campus.

Hall Safety and Security Policy

Residents are responsible for the practice of good security measures that foster personal and community safety. Residents who jeopardize hall security are subject to disciplinary action.

Internet Use (Wireless) Policy

Residence Life wireless Internet users understand and agree to the Network/Wireless Access policy and any future modifications thereto.

Medical Insurance

Residents are required to provide proof of personal medical health insurance throughout the duration of their housing contract. A resident's health insurance must be valid in Hawai'i.

Missing Person Policy

The Higher Education Opportunity Act of 2008 (HEOA) requires that all institutions that provide on-campus student housing must establish a student notification policy and procedures.

Statement of Policy:

Each resident at the Hawaii Loa campus has to identify and register confidential contact information for an individual to be contacted by the institution no later than 24 hours after the time that the student in question is determined missing. This is done via the Missing Person Policy and Emergency Contact Form at check-in to the residence halls. (In the event a student is under 18 years of age, and has not been legally emancipated, the student's parents will also be contacted.)

If a member of the university community has reason to believe that a resident is missing for 24 hours, he/she should immediately notify Wayne Fernandez, the Director of Security and Safety via phone at (808) 236-3597 (office) and (808) 722-2709 (mobile) or email at wfernandez@hpu.edu. The Director of Security and Safety will generate a missing person report and initiate an investigation with the assistance of Residence Life.

Should the Director of Security and Safety determine that the student is missing and has been missing for more than 24 hours, he/she will notify the Honolulu Police Department, and the Director of Residence Life and Commuter Services will contact the resident's emergency contact or the resident's parents if the resident is under the age of 18 and not legally emancipated, no later than 24 hours after the student is determined to be missing. For more information, refer to the Missing Person Policy in the "Student Handbook."

Overnight Visitor Policy

Nonresident overnight visitors are permitted in the residence halls under the following conditions:

- The guest must be of the same sex as the room occupants and at least 18 years of age or older.
- A resident hosting the guest must complete an Overnight Guest Request Form. The form acknowledges consent of the host's roommates(s) and the approval by Residence Life. The guest must also complete a Liability Release Form. The Overnight Guest Request Form is available at Residence Life and is accepted Monday - Thursday, 8 a.m. - 4 p.m. Requests must be made at least 24 hours in advance.
- Overnight guests are permitted a maximum visit of six consecutive days for the entire visit.
- A resident is allotted 10 days a semester in which they can host a guest.
- All visitors NOT registered as overnight guests are required to leave campus prior to the commencement of quiet hours and the closing of the campus (11 p.m. Sunday - Thursday and 1 a.m. Friday - Saturday).

Parking

Students living in the halls who own vehicles and wish to park on campus must purchase a RESIDENT PARKING DECAL for the semester. Room-and-board fees paid by residence hall students do not include the parking decal cost or imply an authorization to have a vehicle on campus. Residents must pay for the decal at the Bookstore (at Hawaii Loa campus only) and pick up their decal directly from Residence Life during business hours.

Quiet and Courtesy Hours Policy

<i>Quiet Hours</i>	Sunday - Thursday (including holidays)	11 p.m. - 8 a.m.
	Friday - Saturday	1 a.m. - 8 a.m.

At the commencement of quiet hours, campus residents must ensure that all nonresident guests who have not pre-registered as overnight guests in accordance with the Overnight Guest Policy are immediately escorted off campus. Also during quiet hours, stereos, TVs, radios and conversations should not disturb any other member of the residence community. Violation of the quiet hours policy will result in sanctions and are upheld by Residence Life and Campus Security.

24-Hour Quiet Hours

24-hour quiet hours are in effect from 8 a.m. the Sunday before finals week until the last day of occupancy of each semester. Please be respectful as students prepare for final exams and projects. Any violations of the 24-hour quiet hours policy will result in immediate disciplinary action.

Courtesy Hours

Courtesy hours are in effect 24 hours-a-day, seven days-a-week. Residents are expected to respect the rights of other members of the residence hall community by keeping the volume of stereos, TVs and conversation to an acceptable level. All residents must comply with requests from others to reduce noise whenever asked. Since the practice of most musical instruments is a potential noise problem and may be disruptive to students, such practice is not permitted in the residence halls without use of muting or earphones. Acoustic guitars may be played within the rooms; guitars with amplifiers are not permitted.

Recreational Activity Policy

As a safety measure and to provide an environment conducive to living and learning, games or outdoor activities such as golf, soccer, football, wiffle ball, frisbee, hacky sack, tennis, basketball dribbling, etc. are not permitted within the hallways or common areas or in close proximity to University buildings or parking areas. Residents should use authorized athletic and recreational facilities for these activities. Mopeds, scooters and bicycles are not to be used on any common area walkways between campus buildings, lanais or inside any building or lounge. Also, body-boarding/boogie-boarding, rollerblading and skateboarding on campus are prohibited and subject to disciplinary action.

Smoking Policy

The residence hall community has been designated as a nonsmoking community; smoking (including vaporizing from an electronic device) is not permitted inside or outside the residence halls. The Kailua and Kane'ohe ends of the front lanai of the Academic Center and the seating area behind the parking lot, across from Melia Hall have been designated as the campus smoking areas. It is expected that students will extinguish their cigarettes and dispose of them at the appropriate ashtray locations. Violations of the smoking policy are grounds for disciplinary action. All smokers are asked to be respectful and clean up after themselves. For the general Smoking Policy for Students, refer to the Student Handbook.

Threats, Intimidation, Harassment and Violence Policy

Such conduct can be a potential danger to self and others. Even if a student intends no harm with his/her actions, offended students may interpret these actions as an endangerment to themselves or others. Comments, blogs, online discussions and/or pictures posted on web pages, online journals or in web communities can be considered threatening, intimidating, harassing and/or violent and may be subject to disciplinary action.

Trespassing/Unauthorized Entry Policy

Restricted areas on the Hawaii Loa campus include:

- Sewage Treatment Plant and maintenance area
- Areas located behind the softball field, tennis courts and wooded areas circling the soccer field
- All athletic/recreational facilities (tennis courts, basketball courts, soccer field, etc.) when the lights are turned off at night
- All wooded areas that surround the campus
- Roofs
- Electrical and custodial rooms

- Faculty and staff offices, unless invited
- Locations on campus where flooding is occurring, specifically, the lower campus fields

Weapons Policy in University Housing

Weapons, including but not limited to, firearms, explosives, incendiary devices, spear guns, nun chucks, brass knuckles, air-powered pellet or "BB" guns and knives (including diving knives) with a total length of five inches and above are prohibited in any University-owned or University-controlled buildings, including the residence halls.

Residence Hall Emergency Information and Procedures

Emergency Evacuation Procedures (General): In the case of an emergency, when you need to evacuate your room, close but do not lock your door. Move quickly and calmly to the nearest emergency exit stairwell. MEET AT THE DESIGNATED ASSEMBLY AREA.

Evacuation Assembly Areas: Upon exiting the building, the Residence Life staff will assemble at the following locations where the RAs will account for their residents:

- *Melia Hall:* Residents assemble on the grassy area at the bottom of Residence Hall Road.
- *Mokihana Hall:* Residents assemble across Residence Hall road on the grassy area at the top of the stairwell (to the right of the stairwell) leading to the tennis courts.
- *'Ilima Hall:* Residents assemble across Residence Hall road on the grassy area at the top of the stairwell (to the left of the stairwell) leading to the tennis courts.
- *Kukui Hall:* Residents assemble across Residence Hall road on the grassy area at the speed limit sign.
- *Lokelani Hall:* Residents assemble across Residence Hall road on the grassy area directly above the softball field.
- *Lehua Hall:* Residents assemble on the walkway leading toward the Academic Center near Annex building.
- *Dining Commons Complex:* Exit up the walkway toward the Academic Center and assemble on the grassy hill directly behind Lehua Hall.

DO NOT CONGREGATE AT THE BUILDING ENTRANCE AND STAY OFF THE ROADS. AFTER EVACUATION, NO ONE IS TO RE-ENTER THE HALLS OR ANY BUILDING FOR ANY REASON, UNLESS INSTRUCTED BY A UNIVERSITY OFFICIAL.

Fire Emergency Evacuation Plan: If you smell or see a fire:

1. Remain calm.
2. Shout "Fire!"
3. Pull the nearest fire alarm.
4. Do not attempt to fight a fire unless properly trained and only if the fire is contained.
5. Evacuate immediately using the closest stairwell.
6. Walk quickly yet calmly down the stairwell.
7. Call 911 (if necessary) and inform a RA, Residence Life Coordinator or Security.
8. Go to the designated Evacuation Assembly Area and wait until instructed by the Honolulu Fire Department to return to the residence hall.

Medical Emergency

University officials are not authorized to provide transportation to/from a medical facility in the event of a medical emergency. Residents requiring immediate medical attention may dial 911. If possible, HPU Security and a Residence Life staff member should also be contacted. If a student does not use ambulance services for transportation, he/she should arrange for private or public transportation to and from the medical facilities.

Section Three

University Policies and Procedures

*Hawai'i Pacific University reserves the right to change these policies and procedures at any time. The most up-to-date information can be found online at www.hpu.edu/studentlife and HPU Pipeline (Resource tab).

**Please refer to the Student Nursing Handbooks, Social Work Student Handbooks, School of Education Handbook and HPU Student Athlete Handbook for supplemental policies and procedures pertaining to HPU's Nursing programs, Social Work programs, School of Education program and Athletic program.

Academic Integrity Policy

I. General Statement

It is Hawai'i Pacific University's policy that any act of academic dishonesty will incur a penalty up to and including expulsion from the University. A student who cheats on an academic exercise, lends unauthorized assistance to others or who hands in a completed assignment that is not his or her work will be sanctioned. The term academic exercise includes all forms of work submitted either electronically or on paper for points, grade or credit.

II. Definitions

Academic Dishonesty involves the following:

A. Cheating

1. The intentional use of or attempted use of unauthorized assistance, materials, information and/or study aids in completing an academic exercise.
2. The act of collaborating and working together on any academic exercise without the approval of the instructor, producing an exercise which is similar in content and form, so as to create doubt as to whether the work was truly the product of individualized effort.
3. Examples of cheating include, but are not limited to:
 - a. Giving or receiving unauthorized assistance during examinations.
 - b. Submitting an assignment that is so similar in appearance, content and form to an assignment submitted by another person that it could not have been independently produced.

B. Plagiarism

1. The use or reproduction of ideas, words or statements of another as one's own without proper acknowledgement or citation.
2. Examples of plagiarism include, but are not limited to:
 - a. Using verbatim or paraphrased text without proper citation.
 - b. Paraphrasing so as to mislead the reader regarding the source.
 - c. Submitting, without permission, the same written or oral material in more than one course.
 - d. Obtaining research or laboratory data from another individual or source but presenting it as one's own.

C. Facilitating Academic Dishonesty

This is defined as intentionally or knowingly helping or attempting to help another to commit an act or acts of academic dishonesty as defined in this policy. Those who help others to commit acts of academic dishonesty are in violation of the Code of Student Conduct, 11.ff, and may be subject to the penalties described in that section of the Student Handbook.

D. Fabrication

1. The intentional or unauthorized falsifying or inventing of any information or citation in an academic exercise or University document.
2. Examples of fabrication include, but are not limited to:
 - a. Falsifying data or signatures of an official University document (e.g., registration form, college record and/or transcript).
 - b. Misrepresenting a fact in order to obtain a course exemption, waiver or withdrawal.

III. Procedures for Academic Dishonesty

A. Instructor Action

Incidents of academic dishonesty substantiated by evidence may be dealt with by the instructor in any number of ways. Suggested penalties are:

1. Require the student to redo the exercise or do a new exercise as a condition for continuing in the course or avoiding one of the other penalties below.

2. Give the student an F or a 0 for the exercise and permit it to be redone with or without a penalty at the instructor's discretion. For example, the grade on the new exercise could replace the F or 0, or it could be averaged with it or lowered by one letter grade.
3. Give the student an F or a 0 for the exercise and not permit it to be redone.
4. Lower the course grade or assign a course grade of F.

A Report of Academic Dishonesty must be submitted to the appropriate academic Dean in any instance in which academic dishonesty is alleged. The report should detail the dishonest act and the penalty assigned. If the student disagrees with the instructor's decision, the student may make a written appeal to the appropriate academic Dean in accordance with this policy.

B. Academic Dishonesty Reports

The Office of the Dean of Students maintains files and a confidential tracking system of all acts of academic dishonesty. The academic Dean will forward the Report of Academic Dishonesty to the Assistant Dean of Students. The Assistant Dean of Students will notify the academic Dean if the student is a repeat offender.

IV. Time Line for Academic Dishonesty Incidents

A. Instructor Action

The Report of Academic Dishonesty should be submitted to the academic Dean within 5 working days of discovery of the incident.

B. Appropriate Dean Action

The academic Dean will review the instructor's Report of Academic Dishonesty and forward it to the Office of the Dean of Students within 5 working days. The Assistant Dean of Students will tell the academic Dean if the student is or is not a repeat offender within another 3 working days.

If a student has violated the Academic Integrity Policy in the past, the Dean or his or her designee will invite the student to be interviewed within 5 working days. If the student cannot meet in this time period, the Dean or his or her designee may proceed to the next step immediately or choose to make a reasonable delay to accommodate the student. If the Dean decides to take punitive action beyond that recommended by the instructor, the Dean or his or her designee will decide on appropriate action and inform the student within an additional 10 working days. If the student refuses to be interviewed without a verifiable reason (e.g., a documented medical emergency), then this will be noted in all future correspondence regarding the case. If the student is unsatisfied with the response and wishes to request a hearing, the student's request must be in writing and must be filed with the Office of the Provost within 10 working days of receiving the academic Dean's response.

The student who has violated the academic integrity policy for the first time may appeal the instructor's decision to the appropriate academic Dean. The appeal letter and any supporting documentation submitted by the student will be forwarded by the Dean or his or her designee to the instructor within five working days, with a request for a response to be submitted no more than five working days later. When the instructor's response is returned, the Dean or his or her designee will send a letter the student and instructor within five working days indicating his or her findings and recommendations. If the student is unsatisfied with the response and wishes to request a hearing, the student's request must be in writing and must be filed with the Office of the Provost within 10 working days of receiving the academic Dean's response. The instructor may also appeal the recommendation of the Dean to the Office of the Provost within 10 working days.

C. Office of the Provost Action

In all student appeals, the Provost has 10 working days to decide on the appropriate penalty or to convene the Academic Conduct Review Board.

D. Academic Conduct Review Board Action

Within 10 working days of notification of convening, Board members, as identified in the "Student Handbook," will meet with the offending student and conduct a hearing to decide on an outcome regarding the student's appeal.

Results of the Board recommendation will be made to the Provost for consideration and final determination of the penalty within 10 working days of receiving the Board's report. The Provost will notify the student, concerned Dean and instructor of the outcome.

Procedures for students with academic grievances involving issues other than academic dishonesty can be found in the Student Handbook under Academic Grievance Procedures for Students (www.hpu.edu/Studentlife/student-handbook.pdf). The Student Handbook states that grievances typically involve "allegations of unfair treatment in coursework or other academic concerns."

Academic Grade Appeal Procedures for Students

Students have a right to appeal a final course grade when the student believes that the assigned grade does not reflect what the student has earned according to the criteria for grading as outlined by the instructor of the course. It is the responsibility of the instructor of each course to define his/her grading policy and criteria at the beginning of the semester and as explicitly as possible. If there is any deviation from this original statement of grading criteria due to extenuating circumstances, all affected students must be informed. It is assumed that the grade assigned is correct; thus the student appealing the grade must justify the need for a change of the grade assigned. Students who desire to appeal a grade must follow the process described below:

1. A student who believes s/he has been assigned an improper grade should meet with the instructor and review the grading procedures used to determine the grade assigned.
2. If, after careful review of the grading procedures, the student is still dissatisfied, or if the instructor refuses to review the grading procedures with the student, the student may initiate the formal grade appeal procedure within five days through the department chair. If the faculty member is the department chair, the formal appeal shall be made to the academic Dean. Students must submit a letter and provide supporting documents to the department chair.
3. The department chair will meet with the student and the faculty member, either individually or collectively, to review the grading procedures within five days.
4. The department chair will make a recommendation to the faculty member based on his/her assessment of the situation within three days.
5. If, after consideration of the department chair's recommendation, the faculty member does not change the grade and the student is still dissatisfied, the academic Dean will be notified within three days.
6. The academic Dean will try to mediate a resolution between the faculty member and student within five days.
7. If, after the academic Dean has met with the student and faculty member and the student is still dissatisfied, the student may petition for a hearing board. If the student wishes to appeal the academic Dean's decision, he/she may request a hearing. A petition letter and all supporting documents must be filed with the Office of the Provost within 10 working days of receiving the academic Dean's response.
8. If the Provost approves the petition, he or she will empanel an Academic Grievance Board. The Dean of Students or his or her designee serves as the non-voting Board facilitator and the Board will be comprised of an academic Dean chosen by the Provost, two faculty members and two representatives from the Student Government Association. The Provost or his or her designee reserves the right to alter the composition of the Board at his or her professional discretion, with the expectation that the committee will comprise both faculty and students. If the Provost elects not to approve the student petition, then the process is concluded and the academic Dean's decision is upheld.

9. The members of the Academic Grievance Board will review all relevant documents and meet separately with both the student and the instructor. At their sole discretion, the Board may also call other individuals who are deemed to possess relevant information. All decisions made by the Board will be made by majority vote of all members.

10. The recommendation of the Academic Grievance Board will be final. The Provost will notify the student of the Board's decision within three working days.

If the student's complaint is based on sex discrimination, refer to the Sexual Harassment and Sexual Misconduct Policy (www.hpu.edu/studenthandbook).

