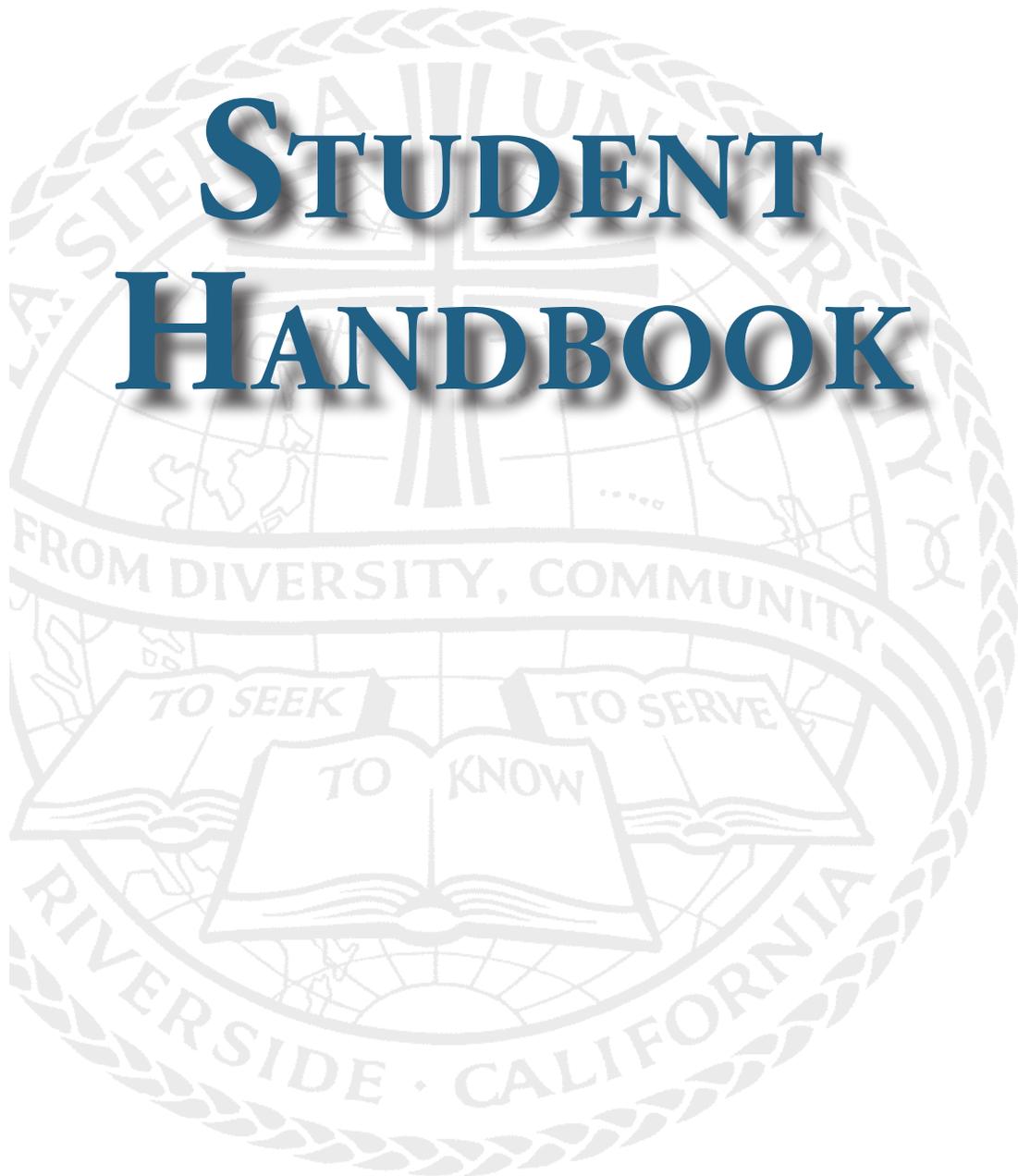


LA SIERRA UNIVERSITY



STUDENT HANDBOOK

Revised
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LA SIERRA UNIVERSITY'S STUDENT HANDBOOK

INTRODUCTION

The policies and information included in this Student Handbook do not constitute a contract in themselves, however, they refer to the expectations and requirements for student and student organization conduct at La Sierra University. While the Student Handbook provides a review of general policies, guidelines and resources, the University reserves the right to add, change or modify its programs, regulations, fees and policies as warranted.

All students are expected to be familiar with the contents of the La Sierra University Student Handbook, University Bulletin, all housing contracts, Guide to Residential Life, and official contracts, forms and notices of the University. All students and student organizations must abide by the policies, rules, and regulations set forth by the University. Failure to be cognizant of policies and procedures outlined therein does not relieve a student or organization from responsibility for such information and does not constitute an excuse in the event a violation of policy or procedure occurs.

Maintenance of the electronic Student Handbook makes possible regular updates throughout the academic year. For the most current version of policies and information, please consult the on-line version at <http://www.lasierra.edu/departments/slife/pdf/handbook.pdf>

HISTORY OF LA SIERRA UNIVERSITY

La Sierra University is a Seventh-day Adventist co-educational institution that began as La Sierra Academy in 1922, on acreage that had been part of an 1846 Mexican land grant known as Rancho La Sierra. It is now part of the city of Riverside. In 1923, with the addition of coursework in preparation for teaching, the school became La Sierra Academy and Normal School. As the offerings continued to grow, it became Southern California Junior College in 1927 and La Sierra College in 1939. Accreditation as a four-year liberal arts college was received in 1946.

In 1967, La Sierra College was merged with Loma Linda University as its College of Arts and Sciences. The School of Education was organized in 1968, followed in 1986 by the School of Business and the Evening Adult Degree Program, and in 1987 by the School of Religion. The Loma Linda and La Sierra campuses of Loma Linda University were reorganized into separate institutions in 1990, and four schools (the College of Arts and Sciences, the School of Education, the School of Business and Management, and the School of Religion) and the Evening Adult Degree Program became La Sierra University.

LA SIERRA UNIVERSITY TODAY

La Sierra University is a Christian coeducational institution located in inland Southern California and is part of the Seventh-day Adventist system of higher education. The University offers graduate and undergraduate curricula in applied and liberal arts and sciences, business and management, religion, and programs for professional education in fulfillment of requirements for teaching credentials.

Intellectual pursuits are facilitated by the University Library, museums, Observatory, Arboretum, Brandstater Gallery, MICOL computing laboratory, Learning Support and Testing Center, Hancock and Stahl Centers, and other campus resources. Physical fitness is encouraged on campus by such activities as intramural and varsity sports, physical education courses, and by three swimming pools, a fitness center, a track, tennis, basketball, and volleyball courts.

The University buildings are on a gentle slope looking eastward over the Riverside valley, with its world-famous citrus and walnut groves and its palm-lined boulevards. The approximately 300 acres owned by the University allow, during the winter months, the snow-clad peaks of the surrounding ranges to be seen rising above the rolling open fields—a view of rare beauty from the campus, truly a scenic part of the Inland Empire.

The convenient access to Southern California's wide range of both participatory and spectator activities enables

the University to offer a multitude of unique cultural and educational experiences appropriate for the responsible student.

ACCREDITATION

La Sierra University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC). The University is also accredited by the Adventist Accrediting Association (AAA), the accrediting association of Seventh-day Adventist schools, colleges, and universities.

The University is a member of the Council for Higher Education Accreditation, the Association of American Colleges and Universities, the National Association of Independent Colleges and Universities, and the Association of Independent California Colleges and Universities. Approval of programs is maintained with the California Commission on Teacher Credentialing. The undergraduate program in Social Work is fully accredited by the Council on Social Work Education, and the music degrees are accredited by the National Association of Schools of Music. Curricula are offered leading to the following degrees: Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Music, Bachelor of Science, Bachelor of Social Work, Master of Arts, Master of Business Administration, Master of Divinity, Master of Pastoral Studies, Specialist in Education, and Doctor of Education.

MISSION STATEMENT

La Sierra University is a diverse community of inquiry, learning, and service, rooted in the Christian gospel. Committed to Seventh-day Adventist values and ideals, its mission is:

- * to seek truth, enlarging human understanding through scholarship;*
- * to know ourselves, broadly educating the whole student;*
- * to serve others, contributing to the good of the global community.*

La Sierra University pursues this mission for God and society with recognized excellence, integrity, compassion, and mutual respect.

AIMS OF THE UNIVERSITY

As a community of learning that is also a community of faith, La Sierra University fulfills its mission by engaging

in three kinds of activity. It educates undergraduate and graduate students; it promotes research in the areas in which it offers instruction; and it contributes to the good of the larger society. The University educates its students through a broad offering of studies in the liberal arts and sciences and in selected professional areas. It promotes research through encouraging and facilitating original investigation, critical reflection, and scholarly publication. It serves its various communities through adult education, resource centers, cultural events, non-technical publications, and professional consultation. Among these varied activities, the University maintains as a vital concern the education of its undergraduate students.

Thus this University does the things most other universities do. But it does these things as the fruition of its Adventist heritage and commitment, even as it welcomes students from all religious and cultural backgrounds. The University's religious orientation provides a perspective for its educational programs and projects, a motivation for its intellectual vitality and rigor, a framework for its moral values and lifestyle, and a basis for its social consciousness and public service. Convinced that God is the author of all truth, the University maintains an atmosphere of freedom and openness for intellectual exploration and expression.

As La Sierra University does its work of teaching, research, and service, it strives to exemplify its ideals of educational comprehensiveness, community interaction, and intellectual excellence. The University intends to address the needs of a wide range of students who are both academically qualified for and genuinely interested in the kind of education it offers. It serves Adventist and other high school graduates and transfer students from all parts of the world.

It serves graduate and professional students within the areas of business, education, religion, and the liberal arts and sciences. It serves adult students whose education has been interrupted and who desire to complete the requirements for a university degree or credential. Meeting the needs of this wide diversity of students requires a corresponding diversity of educational programs and strategies. The University intends, furthermore, to respond to the needs of students and teachers as whole persons. Accordingly, it seeks to challenge the intellect to acquire the knowledge and skills essential to an effective, productive, and satisfying life in the coming decades. It seeks to engage the spirit in establishing fundamental values and attitudes of moral integrity, intellectual curiosity, religious commitment, and social concern. It seeks to nurture a mature sense of personhood through the development of appropriate self-esteem and self-direction as well as signif-

icant interpersonal relationships. And it seeks to enhance the body by encouraging and facilitating lifelong physical well-being.

Believing that all humanity is created in the image of God, the University celebrates the diversity of its students, faculty, and staff with regard to race, national origin, gender, and age. The University recognizes this diversity as a valuable asset in the preparation of all its students for positions of service and leadership in the professions, in business, in government, in the civic community, and in the church.

The University intends to interact vigorously with its multidimensional world—including its founding and sponsoring church, its growing urban community in California's Inland Empire, its neighboring educational institutions, and its wider intellectual and cultural environment in the world of the and twenty-first century.

The University intends to teach its students how to make the world a better place in the future by involving them in making it a better place now. It intends to be, for both its religious and secular publics, a significant influence—a reasoned and relevant, critical and constructive voice; a light on the way to the future; and a source of knowledge and energy for responding to a wide spectrum of human needs.