Academic Grievance Procedures for Students

Students with individual grievances concerning unfair treatment in coursework or grading must follow these procedures:

1. The student should first discuss and seek to resolve the problem with the instructor of the course.
2. The student may choose to consult with an academic advisor to clarify the problem and receive advice on the procedures available to them. The academic advisor may consult with the instructor, but has no authority to determine a resolution to the problem.
3. If these measures fail to resolve the problem, the student should consult with the appropriate department chair, who will attempt to mediate the dispute informally to the satisfaction of both the student and the instructor.
4. Should informal mediation be unsuccessful, the student should initiate a formal grievance by submitting a letter to the appropriate academic Dean describing the nature of the complaint and attaching all supporting documents. Such documents may include the syllabus outlining evaluation procedures, exams with grades, term paper assignments with grades, quizzes or any other pertinent supporting information.
5. The grievance letter and all supporting documents will be forwarded by the appropriate Dean to the instructor within five working days, with a request for a response to be submitted no more than five working days later. At his or her discretion, the Dean may also attempt to mediate the dispute and seek an informal resolution.
6. When the instructor's response is returned, the Dean will determine a resolution and notify the student within five working days. If the student then wishes to request a hearing, his or her request must be in writing and filed with the Office of the Provost within 10 working days of receiving the instructor's response.
7. If the Provost approves the petition, he or she will empanel an Academic Grievance Board. The Dean of Students or his or her designee serves as the non-voting Board facilitator and the Board will be comprised of an academic dean chosen by the Provost, two faculty members and two representatives from the Student Government Association. The Provost or his or her designee reserves the right to alter the composition of the Board at his or her professional discretion, with the expectation that the committee will comprise both faculty and students. If the Provost elects not to approve the petition, then the process is concluded and the academic Dean's decision is upheld.
8. The members of the Academic Grievance Board will review all relevant documents and meet separately with both the student and the instructor. At their sole discretion, the Board may also call other individuals who are deemed to possess relevant information. All decisions made by the Board will be made by majority vote of all members.
9. The recommendation of the Academic Grievance Board will be final. The Provost will notify the student of the

Board's decision within three working days. If the student's complaint is based on sex discrimination, refer to the Sexual Harassment and Sexual Misconduct Policy in the Student Handbook (www.hpu.edu/studenthandbook).

Alcohol and Drug Policy

It is the policy of Hawai'i Pacific University to prohibit the unlawful manufacture, distribution, dispensing, possession or use of controlled substances, drugs, drug paraphernalia or alcohol by students on University grounds or other University-sponsored locations and activities. The University reserves the right to discipline any student who violates the prohibitions of this policy when not on campus or at a University function if, in the University's discretion, the conduct may impact the University's educational mission and/or the health, and/or safety of any member of the community. Students are responsible for the conduct of their guests and visitors on campus, at University functions and off campus at all housing complexes where HPU students reside.

Regulations

Student conduct is guided by the general Code of Student Conduct which is contained in the "Hawai'i Pacific University Student Handbook." Implicit in the Code of Student Conduct is the understanding that students are responsible for making their own decisions and accepting the consequences of those decisions.

It is unlawful and strictly prohibited for students to illegally use, manufacture, possess, distribute, sell, transport or to be under the influence of any controlled substance, illegal drug or alcohol on University-owned or University-controlled property. Regardless of the legal age for alcohol consumption, the Hawaii Loa campus residence halls are alcohol-free:

1. The consumption or possession of alcoholic beverages, possession of empty containers or alcohol or drug paraphernalia such as shot glasses, beer funnels, bongos and hookahs, is prohibited on University property, **regardless of the student's age.**
2. Any student's behavior on campus or at any University event held on or off campus, that is unruly, disruptive or destructive as the result of alcohol consumption or drug use will be documented and subject to disciplinary action.
3. Harm to persons or damage to either private or University property arising from the actions of individuals who are under the influence of alcohol or drugs on the premises of the University or at any University event held on or off campus, will be the full and sole responsibility of such individuals.
4. The use, possession, distribution or sale of any amount of a potentially harmful or illegal drug (including marijuana) or drug-related paraphernalia is strictly prohibited. Anyone involved in the sale or distribution of illegal drugs on or off campus will be subject to disciplinary action, up to and possibly including suspension or expulsion from the University.
5. Any student who resides in the residence halls and is found in violation of the Alcohol and Drug Policy will be subject to disciplinary action, up to and possibly including eviction from the residence halls, suspension or expulsion from the University.
6. Hawaii Loa campus residents are responsible for the actions of their guests. Knowledge of, but not reporting, the illegal use of drugs or drug paraphernalia or alcohol, or being in the presence of such items in University housing, is also subject to disciplinary action. Roommates and suitemates, even if not present, are responsible for any Alcohol and Drug Policy violations in the common areas of their rooms or shared bathrooms.
7. Drug related paraphernalia, any other item containing illegal residue or alcohol beverages are prohibited in University owned and University controlled property and will be confiscated and destroyed by University personnel, including campus security, residence life professional staff members. University personnel will document the incident and notify the appropriate staff of policy violation. Depending on the circumstances, the University may contact local police.

Student Discipline

Students are considered to be personally responsible for conforming their behavior to federal, state and local laws, and all University policies including the Alcohol and Drug Policy. When violations of law or University policy come to the attention of University officials, sanctions will be imposed and students may be referred to appropriate conduct boards, counseling or for criminal prosecution. Due to the serious nature of alcohol and drug abuse, any student involved in an alleged violation may be required to meet with a University official and/or a University Student Conduct Review Board. **Please note:** Disciplinary sanctions shall be imposed upon a student who violates HPU's Alcohol and Drug Policy. The sanction imposed is at the sole discretion of the University, up to and including suspension or expulsion from HPU. Students should refer to the Code of Student Conduct, which is contained in the "Hawai'i Pacific University Student Handbook."

Alcohol and Drug Policy Violation

Violators of the Alcohol and Drug Policy may be subject to the following sanctions: A student may be placed on University probation upon being found responsible for all offenses, including possession of or using an illegal substance (e.g., drug paraphernalia). If the student is a resident in University Housing, he or she may be referred to a Housing Conduct Review Board (HCRB) for possible eviction from Housing without refund. The student may also be referred to a University counselor for a mandatory meeting. If the student is under the age of 21, the student's parents may be notified of the violation. The student may also be referred to a drug treatment center for assessment and/or treatment at his/her own expense, and the incident may be referred to the police. At its discretion, the University may also levy a monetary fine, depending upon the circumstances of the case. A student found in violation of the University's Alcohol and Drug Policy a second time may, at the discretion of University officials or appropriate campus hearing board, be suspended or expelled from the University and the incident may also be referred to the police.

Federal Financial Aid and Drug Convictions

In addition to disciplinary sanctions, a state or federal drug conviction during your enrollment will jeopardize your federal financial aid. Any student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment in which federal student aid was received will not be eligible to receive federal student aid (including any grant, loan or work assistance) during the period beginning on the date of such conviction and ending after the interval specified:

	Possession of Illegal Drugs	Sale of Illegal Drugs
1 st offense	One year from date of conviction	Two years from date of conviction
2 nd offense	Two years from date of conviction	Indefinite period
3 rd + offense	Indefinite period	Indefinite period

Parental Notification

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) permits the University to notify the parents/guardians of any student under the age of 21 of any violation of its Alcohol and Drug Policy or in the event of a health or safety emergency.

- Parents may be notified by phone if a student is transported to emergency room or other emergency treatment center for drug use or intoxication.
- Parents or the listed emergency contact will be notified if staff believes the student's health or safety is at serious risk.
- Parents may be notified in writing, if Housing Conduct Review Board or the University Student Conduct Review Board determines that there has been a violation of the University's Alcohol and Drug policy.

If the University determines that the resident has committed a serious violation of alcohol or drug policies, a letter will be sent to the parents/guardians notifying them that the student violated University Housing or the Alcohol and Drug policies. Some policy violations that are considered less serious (e.g., a person's first time in a room where an empty beer can has been found) may not result in a notification letter being sent.

Criminal Sanctions

There are federal, state and local penal codes and ordinances dealing with controlled substances. The information below is intended to highlight Hawai'i statutes relating to the distribution, possession and use of a controlled substance or alcohol. For federal drug trafficking penalties, refer to the Federal Trafficking Penalties section.

Highlights of the Hawai'i Laws Related to Alcohol and Drugs

- It is illegal for anyone under the age of 21 to purchase, possess or consume alcohol. §281-101.5, H.R.S.
- It is illegal for a person under the age of 21 to falsify identification or use false identification to buy or attempt to buy alcohol. §281-101.5, H.R.S.
- It is illegal for adults to provide, sell to or purchase alcohol for anyone under the age of 21. Offenders may be subject to up to one year in jail. §712-1250.5, H.R.S. & §281-101.5, H.R.S.
- Under the Use and Lose law, youth that violate underage drinking laws shall have their drivers' licenses suspended for 180 days; for youth violators not licensed to drive, eligibility to obtain a driver's license, provisional license or instruction permit shall be suspended until the age of 17 or for 180 days. §281-101.5, H.R.S.
- Under the Zero Tolerance law, it is illegal for any person under the age of 21 to operate any vehicle with a measurable amount of alcohol; violators shall have their driver's license or driving privileges suspended or restricted, among other penalties. §291E-64, H.R.S.
- Under the Social Host Liability law, parents or other adults that provide alcohol to persons, or who know of alcohol consumption by youth on their property and could have prevented it, can be held financially responsible for all injuries or damages caused by an underage drinker. §663-41, H.R.S.

(Information taken from: <http://hawaii.gov/ltgov./drug-control/underage-drinking>)

Traffic Violations: Chapter 291

- a. Consuming or possessing intoxicating liquor while operating a motor vehicle or moped shall be guilty of a misdemeanor. §291-3.1, H.R.S.
- b. Consuming or possessing intoxicating liquor while a passenger in a motor vehicle shall be guilty of a petty misdemeanor. §291-3.2, H.R.S.
- c. Driving under the influence of intoxicating liquor may result in alcohol abuse rehabilitation program, suspension of license, community service work, fines and/or imprisonment. §291-4, H.R.S.
- d. Habitually driving under the influence of intoxicating liquor or drugs is a class C felony. §291-4.4, H.R.S.
- e. Driving under the influence of drugs (any controlled substance as defined and enumerated on Schedules I through IV of chapter 329) may result in drug abuse rehabilitation program, suspension of license, community service work, fines and/or imprisonment. §291-7, H.R.S.

Drugs and controlled substances are classified according to danger and risks into "Schedule I, II, III, IV and V" drugs, in Chapter 329 of the Hawai'i Revised Statutes. Schedule I drugs have the highest level of danger and schedule V the lowest. In addition, the penalties and definitions for drug offenses and intoxicating compounds are laid out in Chapter 712. Drugs are classified in part based on whether the substance is a detrimental drug (includes marijuana and Schedule V substances) or a harmful drug (includes marijuana concentrates e.g., "hashish") and Schedule III and IV substances or dangerous drug (Schedule I and II substances). Penalties range up to class A felonies for drug and alcohol offenses. In particular, if distribution, manufacturing or supply involves a minor, the seriousness of the penalty will be higher. The promotion and non-regulated possession and distribution of harmful and dangerous drugs in any amount can subject an individual to criminal penalties, unless the drug was an authorized legal prescription. Due to the serious issues with methamphetamine trafficking and manufacturing in the State of Hawai'i, methamphetamine offense carries stiff mandatory penalties, §712.1240.7 and §712.1240.8 for repeat offenders. Methamphetamine distribution in any amount is a second-degree, Class B felony. Methamphetamine manufacturer (of any amount), distribution to minors or possession of more than once ounce of the active ingredients are a first degree, Class A felony.

Penalties:

Class A Felony: A person who has been convicted of a class A felony, except class A felonies defined in chapter 712, part IV, shall be sentenced to an indeterminate term of imprisonment of 20 years without the possibility of suspension of sentence or probation.

Class B and Class C Felonies: A person who has been convicted of a class B or class C felony may be sentenced to an indeterminate term of imprisonment except as provided for in section 706-660. When ordering such a sentence, the court shall impose the maximum length of imprisonment, which shall be 10 years for class B felony and five years for class C felony.

Misdemeanor and Petty Misdemeanor: The court may sentence a person who has been convicted of a misdemeanor or a petty misdemeanor to imprisonment for a definite term to be fixed by the court and not to exceed one year in the case of a misdemeanor or 30 days in the case of a petty misdemeanor. §706-663, H.R.S.

Authorized Fines: A person who has been convicted of an offense may be sentenced to pay a fine not exceeding:

1. \$50,000, when the conviction is of a class A felony, murder in the first or second degree or attempted murder in the first or second degree
2. \$25,000, when the conviction is of a class B felony
3. \$10,000, when the conviction is of a class C felony
4. \$2,000, when the conviction is of a misdemeanor
5. \$1,000, when the conviction is of a petty misdemeanor or a violation
6. Any higher amount equal to double the pecuniary gain derived from the offense by the defendant
7. Any higher or lower amount specifically authorized by statute. §706-640, H.R.S.

If you want more information on the listed Hawai'i Revised Statutes, go to <http://www.capitol.hawaii.gov/>

Federal Trafficking Penalties

Source: U.S. Drug Enforcement Administration (<http://www.justice.gov/dea/druginfo/ftp3.shtml>):

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	First Offense: Not less than five years, and not more than 40 years. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 years, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms	Second Offense: Not less than 10	1 kg or more	Second Offense: Not less than 20 years, and not more than life. If death or serious injury, life

	mixture	years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	mixture	imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. Two or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I and II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 years. If death or serious injury, not less than 20 years, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 years. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gm or more			
Other Schedule III drugs	Any amount	First Offense: Not more than 10 years. If death or serious bodily injury, not more than 15 years. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 years. If death or serious bodily injury, not more than 30 years. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Flunitrazepam (Schedule IV)	30 to 999 mgs			
All other Schedule IV drugs	Any amount	First Offense: Not more than five years. Fine not more than \$250,000 if an individual, \$1 million if		

Flunitrazepam (Schedule IV)	Less than 30 mgs	not an individual. Second Offense: Not more than 10 years. Fine not more than \$500,000 if an individual, \$2 million if not an individual.	
All Schedule V drugs	Any amount	First Offense: Not more than one year. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than four years. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.	
		Federal Trafficking Penalties: Marijuana	
DRUG	QUANTITY	First OFFENSE	Second OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> • Not less than 10 years, not more than life. • If death or serious injury, not less than 20 years, not more than life. • Fine not more than \$10 million if an individual, \$50 million if other than an individual. 	<ul style="list-style-type: none"> • Not less than 20 years, not more than life. • If death or serious injury, mandatory life. • Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> • Not less than five years, not more than 40 years. • If death or serious injury, not less than 20 years, not more than life. • Fine not more than \$5 million if an individual, \$25 million if other than an individual. 	<ul style="list-style-type: none"> • Not less than 10 years, not more than life. • If death or serious injury, mandatory life. • Fine not more than \$8 million if an individual, \$50 million if other than an individual.

Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> • Not more than 20 years. • If death or serious injury, not less than 20 years, not more than life. • Fine \$1 million if an individual, \$5 million if other than an individual. 	<ul style="list-style-type: none"> • Not more than 30 years. • If death or serious injury, mandatory life. • Fine not more than \$2 million if an individual, \$10 million if other than individual.
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> • Not more than five years. • Fine not more than \$250,000, \$1 million other than individual. 	<ul style="list-style-type: none"> • Not more than 10 years. • Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish Hashish Oil	10 kg or less 1 kg or less		

Additional Resources: Laws Relating to Drugs and Alcohol

For the latest information regarding federal and state laws pertaining to drugs and alcohol, refer to:

- <http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html> - This site links directly to the Controlled Substance Act as put forth by the Drug Enforcement Agency and provides definitions of government terms used in drug enforcement.
- www.justice.gov/dea/concern/concern.htm - This site links directly to current information about designer drugs.
- www.undcp.org - The United Nations Office for Drug Control and Crime Prevention provides this website for the viewer to obtain a world perspective on drug misuse, abuse, trafficking and trends. This site is easy to navigate and contains a plethora of information.
- www.drugsense.org - This is an informative website that contains weekly updated newsletters, focal points of interest and media news. This website helps the viewer become familiar with the most up-to-date facts and to make informed decisions about chemical abuse.
- www.whitehousedrugpolicy.gov - The Office of National Drug Control Policy updates this site weekly with current news, trends, links to the "Pulse Check" drug newsletter, government perspectives and legislation, testimonies and more.
- www.capitol.hawaii.gov - Information regarding Hawai'i laws can be found in the Hawai'i Revised Statutes.

Health Risks

The following information on health risks is from "What Works: Schools Without Drugs," Revised Edition, U.S. Department of Education (1992) and the U.S. Drug Enforcement Administration (www.justice.gov/dea/index.htm):

Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol causes marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very

high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Cannabis

(Types: Marijuana, Tetrahydrocannabinol, Hashish, Hashish oil)

All forms of cannabis have negative physical and mental effects. Several regularly observed physical effects of cannabis are a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat and increased appetite.

Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are "high." Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis.

Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco smoke.

Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

Inhalants

(Types: Nitrous Oxide, Amyl Nitrite, Butyl Nitrite, Chlorohydrocarbons, Hydrocarbons)

Short-Term Effects:

Most inhalants act directly on the central nervous system (CNS) to produce psychoactive or mind-altering effects. They have short-term effects similar to anesthetics, which slow the body's functions.

Inhaled chemicals are rapidly absorbed through the lungs into the bloodstream and quickly distributed to the brain and other organs. Within seconds of inhalation, the user experiences intoxication along with other effects similar to those produced by alcohol. Alcohol-like effects may include slurred speech, an inability to coordinate movements, euphoria and dizziness. In addition, users may experience lightheadedness, hallucinations and delusions.

Prolonged sniffing of the highly concentrated chemicals in solvents or aerosol sprays can induce irregular and rapid heart rhythms and lead to heart failure and death within minutes of a session of prolonged sniffing. This syndrome,

known as "sudden sniffing death," can result from a single session of inhalant use. Chronic exposure to inhalants can produce significant, sometimes irreversible, damage to the heart, lungs, liver and kidneys.

Long-Term Effects:

The chronic use of inhalants has been associated with a number of serious health problems. Sniffing glue and paint thinner causes kidney abnormalities, while sniffing the solvents toluene and trichloroethylene cause liver damage. Memory impairment, attention deficits and diminished non-verbal intelligence have been related to the abuse of inhalants. Deaths resulting from heart failure, asphyxiation or aspiration have occurred.

A strong need to continue using inhalants has been reported among many individuals, particularly those who abuse inhalants for prolonged periods over many days. Compulsive use and a mild withdrawal syndrome can occur with long-term inhalant abuse. Additional symptoms exhibited by long-term inhalant abusers include weight loss, muscle weakness, disorientation, inattentiveness, lack of coordination, irritability and depression.

Cocaine

(Types: Cocaine,
Crack)

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with contaminated equipment can cause AIDS, hepatitis and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire and explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly.

Crack or freebase rock is extremely addictive, and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures. The use of cocaine can cause death by cardiac arrest or respiratory failure.

Other Stimulants

(Types:
Amphetamines,
Methamphetamines,
additional
stimulants)

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failures.

In addition to the physical effects, users report feeling restless, anxious and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia. These symptoms usually disappear when drug use ceases.

Depressants

(Types: Barbiturates,

The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait and altered perception.

Methaqualone,
Tranquilizers)

Very large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can multiply effects of the drugs, thereby multiplying the risks.

The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia and anxiety to convulsions and death.

Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

Hallucinogens

Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent.

Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year following prolonged daily use. Mood disorders—depression, anxiety and violent behavior—also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, as well as heart and lung failure.

Lysergic acid (LSD), mescaline and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness and tremors.

Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline and psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

Narcotics

(Types: Neroon,
Methadone,
Codeine, Morphine,
Meperidine, Opium,
Other Narcotics)

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea and vomiting. Users also may experience constricted pupils, watery eyes and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possible death.

Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in disease such as AIDS, endocarditis and hepatitis. Addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms.

Designer Drugs

(Types: Analogs of

Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These

Fentanyl (narcotic),
Analogues of
Meperidine
(narcotic), Analogues
of Amphetamines
and
Methamphetamines
(Hallucinogens),
Analogues of
Phencyclidine (PCP))

drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of the so-called designer drugs are related to amphetamines and have mild stimulant properties but are mostly euphoricants. They can produce severe neurochemical damage to the brain.

The narcotic analogues can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analogues of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness. Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage. The analogues of phencyclidine cause illusions, hallucinations and impaired perception.

Anabolic Steroids

Anabolic steroids are a group of powerful compounds closely related to the male sex hormone testosterone. Developed in the 1930s, steroids are seldom prescribed by physicians today. Current legitimate medical uses are limited to certain kinds of anemia, severe burns and some types of breast cancer.

Steroid users subject themselves to more than 70 side effects ranging in severity from liver cancer to acne and including psychological as well as physical reactions. The liver and the cardiovascular and reproductive systems are most seriously affected by steroid use. In males, use can cause withered testicles, sterility and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects in both sexes include very aggressive behavior known as "roid rage" and depression. While some side effects appear quickly; others, such as heart attacks and strokes, may not show up for years.

Signs of steroid use include quick weight and muscle gains (if steroids are being used in conjunction with a weight training program); behavioral changes, particularly increased aggressiveness and combativeness; jaundice; purple or red spots on the body; swelling of feet or lower legs; trembling; unexplained darkening of the skin; and persistent unpleasant breath odor.

Tobacco

The smoking of tobacco products is the chief avoidable cause of death in our society. Smokers are more likely than nonsmokers to contract heart disease—some 170,000 die each year from smoking related coronary heart disease. Lung, larynx, esophageal, bladder, pancreatic and kidney cancers also strike smokers at increased rates. Chronic obstructive lung diseases such as emphysema and chronic bronchitis are 10 times more likely to occur among smokers than among nonsmokers.

Smoking during pregnancy also poses serious risks. Spontaneous abortion, preterm birth, low birth weights and fetal and infant deaths are all more likely to occur when the pregnant woman/mother is a smoker.

Cigarette smoke contains some 4,000 chemicals, several of which are known carcinogens. Other toxins and irritants found in smoke can produce eye, nose and throat irritations. Carbon monoxide, another component of cigarette smoke, combines with hemoglobin in the blood stream to form carboxyhemoglobin, a substance that interferes with the body's ability to obtain and use oxygen.

Perhaps the most dangerous substance in tobacco smoke is nicotine. Although it is implicated in the onset of heart attacks and cancer, its most dangerous role is reinforcing and strengthening the desire to smoke. Because nicotine is highly addictive, addicts find it very difficult to stop smoking.

Additional Resources: Physical Consequences of Drug and Alcohol Abuse

For the latest information regarding the effects of drug and alcohol abuse, please see:

- http://www.cdc.gov/alcohol/quickstats/underage_drinking.htm - The Centers for Disease Control and Prevention, Alcohol and Public Health site. This site provides information and statistics on underage drinking.
- www.intelihealth.com - This website features articles and research on every health-related issue. With an easy to use search option, the viewer can navigate the website to find information pertaining to chemical abuse, and narrow the search to specific chemicals and their effects, what they look like and related paraphernalia.
- www.bacchusgamma.org - This website provides literature on the effects of chemical abuse and misuse. It is also a source for contemporary substance-free activities and events appropriate to University organizations.
- www.drugfree.org - This information-packed website provides links to articles and literature that feature first hand experiences dealing with chemical abuse, and includes a search function to obtain specific information about a particular chemical substance.
- www.samhsa.gov - The Substance Abuse and Mental Health Services Administration is the Federal agency charged with improving the quality and availability of prevention, treatment and rehabilitative services in order to reduce illness, death, disability and cost to society resulting from substance abuse and mental illness.
- <http://lilinode.k12.hi.us/STATE/BOE/POL1.NSF/85255a0a0010ae8285255340060479d/84bc03202f6b1c7e0a257007006f71ff?OpenDocument> - Board of Education, State of Hawai'i, Department of Education Alcohol and Illicit Drug Use Policy.

Prevention and Education Program

Hawai'i Pacific University recognizes the fact that students are faced with many outside pressures and difficult decisions outside of the classroom. To help students cope and learn to make healthy choices, the University offers several campus and community contacts and resources.

General Guidelines: Registered Student Organizations

Registered student organizations who want to hold an event, where alcohol is available at a licensed establishment, will need proper approval from the University. The Dean of Students, the Provost or his designee, shall approve all requests. It is the prerogative of the University to deny any such request.

All requests must first go through the Center for Student Life and First-Year Programs by submitting an Activity Approval form. In addition, the club advisor is required to complete a RSO Statement of Responsibility form. The Coordinator of Student Organizations is available to help student organization members and advisors to plan an event. Violations of this policy shall be subject to the Code of Student Conduct. To discuss the policy, contact the Coordinator of Student Organizations at (808) 544-0277.

Campus Resources

- The **Athletic Department** conducts team policy and procedure meetings. During these meetings, the Athletic Director discusses the importance of being a healthy athlete and ways to maintain optimal health throughout their scheduled season. The coaches, working with the Athletic Director, continually meet to discuss ways to promote healthy lifestyles without drugs and alcohol, nutrition programs and weight-training techniques. The Athletic Department conducts random drug tests for their athletes to ensure compliance and top performance at all times during the season.
- The **Center for Student Life and First-Year Programs** refers students to various University and community resources, and offers programs and activities to promote healthy living without alcohol and drugs throughout the year.

- **Counseling and Behavioral Health Services'** primary responsibility is to the student population on campus. The CBHS department also provides consultation and referral services to public and private community providers. Finally, CBHS provides resources related to drugs and alcohol.
- **Residence Life** conducts various educational programs pertaining to drugs and alcohol education and prevention. Residence Life brings in guest speakers to address the effects, trends and consequences of drugs and alcohol (speakers in the past were affiliated with Mothers Against Drunk Driving, Honolulu Police Department (HPD) and Coalition for a Drug Free Hawai'i).
- The **University Chaplain** is an important resource for students looking for support and guidance in numerous areas. The Chaplain can address and advise on topics ranging from relationships, dependencies, loss, spirituality and academics.

Community Resources

- Adult Children of Alcoholics (ACA): (808) 521-4477
- Al-Anon: (808) 546-5647
- Alcoholics Anonymous (AA): (808) 946-1438
- Aloha United Way: 211
- Army Substance Abuse Programs (ASAP): (808) 433-8700
- Behavioral Health Foundation (Sand Island): (808) 841-2319
- Coalition for a Drug-Free Hawai'i: (808) 545-3228
- HMSA Drug and Alcohol Treatment: (808) 948-6111
- Hawai'i Tobacco Quitline: 1-800-QUIT-NOW (800-784-8669)
- Hina Mauka (Alcohol/Drug Treatment Programs): (808) 236-2600
- Kahi Mohala Behavioral Health: (808) 671-8511
- Kaiser Permanente Behavioral Health: (808) 432-7600
- Kalihi-Palama Health Center: (808) 841-7981
- Kline-Welsh Behavioral Health Foundation: (808) 841-2319
- Ku Aloha Ola Mau: (808) 538-0704
- Narcotics Anonymous (NA): (808) 734-4357
- North Shore Clinic: (808) 284-5212
- Po'ailani Inc: (808) 262-2799
- Queen's Medical Center Day Treatment Services: (808) 547-4352
- Robert Wolf, LCSW, Inc.: (808) 587-0242, 1188 Bishop Street, Suite 1306
- Salvation Army Addiction Treatment Services: (808) 595-6371
- Women's Way Residential Treatment: (808) 732-2802 ext. 4952 or ext. 4939
- Waiānae Cost Comprehensive Health Center/Malama Recovery: (808) 668-2277
- Waikiki Health Center: (808) 922-4787

Websites

- **www.bacchusnetwork.org** – Boosting Alcohol Consciousness Concerning the Health of University Students (BACCHUS) is an international collegiate alcohol awareness and health education initiative.
- **www.nida.nih.gov** - The National Institute on Drug Abuse provides information on the latest research, consequences of drug use, legislative developments and drug trends in the United States. This website contains links to other important sites that provide information pertaining to chemical abuse.
- **www.niaaa.nih.gov** - The National Institute on Alcohol Abuse and Alcoholism, one of 18 institutes within the National Institutes of Health, supports and conducts biomedical and behavioral research on the causes, consequences, treatment and prevention of alcoholism and alcohol-related problems.
- **www.clubdrugs.org** - This website is a service provided by the National Institute on Drug Abuse to present current press news and information pertaining to drug abuse.
- **www.alcoholics-anonymous.org** - Alcoholics Anonymous provides this educational website that is designed for individuals to attain information relating to alcoholism. Information regarding how to recognize a problem, articles about alcoholism and how to find a local chapter of Alcoholics Anonymous are provided in a confidential and informative manner.
- **www.drugfreehawaii.org** - Drug-Free Hawai'i's mission is to reduce and prevent drug abuse in Hawai'i through awareness, education and action.
- **www.tobaccofreehawaii.org** - The Coalition for a Tobacco-Free Hawai'i, the Hawai'i State Department of Health, and the Tobacco Prevention and Control Trust Fund are pleased to present the Five-Year, 2005-2010, Strategic Plan for Tobacco Prevention and Control in Hawai'i. The Plan is intended to serve as the principal guide in the fight against tobacco.

- <http://ag.hawaii.gov/hawaii-partnership-to-prevent-underage-drinking/> - The Hawai'i Partnership to Prevent Underage Drinking (HPPUD) was created to address the problem of underage drinking.
- http://www.whitehouse.gov/sites/default/files/docs/state_profile_-_hawaii.pdf - Get information on the Hawai'i Drug Control Plan that facilitates development and implementation of programs to address the multitude of issues related to drug abuse and underage drinking.
- <http://hawaii.gov/health/substance-abuse/index.html> - The Alcohol and Drug Abuse Division (ADAD) is the primary and often sole source of public funds for substance abuse treatment. ADAD's treatment efforts are designed to promote a statewide culturally appropriate, comprehensive system of services to meet the treatment and recovery needs of individuals and families.

Contact Persons

For additional information regarding:

- Health risks or counseling and treatment resources for students, contact the Counseling and Behavioral Health Services staff at (808) 687-7076.
- The University's policies on alcohol and drugs as they pertain to the Code of Student Conduct, contact the Assistant Dean of Students at (808) 687-7022.

Code of Student Conduct

1. Each student must be able to study, learn and enjoy his or her educational career at Hawai'i Pacific University. If these freedoms are to be experienced by all students, they must be respected by all. Therefore, students are expected to act in ways that demonstrate respect for order, decency, personal honor and the rights of others. Implicit in the Code of Student Conduct is the understanding that students are responsible for making their own decisions and accepting the consequences of those decisions. Students are expected to respect the rights and privileges of others. The Code of Student Conduct applies on all University premises and at all University activities, whether on or off campus. The University reserves the right to apply the Code to any student's behavior even when it occurs off campus and/or is unconnected to a University activity if, in the judgment of the University, the alleged misconduct adversely impacts the University community or its objectives.

Procedural Protections

2. Students accused of disciplinary violations are entitled to the following protections:

- To be informed of the charge and alleged misconduct upon which the charge is based.
- To request that the case be resolved in an informal disciplinary conference.
- To be allowed reasonable time to prepare a defense.
- To be informed of the evidence upon which a charge is based and accorded an opportunity to offer a relevant response.
- To call and confront relevant witnesses.
- To be assured of privacy, in accordance with the terms of the federal Family Educational Rights and Privacy Act of 1974.
- To be considered not responsible of the charges until proven responsible by preponderance of the evidence.
- To be advised by a person of their choice.

Authority for Student Discipline

3. Ultimate authority for student discipline is vested in the President of the University, who entrusts this responsibility to the Provost in cases of alleged academic and nonacademic misconduct. Disciplinary authority may be delegated by the Provost to University administrators, college deans, faculty members and campus hearing boards as set forth in this Code, or in other appropriate policies, rules or regulations adopted by the University.

Student Participation

4. Students assume positions of responsibility in the University disciplinary system, contributing their skills and

insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the University President and in the University administration.

Definitions

5. When used in this Code:

- a. The terms “institution” and “University” mean Hawai‘i Pacific University and all of its undergraduate, graduate and professional schools, divisions and programs.
- b. The term “student” means any person who is taking or auditing courses at the University, or is matriculating in any University program.
- c. The term “organization” means a number of persons who have complied with University requirements for registration.
- d. The term “faculty,” “professor,” or “instructor” means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the institution to be a member of its faculty.
- e. The term “group” means a number of persons who are associated with each other, but who have not complied with University requirements for registration as an organization.
- f. The terms “University premises,” “University-owned property,” and “University-controlled property” mean buildings or grounds owned, leased, operated, controlled, used or supervised by the University.
- g. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.
- h. The term “presiding campus disciplinary officer” refers to any HPU staff member with the delegated responsibility to adjudicate violations of this Code by the University President and Provost. Presiding campus disciplinary officers include, but are not limited to, the Assistant Dean of Students, Residence Life Coordinator, Director of First-Year Experience and Deans.
- i. The term “University-sponsored activity” means any activity on or off University premises that is directly initiated or supervised by the University.
- j. The term “disciplinary conferences,” “campus hearing board,” and “conduct review board” are made of an individual or group of individuals to review the violation and impose appropriate sanctions.
- k. The terms “preponderance of evidence” is a measure of proof that a reasonable person would accept as “more likely than not” that a fact is true or an incident occurred.
- l. The terms “will” or “shall” are used in the imperative sense.
- m. The term “may” is used in the permissive sense.
- n. The term “respondent” and “accused student” mean the HPU student who has been charged with violating the Code, as set forth in Part 11.
- o. The term “complainant” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that he/she has been a victim of another student’s misconduct, the student who believes he/she has been a victim will have the same rights under this Code as are provided to the Complainant, even if another member of the University community submitted the charge.
- p. The term “aggravated violation” means a violation which resulted or foreseeably could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal University or University-sponsored activities.
- q. The term “reckless” means conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with normal university or University-sponsored activities.
- r. The term “weapon” is defined in accordance with state law, and includes any object or substance designed to inflict a wound or cause injury.
- s. The term “hazing” is defined as intentionally or recklessly subjecting any person to the risk of bodily harm, or severe emotional distress, or causing or encouraging any person to commit an act that would be a violation of law or University regulations, for the purpose of initiating, promoting, fostering or confirming any form of affiliation with a student group or organization.
- t. The term “harassment” or “harassing” are defined as an intimidating, hostile or coercive act which is intentional or persistent.

- u. The term “consent” refers to words or conduct indicating a freely given agreement to have sexual intercourse or to participate in sexual activities. Sexual contact will be considered “without consent” if no clear consent, verbal or nonverbal, is given; if inflicted through force, threat of force or coercion; or if inflicted upon a person who is unconscious or who otherwise reasonably appears to be without the mental or physical capacity to consent.
- v. The term “rape” is any act of sexual intercourse or sexual penetration of any orifice of the body with a body part or other object that takes place against a person’s will or without consent or that is accompanied by coercion or the threat of bodily harm.
- w. The term “sexual assault” is defined as a conduct of a sexual nature, including, but not limited to, sexual contact or physical exposure direct at another person without consent. (Also see Sexual Harassment/Sexual Misconduct Policy.)
- x. The term “sexual harassment” refers to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, living conditions and/or educational evaluation; submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive working or educational environment. (Also see Sexual Harassment/Sexual Misconduct Policy.)