The University intends to promote intellectual excellence in four complementary ways. It seeks to encourage and enable each student to learn as much as he or she can. It seeks to draw individual students into the ongoing scholarly conversation in their own academic and professional disciplines. It seeks to prepare students both for further education in graduate and professional schools, and for employment in the world they will inhabit in the future. And it seeks to initiate students into a responsible life that is intelligent and informed, unselfish and involved, open and growing.

In its drive toward recognized excellence, the University intends to recruit, support, and nurture teacher-scholars who are distinguished for their intellectual competence and vigor; for the breadth and depth of their educational background; for their continuing involvement in research, reflection, and publication; for their personal integrity and religious commitment; and for their enthusiasm for teaching.

Besides promoting research and publication by both faculty and students, the University intends to develop courses and curricula that will anticipate the future opportunities and needs of its graduates. Although there is room for growth in student enrollment and educational

programs, the University intends to maintain among its students, faculty, and staff a quality of personal relationship that energizes and enriches all of its activities of teaching, research and learning, and service.

STATEMENT OF SHARED VALUES

We, the members of the La Sierra University Community, take pride in ourselves and in our University. To this end, we are committed to upholding the highest standards of ethics, integrity, and professionalism in all that we do. We recognize that excellence in teaching and learning flourishes in an environment where each of us is free to express our ideas in ways that recognize and respect our differences. We are committed to celebrating the rich diversity of all members of the campus community and the community at large.

Therefore, in an effort to attract and retain exceptional students, faculty, staff, administrators, and trustees, who will continue the wonderful tradition of the University, we actively support behavior that is consistent with the values shared by the La Sierra University Community:

Diversity

La Sierra University is committed to building a campus environment which values its diversity among students, faculty, and staff. Diversity encompasses difference in age, color, ethnicity, gender, national origin, disability or handicap, race, religion, socioeconomic background, or unique individual style. This institution is committed to the belief that all persons are valued for their individual characteristics, talents, skills, and contributions to the campus and the community at large.

Honesty

La Sierra promotes an intellectually stimulating environment where all interactions are open, honest and free of bias, where the responsibility for all individuals is to be straightforward and trustworthy.

Respect for Person

The University embraces the rich diversity and culture of its faculty, staff, students, administrators and trustees, including but not limited to their race, ethnicity, gender, religion, ability, and socioeconomic status.

Respect for Property

The University seeks to provide an environment that is safe, one in which individual and institutional property are respected and protected. The University also values the integrity of intellectual work that is creative, resource-

ful and innovative and, therefore, enforces strict policies against plagiarism, cheating and the misuse of traditionally published and/or Internet resources.

Commitment to Achieving Excellence

La Sierra encourages excellence in intellectual, personal, professional, social, physical, and spiritual development while fostering a commitment to excellence in teaching, learning, and all aspects of work.

THE LA SIERRA STUDENT

The La Sierra Student is one, who through the educational process and the unique attitude of the University, values a personal spiritual faith, exhibits a high degree of integrity, shows respect for others, promotes/values physical mental and spiritual well being, and is honorable. The University values the maturation process and places responsibility for behavior with the student. The student in turn is accountable for personal choice. Rather than have students governed by external forces, the University prefers to state values and principles and empower students to make personal choices within this framework. The University celebrates individual uniqueness, ethnic background, religion, and culture. These very factors contribute to a central community representing a microcosm of the world.

The community is composed of students who are sensitive and deal with others with compassion. They are aware that individual choice and behavior affect the community and therefore respect the need for order. In this context, the La Sierra University student is empowered to use judgment in her/his academic, social, physical, and spiritual journey. The “Student Code of Conduct” assists students in providing guidelines that celebrate the community of faith and outline the values of the University. Information concerning the “Student Code of Conduct” may be obtained from the residence hall deans, the Office of Student Life, the Counseling Center, or the Office of Spiritual Life.

COMMUNITY STANDARDS OF CONDUCT AND WELLNESS

As a community of scholarship and faith, we believe it is important that each student develop a living and learning style consistent with the Seventh-day Adventist Christian standards of La Sierra University. These standards help create an environment respectful of individual rights and responsibilities, an environment where all students, are free to pursue academic excellence, and an environment that brings glory to God. To this end, the

La Sierra University student is conscious of and sensitive to Christian values that pertain to human relationships, namely politeness, courtesy, patience, respect, kindness, cleanliness, collaboration, cooperation, and morality.

Failure to comply with the community standards of conduct can result in disciplinary action. La Sierra students are expected to take responsibility for the consequences of their behavior at all times and to cooperate fully within the University’s community standards.

Decorum and Lifestyle

- * Christian decorum assumes that community members deal with one another in a Christ-like manner. Therefore, La Sierra students:
 - * Respect the community by using appropriate language and refrain from cursing and addressing one another in a derogatory or demeaning manner.
 - * Respect the community by refraining from excessive, inappropriate displays of affection or sexual behavior.
 - * Maintain Christian standards when decorating their rooms with wall posters, artistic hangings, or sexually offensive material.
 - * Respect the property of community members and University by refraining from stealing or cheating of any kind.
 - * Respect others and the University by refraining from lying, plagiarizing, misuse of University computers and other fraudulent activities.
 - * Respect others by refraining from using personal computers to demean, threaten, slander, or display material that directly opposes the values of the University.
 - * Respect oneself by living a healthy lifestyle and refraining from the use of alcohol, tobacco, and drugs.

Health, Diet, and Wellness

All students are encouraged to maintain a healthy lifestyle through proper diet, exercise, use of water, outdoor activities, the balance of work and study, and other healthful practices. Because La Sierra University values the health traditions of the Seventh-day Adventist church, a vegetarian diet is served on campus in the cafeteria and at special events. Additionally, no meat, chicken or fish is permitted to be prepared in the residence halls.

In an effort to assist students with personal health and wellness, the University sponsors a wellness program, Well@LSU. This program is available to each student. Students are invited to receive free blood work from Health Services and free fitness evaluations. In addition, students are eligible to participate in fitness classes sponsored by Well@LSU at reduced rates. These are recreational classes and carry no University credit for academic work. All programs sponsored by Well@LSU are open to all students.

Spiritual Development

Spiritual growth is of highest importance to La Sierra University and its students. It is the backbone of the Christian experience. Because this is so, the University offers a variety of spiritual experience designed to nurture spiritual growth, provide service opportunities for leadership, and to share personal journeys of faith.

The university comes together on Thursdays at 11:00 a.m. for corporate worship and fellowship and announced Tuesdays at 11:00 a.m. for University Assemblies.

Other programs, such as Week of Spiritual Emphasis, Rendezvous, and residence hall worships, all contribute to the community of faith. All undergraduate students taking eight units or more are required to attend University Worship. Residence hall students, under 22, are required to attend one worship period per week. It may be chosen from residence hall worships, Rendezvous, or small group worships. Petitions for small groups may be obtained in the office of Residential Life.

Sabbath Observance

The seventh-day Sabbath is regarded with reverence as the sign of God's creative and redeeming power. The Sabbath is celebrated from sundown Friday to sundown Saturday. During this time the La Sierra student is encouraged to enter into an attitude of worship, praise and rejuvenation. Everything about the Sabbath is special when time is given for meditation, Bible study, worship, and relationships with others.

Recreation and Entertainment

"Whatever is true... noble... right... pure... lovely... admirable... excellent... and praiseworthy... think about [and] practice these things. And the God of peace will be with you" (Philippians 4:8-9, NIV). This biblical principle guides the La Sierra student in selecting appropriate forms of recreation and entertainment. This being the case, La Sierra students:

- * Choose movies, videos, DVDs, television, Internet, computer programs, and music that do

not promote violence, nudity, sexually explicit language or behavior, vulgarity, or ideas and behavior not in keeping with Christian principles and values.

- * Clear all social activities, films, and activities both on and off campus through the Office of Student Activities.

- * Are careful to respect the community by participating in activities that are not intrusive, disruptive, or offensive to others.

Community Living

To maintain the academic atmosphere of the campus community, students are expected to conduct themselves in a considerate manner with regard to the rights, obligations and safety needs of others. Accordingly, students are obliged to live in a cooperative manner with other community members.

The University provides trained professional staff to provide assistance to students experiencing temporary emotional crisis or psychological needs. Long-term assistance cannot be expected and must be obtained through local, private resources or community agencies. Students requiring long-term assistance are welcome in the campus community as long as appropriate behavioral expectations are met. Behavior that does not conform to community standards and is a disruption to the community may result in disciplinary action and/or removal from the community.

ACADEMIC LIFE

ACADEMIC AUTHORITY

Within each of the schools of the University, the Office of the Dean is the final authority in all academic matters and is charged with the interpretation and enforcement of academic requirements. Any exceptions or changes in academic requirements, graduation requirements, test schedules, and grades are not valid unless approved by the dean of the school. Any actions taken by individual faculty members in regard to these matters are advisory only and are binding neither on the school nor the University unless approved by the dean. The Provost, as chief academic officer, oversees the implementation of the University's academic mission, insures that the schools maintain acceptable University standards, monitors the uniform application of the university's policies, and is direct supervisor of the University Studies Program and Honors Program.

ACADEMIC INTEGRITY AND HONESTY

Academic honesty is the cornerstone of institutional integrity. Academic dishonesty, on the other hand, is a threat to the intellectual fabric of an academic community and is, perhaps, the most serious violation of trust that can occur in a community of scholars and educators. It is part of the mission of this University to provide its students not only with excellent technical skills that will contribute to the success of each graduate, but also to encourage in each student an appreciation of the importance of high standards of ethical behavior, without which all else will have little or no meaning. The faculty and academic administrators in the University are, therefore, urged to demonstrate clear, strong, and consistent codes of ethics in all aspects of institutional life. It is also legitimate and appropriate to hold the students to the highest standards of behavior in their academic work.

La Sierra University expects high standards of integrity from all members of its community. Applied to the arena of academic performance, these standards preclude all acts of dishonesty—including cheating on assignments or examinations; dishonest conduct; plagiarism; collusion; forgery of signatures or falsification of data; unauthorized access to University files or accounts; and removal, mutilation, or deliberate concealment of materials belonging to the University. Students who commit any offense against academic integrity and honesty may receive from an instructor a failing grade in an assignment or a failing grade in a course, without possibility of withdrawal. The nature of the offense may dictate probation, suspension, dismissal, or permanent expulsion as determined by the dean and the Administrative Committee of the student's school of enrollment.

RESPONSIBILITY OF STUDENTS

It is the responsibility of the students to avoid both dishonest practices and the appearance of dishonesty. Students should make the necessary effort to ensure that their work is not used by other students. They have the responsibility to protect the integrity of their academic work by doing all they can to stop dishonest practices of others.

RESPONSIBILITY OF FACULTY

It is the responsibility of faculty to aid students in developing honest academic habits by reporting all instances of academic dishonesty. Faculty requiring independent work (e.g., take-home tests, research papers, etc.) as part of the student's grade should take appropriate precautions (e.g., teacher-student conferences, examination of research notes, etc.) to ensure that the work represents

the student's own efforts. It is recommended that faculty avoid basing an excessive amount (over 20%) of the student's grade on such work where adequate supervision and controls are not possible.