Interpretation and Revision of Regulations

6. The purpose of publishing disciplinary regulations is to give students general notice of prohibited behavior. This Code is not written with specificity of a criminal statute. Questions about the interpretation or application of the Code and other University policies within the “Student Handbook” can be directed to the Provost for academic and nonacademic misconduct. The Code shall be reviewed every year under the direction of the Provost or his designee.

Inherent Authority

7. The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Such action may include pursuing disciplinary action for any violation of state or federal law or any violation of this Code, on or off campus, which affects the University's educational interests.

Disciplinary Action while Criminal Charges are Pending

8. Students may be accountable both to criminal law and to the University for acts that constitute violations of law and of this Code. Disciplinary action at the University will normally proceed during the pendency of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed, reduced or resolved in favor of or against the criminal law defendant.

Interim Suspension

9. A student may be suspended from the University for an interim period for pending disciplinary or criminal proceedings at the discretion of the Provost. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student at the University poses a substantial and immediate threat to any person, or to the stability and continuance of normal University functions.

10. A student suspended on an interim basis shall be given a prompt opportunity to appear personally before the Provost or his designee in order to discuss the following issues only:

- The reliability of the information concerning the student’s conduct, including the matter of his or her identity.
- Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on University premises poses a substantial and immediate threat to any person, or to the stability and continuance of normal University functions.

Prohibited Conduct

11. Students at the University are expected to behave in ways that demonstrate respect for order, decency, personal honor and the rights of others. The following misconduct constitutes a violation of this Code that may result in sanctions:

- Intentionally or recklessly endangering, threatening or causing physical harm to any person, or intentionally or recklessly causing reasonable apprehension of such harm.

Note: Threatening behaviors and/or attempts are considered violations of this Code and will result in immediate action by the University.

- b. Discriminatory acts, including stalking, intimidation, assault, harassment, abuse, hate speech and hate acts; any act that discriminates against or limits the legal rights of others.

Note: Comments and/or photos posted in online communities that may be perceived as threatening or violent are also prohibited.

- c. Indecent conduct that includes actions determined by the University to be lewd, indecent, disorderly or obscene on University-owned or University-controlled property. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video recording of any person while on University owned and controlled property without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in the gym, locker room or restroom.
- d. Stalking behavior in which an individual willfully, maliciously and repeatedly engages in a knowing course of conduct, including contact by electronic means or by proxy, directed to a specific person which reasonably and seriously alarms, torments or terrorizes the person or his or her family or close acquaintances, and which serves no legitimate purpose.
- e. Sexual harassment and sexual assault, as defined in University policy on sexual harassment and sexual assault (including any unwelcome, intimidating, hostile or abusive conduct of a sexual nature).

Note: Alleged acts of student-to-student sexual harassment and/or alleged acts of student-to-student sexual assault shall be adjudicated by the Provost or his designee, subject to the policies and procedures outlined within this Code, as well as those outlined in the University's Sexual Harassment/Sexual Misconduct Policy contained in the "Hawai'i Pacific University Student Handbook."

- f. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on University-owned or University-controlled property or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
- g. Possession, use, storage or manufacture of fireworks on University-owned or University-controlled property.
- h. Intentionally or recklessly interfering with normal University or University-sponsored activities, including but not limited to, studying, teaching, research, University administration; interfering with fire, police or emergency services.
- i. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
- j. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this Code.
- k. Intentionally furnishing false information to the University.
- l. Violation of University policies on possession or use of alcohol or illegal drugs or substances. (Students should refer to HPU's Alcohol and Drug Policy, which is contained in the "Hawai'i Pacific University Student Handbook.")

Note: Materials discovered in online communities (such as Facebook and MySpace) that reflect a policy violation are subject to disciplinary action.

- m. Forgery, unauthorized alteration or unauthorized use of any University document or instrument of identification.
- n. Intentionally and substantially interfering with the lawful rights of others.
- o. Attempted or actual theft of property or of services; knowing possession of stolen property.
- p. Unauthorized removal, mutilation or misuse of University computers, software, library materials and/or other study materials.
- q. Intentionally or recklessly destroying or damaging University property, or the property of others.
- r. Presence in a restricted area or University-owned or University-controlled building during closed periods when doors are locked, except with special permission from the proper authority.
- s. Any act which is determined by the University to be disrespectful, insulting or harassing to any University official or University employee.
- t. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any University owned or controlled property.
- u. Willfully failing to comply with the reasonable directions of University officials, including campus security officers and resident advisors acting in performance of their duties.
- v. Intentional violations of other published University regulations or policies published in hard copy or available electronically on the University website. Such regulations or policies may include the University computer use policy, residence hall lease assignment and accompanying regulations, as well as those regulations relating to entry and use of University facilities, use of amplifying equipment, campus demonstrations, parking rules and regulations, posted signs and placards related to restricted areas and regulations governing recognized student organizations.
- w. Hazing
- x. Unapproved soliciting or proselytizing on University-owned or University-controlled property.
- y. Littering on any University-owned or University-controlled property.
- z. Creating noise, on University-owned or University-controlled property, which disrupts an atmosphere conducive to work, study and rest.
- aa. Gambling on University-owned or University-controlled property.
- bb. Unauthorized possession, duplication or use of keys and HPU identification cards to any University premises or unauthorized entry to or use of University premises.
- cc. Violation of any federal, state or local law.
- dd. Theft or other abuse of computer facilities and resources, including but not limited to: Use of another individual's identification and/or password; unauthorized entry into a file, to use, read or change the contents or for any other purposes; use of computing facilities and resources to send obscene or abusive messages; use of computing facilities and resources in violation of copyright laws; and any violation of the Network/Wireless Access Policy.
- ee. Abuse of the Code of Student Conduct system, including, but not limited to: failure to obey the notice from a hearing board or presiding campus disciplinary officer to appear for a meeting or hearing as part of the student conduct system; falsification, distortion or misrepresentation of information before a hearing board or presiding campus disciplinary officer; attempting to discourage an individual's proper participating in, or use of, the student conduct system; attempting to influence the impartiality of a member of hearing board or presiding campus disciplinary officer prior to, and/or during the course of the proceedings; harassment (verbal or physical) and/or intimidation of hearing board members or the discipline officer; failure to comply with the sanction(s) imposed under the Code; influencing or attempting to influence another person to commit an abuse of the Code of Student Conduct.
- ff. Violations of the Academic Integrity Policy, which is outlined in the "Hawai'i Pacific University Student Handbook."
- gg. Classroom disruption. (The faculty member is responsible for managing the classroom environment. Students who engage in any prohibited or unlawful acts that result in disruption of a class are subject to the Code of Student Conduct.)
- hh. Violations of other published nonacademic University regulations or policies, including, but not limited to, policies related to the residence halls and registered student organization handbook.

Note: The instructor assigned to teach or lead a particular academic course, exercise or activity has the discretion to determine what constitutes disruptive behavior in that particular academic course, exercise or activity.

12. Sanctions that may be imposed in accordance with this Code include, but are not limited to:

- a. *Warning:* notice, orally or in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
- b. *Referral:* a requirement to meet with an advisor, counselor, psychologist or any other University official or external resource.
- c. *Censure:* a written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
- d. *Disciplinary University Probation:* a written reprimand for violation of specified regulations. Probation is exclusion from participation in privileged or extracurricular institutional activities, or other limitations, for a specified period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation, or any other violation of this Code during the period of probation, will normally result in suspension or expulsion from the University.
- e. *Restitution:* repayment to the University or to an affected party for damages resulting from a violation of this Code.
- f. *Termination of employment* from the University when the student is employed by the University.
- g. *Eviction* from University housing.
- h. *Suspension:* exclusion from University premises, and other privileges or activities, as set forth in the suspension notice.
- i. *Expulsion (also referred to as dismissal):* permanent termination of student status, and exclusion from University premises, privileges and activities. This action may be recorded on the student's academic transcript, but may be removed by the Registrar after seven years, for good cause, with approval from the Provost.
- j. *Revocation of Admission and/or Degree:* Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- k. *Withholding Degree:* The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code, including the completion of all sanctions imposed, if any.
- l. *Other Sanctions:* other sanctions may be imposed instead of or in addition to those specified in sections (a) through (l) of this part. Service, essays or research projects may also be assigned. Students may also be banned from specific areas of University-owned or University-controlled property or denied specified privileges for a designated period of time.
- m. *More than one of the sanctions listed above may be imposed for any single violation.*

Note: Sanctions for violations of the University's Alcohol and Drug Policy, violations of Residence Life policies, and violations of the Academic Integrity Policy are further outlined in the "Hawai'i Pacific University Student Handbook." Groups or organizations may be imposed sanctions, including those specified in sections (a) through (m) and deactivation, meaning loss of privileges, including club status, for a set period.

13. Violations of any section in Part 11 of this Code may result in suspension or expulsion from the University, unless specific and significant mitigating factors are present. Factors to be considered in mitigation, shall be the present demeanor and past disciplinary record of the offender, as well as the nature of the offense and the severity of any damage, injury or harm resulting from it. The imposition of lesser penalties may be deemed more appropriate by the University, as outlined in Part 12.

14. Repeated or aggravated violations of any section of this Code may also result in suspension or expulsion, or in the imposition of such lesser penalties as may be deemed appropriate by the University.

15. Attempts to commit acts prohibited by this Code may be sanctioned to the same extent as completed violations.

Process Standards

16. Students subject to expulsion or suspension from the University will be entitled to a hearing before the appropriate campus hearing board, as specified in Part 27 of this Code. Students subject to lesser sanctions for nonacademic misconduct will be entitled to an informal conference, as set forth in Part 26 of this Code.

17. The purpose of campus disciplinary proceedings is to provide an administrative review and a fair evaluation of an accused student's responsibility for violating University regulations. Formal rules of evidence shall not be applied, nor shall deviations from prescribed procedures necessarily invalidate a decision, unless significant prejudice to a student respondent or the University may result.

18. Accused students who fail to appear after proper notice will be deemed to have pled "not responsible" to the charges pending against them. A presiding campus disciplinary officer overseeing the disciplinary conference or members of the hearing/review board shall be presented the information in support of the charges, consider the information and make a decision on the basis of the information presented even if the accused student is not present.

Case Referrals

19. Any member of the University community may file charges against a student for violations of the Code. A charge shall be prepared in writing and directed to the Provost, or to a designated presiding campus disciplinary officer. Any charge should be submitted as soon as possible, but no later than thirty (30) calendar days after the event takes place, unless the individual is unable to make the complaint within this time period due to legitimate extenuating circumstances as determined by the University. Notwithstanding the foregoing, any charge relating or pursuant to Title IX (e.g., gender-based discrimination or harassment) will be received and handled in accordance with Title IX without regard to the thirty (30) calendar day time limit.

20. Any person may refer a student or a student group or organization suspected of violating this Code to the Provost or to a designated presiding campus disciplinary officer.

21. Those referring cases are normally expected to serve as the complainant, and to present relevant evidence in hearings or conferences. The complainant may request the assistance of a campus disciplinary officer in order to prepare the case.

22. Multiple Respondents: If one incident results in more than one student being charged with violating the Code, the presiding campus disciplinary officer may request the hearings be combined. A student may request a separate hearing, which will be granted for good cause shown.

Conference and Hearing Board Referrals

23. The presiding campus disciplinary officer will conduct a preliminary review to determine whether the alleged misconduct might result in expulsion or suspension from the University. Students not subject to suspension or expulsion will be entitled to an informal disciplinary conference with the presiding campus disciplinary officer, as set forth in Part 26 of this Code. Students who are subject to suspension or expulsion will be entitled to a hearing before the appropriate campus hearing board, as set forth in Part 27.

24. Students referred for a hearing by the presiding campus disciplinary officer may elect to have their cases resolved in accordance with Part 26 of this Code. Such an election must be in writing, affirming that the student is aware a hearing is being waived and that the full range of sanctions may be imposed, including suspension or expulsion from the University.

25. The presiding campus disciplinary officer may defer proceedings for alleged minor violations of this Code, with the approval of the Provost, for a period not to exceed 90 days. Pending charges may be withdrawn thereafter, at the discretion of the presiding campus disciplinary officer and with the approval of the Provost.

Disciplinary Conferences

26. Students accused of nonacademic offenses that may result in penalties less than expulsion, suspension and/or eviction are subject to a disciplinary conference with the presiding campus disciplinary officer. The following procedural protections are provided to accused students in disciplinary conferences:

- a. Written notice of the specific charges at least three business days prior to the scheduled conference.
- b. Reasonable access to the case file prior to and during the conference. The case file consists of materials which would be considered "educational records," pursuant to the Family Educational Rights and Privacy Act of 1974. Personal notes of University staff members or complainants are not considered part of the case file.
- c. An opportunity to respond to the evidence and to call relevant and necessary witnesses.
- d. A right to be accompanied by an advisor, as provided in Part 32 of this Code.

Campus Hearing Boards

27. Students who are subject to suspension, expulsion and/or eviction will be entitled to a hearing before the appropriate campus hearing board, as follows:

a) The **Student Conduct Review Board** hears cases of alleged nonacademic misconduct when the final disposition of the case could result in suspension or expulsion from the University. The Assistant Dean of Students often serves as the presiding officer, and the board may be comprised of staff such as the University Registrar, an Academic Advisor, one faculty member, and two elected members from student government. The Provost or his designee reserves the right to alter the composition of the board at his professional discretion. Appeals are heard by the Provost or his designee.

b) The **Academic Conduct Review Board** hears cases of alleged academic misconduct, as determined by the Provost. The Assistant Dean of Students often serves as the presiding officer and the board may be comprised of an academic dean chosen by the Provost, two or more faculty members and two elected members from student government. The Provost or his designee reserves the right to alter the composition of the board at his professional discretion.

c) The **Housing Conduct Review Board** hears cases of alleged nonacademic misconduct when the final disposition of the case could result in a student resident being evicted from the residence halls. The Assistant Dean of Students often serves as the presiding officer, and the board may be comprised of staff such as the Dean of Students or her designee, one faculty member, Director of Security and Safety, and one elected member from student government. The Provost or his designee reserves the right to alter the composition of the board at his professional discretion. Appeals are heard by the Provost or his designee.

28. An *ad hoc* hearing board may be established by the Provost whenever the regular hearing board is not constituted, is unable to obtain a quorum, or is otherwise unable to hear a case. An *ad hoc* hearing board shall be composed of three members, including at least one student.

29. Both the findings and the sanctions determined by the campus hearing board shall be regarded as recommendations to the Provost in cases of alleged academic and nonacademic misconduct.

30. Members of any campus hearing board who are charged with a violation of this Code or with a criminal offense may be suspended from their positions by the Provost, in cases of alleged academic and nonacademic misconduct during the pendency of the charges against them. Members found responsible of any such violation or offense may be disqualified from any further participation in the University discipline system.

Hearing Board Procedures

31. The following procedural guidelines shall be applicable in hearings conducted by HPU campus hearing boards:

- a. In cases of academic or nonacademic misconduct, the Provost shall appoint the presiding hearing officer. The hearing officer may participate in board deliberations and discussions, but shall not vote.

- b. The presiding hearing officer shall give accused students notice of the hearing date and the specific charges against them at least five business days in advance. Notice shall be by personal delivery or by certified mail to the last address provided by the student to the University. Accused students shall be accorded reasonable access to the case file, which will be retained in the Provost's office.
- c. The hearing officer may call relevant witnesses, after consultation with the Provost in cases of alleged academic and nonacademic misconduct. Calling witnesses must be personally delivered or sent by certified mail. University students and employees are expected to comply with request issued pursuant to this procedure, unless compliance would result in significant and unavoidable personal hardship, or substantial interference with normal University activities, as determined by the President of the University.
- d. Accused students who fail to appear after proper notice will be deemed to have pled "not responsible" to the charges pending against them. A hearing may be conducted in their absence, if necessary, and a decision made on the basis of the information presented.
- e. Hearings will be closed to the public. An open hearing may be held, at the discretion of the hearing officer, if requested by the respondent.
- f. The presiding hearing officer shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person, including the accused student, who disrupts a hearing may be excluded by the presiding hearing officer.
- g. Hearings shall be tape recorded or transcribed. The record shall be the property of the University.
- h. All audio/visual tapes will be maintained as the University's property. No one will be permitted to copy any tape or remove any tape from the University's premises. No recording other than by the University will be permitted.
- i. Any party may challenge a hearing board member or the presiding hearing officer on the ground of personal bias. Board members may be disqualified by the presiding hearing officer, or upon majority vote of the voting members, conducted by secret ballot. The hearing officer may be disqualified by the respective vice president.
- j. Witnesses shall be asked to affirm that their testimony is truthful, and may be subject to charges of violating this Code by intentionally providing false information to the University.
- k. Prospective witnesses, other than the complainant and the respondent, may be excluded from the hearing during the testimony of other witnesses. All parties, the witnesses and the public shall be excluded during board deliberations, which shall not be recorded or transcribed.
- l. The Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student and/or other witness during the hearing by providing separate facilities, by using a visual screen and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement or other means, where and as determined in the sole judgment of the presiding hearing officer to be appropriate.
- m. The charges against the respondent must be established by preponderance of the evidence.
- n. Formal rules of evidence shall not be applicable in disciplinary proceedings conducted pursuant to this Code. The hearing officer shall give effect to the rules of confidentiality and privilege, but shall otherwise admit all matters into evidence which reasonable persons would accept as having probative value in the conduct of their affairs. Unduly repetitious or irrelevant evidence may be excluded.
- o. Complainants and accused students, not their advisors, will be accorded an opportunity to ask relevant questions of those witnesses who testify at the hearing.
- p. Board members may ask questions of the parties and all witnesses. They may also take official notice of matters which would be within the general experience of University students and faculty members.
- q. A decision by the campus hearing board is a recommendation to the Provost in cases of alleged academic and nonacademic misconduct.