CODE OF ACADEMIC INTEGRITY AND HONESTY

Academic Integrity and Honesty Reference: Faculty Handbook, Section 4.7 (Edition: 07/01/05)

[The Faculty Senate would like to acknowledge and thank the dean of Students Office of the University of California, Irvine for permission to use material from their publication "Academic Dishonesty: Responsibilities, Definitions, and Procedures."]

- (a) Academic Integrity: La Sierra University expects high standards of integrity from all members of its community. Applied to the arena of academic performance, these standards preclude all acts of dishonesty (see II:4.7.c). The result can be a failing grade in an assignment, a failing grade in a course, without possibility of withdrawal, or suspension or dismissal as determined by the dean.
- (1) Responsibilities of Students: It is the responsibility of the student to avoid both dishonest practices and the appearance of dishonesty. Students should make the necessary effort to ensure that their work is not used by other students. They have the responsibility to protect the integrity of their academic work by doing all they can to stop the dishonest practices of others.
- (2) Responsibilities of Faculty: It is the responsibility of faculty to aid students in developing honest academic habits. It is the teacher's responsibility to ensure that academic dishonesty is not tolerated. Teachers requiring independent work (e.g., take-home tests, research papers, etc.) as part of the student's grade should take appropriate precautions (e.g., teacher-student conferences, examination of research notes, etc.) to ensure that the work represents the student's own efforts. It is recommended that teachers avoid basing an excessive amount (over 20%) of the student's grade on work where adequate supervision and controls are not possible.

It is the responsibility of faculty to report all instances of academic dishonesty. In particular, the instructor of the class in which any act or acts of third degree academic dishonesty occur(s) shall immediately notify the department chair and/or

program director with a description of each act of academic dishonesty and any supporting material. In the case of first or second degree academic dishonesty; the dean of the school and the department chair shall be immediately notified with a description of each act of academic dishonesty and any supporting material.

- (3) Responsibilities of department chair and/or program director: The chair of the department and/or program director shall assure that a report of acts of academic dishonesty in their department is sent to the dean. In the case of third degree academic dishonesty, the department chair and/or program director will consult with the instructor to determine the appropriate penalty within the range of possibilities (a failing grade in the assignment to the reduction of the course grade by one letter grade, without possibility of withdrawal) and a report of the decision together with a description of the acts will be forwarded to the dean.

- (4) Responsibilities of dean: The dean in consultation with the instructor in whose class the act or acts of first or second degree academic dishonesty occurred, shall review the facts of the case. The dean of the school shall interview the student with respect thereto and may invite the vice president for student life to be present. The dean of the school shall also give the student the opportunity to respond in writing to the allegation, or allegations, of academic dishonesty.

If it is determined that the act or acts of first or second degree academic dishonesty are established by substantial evidence, the dean of the school shall impose such sanction as is appropriate under the circumstances and consistent with this Faculty Handbook. The dean of the school may present the finding and the imposed sanction to the dean's Executive Committee. The dean of the school shall maintain a file of the report of and evidence for all acts of academic dishonesty reported within their school that are subject to the terms of this Faculty Handbook. The provost shall be informed of any action with respect thereto.

- (5) Responsibility of provost: The office of the provost will maintain a file on all reports of, and evidence of, academic dishonesty reported within the university.

- (b) Academic Honesty: It is part of the mission of the university to provide its students not only with excellent technical skills that will contribute to their success, but also to encourage in each student an appreciation of the importance of high standards of ethical behavior, without which all academic enterprise will have little or no meaning. The faculty and administration in the university are, therefore, urged to demonstrate clear, strong, and consistent codes of ethics in all aspects of institutional life. It is also legitimate and appropriate to hold students to the highest standards of behavior in their academic work.

- (c) Academic Dishonesty: Because academic honesty is the cornerstone of institutional integrity, academic dishonesty is a threat to the intellectual framework of an academic community and is, therefore, a most serious violation of trust when occurring in a community of scholars and educators. Academic dishonesty shall be defined to include, but shall not be limited to, the following list.

- (1) Cheating

- (i) Copying from others during an examination.

- (ii) Communicating examination answers with another student during an examination or with another student who has yet to take the exam.

- (iii) Offering another's work as one's own.

- (iv) Taking an examination for another student or having someone take an examination for oneself.

- (v) Sharing answers for a take-home examination or homework unless specifically authorized by the instructor.

- (vi) Tampering with an examination after it has been corrected, then returning it for more credit.

- (vii) Using unauthorized materials, prepared answers, written notes or information concealed in a blue book or elsewhere during an examination.

- (viii) Allowing others to do the research and/or writing of an assigned paper (including use of the services of a commercial term-paper company).

- (2) Dishonest Conduct

- (i) Stealing or attempting to steal an examination or answer key.

- (ii) Changing or attempting to change academic records without proper authority.
 - (iii) Submitting substantial portions of the same work for credit in more than one course without consulting all instructors involved.
 - (iv) Intentionally impairing the concentration of other students and/or faculty.
 - (v) Altering enrolment documents after signatures have been obtained.
 - (vi) Forging of signatures on any document.
 - (vii) Providing data known to be false.
 - (viii) Obtaining unauthorized university files or accounts.
- (3) Plagiarism
- (i) Stealing or passing off as one's own, the ideas or words of another person.
 - (ii) Using a creative production without crediting the source.
 - (iii) Failing to give credit for every direct quotation, for paraphrasing or summarizing a work (in whole, or in part, in one's own words), and for information which is not common knowledge.
- (4) Collusion: Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is guilty of academic dishonesty.
- (d) Substantial Evidence: Substantial evidence shall be defined as such evidence that a reasonable mind might accept as adequate to support a conclusion and upon which reasonable persons might rely in the conduct of their day-to-day affairs.
- (e) Categories of Academic Dishonesty
- (1) First Degree Academic Dishonesty: First degree academic dishonesty shall be defined as any act of academic dishonesty that is obviously willful, premeditated, and beyond the impulse of the moment and, as such, warrants the immediate suspension or expulsion from the university of any student committing such an act (e.g., stealing exams; wrongfully altering grades on official records; sitting for an examination for another student, or having another person sit for the examination of any student; the purchase of term papers).
 - (2) Second Degree Academic Dishonesty: Second degree academic dishonesty shall be defined as any act of academic dishonesty that is willful or premeditated but not wantonly so, and where the magnitude of such an act does not warrant the suspension or expulsion of the student from the university. The committing of such an act (e.g. cheating on major assignments or examinations, using cheat sheets or other unauthorized materials, plagiarizing on major assignments) shall result in an F in a course, without possibility of withdrawal.
 - (3) Third Degree Academic Dishonesty: Third degree academic dishonesty shall be defined as any act of academic dishonesty that is not premeditated but apparently an impulse of the moment (e.g. copying homework, looking on a neighbor's exam or receiving unauthorized aid during an exam, knowingly and willingly permitting or assisting others to copy from one's exam or other assigned work). The first occurrence of such an act could result in penalties ranging from a failing grade in the assignment to the reduction of the course grade by one letter grade, without possibility of withdrawal.
- (f) Consequences of Academic Dishonesty.
- (1) Probation for Second or Third Degree Academic Dishonesty: Where it has been determined by substantial evidence that a student has been involved in a first act of second degree academic dishonesty or a second act of third degree academic dishonesty, the student shall receive an F in the course wherein such act of academic dishonesty occurred, and the student shall be placed on probation by the dean of the school. The student remains on probation for academic dishonesty for the remainder of their academic career at the university.
 - (2) Dismissal or Expulsion for Academic Dishonesty: Where there has been an act of first degree academic dishonesty, or an act of academic dishonesty by a student on probation for academic dishonesty, the student shall be dismissed from the university for a period of at least one quarter; or if so warranted by the circumstance, may be permanently expelled from the university. In either case, the Office of Admissions is so notified.

STUDENT ACADEMIC APPEALS

A student who believes that he or she has been academically unfairly treated or disciplined may enter into an academic appeal process as set forth below.

(a) General Considerations

- (1) An academic decision is one regarding such things as a grade on an assignment or in a course; academic standing; or eligibility to participate in an academic program or to receive an academic honor, certificate, or degree.
- (2) An academic decision may be posted in several ways, e.g., the return of a graded assignment or exam, the response to a request for variance, the posting of course grades on the university website, or the delivery of a certified letter.
- (1) The appeal of an academic decision must claim one or more of the following or similar reasons for the alteration of an academic decision:
 - (i) The decision rests on an inaccurate factual claim.
 - (ii) The decision rests on a misinterpretation of a university policy.
 - (iii) The decision rests on an inconsistent application of a university policy.
 - (iv) The decision flows appropriately from a general university policy, but there is good reason in the particular case in question to grant an exception to this policy.
- (2) Where an appeal claims a factual inaccuracy or challenges the interpretation or application of a university policy, it is the responsibility of the student to demonstrate that the decision was clearly in error or that the entity that made the decision abused its discretion. It is also the responsibility of the student to comply fully with all aspects of the appeals process, including providing information in a timely fashion as requested by each entity hearing an appeal.
- (3) A student who wishes to appeal an academic decision must do so within fifteen school days (defined as the days within academic terms) after the decision is posted. The appeal must be in writing and should note which specific reason(s), as outlined in (2) above, the student claims in support of the appeal for an alteration of the earlier decision. The student should attach all available supporting documentation and should,

if appropriate, identify persons who can provide evidence relevant to the appeal.

- (b) Steps for appealing a decision initially made by an instructor regarding a particular course:
 - (1) Step One: The student shall first discuss the decision with the instructor in an informal conference immediately after its occurrence but no later than fifteen school days after the decision is posted.
 - (2) Step Two: If the student is dissatisfied with the results of Step One, he or she may submit a written appeal to the department chair and/or program director whose department and/or program offers the particular course within fifteen school days of the conference accomplished in Step One. The department chair and/or program director in consultation with the instructor shall reply in writing within fifteen school days of receipt of the written appeal and shall state and affirm the decision, modify the decision, or overturn the decision based on information received subsequent to the conference. This reply will be reported to all persons currently involved—the student and the instructor—and will be filed in the permanent files of the department and/or program.
 - (3) Step Three: If the student is dissatisfied with the results of Step Two, he or she may submit a written appeal of the decision from Step Two within fifteen school days of receipt of the written decision of Step Two to the next higher authority as follows. If the department or program from Step Two is housed within a school, the next higher authority is the dean of the school. If the program from Step Two is not housed within a school (e.g., University Studies or Honors Program), the next higher authority is the Office of the Provost. The dean or the Office of the Provost must consider the student's claims carefully. When the interests of justice so require, the dean or the Office of the Provost may decide to convene an appeal panel to review the appeal and report on its merit.
 - (i) If a panel is convened, the panel will comprise three faculty members: one chosen by the student, one chosen by the instructor, and one—who will function as the panel chair—chosen by the dean or the Office of the Provost. The appeal shall be considered at a meeting of the appointed panel. This shall be commenced

within fifteen school days following receipt of the appeal by the dean or Office of the Provost. The panel shall report to the dean or the Office of the Provost within fifteen school days of its initial meeting. The dean or the Office of the Provost shall reply to the student in writing within fifteen school days of receiving the panel's report and shall state the decision of Step Two and affirm, modify, or overturn the decision.