Advisors

32. Complainants and accused students, who are responsible for presenting his or her own information, may be assisted by an advisor, who must not be an attorney. The role of an advisor will be limited to:

- Providing confidential advice to the complainant or accused student.

- Advisors must be students, faculty or staff of Hawai'i Pacific University; in the case of an unemancipated minor, parents may serve as advisors.
- Advisors shall sit quietly and not attempt to participate directly in the proceedings (e.g., advisors may not address hearing bodies, speak in disciplinary proceedings or question witnesses). Attorneys or other third parties are not allowed to serve as advisors in any campus hearing board proceeding.

Even if accompanied by an advisor, an accused student must respond to inquiries from the presiding officer and the hearing board. In consideration of the limited role of an advisor, and of the compelling interest of the University to expeditiously conclude the matter, the work of the hearing board will not, as a general practice, be delayed due to the unavailability of an advisor.

Student Groups and Organizations

33. Student groups and organizations may be charged with violations of this Code.

34. A student group or organization and its officers may be held collectively and individually responsible when violations of this Code by those associated with the group or organization have received the consent or encouragement of the group or organization or of the group's or organization's leaders or officers.

35. The officers or leaders or any identifiable spokesman for a student group or organization may be directed by the Dean of Students to take appropriate action designed to prevent or end violations of this Code by the group or organization. Failure to make reasonable efforts to comply with the director's order shall be considered a violation of this Code, both by the officers, leaders or spokesmen for the group or organization and by the group or organization itself.

36. Sanctions for group or organization misconduct may include revocation or denial of registration or recognition, as well as other appropriate sanctions.

Appealing Decisions and Sanctions

37. Students who disagree with sanctions imposed by the presiding campus disciplinary officer or hearing board are entitled to one written appeal. Decisions by the presiding campus disciplinary officer or hearing board (regarding level of responsibility and/or sanctions) are recommendations to the Provost or his designee in cases of alleged academic and nonacademic misconduct. Accused students will be provided copies of the disciplinary officer or board decision(s) by personal delivery, or by certified mail to the last address provided by the student to the University. The student shall have five business days from the day of the resolution letter to provide a written letter of appeal to the Provost or his designee. Upon receipt, the Provost or his designee will either consider and decide the appeal or forward the case to the most appropriate staff member, at his discretion, to consider and decide the appeal. When considering an appeal, no new witnesses or further student participation will be accepted. The Provost or his designee will not judge witness credibility. Rather, the Provost or his designee will decide only if the appeal has merit under the three bases for appeal, as outlined in Part 38. If the Provost or his designee determines that one or more of the three bases for appeal has merit, the original disciplinary conference or hearing board may be instructed to reopen the conference or hearing and reconsider the original resolution and/or sanction. If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

38. Basis for appeals includes:

- a. An unfair original conference or hearing (for example, the student making the appeal did not have a reasonable opportunity to prepare and present information).
- b. The facts presented were insufficient to support the findings.
- c. A need exists to consider new information that might be sufficient to alter the decision, but was not known at the original hearing.

39. The imposition of sanctions will be deferred during the pendency of the Provost's review, unless, at the discretion of the Provost, the continued presence of the student on the campus poses a substantial threat to any person, or to the stability and continuance of normal University functions.

Transcript Encumbrances

40. In pending cases that could result in suspension or expulsion, a temporary encumbrance can be placed on a student's records by the Registrar.

Disciplinary Files and Records

41. Case referrals will result in the development of a disciplinary file in the name of the accused student, which shall be voided if the student is found not responsible for the charges. Voided files will be so marked, shall not be kept with active disciplinary records, and shall not leave any student with a disciplinary record. Voided files will normally be destroyed after seven years.

42. The files of students found responsible of any charges against them will normally be retained as a disciplinary record for seven years from the date of the letter providing notice of final disciplinary action.

43. Disciplinary records may be voided for good cause, upon written petition. Factors to be considered in review of such petitions shall include:

1. The present demeanor of the student.
2. The conduct of the student subsequent to the violation.
3. The nature of the violation and the severity of any damage, injury or harm resulting from it.

Note: Other than University expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, University suspension, University expulsion or revocation or withholding of a degree, upon application to a disciplinary officer. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension, University expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record seven years after final disposition of the case.

In a situation involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the educational records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

Crime Prevention: Reporting Policy and Procedures

Hawai'i Pacific University believes in a safe, crime-free campus. In striving to maintain this atmosphere, HPU observes the following policy for all students, faculty and staff on the downtown campus and the windward Hawaii Loa campus, and at Oceanic Institute, the Military Campus Program sites and all University-sanctioned functions on or off campus.

It is expected that all faculty, staff and students will exercise sound judgment and care in their day-to-day activities, both on and off campus, to keep University, as well as personal possessions, secure and safe, and to make every effort to promptly report dangerous situations or criminal actions—both major and minor.

Reporting Crimes and Emergencies

Whether it happens to you or you are a witness, you have the responsibility to report a crime. If a crime occurs on or around campus, report it immediately to Campus Security Authorities or the Honolulu Police Department (HPD). HPD has primary jurisdiction over the areas surrounding HPU's campuses and is generally called for any incident, crime or emergency that is outside of the authority of campus security or HPU.

For non-emergencies contact the campus security at (808) 236-3515 (Windward) or (808) 753-7304 (Downtown) or 911 for emergencies. Note: All those using HPU landlines must dial #-9-1-1. Whenever possible, the actual victim or witness of the crime should call the police directly. Firsthand information is always more accurate and complete. If someone merely gives you information and leaves, please include this information. There are Emergency Phones on the first or second floor of each Residence Hall; these phones are directly linked to HPU Security at the Front Gate and also can call #-9-1-1. The HPU Front Gate is staffed 24-hours a day by a trained security officer. The Front Gate Security Officer will dispatch the appropriate Security Officer or contact HPD, firefighters or paramedics/EMTs to handle the call if necessary.

The HPU Security Officers on the downtown and windward campuses are in constant radio contact with other HPU Security Officers who are stationed or roving in each respective campus and available to respond to situations as they arise.

On receiving information concerning an incident, a security officer or police officer will investigate the incident, document the information and take appropriate action. Hawai'i Pacific University Security may work with the HPD and other state and federal agencies. Cases are adjudicated through the county in which the incident occurred and/or through the University's judicial system.

Campus Security Authorities

Students are encouraged to report crimes to Campus Security Authorities. The following are campus security authorities as defined by federal legislation, specifically the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

- Director of Security and Safety; Security staff, in-house and contracted
- Athletics Director, Head Coaches, Assistant Coaches, Trainers and Athletics Staff
- Computer Center Staff
- Academic Advisors
- Financial Aid Counselors
- Registrar and Staff
- Campus Recreation Coordinator
- Center for Academic Success Staff
- Military Campus Programs Admissions Counselors
- Honor Society Sponsors
- University Chaplain
- Center for Student Life and First-Year Programs Staff
- Cheerleading and Dance Coaches, Assistant Coaches
- Advisors to Registered Student Organizations
- Sea Warrior Center and Sharky's Cove Staff
- Commuter Services Staff
- Shuttle Drivers
- Director of Performing Arts and Staff
- Director of Counseling and Behavioral Health Services and Staff
- Residence Life and Staff

The Jeanne Clery Act states that if someone "has significant responsibilities for student and campus activities," he or she is a Campus Security Authority (CSA). By law, CSAs must report a crime (that has been reported to them) to Security personnel or higher authority. There is no discretion. The CSAs must report the crimes that come to their attention. There is not a need to investigate, only to officially report crimes that are reported to them.

Licensed counselors (including certified Sexual Assault Victim Counselors) and the HPU clergy (pastoral counselors) are exempt from reporting requirements. HPU encourages counselors and clergy, if and when they deem appropriate, to inform those they counsel of procedures for reporting crimes on a voluntary and confidential basis for inclusion in the Campus Security Report. Confidential/anonymous reports are extremely valuable in order to prevent further victimizations and to obtain a more accurate description of HPU campus crime.

Confidential Reporting

In certain instances, a crime victim may be reluctant to file a report fearing the process and/or loss of his/her anonymity. In such circumstances, crime victims are encouraged to consider making a confidential report to one of the designated Campus Security Authorities. At a minimum, crime victims will receive valuable counseling and referral information. Confidential reports are important because they provide valuable information that will enhance the safety of the community-at-large and they will, at least, provide a more accurate portrait of actual campus crime. (Remember, help is available. All you need to do is ask.)

If you are the victim of a crime and do not want to pursue action within the University judicial system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Security and Safety can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

CRIME PREVENTION TIPS

Safety Tips

Hawai'i Pacific University's safety and security measures are designed to address most areas of campus life, but a safe environment also depends on the awareness and cooperation of individual community members. Here are some common-sense steps you can take for personal safety and loss prevention:

- When walking the campus at night, stay within well-lit walkways. Avoid taking shortcuts through unknown areas.
- If you cannot avoid walking alone at night, call security for an escort at (808) 753-7304 (Downtown) and (808) 236-3515 (Windward).
- Never prop doors open, even for a short period of time.
- Wallets, purses, book bags, backpacks should never be left unattended.
- Keep the doors and windows to your residence locked, even if you will be gone for a short time.
- Keep car doors and windows locked. Check front and back seats and the cargo area before entering.
- Use Operation Identification to engrave your portable valuables, and do not keep them unattended.
- Laptops and iPods should never be left unattended.
- Do not put personal information on social networking sites.
- Do not put an ID tag with your name, address or license number on your key chain; if lost, the key chain could lead to theft.
- Keep your bicycle locked in a rack when not using it.
- Immediately call University Security at (808) 753-7304 (Downtown) or (808) 236-3515 (Windward) to report any criminal incidents or suspicious persons or emergency 9-1-1, campus phone #-9-1-1.
- Carry only the cash and credit cards you need.
- Carry a whistle or other means of making a loud noise.
- Avoid working or studying alone in a building at night.
- Do not accept drinks from strangers or leave your drink unattended because it could be drugged.
- If you suspect someone of having alcohol poisoning, call 911 (#911 if using a University phone) immediately. Do not wait until it is too late.

Emergency and Safety Information

EMERGENCY COMMUNICATIONS

As a critical, primary component of the HPU emergency communication plan, HPU urges all students to participate in an important system called **Rave Alert**. The system allows the University to instantly send emergency information to students, faculty and staff via text messaging and email. Hawai'i Pacific University encourages all students to have a mobile telephone in order to receive immediate alerts when situations arise (such as natural disasters, fires, bomb threats or acts of violence) that might threaten the lives and safety of HPU community

members. There is no additional cost to students or others in the HPU community to participate in this program; regular text rates with their mobile service providers apply. Sign up today by visiting http://www.hpu.edu/Studentlife/Rave_Alert/.

WATER SAFETY

The Hawai'i lifestyle includes the beach, sun and fun, but Hawai'i's oceans can be dangerous and turn fun into tragedy. Use care and caution in all water activities, including in swimming pools, and always read and obey safety signs. They could save your life!

- Never go swimming alone, even if you are an exceptional swimmer. Never go to the beach alone.
- Be aware of high surf warnings and strong currents.
- If walking on ledges near water, be aware of large waves which can sweep you out to sea. Use caution and watch for breaking waves.
- Stay away from wet rocky areas and never turn your back to the ocean.
- Be careful of dangerous breaking waves at the shoreline.
- Most beaches post signs about the conditions of the ocean. Read and obey them. Strong currents may not be noticeable on the surface but can be dangerous beneath.
- Know the various beaches on the islands and the prevailing conditions at each. Select beaches with conditions that match your skills and comfort level.
- Most swimming pools are designed to be shallow at one end and drop, sometimes rapidly, toward the deeper end. Never go into a pool alone, unless you are a strong swimmer.
- Use protective sunscreen, preferably SPF 30 or above. Some dermatologists advise you to use sunscreen at all times.

If you would like to learn how to swim, call the following places for more information:

- YMCA (Young Men's Christian Association): (808) 536-3556
- YWCA (Young Women's Christian Association): (808) 538-7061
- Look in the yellow pages of the telephone directory under Swimming Instruction for additional places to learn how to swim.

Swimming lessons are offered for all levels—beginner, intermediate, etc. and costs range from month-to-month for a designated swim program. There is an annual membership fee with additional costs for adult swimmers.

HURRICANES

June through November is hurricane season in Hawai'i, although hurricanes may occur at any time of the year. When a hurricane warning is announced, leave beaches and low-lying, flood-prone areas. Hurricane/tsunami (tidal wave) evacuation maps can be found in the front part of the phonebook (white pages). Evacuate buildings vulnerable to devastating winds, storm surf and flash floods. Seek safety in sturdy, well-built buildings not vulnerable to high winds and flooding.

In case of a hurricane, do not travel. Stay indoors to avoid being hit by flying debris or electrical power lines. If necessary, evacuate to sturdy buildings or public shelters. Do not use the telephone unless it is an emergency. Stay away from plate glass windows, skylights or walls. Listen to the radio or TV for information and instructions.

FLASH FLOODS

Flash floods are rapid flooding of streams, valleys and other flood-prone areas. Floods are caused by heavy rains (e.g., tropical storms) and may occur at any time. In case of a flash flood, go to high ground. Do not enter flooded roads, streams, ponds or paths.

TSUNAMIS (TIDAL WAVES)

Tsunamis are series of destructive ocean waves affecting all shorelines. They may occur at any time with limited or

no warning. In case of a tsunami, evacuate all coastal areas. Listen to the radio or TV for information and instructions. Do not travel if you are in a safe area.

EARTHQUAKES

Earthquakes occur without warning. Strong earthquakes may cause tsunamis. Be prepared. In case of an earthquake, if you are indoors, get under a desk, table or a supported doorway. If you are outdoors, stay in the open. Do not enter damaged buildings for any reason. Be aware of possible fires, downed power lines and aftershocks. If you are driving, STOP; remain inside your vehicle.

FIRE AND EVACUATION PLAN

Everyone shares in the responsibility of providing a FIRE SAFE atmosphere by being constantly vigilant in preventing fire hazards and also by initiating prompt and efficient action in the event of a fire emergency.

General Plan for all Buildings

1. Remain calm.
2. Shout, "FIRE!"
3. Pull the nearest fire alarm (if available).
4. Do not attempt to fight a fire unless properly trained and only if the fire is contained.
5. EVACUATE immediately; DO NOT USE THE ELEVATORS.
6. Notify building and/or floor captain (if necessary).
7. Call 911 (if necessary).
8. Go to designated gathering area and wait until instructed by the Honolulu Fire Department to return to the building.

EMERGENCY PROCEDURES/DISASTER PLAN

Always be prepared for any emergency:

- Keep a flashlight and/or emergency candles and fresh batteries on hand.
- Have a battery-operated radio.
- Fill containers with fresh water in case the water supply becomes contaminated or cut off.
- Keep a supply of nonperishable foods (e.g., foods that do not have to be cooked).
- Have a first aid kit.
- Have masking tape for windows and glass doors (to prevent shattering).
- Have access to a cellular phone or two-way radios.
- Know your evacuation plan and locate a safe meeting area away from plate-glass windows, skylights or exterior walls.

The HPU Emergency Preparedness/Disaster Plan can be viewed on HPU Pipeline. Go to the "Resources" tab and then go to the "Current Publications" channel box. Click on the arrow and select the "Disaster Manual" publication.

LOCAL EMERGENCY NOTIFICATION OPTION

Get emergency alerts sent directly from the Honolulu Department of Emergency Management and other local agencies to your mobile phone or email. Hear about water main breaks from the Board of Water Supply; receive emergency information from the Department of Emergency Management; stay informed of urgent traffic bulletins from the Honolulu Police Department; and much more.

Sign up free at www.nixle.com/dem or text your zip code to 888777. You may opt out at any point by sending STOP to 888777. Send HELP to 888777 for information. No charge but Message and Data rates may apply. Most carriers are supported. Message frequency varies by user. Contact customer support at support@nixle.com.

Family Educational Rights and Privacy Act of 1974 (FERPA)

Notification of Student Rights

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that affords students certain rights with respect to their education records. These rights are:

(1) The right to inspect and review their student education records within 45 days of the day the University receives a request for access.

Students should submit a written request to the University Registrar and identify the records(s) they wish to inspect. The request must include the requestor's full name, date of birth and student identification number. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the requested records are not maintained in the Registrar's Office, the student will be notified of the correct official to whom the request should be addressed.

(2) The right to request an amendment to the student's education record that the student believes is inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the Registrar's Office or the specific office involved with the record in question (e.g., a department office regarding a grade), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing will be provided to the student when notified of the hearing.

(3) The right to consent to disclosures of personally identifiable information contained in student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is: a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hawai'i Pacific University to comply with the requirements of FERPA. The Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-5901.

Institutions may disclose information about a student without violating FERPA if it has designated that information as directory information. At Hawai'i Pacific University directory information includes:

- Name of student
- Local and other addresses
- Local and other telephone numbers
- Email addresses
- Date of birth
- Dates of attendance
- Enrollment status (full-time, part-time, etc.)
- Major field of study
- Education level (e.g., undergraduate, graduate)
- Class standing (e.g., freshman, sophomore, etc.)
- Previous educational institution(s) attended
- Degrees received and dates of conferral
- Honors and awards received
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

HPU is under no obligation to release directory information to anyone who inquires. FERPA only states that an institution may release directory information. When in doubt, HPU will not release directory information and may require that a written release from the student be provided before directory information may be released.