- (ii) If a panel is not convened, the dean or the Office of the Provost shall reply in writing within fifteen school days of receiving the appeal and shall state the decision of Step Two and affirm, modify, or overturn the decision.

The decision of the dean or the Office of the Provost is final. The reply generated in (i) or (ii) above will be reported to all persons currently involved—the student, the instructor, the department chair and/or program director, the dean, the dean's Executive Committee, and, if convened, the panel members. The reply must also be reported to other campus entities as appropriate (e.g., the Office of the Registrar, the Office of Admissions, and the Office of Student Life). This reply will be filed in the permanent files of the department and/or program and the office of the dean or the Office of the Provost.

- (c) Steps for appealing a decision initially made within the office of the dean of a school:
 - (1) Step One: The student shall first discuss the grievance decision with the dean in an informal conference immediately after its occurrence but no later than fifteen school days after the decision is posted.
 - (2) Step Two: If the student is dissatisfied with the results of Step One, he or she may submit a written appeal to the Office of the Provost within fifteen school days of the conference, accomplished in Step One. The Office of the Provost must consider the student's claims carefully. When the interests of justice so require, the Office of the Provost may decide to convene an appeal panel to review the appeal and report on its merit.
 - (i) If a panel is convened, the panel will comprise three faculty members: one chosen by the student, one chosen by the dean, and one—who will function as the panel chair—chosen by the Office of the Provost. The appeal shall be con-

sidered at a meeting of the appointed panel. This shall be commenced within fifteen school days following receipt of the appeal by the Office of the Provost. The panel shall report to the Office of the Provost within fifteen school days of its initial meeting. The Office of the Provost shall reply to the student in writing within fifteen school days of the receipt of the panel's report and shall state the decision of Step One and affirm, modify, or overturn the decision.

- (ii) If a panel is not convened, the Office of the Provost shall reply in writing within fifteen school days of the receipt of the appeal and shall state the decision of Step One and affirm, modify, or overturn the decision. The decision of the Office of the Provost is final. The reply generated in (i) or (ii) above, will be reported to all persons currently involved—the student, the dean, the dean's Executive Committee, and, if convened, the panel members. The reply must also be reported to other campus entities as appropriate (e.g., the Office of the Registrar, the Office of Admissions, and the Office of Student Life). This reply will be filed in the permanent files of the offices of the dean and the Office of the Provost.

ACADEMIC PROGRAMS

Adventist Colleges Abroad (ACA)

Adventist Colleges Abroad (ACA) is a consortium of Seventh-day Adventist colleges and universities in North America, which grew out of the Year-Abroad program begun by then La Sierra College, in 1961. It provides qualified students opportunities for study overseas while completing the requirements of their major programs at their home colleges. The program allows students to immerse themselves in the culture and life of the host country and to become conversant in the language. In addition, students participate in on-site guided field trips of geographic, historic or economic significance. As a result of their experiences abroad, many students have been inspired to return to these countries in positions of service. This program is open to all students, regardless of their major.

ACADEMIC ADVISING

The Academic Advising Program provides guidance from the moment a student enters La Sierra University. Every student will be assigned an academic advisor in her or his field of interest. Advisors not only offer direction in the choice of classes, but also insight into the nature and

importance of a university education. Advisors help to plan students' academic programs on the basis of their backgrounds, abilities, interests, and goals. Iris Landa, Director. (951) 785-2217

ACADEMIC PROGRESS

Acceptable Academic Progress

For the undergraduate student acceptable academic progress is considered to be the removal of all remedial requirements with a grade of C (2.00) or above during the 12 calendar months following initial enrollment, the maintenance of both a cumulative grade point average and a La Sierra University cumulative grade point average of C (2.00) or better and a term grade point average of at least 1.00, and the completion satisfactorily of all requirements for a bachelor's degree within eight years.

Consequences of Failure to Make Acceptable Academic Progress

An undergraduate student failing to make acceptable academic progress is subject to restrictions (as determined by the Dean of his or her School or College) on enrollment status and University-related activities as follows:

Academic Warning: A student whose cumulative and LSU grade point average (GPA) remains at 2.00 or higher but whose quarter grade point average falls between 1.00 and 1.99, is placed on academic warning and will receive a letter indicating this status. Students in this category are considered to be in regular standing.

Academic Probation: A student whose cumulative and/or LSU grade point average falls below 2.00 or whose term quarter grade point average falls below 1.00, is placed on Academic Probation the next quarter. A student on Academic Probation is subject to a restricted course load, and to restrictions on participation in university activities requiring off-campus travel (musical, dramatic, athletic, recruiting, etc.), and is expected to work with university entities (Learning Center, advisors, counseling, etc.) who can supplement the educational experience in order to improve the student's academic performance. A student may not be on Academic Probation for more than one quarter, consecutively.

Critical Academic Probation: A student on Academic Probation who fails to raise his/he cumulative and LSU grade point average to 2.00 or above, or who earns a quarter grade point average below 1.00 is placed on Critical Academic Probation with restrictions on course load, on participation in university activities requiring off-campus travel, and on time devoted to work and other personal non-academic activities. The student

will have a contract with the dean stipulating a working relation with university entities (Learning Center, advisors, counseling, etc.) who can supplement the educational experience in order to improve their academic performance. A new or transfer student designated as Provisional (One Quarter Basis) is considered to be on Critical Academic Probation.

Academic Disqualification: A student on Critical Academic Probation who does not raise his/her cumulative and LSU grade point average to 2.00 or above, or who earns a quarter grade point average below 1.00 during the quarter of Critical Academic Probation, or a student admitted as Provisional (One Quarter Basis) who fails to fulfill his/her admission contract is placed on Academic Disqualification. The Office of Admissions is so notified. The student is not permitted to register for further coursework at the University without readmission. A student on Academic Disqualification wishing to return to LSU must show evidence of academic improvement by taking at least 24 quarter units of transferable college coursework from another institution of higher learning, earning a C (2.00) or better in each course making up the 24 units, raising his/her cumulative grade point average to 2.00 or above, and completing any remedial requirements in English and/or mathematics.

A student who has fulfilled the expectations above may reapply for readmission through the Office of Admissions. Non-degree status at La Sierra University is not available during this time of disqualification. A student who is Academically Disqualified for a second time will not be readmitted to the university.

AMERICAN EXPERIENCE AND LANGUAGE PROGRAM

The Intensive American Experience and Language Program offered from mid-June to mid-July enables the international student with limited English to work toward the proficiency level necessary to pursue regular university classes. The program, as well as the credit-bearing English as a Second Language courses, runs throughout the school year to prepare students for full university standing.

ARCHAEOLOGICAL EXCAVATIONS

La Sierra University, in a consortium arrangement with other educational institutions, sponsors archaeological excavations in the Middle East. For many years it was associated with the project at Caesarea Maritima. Since 1993 it has also been a part of the Madaba Plains Project in Jordan. Participating students may earn either undergraduate or graduate credit for the course Fieldwork in

Middle East Archaeology. Inquire at the Office of the President for more information.

COMMUNITY SERVICE

La Sierra University offers students a variety of outreach programs through our Spiritual Life Office. Students seeking the blessing of service can participate in community mission projects organized through our short-term mission office. In addition, our Service Learning Office offers service through our affiliation with numerous organizations serving the community. The considerable number of Seventh-day Adventist churches in the area enable students to gain experience serving large and small congregations.

COMPUTING FACILITIES

La Sierra University has comprehensive, state-of-the-art, student-oriented computing facilities. The hub of the University's computing facilities is Ambs Hall, which houses the general purpose Microcomputer Lab and all major University servers. Ambs Hall also houses the main connections to the campus high speed fiber-optic backbone which delivers local network connectivity, as well as connections to the Internet, to each building on campus. Various entities, such as The School of Business, and the departments of Physics and Psychology, have specialized computer labs available to faculty and students.

University servers: The office of Computer Information Services operates Sun Enterprise servers as well as a number of Novell NetWare and Microsoft NT Servers. These Machines are used for e-mail services, world wide web and file servers on campus. A Sun Enterprise 3500 server is used to manage the institution-wide database. These computers are available to all who require access to them, 24 hours a day, through any computer on campus.

Computer laboratory: This student centered, student operated computer lab provides general purpose computer resources, offers on-site assistance to its users, and supports computer-intensive classes. This lab is equipped with both PCs and Macintoshes. Both the PCs and Macintoshes provide users with the latest software, access to on-campus resources and Internet access. Printing and scanning services are also provided and include ink-jet, laser and color printers.

Software: General purpose word-processing, spreadsheet, desktop/graphic design, and Internet software packages are available at the Computer Lab. Programming languages/development tools, statistical software, computer conferencing, and e-mail are available throughout the campus.

Fiber-optic network: The University has deployed a high speed fiber-optic backbone to each building on campus. This high-speed backbone connects all computers on campus to the University Servers and to the Internet.

Residence hall network: Students residing in any residence hall on campus have access to the campus wide network from their rooms. One Ethernet network connection is provided per person and allows a personal computer to attach to the university servers and to the Internet.

ENROLLMENT STATUS

Full-time Status

An undergraduate student carrying 12 or more units per quarter is considered to be a full-time student. A graduate student carrying 8 units or more is considered a full-time student.

Part-time Status

Fractions of a load for part-time students (1/4, 1/2, 3/4) are based on 12 quarter units for undergraduate students and on 8 units for graduate students.

Non-degree Status

Though for the undergraduate student there is currently no limit to the number of courses that may be taken as a non-degree student, such courses do not guarantee acceptance into a degree or preprofessional program, nor is there a guarantee that these courses will transfer into any type of program if the student is admitted therein. Non-degree status will be reflected on the transcript. This status is not available to a former student who has been denied readmission.

Student Teacher

The directed teaching experience is considered a full academic load. A student will be allowed to take an additional course only in exceptional cases and by permission of the coordinator of student teaching.

Clock Hours

A person not enrolled in regular classes but occupied in self-study projects (such as research, dissertation, thesis, externship, internship, clerkship, field project, or in classes carrying 0 units of academic credit) is classified as a student by filing a validation form in the Office of the Registrar every quarter at registration. The academic work load is counted as follows: full load is a minimum of 36 clock hours/week; three-quarter load is a minimum of 27 clock hours/week; one-half load is a minimum of 18

clock hours/week; one-quarter load is a minimum of 9 clock hours/week.

CLASS STANDING

Undergraduate students in the University are accorded class standing on the basis of the amount of coursework completed as follows:

Freshman less than 44 units

Sophomore 44-87 units

Junior 88-135 units

Senior 136 or more units

HANCOCK CENTER FOR YOUTH AND FAMILY MINISTRY

The John Hancock Center for Youth and Family Ministry, located behind the Bookstore and below the Dining Commons, provides help and information to Christian pastors throughout North America and abroad on the subjects of youth and family ministry. Services include research, workshops and educational programs for pastors and teachers, as well as an annual lecture and symposium each spring. (951) 785-2091 | www.lasierra.edu/hcyfm

HONORS PROGRAM

The University Honors Program serves undergraduates of outstanding intellectual and creative ability in all schools of the University. It is a learning community centered around a program of general studies and culminating in a senior original scholarship project. Students who satisfactorily complete the University Honors Program of general studies, the honors scholarship project, and have a cumulative GPA of 3.50 will have the designation "University Honors Program" added to their diplomas. For more information, see "University Honors Program" in the Undergraduate Programs section of the University Bulletin.