Students have the right to restrict the release of their directory information. To exercise this right, a student must submit a written and signed request to the HPU Registrar's Office in person or by mail. A request form is available at the Registrar's Office or in downloadable format via the HPU website. Requests must be submitted no later than the last day to add/register for classes in the semester or term that the student is enrolled. Once the request is filed it becomes a permanent part of the student's record and shall remain in effect until the student instructs Hawai'i Pacific University, in writing, to have the request removed. Completed forms can be mailed to HPU Registrar's Office, 1164 Bishop Street, Suite 216, Honolulu, HI 96813.

The University will not disclose official transcripts and/or information not identified as directory information to non-school officials without prior written consent from the student, or as provided as an exception to the law under FERPA.

Questions regarding the rights and release of information that FERPA provides to HPU students should be directed to the University Registrar, 1164 Bishop Street, Suite 216, Honolulu, Hawai'i 96813; (808) 544-0239 or registrar@hpu.edu. Students may also refer to the Student Education Records Policy section in this Handbook. The complete regulations and full definitions of terminology are at www.ed.gov/policy/gen/reg/ferpa/ or www.ed.gov/offices/OII/fpco/pdf/ferparegs.pdf.

Parental Notification

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) permits the University to notify the parents/guardians of any student under the age of 21 of any violation of its Alcohol and Drug Policy or in the event of a health or safety emergency.

- Parents may be notified by phone if a student is transported to emergency room or other emergency treatment center for drug use or intoxication.
- Parents or the listed emergency contact will be notified if staff believes the student's health or safety is at serious risk.
- Parents may be notified in writing, if Housing Conduct Review Board or the University Student Conduct Review Board determines that there has been a violation of the University's Alcohol and Drug policy.

If the University determines that the resident has committed a serious violation of alcohol or drug policies, a letter will be sent to the parents/guardians notifying them that the student violated University Housing or the Alcohol and Drug policies. Some policy violations that are considered less serious (e.g., a person's first time in a room where an empty beer can has been found) may not result in a notification letter being sent.

Health Clearance Requirements

TUBERCULOSIS (TB) CLEARANCE

The State of Hawai'i Department of Health regulations require that students in all schools provide a tuberculosis clearance issued in the United States. The certificate may be issued by the Hawai'i Department of Health or a U.S. licensed medical physician. Clearance must have been given within 12 months prior to a student's first attendance at HPU. If a skin test result is positive, a chest x-ray is also required to obtain a TB clearance. In order to comply with this state regulation, we strongly encourage students to submit this certificate at the time of initial registration and no later than the first day of attendance. Students may not be allowed to attend classes until the appropriate TB clearance documentation is received and verified by the University.

In addition to your personal health care professional, a list of the Department of Health TB Testing Clinics is available at any registration center, the Registrar's Office or online at http://www.hpu.edu/Registrar/Health_Clearance_Requirements.html. International Students and U.S. citizens

living overseas must complete the TB test immediately upon entry into the U.S. A TB certification issued outside of the U.S. cannot be accepted by the University.

MEASLES, MUMPS, RUBELLA (MMR) IMMUNIZATION

The State of Hawai'i Department of Health regulations require that all students provide medical proof for measles, mumps, rubella (MMR) immunizations prior to their first semester at HPU. Two doses of live vaccine or two doses of MMR, separated by at least one month, are required. The first dose must have been given on or after 12 months of age, and the second must have been given at least four weeks after the first dose. Measles immunization may be waived if the student was born before 1957 (student must provide proof of birth date), or if a physician has confirmed diagnosis in the past, or if serologic evidence of immunity is presented (a signed statement from your physician written on official stationery). Students may not be allowed to attend classes until the appropriate TB clearance documentation is received and verified by the University.

Note: First-time international students may submit medical proof of measles (MMR) immunizations taken in their home country.

Lost and Found Policy

IF YOU FIND SOMETHING OF VALUE ON CAMPUS

If you find an item of value (e.g., book, notebook, purse, backpack, keys, etc.) on the downtown campus or the Hawaii Loa campus, please turn in the item to the on campus office:

Student Life Office
1188 Fort Street Mall, Suite 105
Honolulu, HI 96813
Phone: (808) 544-0277
Hours: Monday - Friday, 8 a.m. - 5 p.m.

Hawaii Loa Campus Administration Office
Academic Center, Ground Floor
Phone: (808) 236-3581
Hours: Monday - Friday, 8 a.m. - 5 p.m.

Residence Life Keys will be forwarded to the Residence Life Annex, Hawaii Loa campus, phone: (808) 236-3540.

HPU student identification cards will be forwarded to the Registrar's Office, 1164 Bishop Street, Suite 216, phone: (808) 544-0239.

IF YOU LOSE SOMETHING OF VALUE ON CAMPUS

It is a good idea to check with the offices for several days after you lose an item. If you are turning in an item you found, or searching for an item you lost, go directly to the counter the offices identified above; do not wait in the line. To retrieve a lost item you will need to accurately describe the item(s), provide a picture identification upon claiming the item, and sign property receipt for claimed item. Items turned in during a term will be held until one week after the term ends. The sooner you try to locate a lost item, the better chance you will have of finding it. HPU reminds all students to keep track of their book bags, purses, computers and other personal items at all times. Never leave your belongings unattended or out of eyesight and try not to carry large amounts of cash or valuables.

Missing Person Policy and Procedures

The Higher Education Act of 2008 (HEOA) requires that all institutions that provide on-campus student housing must establish a student notification policy and procedures.

Statement of Policy:

Each resident at the Hawaii Loa campus has to identify and register confidential contact information for an individual to be contacted by the institution no later than 24 hours after the time that the student in question is determined missing. This is done via the Missing Person Emergency Contact Form at housing check-in. (In the

event a student is under 18 years of age, and has not been legally emancipated, the student's parents will also be contacted.)

If a member of the University community has reason to believe that a resident is missing for 24 hours, he/she should immediately notify Wayne Fernandez, the Director of Security and Safety, via phone at (808) 236-3597 (office) and (808) 722-2709 (mobile) or email wfernandez@hpu.edu. The Director of Security and Safety will generate a missing person report and initiate an investigation with the assistance of Residence Life staff.

Should the Director of Security and Safety determine that the student is missing and has been missing for more than 24 hours, he/she will notify the Honolulu Police Department, and the Director of Residence Life & Commuter Services will contact the resident's emergency contact or the resident's parents if the resident is under the age of 18 and not legally emancipated, no later than 24 hours after the student is determined to be missing.

For students who live off-campus in non-University housing, the Director of Security and Safety will investigate any report of a missing student and take appropriate action. Non-residential students are highly encouraged to identify and register contact information for an individual to be contacted in the event a student is determined missing. This can be done via HPU Pipeline's Quick Links.

Missing Person Procedures

The following procedures are in place in the event a report is made regarding a missing student. These procedures apply to Hawaii Loa campus residents and students residing in non-University housing.

For the purposes of this policy, a student may be considered to be a missing student if the student's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include a reasonable/reliable report or suspicion that the missing student may be endangered. Examples may include the missing person is the victim of foul play, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

- Any and all reports of missing students shall be directed to Wayne Fernandez, the Director of Security and Safety, via phone at 236-3597 (office) and 722-2709 (mobile) or email wfernandez@hpu.edu.
- The Director of Security and Safety will generate a missing person report and initiate an investigation with the assistance of University personnel as appropriate. The investigation includes:
 - Gather essential information about the student
 - Making contact with the student via his/her cell phone and email address.
 - Interviewing the person(s) who filed the report.
 - Interviewing the student's roommates, friends and professors.
 - Getting the student's course schedule.
 - Following up on leads given by those who are interviewed.
- If the Director of Security and Safety makes contact with the reported missing student, the Director will pass on the information to contact those that have expressed concern.
- If the report is determined valid and credible, and the student has been missing for more than 24 hours, the Director will notify the Honolulu Police Department (HPD) and submit a missing person report.
- Once the HPD report has been filed, the Director will notify the Dean of Students. The Dean of Students will contact other senior University administration as appropriate.
- If the reported missing student is under 18 years of age and has not been emancipated, the Dean of Students or her designee, will notify the custodial parent or legal guardian that the student is believed to

be missing no more than 24 hours after the time that the student is determined to be missing in accordance with the policy.

If the reported missing student is 18 years of age or older, the Dean of Students or her designee, will contact the Emergency Contact listed on the student's HPU account no more than 24 hours after the time that the student is determined to be missing in accordance with the policy.

Note: If the student lives on the Hawaii Loa campus, he/she will be given the Missing Person Emergency Contact Form at housing check-in. For a student that lives in non-University housing, the emergency contact information can be saved on his/her Pipeline account throughout the year. The student may also contact the Registrar's Office (808-544-0239) to designate an emergency contact person. This information will remain in effect until changed or revoked by the student.

- Once a reported missing student is found and needs assistance with the transition back to HPU, the student will work with the Dean of Students or her designee.
- Campus Communication about missing students: All communications regarding missing students will be handled by Honolulu Police Department, who are equipped to provide information and to work with the media.

Students and employees who want to make a report or aid in the search of a student should contact the Director of Security and Safety, who will work closely with HPD officers.

Prior to making a notification to the University community, HPU's media relations staff will work with HPD, the Director of Security and Safety and the Dean of Students to ensure the investigation is not hindered and that communications comply with University policies and FERPA guidelines.

Network/Wireless Access Policy

Purpose

Hawai'i Pacific University provides a variety of institutionally-provided computer and network resources to support the communication, research and curriculum-related needs of its students faculty and staff. Access to these resources is a privilege provided to students, faculty and staff and is subject to HPU policies, procedures and state and federal laws governing computer network and Internet access. By using these resources, each network user accepts the responsibility to become informed about, and to comply with, all applicable laws and policies. In using these shared resources for the HPU community, academic freedom, the right of free expression is balanced by the rights of others to freedom from intimidation or harassment, privacy, protection of intellectual property and security of information.

Eligibility

The University will provide network accounts to students maintaining current enrollment status in the University. Policies concerning employees are also found in the "Employee Handbook" and the "Faculty Handbook."

University Rights

The University reserves the right to:

- Add, delete or modify categories of users.
 - Restrict or limit access to its system information services and its resources.
 - Monitor and examine all files and messages stored on its systems.
 - Monitor internal use of its system information services and its resources.
1. **The network connection is for the use of authorized HPU users ONLY.** An authorized user of the network system understands that there is no privacy expectation and expressly consents to the monitoring. When determined through receipt of legal notice that a violation has happened or through system monitoring

that an HPU student appears to be using the system in breach of this policy, he/she may have all his/her activities, files, messages or other information on the system examined, which could result in disciplinary action up to and including expulsion. Illegal activity may be reported to law enforcement officials.

- Amend this policy as it sees fit.

Before using your HPU Network Account, you must:

Have anti-virus/anti-malware software installed on your computer. HPU-provided hardware will have this software installed. For private equipment, the product is available in the HPU Bookstore or may be purchased from vendors of computer supplies. This is to protect your own equipment and that of other HPU users. Any user failing to comply with this policy may be blocked from access to the network.

You may use your Network Account to:

1. Communicate with others using email, instant messaging and blogs.
2. Search for and download legally available and appropriate files and software.
3. Connect to remote computers and databases.

The University has established the following for authorized HPU users:

1. An authorized user may access his/her account from on-campus locations through a wireless network connection to the University system by use of a personally owned device.
2. The University provides a virtual Windows 7 desktop to all students, containing much of the software needed by students.

Although many items on the Internet are free, some locations charge a fee for access. The account holder is responsible for all such fees and must pay all charges personally.

You may NOT:

- Notwithstanding HPU's right to retrieve and read any electronic files and messages, such files and messages must be treated as confidential by other students, staff and faculty members and accessed only by the intended recipient. Therefore, all users are:
 1. Prohibited from the unauthorized use of the passwords and encryption keys of others to gain access to the other person's electronic files and/or email messages.
 2. Prohibited from using a code, accessing a file, or retrieving any stored information, unless authorized to do so.
 3. Not authorized to retrieve or read any electronic files and/or email messages that are not sent to them.
- Use the network for unlawful acts, including,
 - Attempting unauthorized access to data or attempt to breach security measures on any electronic communications system of University or of third parties.
 - Transmitting messages or maintaining sites that are abusive, threatening, obscene or harassing. Examples of forbidden transmissions and sites include sexually-explicit messages, cartoons or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other messages or postings that can be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, religious or political beliefs, or other classifications protected under federal or state law.
 - Transmittal, posting or display of slanderous or defamatory messages, text, graphics or images
 - Obscenity; child pornography; threats; theft; and violation of intellectual property or defamation laws.
 - Unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials.
 - Intercepting electronic communications without authorization.
 - Gambling
 - Exporting of technologies subject to export control regulations (International Traffic in Arms Regulations' (ITAR), Commerce Control List (CCL) by the Export Administration Regulations (EAR), Office of Foreign Assets Control (OFAC) or to "denied persons") including software, and technical data without an export license if such license is required.

- Disclose, alter or delete any proprietary or confidential University information without proper authorization.
- Use a University-provided account for commercial purposes.
- Maliciously attempt to degrade the performance of the University's computer system or change or damage the computer system or hardware. This includes the use of programs such as worms, Trojan horses or viruses.

Users of Hawai'i Pacific University network accounts are also subject to any established policies of any local, state or federal laws governing computers, electronic communication and information.

Unauthorized Distribution of Copyrighted Material

The University is committed to respecting the rights of copyright holders and complying with copyright law. As a globally focused University environment supporting research, creative works, and undergraduate and graduate learning, the University recognizes that the exclusive rights of copyright holders are limited under federal copyright law by provisions supporting our educational, research and teaching endeavors, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities. The laws in this area are complex and failure to comply with restrictions on use can subject the University to penalties. All members of the community are encouraged to learn more about copyright, fair use and work; to obtain permission when necessary; and to operate within the requirements of copyright laws.

The unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject a student to civil and criminal penalties. The University's network and Internet access may not be used to illegally copy/download copyright-protected material, and/or violate federal or state laws related to the use of the Internet. Students violating this policy, including unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted material using the University's information technology system may receive disciplinary sanctions under the Code of Student Conduct, including temporary or permanent deactivation of access privileges, disciplinary action, referral to state or federal authorities and expulsion from the University. In addition, as the downloading of material at times will utilize excess bandwidth, the University at times may regulate the downloading of files via Internet access. In the event that the University is issued a lawful subpoena for information residing on our network, such information will be disclosed to civil or criminal authorities.

The University offers information on options for legal alternatives for downloading or otherwise acquiring copyrighted materials. For example, the Library research tools on HPU Pipeline (refer to the Libraries tab) are available for students or a librarian may assist students to gain access to copyrighted materials in the library databases. For a list of sites to legally download digital music and videos, go to www.educause.edu/legalcontent. Many of these sites charge and students should carefully read the terms and conditions of the license agreement so that individuals understand the fees they may incur. These sites are run by third parties and the University does not endorse or evaluate these providers.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq.

Disclaimer

Hawai'i Pacific University is not responsible for the accuracy or content of any information found on the Internet, or for any damage to personally-owned computers or data resulting from any programs on the Internet, to include worms, viruses or Trojan horses. Each account holder should protect his/her personal equipment by using a virus protection program.

Termination of an Account

- **Violations of the Policy:** Substantiated violations of this policy will result in the withdrawal of the privilege of an Internet account assigned to the user. Appropriate disciplinary or legal action will be taken by the University, if deemed necessary.
- **Change in Status and Termination:** Accounts of students who are not currently enrolled in the University will be deactivated.

Sex Offender Registry and Information

The Campus Sex Crimes Prevention Act requires sex offenders, who must register under state law, to provide notice of enrollment or employment at any institution of higher education (IHE) in that state where the offender resides, as well as notice of each change of enrollment or employment status at the IHE. In Hawai'i, Chapter 846E, Hawai'i Revised Statutes, mandates that the Hawai'i Criminal Justice Data Center (HCJDC) maintains a central repository of convicted sex offenders in the State of Hawai'i. The following information about those persons is available to the public: name, prior names, aliases, nicknames and pseudonyms, year of birth and alias years of birth, physical description including scars and tattoos, photograph, residence, temporary and future addresses, personal vehicles(s) driven, street name of employment and volunteer location, college/university affiliation, and crime for which convicted, judgment of conviction, judgment of acquittal or judicial determination of unfitness to proceed for which the offender is registered, and the provision of law defining the criminal offense. The Hawai'i searchable registry can be viewed online at <http://sexoffenders.ehawaii.gov/sexoffender/search.html>. For more information, go to <http://ag.hawaii.gov/hcjdc>.

Sexual Harassment and Sexual Misconduct Policy

The following policy is a statement on sexual harassment, assault and abuse for Hawai'i Pacific University. Included with the policy statement are the procedures for the resolution of complaints of sexual harassment, assault and abuse, stalking, and retaliation.

Note: The following Sexual Harassment and Sexual Misconduct policy applies to all members of the HPU community. Cases of alleged student-to-student or student-to-faculty/employee sexual harassment and cases of alleged student-to-student or student-to-faculty/employee sexual misconduct are adjudicated as violations of the Student Code of Conduct, which is outlined in the "Hawai'i Pacific University Student Handbook" (www.hpu.edu/studenthandbook).

I. Policy Statement

A. It is the goal of Hawai'i Pacific University to provide the student, faculty and staff with an environment free from sexual discrimination, which includes sexual harassment and sexual misconduct.

B. Sexual harassment (including sexual violence) is prohibited as a form of sex discrimination in the learning environment and workplace by federal and state law; therefore, sexual harassment is prohibited on campus and in University programs.

C. Sexual harassment can be perpetrated by any member of the University community against any other member. This includes allegations made by or against students, faculty, staff, administrators, vendors/suppliers and includes

opposite-sex and same-sex harassment, where the harassment is of a sexual nature.

D. The University is committed to taking appropriate action against those who violate the University policy prohibiting sexual harassment, including false and malicious allegations.

II. Definition of Sexual Harassment

A. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, living conditions and/or educational evaluation.
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment.

Examples of sexual harassment include direct or subtle pressure for sexual activity, unwelcome brushes or touches, physical aggression such as pinching or patting, inappropriate sexual innuendos, sexist jokes or remarks or obscene gestures or comments.

B. There are two general types of sexual harassment:

Quid Pro Quo Sexual Harassment: Occurs when submission to, or rejection of, unwelcome sexual conduct is used as the basis for academic or employment decisions affecting an individual. It is perpetrated by someone who is in a University position that provides authority over the individual being harassed. The perpetrator's intent or lack of intent to harass is not relevant to the determination of whether quid pro quo harassment occurred.

Hostile Environment Sexual Harassment: Is unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of employment or education and creates an environment that a reasonable person would find intimidating, hostile or offensive.

The determination of whether an environment is hostile must be based on all circumstances. These circumstances could include the frequency of the conduct, its severity and whether it is physically threatening or humiliating. Hostile environment sexual harassment could be perpetrated by students, faculty, staff, administrators, and vendors/suppliers including peers and co-workers as well as persons in authority.

As with quid pro quo harassment, the perpetrator's intent or lack of intent to harass is not relevant to the determination of whether hostile environment harassment occurred.

III. Definitions of Sexual Misconduct

A. Forcible Sexual Offense: Is any sexual act (such as rape, sexual assault, sexual battery, sexual coercion) directed against another person, forcibly and/or against that person's will; in situations where the victim is incapable of giving consent even if force is not used; or inducing incapacitation for sexual purposes.

1. The term "consent" refers to words or conduct indicating a freely given agreement to have sexual intercourse or to participate in sexual activities. Sexual contact will be considered "without consent" if no clear consent, verbal or nonverbal, is given; if inflicted through force, threat of force or coercion; or if inflicted upon a person who is unconscious or who otherwise reasonably appears to be without the mental or physical capacity to consent.

2. Inducing incapacitation for sexual purposes includes using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent (as “consent” is defined in this policy) to sexual contact.

B. Nonforcible Sexual Offense: Is any unlawful sexual act (such as incest, statutory rape, etc.).

C. Sexual Exploitation: Is a person taking non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples include:

- a. Non-consensual visual or audio-recording of sexual activity;
- b. Non-consensual distribution of photos, other images, or information of an individual’s sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- c. Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- d. Engaging in non-consensual voyeurism;
- e. Knowingly transmitting a sexually transmitted disease, such as Human Immunodeficiency Virus (HIV), to another without disclosing your sexually disease status;
- f. Exposing one’s genitals in non-consensual circumstances, or inducing another to expose his or her genitals;
- g. Possessing, distributing, viewing or forcing others to view illegal pornography.

D. Domestic violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or domestic partner or one who lived as spouse or domestic partner of the victim, a person with whom the victim shares a child in common, parents and children, person related by consanguinity or affinity, or current or former sexual or intimate partners.

E. Dating violence: Is violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be determined based on a consideration of length of the relationship, type of relationship, frequency of interaction between the persons involved in the relationship.

F. Stalking: Is a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.

IV. Policy Concerning Amorous (Romantic/Sexual) Relationships

Members of the University community, whether students, faculty, staff, supervisors or supervisees, put academic and professional trust and ethics at risk when they engage in or initiate amorous relationships with individuals with whom they have a direct evaluative relationship. In such situations the integrity of academic or employment decisions may be compromised or appear to be compromised and greatly increase the chances that the individual with the evaluative responsibility, typically a supervisor or faculty member, will abuse his/her power and sexually exploit the student or employee. Moreover, others may be adversely affected by such behavior because it places the faculty member or supervisor in a position to favor or advance a student or employee’s interest at the expense of others and implicitly makes obtaining benefits contingent upon amorous favors. Therefore, such relationships constitute a conflict of interest and are prohibited. The conflict must be resolved by terminating the direct evaluative relationship whenever the employee has supervisory, teaching, evaluation, advisory, coaching or counseling responsibilities for the student or will be likely to take on these roles in the future.

V. How to Make a Report

In order to take prompt and equitable corrective action, the University must be aware of sexual harassment, sexual misconduct or related retaliation. Therefore, members of the HPU community who believe that they have been sexually harassed, the victim of sexual misconduct or know of someone who may have been sexually harassed or the victim of sexual misconduct by a student, faculty, staff or vendor/supplier are advised to bring the matter to

the attention of the Title IX Coordinator or a Title IX Deputy Coordinator listed in the “Student Handbook” (www.hpu.edu/studenthandbook) as well as the appropriate law enforcement.

Filing a complaint takes separate actions:

- (1) Report an incident to law enforcement;
- (2) File a complaint through the University student disciplinary process [contact the Title IX or Deputy Title IX Coordinator at 808-544-0277] or Human Resources process as appropriate to the involved parties (including the option of filing via the University’s Compliance Hotline 1-877-270-5054 or www.tnwinc.com/hpu, which is available 24 hours a day, 7 days a week from any location);
- (3) Choose to prosecute criminally and
- (4) Choose to file a civil case.

Sexual Offense: In any and all cases of forcible or nonforcible sexual offenses, the complainant should immediately contact the closest available Hawai’i Pacific University administrator or manager (e.g. academic department chair, director) who may assist in notifying on-campus security and/or law enforcement authorities. When necessary, seek immediate medical attention at a nearby hospital. It is critical that all evidence be preserved as may be necessary to proving criminal sexual assault. The complainant will be notified of available on-campus counseling; the complainant may also be referred to off-campus counseling services.

VI. Procedures for the Resolution of Sexual Misconduct Involving Students

Note: When a complaint of alleged student-to-student or student-to-faculty/employee/vendor/supplier sexual harassment or a complaint of alleged student-to-student or student-to-faculty/employee/vendor/supplier sexual assault are brought to the attention of the Title IX Coordinator, he/she shall notify the Assistant Dean of Students, who will adjudicate the matter as a violation of the Code of Student Conduct, which is outlined in the “Hawai’i Pacific University Student Handbook” (www.hpu.edu/studenthandbook). When a complaint of alleged faculty/employee-to-student/vendor/supplier sexual harassment or faculty/employee-to-student/vendor/supplier sexual assault are brought to the attention of the EEO/Affirmative Action Officer/Employee Relations and Compliance Manager and Title IX Coordinator, the EEO/ Affirmative Action Officer/Employee Relations and Compliance Manager shall investigate the matter consistent with policies set forth in the University’s “Employee Handbook,” “Faculty Handbook,” and/or “Academic Affairs Policies & Procedures Manual.”

There are two avenues for resolution of an alleged policy violation: formal and informal resolution. The Complainant has the option to proceed informally, when permissible. In cases involving allegations of sexual assault, informal resolution is not appropriate, even if both the Complainant and Respondent indicate a preference for informal resolution.

1. **Informal Resolution Procedures (alleged student misconduct):** The person who believes he/she has been harassed will discuss the matter with the Title IX Coordinator, who may determine that an investigation is in order. Informal resolution procedures are optional and may be used when the University determines that it is appropriate. The Assistant Dean of Students will make a record of the details of the complaint and initiate mediation between the involved parties to arrive at possible resolutions. Typically, an informal investigation will be completed within thirty (30) days of receipt of the complaint. If it becomes necessary to extend the process, both parties will be notified of a revised expected resolution timeframe. The matter may also be terminated with discussion and counseling by the Assistant Dean of Students, who may also draw on support and counseling services to assist complainants. The complainant has the right to end the informal process at any time and begin the formal complaint process. Informal procedures and mediation between the victim and alleged perpetrator are never applied in cases involving sexual offense complaints.

2. **Formal Resolution Procedures (alleged student misconduct):** If deemed appropriate, the Assistant Dean of Students will conduct or oversee the conducting of a fair and impartial investigation. Typically, an investigation will be completed within sixty (60) days of receipt of the complaint. If it becomes necessary to extend the process, both parties will be notified of a revised expected resolution timeframe. The Assistant Dean of Students or Student Conduct Review Board may interview the complainant, the accused and witnesses. The facts will be evaluated and

the Assistant Dean of Students or Student Conduct Review Board will make a determination. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, freedom from retaliation, freedom from having irrelevant sexual history discussed during the disciplinary hearing, an explanation of the discipline process, and attend the disciplinary hearing except for the deliberation process. For the accused student, procedural protections are noted in the Code of Student Conduct, section 2.

Throughout the process, the Assistant Dean of Students will provide periodic status updates on where the process is with the complainant and the alleged perpetrator if the accused student has previous conduct violations, the Assistant Dean of Students or Student Conduct Review Board may receive such information if: (a) the accused student was previously found to be responsible; (b) the previous incident was substantially similar to the present allegations; (c) information indicates a pattern of behavior and substantial conformity with the pattern by the accused student. The Assistant Dean of Students, Title IX Coordinator and/or Provost will advise the University President of all proceedings. The standard of determining responsibility is based on a "preponderance of evidence" standard (refer to the Code of Student Conduct).

3. Violations of the Sexual Harassment and Sexual Misconduct policy may lead to disciplinary action up to and including termination, suspension or expulsion from the University.

A. Protection Against Retaliation: Retaliation of any kind against individuals who, in good faith, report instances of sexual harassment or who participate in or are witnesses in any procedure to redress a complaint of sexual harassment, is prohibited. Individuals who are found to have violated this provision will be subject to disciplinary action (which may include suspension or expulsion). Retaliation is any action by any person that is perceived as intimidating, hostile, harassing, retribution or violent that occurred in connection to the making and follow-up of the sex discrimination report.

B. False Complaints: It is a violation of this policy for anyone to make intentionally false accusations of sexual harassment or related retaliation through the use of the University procedures. Any employee or student who is found to have made an intentionally false accusation of sexual harassment or related retaliation will be subject to disciplinary action. Upon the conclusion of a claim of sexual harassment, the Assistant Dean of Students may file a complaint against a complainant where the Assistant Dean of Students finds direct evidence of malice and fraud by the complainant.

C. Resolution of complaints against faculty/staff: Please refer to Section V-A-8-c of the "Employee Handbook," Section 3.15 in the "Academic Affairs Policies and Procedures Manual" and/or the Sexual Harassment Policy in the "Faculty Handbook" for detailed information on the investigation process with regard to a faculty or staff member who is accused of sexual harassment or sexual assault.

4. Confidentiality

A. All reports or complaints of sexual harassment will be kept confidential, except that individuals with a legitimate need to know will be informed of the complaint in order for the University to conduct a meaningful review of each complaint and for the purpose of determining whether the complaint is isolated, frequent, part of a pattern of practice or pervasive. All records are confidential with access only to individuals with a legitimate need to know.

If a complainant requests confidentiality, the University will take all reasonable steps to investigate and respond to the complaint consistent with this request, including exclusion of personally-identifiable information in record-keeping on victims; however, confidentiality is not guaranteed.

B. In cases when a reporter or complainant does not want to have a report investigated, the Title IX Coordinator will consider the reasons for the request, including concerns about continued safety and well-being of the person reportedly harmed and members of the campus community. The Title IX Coordinator will initiate confidential consultation with appropriate individuals to analyze the situation and assist in determining appropriate measures to take. Consultation may occur with the Director of Counseling and Behavioral Services, Director of Safety and Security, Director of First-Year Experience, Vice President of Human Resources, and General Counsel. The Title IX

Coordinator will make the final decision about whether to conduct a formal investigation or respond to the report in another manner, including taking informal actions, such as those described in this policy.

5. Notification of Resolution: The complainant and the accused will receive written notice simultaneously of the disciplinary case outcome and appeal procedures; any change to the result before it becomes final; and when the result becomes final.

6. Appealing Sanctions: Students who disagree with sanctions imposed by the presiding campus disciplinary officer or Student Conduct Review Board are entitled to one written appeal. The appeal should be received by the Provost or his designee within five business days of the date the sanctions were imposed. Upon receipt, the Provost or his designee will either consider and decide the appeal or forward the case to the most appropriate staff member, at his/her discretion, to consider and decide the appeal. (Refer to the Code of Student Conduct regarding sanctions in Section 12 and the appeal considerations in Section 37 – 39). Appeal questions as they pertain to a Human Resources investigation should be directed to the EEO/Affirmative Action Officer/Employee Relations and Compliance Manager and Title IX Coordinator.

7. The University actively takes prompt and equitable action to eliminate sex discrimination, and takes reasonable steps to prevent recurrence of any sexual harassment or sexual assault and to correct its effects as appropriate. Proceedings are conducted in a manner that protects the safety of victims and promotes accountability.

VII. Immediate Action and Interim Measures

Students who identify themselves as victims of a sex offense have the option to, or not to, notify and seek assistance from law enforcement and campus authorities. Students who notify the University may request various provisions in support of their recovery and during the disciplinary process. Such assistance includes:

- Not identifying the alleged perpetrator, unless the information is necessary to respond to a request for a specific form of assistance.
- Request University information about the reporting procedure prior to filing a report.
- Request assistance from HPU security or an HPU member in filing a report with a University department or with law enforcement including restraining and protective orders.
- Request a “no contact” order with the alleged perpetrator through the Dean of Students office.
- Request relocation in University housing.
- Request a change in a class schedule to avoid contact with the alleged perpetrator.
- Request student academic support services such as counseling, tutoring and consideration for re-taking a course or withdrawing from a class without penalty.
- Request alternative testimony options (such as a visual barrier) during a disciplinary hearing.
- Be informed of the resolution of the disciplinary case.
- Through the Code of Student Conduct, receive the following procedural protections: receive information about the disciplinary proceedings prior to and after filing a report; have witnesses provide statements regarding the case; have an advisor present during the disciplinary process; get access to disciplinary case information that will be used at the hearing; freedom from having irrelevant sexual history discussed during the disciplinary hearing; appeal the outcome of the hearing; and challenge the persons conducting the hearing with regard to personal bias.

VIII. Sexual Assault Prevention and Education Programs

Sexual assault prevention and education programs are offered at Hawai‘i Pacific University throughout the year. What follows is a list of resources available to students, faculty and staff:

A. Resources are available in various offices including the Counseling and Behavioral Health Services office and Residence Life. Topics include dating violence and staying safe on campus, among others.

B. Educational programs are offered at least once a year on topics such as personal safety issues. These seminars/workshops are coordinated by various departments including Center for Student Life and First-Year Programs and Residence Life.

C. Counseling and Behavioral Health Services (CBHS) provides free and confidential counseling to students and consultation and referral services to public and private community providers. During normal business hours, please contact the CBHS department at (808) 687-7076 or counseling@hpu.edu.

D. A counseling referral card is made available to students, faculty and staff. This list, which is updated annually by Counseling and Behavioral Health Services, includes phone numbers to agencies that provide assistance to those who need sexual assault counseling and assistance, anger management and/or domestic violence intervention. Hardcopies are available at various offices, including Academic Advising, Counseling and Behavioral Health Services, Center for Student Life and First-Year Programs, and Residence Life.

E. The Athletics department holds annual meetings with student-athletes to discuss the institutional and departmental policy concerning sexual harassment and sexual assault. Student-athletes also receive copies of the "Student-Athlete Handbook," which details expectations, policies, procedures and resources.

IX. Resources to Victims and Survivors of Sexual Assault

A. Hawai'i Pacific University reaffirms the principle that its students, faculty and staff shall be free from sexual discrimination. Sexual offenses such as rape, sexual abuse or discrimination in the form of sexual harassment or sexual misconduct will not be tolerated.

B. If you were raped:

1. Go to a safe place as soon as you can.
2. Try to preserve all physical evidence (do not bathe, douche, use the toilet or change clothes).
3. Contact a close friend who can be with you until you feel safe again. Your friend can also accompany you to the medical exam and/or Honolulu Police Department (call 911).
4. Get medical attention as soon as possible.
5. Contact Campus Security and/or the Honolulu Police Department (call 911).

C. On-Campus Resources:

1. Counseling and Behavioral Health Services (CBHS) primary responsibility is to the student population on campus. CBHS also provides consultation and referral services to public and private community providers. During normal business hours, please contact the CBHS department at (808) 687-7076 (main line) or counseling@hpu.edu.

2. Campus Security's general phone numbers: Downtown campus: (808) 753-7304 and Hawaii Loa campus: (808) 236-3515.

3. Pastoral counseling is also available. Contact the University Chaplain at (808) 544-9394.

D. Off-Campus Resources:

Sex Abuse Treatment Center: Provides assistance for assault victims, care and assistance, medical exams, emergency intervention and legal help (office: (808) 535-7600, 8 a.m. - 4:30 p.m.). The 24-hour Hotline (phone: (808) 524-7273) provides confidential counseling, medical and legal advocacy services for victims of rape and sexual assault.

Spouse Abuse Shelter: 24-hour Hotline for women: (808) 841-0822. Hotel vouchers possible for abused men.

E. Self-Protection Tips:

1. Self-protection means knowing how to avoid being the victim of an attack and what to do if you are.

2. Be alert for the unexpected and don't take unnecessary chances. Be extra alert when you are walking by yourself.
3. Walk with someone if you can. The Security and Safety Department will provide an escort upon request between any two points on campus.
4. If you are attacked, you may consider using your natural defenses. Make a scene, scream, yell, kick and try to get away. Run toward lights, people or buildings.
5. Do not panic; use your head. It is hard, but try to stay calm. Get a good description of your assailant, if possible.
6. Be alert for suspicious persons or dangerous situations.
7. Do not take chances.
8. Be security conscious; watch out for others and their property.