LEARNING SUPPORT & TESTING CENTER

Located in lower La Sierra Hall, the Learning Support and Testing Center offers small-group study rooms, group and individual tutoring in many basic subject areas, computer tutorials, speed reading programs, video and text review of major professional tests, study skills assistance, diagnostic testing and advocacy for specific learning disabilities, and more. La Sierra students can receive free tutoring in a wide range of basic courses.

Hours: Mon.-Thurs. 8 a.m.–9 p.m., Fri. 8 a.m. to 12 noon. (951) 785-2453 | www.lasierra.edu/lstc

LIBRARY

The La Sierra University Library has more than 206,000 volumes in its book collections, plus about 48,000 bound journal volumes representing more than 1,200 currently received journal titles. Extensive microfilm and microfiche collections augment the printed resources of the Library and extend the total holdings to more than 650,000 volumes. The Library's online databases and indexes provide full-text access to more than 17,400 full-text periodical titles. Special collections held by the Library include resources in the Library Heritage Room and Ellen G. White Study Center pertaining to the history of Adventism. A particular strength of the Heritage Room is its collection of educational materials which cover the origin and development of the Seventh-day Adventist education system. The William M. Landeen Collection on the History of Christianity contains materials related to the Protestant Reformation.

The Library's reference and circulation staffs and interlibrary loan services are able to assist faculty and students in locating needed information for study or research purposes. On-line computer and CD ROM databases are used to facilitate rapid location of information sources. For those instances when needed resources are outside the Library, computer and fax networks link the Library to area and distant libraries. The Library's membership in the Center for Research Libraries puts an extensive collection of primary research materials within easy access.

RESEARCH OPPORTUNITIES

Students at La Sierra University have many opportunities to participate in the research experience since student research is an integral part of the University's prestigious Honors Program as well as an important part of the educational mission of most programs on campus. Because many of the faculty at La Sierra University are committed to involving undergraduate students in their research and scholarly activities at a variety of levels from introductory to cutting edge, some students become full, active participants in a faculty research program. Other students embark on investigations of their own design under the careful supervision of a faculty mentor. On campus, students are encouraged to present the results of their research in a variety of forums, including departmental seminars and research conferences as well as the annual Research Recognition Day and Senior Honors Presentations each spring. Our students also make presentations at undergraduate research conferences, and at regional and national professional conferences, and

author or co-author papers in refereed professional journals.

UNIVERSITY BULLETIN

The La Sierra University Bulletin is published each year, and includes information on admissions, scholarships and other financial aid, student life, academic programs and course offerings. For your convenience, the Bulletin is available for easier review and downloading at <http://www.lasierra.edu/academics/>.

UNIVERSITY STUDY TOURS

Each year, various La Sierra academic departments or centers (usually of the College of Arts and Sciences, the School of Religion, and the Stahl Center) sponsor summer tours. Academic credit is available. Destinations include South Africa, South America, and the Middle East. Some of the most popular tours include Costa Rica, Paris, Peru (including several days in the Galapagos Islands), Israel, Greece, and Italy.

CAMPUS LIFE

ALUMNI ASSOCIATION

The Alumni Association welcomes all former students of La Sierra University. There are no membership fees. Alumni have access to collections of yearbooks, student newspapers, alumni-authored books, and CDs by alumni artists. These are housed at the Alumni Center on Pierce Street. In addition, the Alumni Center is available for social occasions such as wedding receptions, graduation parties, and meetings of all kinds.

Alumni stay connected via the alumni web site and the alumni magazine La Sierra Today. Alumni are invited to off-campus gatherings hosted by university administrators and faculty as they travel to locations around the world.

The Alumni Association strives for a positive working relationship between alumni and the University. It facilitates opportunities for former students to support their alma mater through gifts of time, professional expertise, financial means, and their good word. (951) 785-2LSU

ARBORETUM

In 1979, the trees on campus were surveyed and classified. When the extent of the campus tree collection was determined, it was decided to catalogue the finest specimen of each species. This led to the preparation of a map showing the location of each tree, and name tags were put on the trees listing both the popular and scientific names.

With more than 100 different species on campus, a proclamation was issued in February, 1980, officially naming the campus an arboretum. Since that time thousands of visitors have come to the campus to study and enjoy the beauty of the tree collection. The University is frequently the site of visits by botany classes from schools throughout the area. For further information regarding the Arboretum. (951) 785-2209.

ATHLETICS

The Athletics department is currently a provisional member of the National Collegiate Athletic Association, Division III. At present, teams are available in Men's and Women's Basketball, Men's and Women's Tennis, and Women's Volleyball, Golf, Softball and Baseball, with plans for adding additional sports. These teams play an intercollegiate schedule, mainly with colleges and universities in the southern California area. Student Life and the HESA Department offer a variety of intramural sports, including flag ball, basketball, softball, and volleyball. In addition, the campus offers a variety of exercise options including three swimming pools, tennis, basketball, and volleyball courts, a running track, and a fitness center. (951) 785-2295 | www.lasierra.edu/athletics

BOOKSTORE

The University Bookstore, located in the Brickyard below the Dining Commons, sells all academic texts, workbooks, etc., used during a given quarter. In addition, the Bookstore offers contemporary books, cards, materials, gifts, souvenirs, and other supplies. Hours are Mon. - Thurs. 8-5, Fri. 8-12. (951) 785-2196 | www.lasierra.edu/bookstore

BRANDSTATER GALLERY

The Brandstater Gallery is part of the University's Visual Art Center constructed in 1984. It exists today due to a generous donation from the children of Roy and Frances Brandstater honoring the memory of their parents. The gallery provides the University family and community an opportunity to interact with art by contemporary artists, thus making an important contribution to the cultural life on campus and in western Riverside and San Bernardino counties. In addition, the gallery hosts an outstanding chamber music series which regularly features professional musicians performing in this intimate setting. During the academic year, a full schedule of exhibitions and chamber music is available for the students and community. For further information contact the Gallery Director at (951) 785-2959.

CAMPUS SAFETY & SECURITY

The Campus Safety & Security Department safeguards the campus community, which includes property and the integrity of all the facilities. Its responsibilities include fire prevention and detection, traffic control, and the maintenance of campus peace and order. Security performs multiple functions on University property, such as:

- * Patrolling the campus 24 hours a day in cars, carts, on bicycles, and on foot
- * Answering calls for assistance and emergencies
- * Preparing incident and traffic collision reports
- * Reporting crimes and other emergencies
- * Controlling traffic and parking
- * Providing registration for vehicles and bicycles
- * Providing escort services
- * Assisting with student conduct issues
- * Coordinating the Air Quality Management District rideshare program

If a security officer requests identifying information of a student, the student is expected to cooperate. All persons coming and going after closing time are routinely checked. Every student is encouraged to regard the University Security as a service organization, provided to be of help to the campus community. University Security is committed to dealing with each student in a pleasant, helpful and friendly manner. The residence hall deans, the director of security, the dean of students, or the vice president of student life will receive any complaints from students. Permits for vehicle and bicycle registration, as well as handouts outlining the University rules and regulations, are available in the Campus Safety and Security Office (located in Calkins Hall). (951) 785-2222 | www.lasierra.edu/security

CAREER PLANNING AND PLACEMENT SERVICES

The Career Planning and Placement Services office (CPPS) provides La Sierra University students, faculty, staff, and alumni with information and resources necessary to set and achieve their career goals. The CPPS offers access to a career library, career counseling and seminars, vocational testing, and job search support. Additionally, CPPS provides placement files and job-posting service for students. Services are not provided to the general public. (951) 785-2100 | www.lasierra.edu/careers

COMMON GROUND

The Common Ground garden was established as a memorial to the son of a faculty member, and won a 1993 First Place Beautification Award from the Greater Riverside Chambers of Commerce. The garden and pond was constructed with funds contributed jointly by students, alumni, faculty and staff, and the University, and serves as a peaceful place for visitors, students, or others to talk or meditate. It is located between the Administration Building and Calkins Hall.

COUNSELING CENTER

The Counseling Center provides free service to students who desire help from professional counselors. The service, which is free and is on a voluntary basis, is designed to deal with a wide range of educational, vocational, pre-marital, substance use, or other personal issues. Counseling is conducted in the strictest confidence. (951) 785-2011 | www.lasierra.edu/counseling

CLUBS AND ORGANIZATIONS

At La Sierra there are numerous clubs, organizations, and programs demonstrating the breadth of student interests in career and business areas, social issues, religious, athletics, and much more. Below is a sample of some of the university's most popular and active organizations. For more information on student clubs and organizations or on how to start a club, contact the Office of Student Activities (OSA) (by the Bookstore). (951) 785-2383 | www.lasierra.edu/osa

Academic Clubs

Chemistry Club

Club Ed

History Club

Math and Computer Club

Physics Club

Pre-Dent Society

Pre-Law Club

Pre-Med Society

Pre-Pharmacy Student Association (PPSA)

Social Work Club

Cultural Clubs

African Student Association (ASA)

Asian Cultural Society (ACS)

Black Student Association (BSA)

Chinese Club

Cultural Expressions

Island Roots

Jamaican Club

Middle Eastern Student Association (MESA)

Honor Societies

Gamma Tau

Psi Chi

Tri-Beta: Phi Omega Chapter

Ministries

Hispanic Ministries

Homebase

Ministers in Motion (M&M)

SMILE (Student Missions)

The Set Up

Third Floor Ministries

Special Interest Clubs

Art Club

Class of 2005

Club 4 Real

Club Towers

Entrepreneurs Club

Flying Eagles

Health, Exercise Science & Athletics (HESA)

LSU Club Triathlon Team

Promoting Healthy Attitudes in Individuals
and Relationships (PHAIR)

Recreation and Social Club (RSC)

Student Association of La Sierra University
(SALSU)

Students in Free Enterprise (SIFE)

Women of Worth (WOW)

and much more...

DINING COMMONS

The University cafeteria, located in the Dining Commons, offers a variety of vegetarian items for breakfast, lunch, and dinner. In addition to daily and weekly specials, the Dining Commons host several theme events each month. The Dining Commons also provides items for special requests or diets, as well as all types of catering services, from simple to extraordinary. Please see the Dining Commons director for more information. (951) 785-2138 | www.lasierra.edu/cafeteria

EAGLE CRY

Eagle Cry is an informational newsletter printed and distributed for joint University Worship during the school year. Publication deadline is noon, Tuesdays before joint worship. Send your information to pr@lasierra.edu or call 951-785-2001.

EAGLE'S NEST

The Eagle's Nest Café is an "oasis" snack shop with a coffee house atmosphere, adjacent to the Dining Commons. The Eagle's Nest sells hot and cold beverages along with dessert items. The Eagle's Nest is the location for student music heard at Tuesday Tunes. The Eagle's Nest is open from 9-11 am, 2:30-5 p.m., 6:30-11 p.m.. Mon.-Thurs., Fri. 9-11 am, and Sun. 8-11:30 p.m.. (hours subject to change). (951) 785-2289

EMPLOYMENT

Student Employment Policies

Students employed by La Sierra University are an extension of the University's mission and image. Student employees are expected to demonstrate good judgment, ethical personal behavior, common sense, honesty, and the high moral standards of conduct and lifestyle expected of a Seventh-day Adventist institution at all times.

Because La Sierra University is a Seventh-day Adventist institution, personal appearance and attitude are important aspects of an employee's overall effectiveness and contributes to reflect on the University's high standards. Student employees must consult with their supervisor about appropriate dress, behavior, and etiquette expected while they are employed.

Student Employee Grievances

Student employees working on campus, who feel they have been treated unfairly, are encouraged to try and resolve their problems directly with their employers. If such efforts are unsuccessful, and if they meet certain eligibility standards, they may file a student employee grievance.

ance. For further information on the grievance procedure contact the Office of Student Life.

FIRE DRILLS

All campus buildings and residence halls are required to have periodic fire drills. When the alarm sounds, the law requires that the building be evacuated immediately. Follow the evacuation procedures posted in each room.

FITNESS CENTER

Located in the Alumni Pavilion (gym) is La Sierra's Fitness Center. This 4,500 square foot facility contains four Quinton treadmills, four Tectrix bicycles and four steppers, 19 individualized weight stations, and a complete free weight area including six Olympic benches, six dumbbell benches, rubberized dumbbells and other stations. (Other university fitness facilities include tennis courts, a track, a softball field, a gym, and three pools.) Free to students, faculty and staff, the Fitness Center is open Mon.-Thurs. 6 a.m.–10 p.m., Fri. 6 a.m. to one hour before sunset; Sat. one hour after sunset to 11 p.m., and Sun. 12 noon to 10 p.m. (951) 785-2514

GUEST ACCOMMODATIONS

Based on availability, Residential Life provides a limited number of reasonably priced guest rooms. For more information, contact Angwin Hall (x2025), Calkins Hall (x2212) or Sierra Towers (x2229). For a list of area accommodations, visit http://www.lasierra.edu/departments/slife/parents/area_motels.htm

HEALTH SERVICES

The University's Health Services Center provides La Sierra students with quality on-campus health care by professional medical and health care staff. Services include, but are not limited to, physician visit, physical examination, women's health, health education/counseling, selected prescription and over-the-counter medications, referrals, community services, etc. (951) 785-2222 | www.lasierra.edu/health

Pre-matriculation entrance requirements include:

- * Complete physical examination and medical history on file at the Student Health Service.
- * Recent TB skin test.
- * Up-to-date immunization records, which include: Hepatitis B series, MMR, and Td within 10 years.

INTERNATIONAL STUDENTS

The Office of International Student Services provides a solid foundation for La Sierra's commitment to international education, assisting individuals from more than 70 countries. Located within the Office of Student Life, the services offered include the issuance of visa application forms and assistance in the following areas of international student life: maintenance of visa status, adapting to new customs and culture, housing, and employment authorization. Besides these formal functions, the office serves as a referral source for many of the informal daily needs and activities of international student's lives, sponsors the International Student Association, and publishes a monthly newsletter. Our staff works closely with Enrollment Services, Admissions, Residential Life, Housing, and to help international students integrate into the campus community. (951) 785-2237 | www.lasierra.edu/international

INTRAMURALS

La Sierra University believes that leisure physical activity and enjoyment are vital to a person's total well-being. Based upon this belief, the intramural program provides a broad and diversified program of recreational sport activities for the University's students, faculty, and staff. Students at LSU have opportunities for participation in over a dozen intramural activities, and if that is not sufficient recreational opportunity, there is also recreational swimming, weight lifting, and fitness activities.

MICOL

The Micro-computing Lab, or MICOL, is located in Ambs Hall. It is a comprehensive, state-of-the-art, student-oriented computing facility. It offers both PCs and MACs, and a variety of software ranging from graphic design to business to music. (951) 785-2333 | www.lasierra.edu/micol

OBSERVATORY

The University's observatory is located high on the hill at the back of campus, overlooking the western Riverside valley. It houses a 16-inch Cassegrainian reflector telescope, and is open for public star gazing on a monthly basis and for special occasions. It is operated by the Physics Department and other volunteer staff. For more information, call Public Relations at (951) 785-2001.

OFF-CAMPUS STUDENT HOUSING

La Sierra University recognizes the change in student population trends resulting in alternative housing needs for its students. In response to these needs, the University

provides a variety of housing options for students. Options include: Apartments (1-3 bedrooms), Duplexes (1-2 bedrooms), Cottages (1 bedroom), and Houses (2-4 bedrooms). All are located within walking distance of the University's main campus. Availability is extremely limited, with waiting lists almost always in place.

In addition, when campus housing is full, the Off-Campus Student Housing office supplies students with contact, availability, and pricing information for apartment complexes near the campus but not owned or operated by the University. This information is provided as a service to students and should not be taken as an endorsement by University Administration for said properties. The Off-Campus Housing department is located in the Administration building in the office of Financial Administration. (951) 785-2511

OFFICE OF STUDENT ACTIVITIES (OSA)

OSA, Office of Student Activities, is a department of Student Life. Their focus is to provide students with opportunities for entertainment, provide ways to be "plugged in" on campus, and to basically create an active environment through Christian fellowship on the La Sierra Campus. They also help in facilitating student groups and their growth through activities. (951) 785-2383 | www.lasierra.edu/osa

RECREATION

At La Sierra University physical fitness is promoted by various recreational activities, such as intramural and varsity sports. The location of La Sierra University is a real advantage to physical education classes, too, which have not only campus activity areas such as lighted tennis courts, a track and fields, three pools (including an Olympic pool) and other facilities which can be used almost every day of the year, but nearby are mountains (with hiking/camping/winter skiing), deserts (rock climbing/wilderness survival), and beaches and lakes (scuba/sailing/etc.).

RESIDENTIAL LIFE

The Residential Life Program provides a positive, safe, clean living/learning environment for our students, and is staffed by trained professional and paraprofessional personnel. The staff act as teachers, mentors, and role models to foster principles of effective communication, ethical behavior, sense of community, and service for all resident students.

The campus has five residence halls. Women students live in Angwin Hall and Calkins Hall. Men students

live in Sierra Towers. South Hall is for students who are enrolled in the Honor's Program. Gladwyn Hall currently houses graduate students. Because of limited space, students wishing on campus housing should apply early in the summer and pay the \$100.00 room deposit.

The Department of Residential Life also sponsors the Resident Assistant Program. This program looks for dependable, ambitious, and sincere men and women to work as Resident Assistants. A RA is a peer-level academic advisor, informal counselor, program facilitator, disciplinarian, and friend to the residents on his or her hall. They are the day-to-day contact person and the key to success of the Residential Life program. Contact a residence hall dean to inquire about the application process to become a Resident Assistant. (951) 785-2050 | www.lasierra.edu/residential

STAHL CENTER FOR WORLD SERVICE

The Ana and Fernando Stahl Center for World Service, located in La Sierra Hall, promotes student world service, sponsors service research and events, hosts service lectures, and acquires service collections. Widely known for creating Global Village '92, other service projects have included Global Quilting/Global Peace Making, and inaugurating the Path of the Just on campus. (951) 785-2999

STUDENT ASSOCIATION OF LA SIERRA UNIVERSITY (SALSU)

The Student Association of La Sierra University (SALSU) attempts to involve students in all areas of campus life. Among these are the promotion of spiritual activities, participation in social events, and the production of the student newspaper, the Criterion, and the student directory, Perspectives. A list of other campus organizations, through which the student may gain extracurricular experience, is printed in the Student Life section of the University Bulletin, in this Student Handbook, and online at www.lasierra.edu/slfe.

STUDENT ASSOCIATION PUBLICATIONS

The Criterion

The Criterion, the official student newspaper of La Sierra University, is published bimonthly during the school year, except during examination periods and holidays, by the students of La Sierra University. Editorial and business offices are located in the SALSU offices.

Perspectives

Perspectives is a pictorial directory designed to build campus community and recognition. It is available online to current students, faculty and staff for campus access only.

Visions

The La Sierra University yearbook, Visions, is a yearly publication for members of the Student Association (SALSU). It displays the events and happenings on campus of the past year, and is distributed at the end of the spring quarter. A student-run organization, the Visions staff is made up of members from the student body, and within its pages represents their commitment to the University.

STUDENT FINANCIAL SERVICES

The Office of Student Financial Services is committed to making the process of financial aid and paying for college at LSU as easy as possible. The counselors, administrative team, and student staff are all dedicated to providing accurate and friendly service so you can complete your financial aid process with efficiency and as easily as possible. (951) 785-2175 | www.lasierra.edu/sfs

STUDENTS IN FREE ENTERPRISE (SIFE)

Students In Free Enterprise (SIFE) is a national organization with chapters on more than 1,400 college and university campuses across North America and abroad. Organized in the fall of 1991, the LSU SIFE chapter held the international championship title in 1994, 1995, 1996, 1997, first runner up in 2000 and 2001, and national and international championships in 2002. Its objectives are to educate the public about the American free enterprise system, provide practical experience for its members, and to reach out to the less fortunate. (951) 785-2225 | www.sifelink.com

TELECOMMUNICATIONS

All campus residences offer on-campus telephone service. Students living in the residence halls should contact the LSU Telecommunications office to establish access for off-campus phone service (see below for specific details). Residents of off-campus apartments must contact the local telephone company to set up service. The resident who opens the account is responsible for all charges incurred, including line maintenance. The University is not responsible for uncollected charges.

Ordering on-campus phone services: To establish a phone line with on-campus access and/or long-distance calling privileges, each student must apply for these services at

the Telecommunication Office. Each student that orders telephone service will be given an individual billing account and personal authorization code. This code is to be used by the applicant and not given to anyone else. The applicant will be responsible for all calls made with the personal authorization code. Misuse or illegal use of authorization codes may result in additional fines or disciplinary action from the University. Report any misuse immediately. (951) 785-2554

UNIVERSITY RELATIONS

The goal of La Sierra's university relations department is to facilitate communications throughout the campus and to encourage interactions between the campus and the community, alumni, trustees and friends. Toward this goal, University Relations publishes a weekly campus newsletter, *Eagle Cry*, a newsletter for faculty and staff; the University Vitae, a quarterly magazine; La Sierra Today, and numerous news releases for distribution to local, regional, and national media. The department also manages content on the University's website, and the La Sierra Speakers Bureau. University Relations is especially interested in student achievements and special events showcasing student talent. University Relations is located in the Administration Building. (951) 785-2001 | www.lasierra.edu/news

UNIVERSITY STUDIES

University Studies is the centerpiece of a distinctive approach to general education at La Sierra University. It is an integrated curriculum that stimulates the meaning-centered development of its students, familiarizes them with the various academic disciplines, exposes them to intercultural, international, and interethnic concerns, and encourages them to recognize the importance of individually developing a value system that will allow them to distinguish between right and wrong. University studies includes coursework in the various fields of academic learning—humanities, fine arts, natural sciences and mathematics, social sciences and religion. The University Studies office is located in the Administration Building, room 203. (951) 785-2499

UNIVERSITY TRADITIONS

La Sierra University has been serving its students, the community and the church for more than 75 years. We are proud of our heritage and our commitment to education. Listed below are some of the ways we celebrate our community each year:

- * Alumni Homecoming
- * Annual Talent Show

- * Athletics
- * Banquets
- * Campus Church
- * Campus Ministries Retreat
- * Candlelight Christmas Concert
- * Career Night
- * Convocation
- * Festival of Nations
- * Golden Eagle Mascot
- * Honors Activities
- * Mountain High Retreat
- * Rendezvous
- * Residence Hall Open Houses
- * Service Learning Opportunities
- * Skating Parties
- * Spiritual Emphasis Weeks
- * Spring Music Presentations
- * Stahl Center Weekend
- * Student Art Show
- * Student Mission Opportunities
- * Students In Free Enterprise Activities
- * Study Break Bashes
- * Tuesday Tunes
- * University Worship

WELL@LSU

Through the Offices of Student Life and Human Resources, La Sierra University offers a wellness program, WELL@LSU, that allows students and campus community members to achieve fitness and healthy lifestyles. The mission of this program is to provide opportunities for individual fitness, social interaction, leadership development, extra-curricular involvement and enjoyment through an extensive program of health, fitness, sports, and recreational activities. It is intended to meet the diverse interests and needs of the entire campus community.