Smoking Policy for Students

Smoking (including vaporizing from an electronic device) is prohibited in all University buildings and vehicles. Smoking is also prohibited within twenty (20) feet of all entrances and exits to buildings in which HPU business or classes are held.

Smoking is banned from all areas on the Hawaii Loa Campus except in three designated, outdoor smoking areas. The designated smoking areas are:

- The masonry table on the grass at the Kailua end of the Academic Center;
- The masonry bench area on the upper lawn at the Kaneohe end of the Academic Center; and
- The seating area behind the parking lot, across from Melia Hall.

It is expected that students will extinguish their cigarettes and dispose of them at the appropriate ashtray locations. Violations of the smoking policy are grounds for disciplinary action. All smokers are asked to be respectful and clean up after themselves.

Student Complaint Procedure

Complaints that involve allegations of unfair treatment in coursework or other academic concerns are covered by the Academic Grievance Procedures for Students of the "Student Handbook." Complaints of a nonacademic nature may be initiated by any student of Hawai'i Pacific University to the appropriate authorities, including but not limited to Vice Presidents, Associate and Assistant Vice Presidents, Deans, Directors and other University Administrators.

Formal complaints must be in writing (which can be sent directly to the Dean of Students at mmckee@hpu.edu or dropped off to the Student Life office in MP 105—1188 Fort Street Mall), dated, signed by the complainant, and addressed to the Dean of Students who, upon receipt, will forward the complaint to the appropriate HPU authority. A response by the appropriate authority will be sent in writing to the complainant within 30 days from the date the written complaint is received by the Dean of Students. Depending on the nature of the complaint, interviews, statements, informal or formal hearings may be required. The complainant has the right to redirect the complaint to the Dean of Students for further action if he or she is not satisfied with the initial response from the appropriate HPU authority.

Every effort will be made to resolve the complaint in a confidential manner and as expeditiously as possible; however, complete confidentiality cannot always be guaranteed. In the process of handling complaints, certain information may be distributed to appropriate administrators, respondents and/or witnesses in order to conduct fact finding, institute remedial actions or to informally resolve the complaint. Records of formal complaints will be kept for a minimum of five years.

Student Emergency Notification Policy

Safety and emergency notification practices are top priorities at Hawai'i Pacific University. As such, communicating to students, faculty and staff in an efficient and expeditious manner about safety and emergency situations is paramount.

HPU requires all admitted and enrolled students of the University to provide at least one emergency contact person. This provides a way for University personnel to notify a student's designated emergency contact in the event of personal distress or missing person status. All students are further encouraged to participate in the Rave Alert emergency text program, the university's primary notification system for making students aware of critical information via text messaging and email.

Emergency Contact Information and Notification

In cases when the student's health and safety are of concern, HPU will notify the emergency contact designee.

Every student must provide HPU with the name and contact information of at least one individual who could be contacted in the event of an individual emergency:

- Those under the age of 18 (unless emancipated) must provide contact information of at least one custodial parent/guardian.
- Those over the age of 18 may designate anyone of their choosing to be the emergency contact.

Students are required to update their primary cell phone and emergency contact information in order to keep the information current. Students will be prompted once a semester during the registration period to make updates via HPU Pipeline. Questions about updating addresses, phone numbers, email addresses, and an emergency contact can be directed to the Registrar's Office at (808) 544-0239.

RAVE Alert Program

As noted above, HPU uses Rave Alert text messaging and email system as a primary means of making students aware of critical safety and emergency information. By participating, students agree to the program's terms and conditions. There is no additional cost to HPU community members to participate in this program; their regular phone text rates with their mobile service providers apply. HPU will not send students spam texts; only test messages once per fall and spring semesters, as well as emergency messages themselves.

To enroll in Rave Alert, go to <http://phone.hpu.edu>, where you'll be prompted to enter your HPU Pipeline ID and Password to enter the system.

Privacy and Confidentiality

Official use of emergency contact information is subject to the same privacy and record retention requirements as other official University information.

Authoritative Source

The authoritative source of this policy and responsibility for its implementation rests with the Provost.

University Communication of Emergency

HPU has a variety of tools to communicate with students, faculty, staff and the public in the event of emergencies, which range from natural disasters and fires to acts of violence that require building evacuations and campus closures. The Hawai'i Pacific University comprehensive emergency communications system consists of the following:

1. Rave Alert: Registered members receive emergency information via text messaging and email.
2. Website: Emergency notifications will be posted on www.hpu.edu.
3. Email: Messages will be sent to all HPU students via their university email addresses.

4. Social media: In the event of emergencies, the university's main **Facebook** and **Twitter** (@HPU) accounts will be used as part of the notification process.
5. News Media: The University Marketing & Communications division sends press releases and makes calls to contacts in local media.
6. Informacast Phone Announcements: Through the telephones, emergency notification will be announced in offices and classrooms on the Hawai'i Loa and Downtown campuses.
7. HPU Pipeline: All emergency notifications and updates are posted on HPU Pipeline.
8. Fire Alarm Systems: All HPU facilities are equipped with fire alarm systems. In the event a fire alarm is activated, members follow the evacuation procedures in place. Also, the Hawai'i Loa campus residence halls are equipped with fire alarm systems. The residence hall Resident Advisors are trained to evacuate the halls in emergency situations and find shelter in place.

Questions

Access to emergency contact information is protected under FERPA; if you have questions pertaining to FERPA, contact the Registrar's office at (808) 544-0239. Questions about acceptable use standards should be directed to the Student Life office at (808) 687-77014. For more information about the Rave Alert program, contact the Director of Security and Safety at (808) 236-3597.

Student Right-to-Know Information

The Student Right-to-Know Act was enacted in 1990 by federal law. The law requires institutions that receive Title IV HEA student financial aid to collect, report and/or disclose graduation rates for full-time, first-time, degree-seeking undergraduate students and students receiving athletically-related student aid.

Family Educational Rights and Privacy Act

The Family Education Rights and Privacy Act (FERPA) was implemented in 1974 as a federal law to protect the privacy of student education records. FERPA also gives students the right to review their education records, seek to amend inaccurate information in their records and provide consent for the disclosure of their records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose crime statistics that happen on and around their campuses. The law was originally known as the Crime Awareness and Campus Security Act of 1990 and was amended and renamed in 1998 after Jeanne Clery, a Lehigh University student who was assaulted and murdered in her residence hall on April 5, 1986. This information is published in the annual "Hawai'i Pacific University Public Safety Report."

Drug and Alcohol Abuse Policy and Prevention Plan

The Drug Free Schools and Communities Act Amendments of 1989 requires institutions who participate in federal student aid programs to provide information to its students, faculty and employees to prevent drug and alcohol abuse. Information about standards of conduct, health risks, programming opportunities, assistance programs available to students and employees with suspected drug or alcohol problems, and the possible repercussions of violating state and institutional drug and alcohol policies is available in the "Student Handbook" for students (contact the Assistant Dean of Students at (808) 687-7022 for more information) and "Employee Handbook" for employees (contact Human Resources at (808) 544-1188 for more information).

Equity in Athletics

Any coeducational institution of higher education that participates in a federal student aid program and has an intercollegiate athletics program is required to publish an annual Equity in Athletics report. This report contains participation rates, financial support and other information on its men's and women's intercollegiate athletic programs. This report may be obtained from the Hawai'i Pacific University Athletics Office and is also available on the Office of Postsecondary Education website.

HPU Non-Discrimination Statement

Hawai'i Pacific University admits students without regard to sex, race, age, color, disability, religion, sexual orientation, or national or ethnic origin to all programs and activities generally accorded to or made available to students at the University.

As provided for and to the extent required by state and federal laws, the University provides educational opportunities without regard to, and prohibits discrimination, including harassment, against students on the basis of sex, race, age, color, disability, religion, sexual orientation, gender identity or expression, national or ethnic origin, or any other characteristic protected by applicable law in the administration of its educational programs, policies, admissions policies, scholarships, activities and loan programs, and athletic and other University-administered programs.

Sexual Harassment and Sexual Misconduct Policy

It is the goal of Hawai'i Pacific University to provide students, faculty and staff with an environment free from sexual discrimination, which includes sexual harassment and sexual violence. The Sexual Harassment and Sexual Misconduct Policy (available in full format in the "Student Handbook") outlines the definition of sexual harassment and sexual offenses, policy concerning amorous (Romantic/Sexual) relationships, reporting procedures, procedures for the resolution, provisions for students who have been subjected to sex offenses, sexual assault prevention and education programs and resources to victims and survivors of sexual assault.

In order to take prompt and equitable corrective action, the University must be aware of sexual harassment, sexual assault or related retaliation. Therefore, members of the HPU community who believe that they have been sexually harassed, sexually assaulted or know of someone who may have been sexually harassed or sexually assaulted by a student, faculty, staff or vendor/supplier are advised to bring the matter to the attention of the Title IX Coordinator or the Deputy Coordinators listed below. Additionally, members of the community may contact the Director of Security and Safety at (808) 236-3597 or (808) 722-2709 or the HPU Compliance Hotline at 1-(877) 270-5054 or www.tnwinc.com/hpu, 24 hours a day, 7 days a week from any location, to report sexual harassment or sexual assault.

Sex Discrimination, Sexual Harassment and Sexual Misconduct: Title IX Coordinators

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106. Sex discrimination includes sexual harassment and sexual assault.

Below are the staff members who have primary responsibility for complaints of Title IX sex discrimination, harassment and assault:

Title IX Coordinator

Marites McKee
Dean of Students and Title IX Coordinator
Hawai'i Pacific University
1188 Fort Street Mall, Ste. 105
Honolulu, HI 96813
Telephone: (808) 687-7014
Email: mmckee@hpu.edu

Any complaint of sex discrimination, sexual harassment and sexual assault can be made to the Title IX Coordinator, who is responsible for overall administration of discrimination-related grievance procedures for faculty, staff, students and other members of the University community.

Title IX Deputy Coordinators

For students:

Stephanie Jarrett
Assistant Dean of Students
1188 Fort Street Mall, Ste. 105
Honolulu, HI 96813
Telephone: (808) 687-7022
Email: sjarrett@hpu.edu

If you have a complaint against a student for sex discrimination, sexual harassment and sexual assault, in addition to contacting the Title IX Coordinator, you have the option of contacting the Deputy Title IX Coordinator. The Assistant Dean of Students is responsible for Title IX compliance for matters involving students, including administration of grievance procedures for all complaints against students.

For athletics:

Natasha Revere
Associate Director of Athletics/Compliance
Hawai'i Pacific University
1060 Bishop St. Suite 400
Honolulu, HI 96813
Phone: (808) 356-5214
Email: nsubotic@hpu.edu

If you have a complaint about gender equity in athletics programs, you should contact the Associate Director of Athletics/Compliance, who is responsible for Title IX Compliance in matters related to gender equity in athletics programs. If you have a complaint against a student, coach or administrator for sex discrimination, sexual harassment or sexual assault, in addition to contacting the Title IX Coordinator, you have the option of contacting the Associate Director of Athletics/Compliance, who will facilitate the handling of the complaint with the appropriate office.

For employees:

Manager of Employee Relations and Compliance
Hawai'i Pacific University
1132 Bishop Street, Suite 310
Honolulu, HI 96813
Telephone: (808) 544-1188
Email: hr@hpu.edu

If you have a complaint against an employee for sex discrimination, sexual harassment and sexual assault, in addition to contacting the Title IX Coordinator, you have the option of contacting the Manager of Employee Relations and Compliance. The Manager of Employee Relations and Compliance is responsible for Title IX compliance for matters involving employees, including administration of grievance procedures for all complaints against employees and vendors.

Other Institutional Information

Federal legislation also requires the release of institutional information regarding the cost of attendance, accreditation, equity and academic program data; facilities and services to disabled students; financial assistance available to students and requirements and restrictions imposed on Title IV; and withdrawal and refund policies. This information is also published annually in the "Hawai'i Pacific University Academic Catalog."

For questions regarding forms on this page, please notify The Office of the Registrar at registrar@hpu.edu or at (808) 544-0239. Up-to-date information is available on www.hpu.edu; click on "About HPU" and then on the "Students Right-to-Know Information" page. Requests for specific reports or other consumer information about the University, such as campus security statistics, drug and alcohol abuse prevention and/or graduation rates, should be directed to the individual departments listed above or the Office of Institutional Research and Academic Support, Hawai'i Pacific University, 1164 Bishop Street, Suite 1506, Honolulu, HI 96813 or (808) 566-2404.

Students with Disabilities

Under the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act, Title III (Public Accommodations) and Title V (Employment), and the Hawai'i Fair Employment Practice Law, Hawai'i Pacific University does not discriminate against individuals with disabilities.

HPU will make reasonable accommodations in its policies, practices and procedures in order to: 1) allow students with disabilities to benefit from the services and facilities offered by the University and 2) employ otherwise qualified individuals with disabilities who are able to do essential tasks of specific jobs. HPU will accommodate known disabilities, unless to do so would impose an undue hardship. This is interpreted to mean significant difficulty (fundamentally altering the nature of the services and facilities provided by the University) or expense.

Eligibility

A. Students

Students who seek support services are required to submit documentation to verify their eligibility. The documentation must be signed by a certified physician or psychologist and include the following: 1) diagnosis of a specific physical or mental (including learning) disability and the precise recommended accommodations that are necessary and 2) reference to evaluation reports that are based upon the guidelines for certification.

B. Employees

Applicants or employees with disabilities are responsible for informing HPU that an accommodation is needed to participate in the application process, to perform the essential job functions or to receive equal benefits and privileges of employment. HPU may request documentation of those functional limitations, for which the accommodation is being requested, from a certified physician or psychologist.

Student Procedures

ALL ADA INQUIRIES SHOULD BE DIRECTED TO THE DISABILITY RESOURCES COORDINATOR.

1. All ADA notifications should be directed to the Disability Resources Coordinator.
2. When a student informs the Coordinator that he/she has a disability and wants accommodations and support services, the Coordinator will explain the requirements for establishing eligibility, which includes a disability declaration request and substantiating documentation.
3. The Disability Disclosure Form with supporting documents must be submitted to request a decision as to the provision of the necessary accommodations to the Coordinator.
4. The Coordinator will review the documents, and approve or amend the accommodations. A letter of accommodations will be prepared and copies will be provided for the student to give to their professors.
5. During the course, students with disabilities are advised to keep the Coordinator informed of their progress.

Student Employees

ALL ADA INQUIRIES SHOULD BE DIRECTED TO THE EEO/AA OFFICER IN THE HUMAN RESOURCES DEPARTMENT

1. All ADA notifications should be directed to the Manager of Employee Relations and Compliance. Applicants or employees with disabilities are responsible for informing HPU that an accommodation is needed to participate in the application process, to perform the essential job functions or to receive equal benefits and privileges of employment.
2. A Request for Accommodation form must be completed and submitted to the Human Resources Department for consideration and approval of the accommodation. HPU may request certified documentation of those functional limitations for which the accommodation is being requested from a certified physician or psychologist.

3. Once an individual with a disability has requested provision of an accommodation, effort will be made to determine an appropriate accommodation and if it is reasonable. The review and analysis may include: job analysis (to determine essential functions and marginal functions), consultation with the disabled individual (to identify potential accommodations) and selection of the accommodation (based on effectiveness, ease of implementation and cost). Each accommodation request is considered on a case-by-case basis.

Tuition and Fees

For updated information on the tuition and fee schedule, go to www.hpu.edu/Business_Office/Tuition_and_Fee_Schedule.html. To help finance and manage your tuition, options include:

- (1) Interest-free monthly payment option through Tuition Management Systems (TMS). For more information or to set up a payment plan, contact TMS by phone, 1-800-722-4867, ext. 825 or online at www.afford.com/hpu.
- (2) Employment opportunities - HPU's Career Services Center assists students with career counseling, job preparation and job searches. In addition, the Center has employment listings for part-time, full-time, cooperative education and internship opportunities. For more information, email csc@hpu.edu or visit www.hpu.edu/csc.

TouchNet (e-billing): TouchNet allows you to receive notifications by email to your HPU Pipeline account when your new billing statement is available. You can also view your recent statement, billing history, current account activity and make credit card or electronic check payments. Tuition bills can only be received via HPU Pipeline. The electronic e-Bill is the official means of generating tuition bills to all HPU students. You will receive a notice in your HPU Pipeline email account when your HPU bill is ready to be viewed online. This statement will detail the amount due (i.e. tuition, fees, housing, books and other campus charges). For more information, visit www.hpu.edu/Business_Office/ebill.html.

To get started, you will need your login (a University-assigned username and password) found on page two of your acceptance letter. You may also authorize a parent or guardian to access your Pipeline account. An email will be sent to the authorized user with a separate password, for instructions to set up eBill for an authorized user(s) visit www.hpu.edu/Business_Office/ebill_setup.html.

Once logged into your HPU Pipeline account, you can: (1) view tuition bills (kept on file for 12 months); (2) view billing and payment history; (3) pay tuition online from a credit card, checking and/or savings account; (4) download and print a copy of the bill for sending check payments via U.S. Mail; (5) forward an email copy of the bill to parents, spouse or others; and (6) set up parents and other authorized payers to view and pay your bills.

Authorized payers can: view student's tuition bill and payment history; pay student's tuition bill from a credit card, checking and/or savings account; and download and print a copy of the student's bill for sending check payments via U.S. Mail.

Benefits and advantages of eBill and webCheck: Convenient and easy to use; free; saves time—no more waiting for the bill in the mail or waiting in line to make a payment; saves money—no more check writing or paying for stamps; private and secure; available 24 hours/seven days a week; provides online history of eBills and e-payments; and allows students to set up an alternate email address.