WELL@LSU holds several programs throughout the school year that are open to the university community.

Topics in the past have included walking, water aerobics, yoga, circuit training, crocheting and gardening. The University also offers campus members the use of the pool, fitness center, track and fields. Participants are also eligible to receive free physical and fitness evaluations. | www.lasierra.edu/wellness

WOMEN'S RESOURCE CENTER

The Women's Resource Center, located in Suite AA, left of the La Sierra Market, is a resource to faculty and students for information, resources and support with regard to gender issues. The center also collects material on the experiences, services and contributions of women, and sponsors lectures and events. (951) 785-2470 | www.adventistwomenscenter.org

WORLD MUSEUM OF NATURAL HISTORY

The World Museum of Natural History, located in Cossentine Hall, houses displays of reptiles, birds, mammals, as well as collections of mineral spheres, petrified wood, and American Indian artifacts. The museum is the home of Minnie the Dragon, a 10-foot, 2-inch Komodo Dragon. The museum is open Saturdays 2-5 p.m., or by appointment. | www.lasierra.edu/wmnh

SPIRITUAL LIFE

CAMPUS PASTOR AND SPIRITUAL LIFE OFFICE

The Campus Pastor ministers to students' spiritual needs by providing spiritual direction, nurture, and worship opportunities. The Office of Spiritual Life serves students' needs by providing a variety of worship events, outreach activities, small Bible and discussion groups, pastoral counseling, and spiritual renewal retreats.

College is the time when you really start to define yourself and decide what shape you want your life to take. What inspires you? Where do you turn for support when times get tough? As a Christian university, La Sierra gives you many opportunities to explore your beliefs and live them out in service to others.

On the La Sierra University campus, students will find a distinctive community of believers. While over 70 percent of our students are members of the Seventh-day Adventist Church (SDA), students are from a variety of other denominations. You'll be part of a welcoming Christian environment that offers a variety of ways for you to strengthen your faith and explore the beliefs of others.

From academics to extracurricular activities to residence life, Spiritual Life activities focus on preparing students to be servant leaders for the community and world-at-large. Religion courses are part of all students' general education, and most students build on their education by attending University Worship, which is held each Thursday morning. The Campus Pastor ministers to students' spiritual needs by providing spiritual direction, nurture, and worship opportunities. The Campus Ministries Office serves students' needs by providing a variety of worship events, outreach activities, small Bible and discussion groups, pastoral counseling, and spiritual renewal retreats.

We encourage all students to familiarize themselves with the range of spiritual opportunities available. For more information, contact the Office of Spiritual Life at (951) 785-2090.

CORE TENETS OF LA SIERRA UNIVERSITY'S SPIRITUAL LIFE COMMUNITY

JESUS

We take the person and work of our revolutionary rabbi, Jesus Christ, very seriously here at La Sierra. In doing so, we put the words and actions of Jesus as our standard, by which we measure all societal norms, Biblical texts, and religious doctrines. Moreover, we are committed to making Jesus an irresistible option—in our world and in our progressive culture, here in Southern California.

CORPORATE WORSHIP

The La Sierra community is a beautiful bouquet, comprised of various religious backgrounds, ethnicities and world-views. When it comes to personal spiritual discipline, the La Sierra community is no different than any other community on earth—we are in constant need of realignment and motivation! Teaching and journeying through the inward spiritual disciplines of prayer, Bible study, fasting, and Christian meditation strengthens our inner worlds and satisfies our spiritual longings. In addition, these practices will help individuals in our community overcome personal problems that are faced on our campus day-to-day.

The University community comes together on Thursdays at 11:00 a.m. for corporate worship and fellowship. Other programs, such as Week of Spiritual Emphasis, Rendezvous, and residence hall worships, all contribute to the community of faith. All undergraduate students taking eight units or more are required to attend University

Worship and meet the requirements outlined in the University Worship attendance policy.

To foster a special spiritual bond within our residence halls, students living in the dorms are required to attend one additional worship program per week. To meet this requirement, students may choose from a variety of program options: residence hall worships, Rendezvous, or small group worships. Petitions for small groups may be obtained in the Office of Residential Life.

INWARD SPIRITUAL DISCIPLINES

When it comes to personal spiritual discipline, the La Sierra community is no different than any other community on earth—we are in constant need of realignment and motivation! Teaching and journeying through the inward spiritual disciplines of prayer, Bible study, fasting, and Christian meditation strengthens our inner worlds and satisfies our spiritual longings. In addition, these practices will help individuals in our community overcome personal problems that are faced on our campus day-to-day.

THE SOCIAL GOSPEL

At La Sierra, we are convicted that religion is always personal, but never private. We hold to the belief that God made a special covenant with a community, not an individual. Therefore, we strive to follow the ways of the Old Testament prophets, which evaluated communities in terms of how they were taking care of their poor, widows, orphans and resident aliens. We always welcome the challenge of new, innovative, horizon-expanding ways to take better care of the poor, widows, orphans and resident aliens in our local and global community. Furthering a broad world-view and a social conscience of global awareness by talking about global missions, development and relief agencies and local charities, will help us strive to be the missional people God calls us to be—going into all the world and preaching the gospel to all creation.

UNIVERSITY POLICIES

La Sierra University recognizes both the rights and the responsibilities of all those who are members of the University community. Expected conduct of faculty, administrators, and staff is detailed in the University's employee handbooks. The rights and responsibilities of students, which are expressed in, but not limited to, University policies, are discussed in this section of the Student Handbook.

The University defines a "student" as any person taking courses at the University, both full-time and part-time,

pursuing undergraduate, graduate, or professional studies, and those who attend post-secondary educational institutions other than La Sierra University and who reside in a University residence hall. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered “students” (e.g., a summer student employee) as well as students enrolled in on-line courses and volunteers.

The Vice President for Student Life has been designated by the University President to assure that student rights are vigorously upheld and to administer fairly the responsibilities outlined in University policies. (University policies are any written regulations of the University as found in, but not limited to, the Student Handbook, Guide to Residence Hall Life, University Vehicle Code, and Graduate/Undergraduate Bulletins) or publicly announced policies.

Students who choose La Sierra University as their university make a personal commitment to conduct themselves in a manner, which reflects their sense of responsibility for the honor, integrity, and values of the University and themselves as members of its community. They agree to comply with all University values and policies and own the consequences of their behavior.

FROM UNIVERSITY TO STUDENT

The University regards the student from a cosmopolitan and comprehensive point of view: (a) cosmopolitan in that historically the University’s global mission has promoted bonds and opportunities in education and service without regard to sex, national or racial origin, or geographical line; and (b) comprehensive in that the University’s concern for the welfare of the student has been traditionally an integrated concern for assisting the student in balanced development of the intellectual, emotional, physical, spiritual, and societal potentialities.

THE LA SIERRA STUDENT CODE OF CONDUCT

As a Seventh-day Adventist university, La Sierra is fully committed to the total development of its students. It seeks to provide opportunities through which students can become responsible, mature adults able to function in later years as autonomous, self-actualized human beings. La Sierra University endeavors to teach that membership in an academic community assumes a willingness on the part of the individual to accept certain responsibilities and obligations; otherwise the community cannot survive.

Responsible membership in the La Sierra community necessitates personal and academic honesty, respect for

the rights and well-being of each individual and respect for personal and University property. A student who fails to meet these standards of conduct will be subject to those judicial policies and procedures which the University has established in order to preserve the rights and freedoms of its constituent members. It shall be understood that, under the Bylaws of the University, the following regulations operate within the ultimate administrative authority which rests with the President and the Board of Trustees.

La Sierra University students are both citizens and members of an academic community. As citizens they enjoy the same constitutional freedoms as other citizens and are subject to criminal and civil law. As members of the University community, however, they assume additional obligations. They bear a responsibility to preserve a collegiate environment which encourages the maximum development of themselves and their fellow students.

All students of the University are expected to conduct themselves at all times in a mature and responsible manner. The rights and property of all persons are to be respected regardless of time or place. Failure to comply with University, City, State or Federal laws and regulations can result in disciplinary action by the University, as well as civil or criminal disciplinary action by a state or federal court.

La Sierra University reserves the right to hold students accountable for violations of the “Student Code of Conduct” both on and off campus. The “Student Code of Conduct” applies to students from the time they matriculate until they have completed the required units, applied for candidacy, and received their diplomas, unless their enrollment at the University is terminated for other reasons. The Social Code applies to both individuals and groups, and in the event that an incident occurs which clearly implicates a group of students or a student organization, the case may be considered corporate and each member of the group and/or the group itself may be held responsible. Violations of the “Student Code of Conduct” include, but are not limited to:

1. Offenses Against Persons

- a. Theft, damage, destruction or unauthorized use of the property of another.
- b. Unauthorized use of another’s signature.
- c. Harassment, defined as any behavior that causes undue trouble, worry or torment, including, but not limited to, sexual harassment.
- d. Physical abuse, assault or any act of violence.

- e. Sex offense as defined in the Sexual Misconduct Policy (see below).
- f. Threats against others of harm.

2. Offenses Against Property

The theft, damage, destruction or unauthorized use of another's property and/or the facilities through which La Sierra conducts its educational enterprise, including, but not limited to, academic buildings, laboratories and equipment, the Library and its contents, the LSU Bookstore and its contents, the computing facilities, the Student Center, the Dining Commons facilities, the residence halls, athletic equipment and all other property of the University and student organizations.

3. Offenses Against the Community

- a. Any action that infringes on the rights guaranteed to citizens under federal and state constitutions and statutes, including, but not limited to, privacy, free speech, freedom of the press, freedom of religion, freedom of petition, freedom of assembly and protection against discrimination on the basis of age, color, disability, gender, gender identity, national or ethnic-origin, race, religion, veteran status, or any other basis protected by applicable federal, state or local laws.
- b. Disorderly Conduct—conduct which causes public inconvenience, annoyance or alarm, or recklessly creates a risk by:
 1. engaging in fighting or threatening, or in violent or tumultuous behavior;
 2. making unreasonable noise;
 3. using obscene language, or making an obscene gesture or inappropriate dress;
 4. creating a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor (e.g., pranks).

4. Offenses Against the Discipline Process

Offenses Against the Discipline Process include, but are not limited to:

- a. Refusing to comply with the procedures which the University has established to enforce academic and social regulations, including, but not limited to, Campus Safety investigation procedures and the discipline process. False or willfully misleading testimony, or falsification or misrepresentation of evidence, to a University official.

- b. Interference with the orderly conduct of disciplinary proceedings.
- c. Institution of proceedings under the "Student Code of Conduct" knowingly without cause.
- d. Harassment and/or intimidation of a witness or member of a discipline committee prior to, during, and/or after a proceeding conducted under these regulations.
- e. Failure to comply with a request by an authorized university official acting in their official capacities or failing to identify oneself to these persons when requested to do so., including failure of a student to present his/her university identification card when requested by an authorized university official.

5. Other Offenses

Failure to comply with other policies and regulations governing social conduct and failure to comply with a University official.

6. Offenses Against the State of California and their Agencies, and the Ordinances and Regulations of Local Governments.

Infractions of this "Student Code of Conduct" may be dealt with through administrative and/or other disciplinary channels. Alleged violations of University policies including policies applicable to alcohol, illegal drugs/substances and sex offenses are governed by the rules and procedures applicable to "Student Code of Conduct" violations.

Activities of students may, upon occasion, result in violation of law, and in such cases students are responsible for their actions and any consequences incurred with authorities outside the University. When student behavior is in violation of law and of the University's "Student Code of Conduct," the University will reserve the right to administer disciplinary action independent of action by civil or governmental agencies. The University may elect, considering the circumstances of the case, to delay on-campus disciplinary action pending the resolution of criminal charges. The University will report illegal activities to the proper authorities.

STUDENT RIGHTS

- 1. La Sierra University students have the right to a learning environment that is conducive to full human development. The community respects

- others through the use of appropriate language, behavior, and compassion.
2. La Sierra University students have the right to expect a Christian university to be a place of spiritual nurture. A Christian learning environment nurtures spiritual growth of all members of its community while teaching the faith and traditions of the Seventh-day Adventist Church.
 3. La Sierra University students have the right to privacy. A Christian learning environment respects and insures the privacy of the individual.
 4. La Sierra University students have the right to appropriate, affirming, respectful behavior in their personal interactions with other members of the University community. A Christian learning environment supports relationships, which are affirming and respectful. Harassment or violence against others in any form is not compatible with the values of the community.
 5. La Sierra University students have the right to compete on a fair and equal basis for appropriate academic recognition. A Christian learning environment provides fair and equal access to compete within academic, social, and leadership areas.
 6. La Sierra University students have the right to an environment, which promotes and protects maximum personal wellness. A Christian learning environment is holistic and therefore promotes spiritual, mental, and social health and wellness.
 7. La Sierra University students have the right to expect the University campus to be a place of personal safety. A Christian learning environment is a place of personal safety, one free of alcohol, tobacco, drugs, weapons, and all forms of violence.
 8. La Sierra University students have the right to form, hold membership, and seek office in student organizations and clubs, which are appropriate to their academic, spiritual, social, or cultural needs and interests, and which are consistent with University objectives and mission. A Christian learning environment supports student clubs and organizations, which promote diverse, healthy opportunities in leadership, spiritual growth, academic exploration, cultural awareness, and social recreation.
 9. La Sierra University students have the right to freely and without fear of reprisal express their opinions, beliefs, and questions, including expressions about University student life and academic experiences. A Christian learning environment supports respectful expression of diverse ideas through appropriate means.
 10. La Sierra University students have the right to impartial discipline appropriate to the infraction of University policies. A Christian learning environment respects and supports the individual.

STUDENT RESPONSIBILITY

Application to and enrollment in La Sierra University constitute the student's commitment to honor and abide by the practices and regulations stated in the announcements, Bulletins, handbooks, and other published materials both on and off campus; and to maintain a manner that is mature and compatible with the University's function as a Seventh-day Adventist institution of higher learning. The University was established to provide education in a distinctive Christian environment. No religious test is applied, but students are expected to respect the Sabbath and to honor the church values, standards and the ideals of the University. If prospective applicants choose to apply and are accepted to enroll as students, they must abide by these church values, standards and ideals while they are enrolled at the University.

STUDENT DISCIPLINE POLICY

Violation of national, state, or local laws makes a student subject not only to University disciplinary actions but also to action by the appropriate court of law. The University's disciplinary procedures do not replace civil law or make students immune from legal or judicial process.

All regulations announced in the residence halls, in the school assemblies and worships, or published have the same significance as those published in University publications.

Student behavior on and off campus shall reflect the values of La Sierra University. This means that University policies apply to student behavior both on and off campus. The Vice President for Student Life, or his or her designee, may suspend a student or take other disciplinary action pending committee action. Behaviors requiring disciplinary action might include, but are not limited to use of drugs, alcohol, smoking tobacco, sale of drugs, violence, inappropriate sexual conduct, stealing, lying, theft, vandalism, cheating, lewd and indecent language and

behavior, harassing, threatening, stalking, or other disrespectful behavior. These types of behaviors do not support the “Student Code of Conduct,” are not conducive to the values of the University, and are not permitted.

Usually a disciplinary action will not affect recommendations forwarded to any Admissions Committee or to another institution if the particular item is an isolated out-of-character development with no recurring pattern in combination with other citizenship problem. It is the pattern of one’s citizenship record, which may determine the recommendation forwarded to any other institution to which the student applies.

Probation, suspension, and dismissal are of major significance, and in general, parents of undergraduate students will not necessarily be involved in the discipline at this point. Probationary status remains on a student’s record permanently, unless the student requests for his/her file to be expunged. One year from the date of the violation, a student who has had no further disciplinary problems may appeal to the Student Life Committee to have the matter expunged from their record.

DISCIPLINARY SANCTIONS

ATTENDANCE PROBATION. Disciplinary status indicates that a student has violated the University Worship/assembly or worship attendance policy. Students choosing not to comply with these policies during a quarter will be placed in this status. This probation serves as a disciplinary warning. Students may be placed on Attendance Probation only once during their time at La Sierra. Students who again violate this policy during a quarter following the probation will be placed on Citizenship Probation.

Behavior Contracts. When a violation occurs that does not warrant dismissal and a student remains on campus with other disciplinary sanctions, an individualized Behavior Contract may be arranged between the student and the University. This contract will outline specific behavioral goals and requirements for a student. In the case of substance abuse, random drug tests may be required. By agreeing to the behavior contract, the student further agrees to release the results of the tests to the Vice President of Student Life, Dean of Student, and/or their designee(s).

Censure. Reproof for an infraction. This is the first level of discipline and represents a very strong warning that a behavior is unacceptable.

Citizenship Probation. Disciplinary status indicating that a student is in serious violation of policy. Citizenship probation is an automatic consequence with suspension.

Contributed Service. Contribution of service to the University or a designated community agency consistent with the infraction committed.

Critical Citizenship Probation. Disciplinary status indicating that any further violations may result in automatic dismissal without further committee action.

Dismissal. Immediate exclusion from the University for an indefinite period.

Fines. Financial assessment in a particular dollar amount. Loss of privileges. Limitation on University related activities.

Restitution. Reimbursements to the University or a member of the University community.

Suspension. Exclusion from the University campus and from all academic programs for a specific period of time. While under suspension a student may not return to the campus without specific permission of the Vice President for Student Life or Dean of Students. Suspension means that students may not be on campus, use any University facilities, or work on campus. At times a student may be suspended and remain in the residence hall because the distance to their homes makes it impossible for them to leave the campus. In this case, they remain in the residence hall, go to the cafeteria for meals, but may not go to class, work, or use other University facilities.

Termination at the End of the Quarter. Actual dismissal but with permission to complete the courses in progress provided the student’s conduct is acceptable during the interim.

Warning. Cautionary admonition, usually given verbally.

Withdrawal of Admissions. Withdrawing admission to a student.

DISCIPLINARY APPEALS PROCESS

The student who is under disciplinary review and who does not believe the disciplinary action is fair, has the right to request in writing for the Vice President for Student Life to review the disciplinary action of the Student Life Committee.

The student who is suspended always has a right to appeal. This process is to request in writing within a week of the date of the suspension that the Student Life

Committee reinstate the student in the University. When this request is presented to the Committee, it is the responsibility of the Vice-President for Student Life to present all materials and the documentation available on the student and the particular situation involved.

If the student so requests, the Vice President for Student Life will invite a faculty or staff member of the student's own choice to participate in the discussion.

The student who is not satisfied with the judgment of the Student Life Committee can request the Provost of the University to review the entire situation in the light of the best interest of the student and the goals and philosophy of this University. It is the privilege of the Provost to make the final adjudication of the appeal.

VIOLATIONS BY STUDENT CLUBS AND ORGANIZATIONS

Student organizations found by the campus judicial process to have violated a University policy shall, at a minimum, be subject to the following sanctions. Other, more serious disciplinary measures may also be taken, at the discretion of the Vice President for Student Life or the Dean of Students, where warranted.

Social Probation: A status between "good standing" and social suspension during which subsequent violations of policies will lead to more severe sanctions.

Social Suspension: A period during which a club or organization may not sponsor any social events, on or off campus.

Recognition Probation: A period of review during which an organization will be notified of specific concerns and must comply with requests for remediation by a specific date.

Recognition Suspension: A period during which an organization is no longer recognized by or registered with La Sierra University; is not entitled to the benefits, services and programs afforded recognized student clubs and organizations; and may not use La Sierra University's name.

AFFIRMATIVE ACTION

La Sierra University affirms that Christian principles are not compatible with various forms of discrimination, which have encrusted and divided modern societies because all persons are of equal worth in the sight of God and should be respected accordingly. Moreover, the University recognizes that this nation was founded upon the ideal of equal opportunity for each individual to real-

ize his or her fullest potential. Therefore the University is committed to teaching and practicing equality.

The University reserves the right to disagree with specific remedies and regulations that may be proposed to eradicate discrimination. Although the University is not legally required to have a written policy of affirmative action, it has established this policy as a guide to its employees, supporters, and students, to assist in promoting equal opportunity throughout the University. The University endeavors to maintain a balance between affirmatively seeking to assist those in a disadvantaged class and providing equal opportunity for all individuals, whether or not they are in such a class. In an atmosphere of cooperation and understanding among all concerned, the University is committed to going beyond the requirements of legislation, litigation, and social pressure.

The complete statement regarding the University's policy and program of nondiscrimination and program of affirmative action is available at the offices of the President, the Provost, Human Resources, and Student Life.

AIDS/HIV EDUCATION AND PREVENTION POLICY

In response to the epidemic of infection with the Human Immunodeficiency Virus (HIV), which causes Acquired Immunodeficiency Syndrome (AIDS), this institution states its agreement with the general statement on AIDS prepared by the American College Health Association. The University recognizes its responsibility to its students, faculty, and staff to do everything possible to prevent people from being infected and to provide compassionate care for all concerned individuals. HIV infection is potentially lethal with catastrophic impact on the infected person, their family, friends, and society. La Sierra University upholds biblical lifestyle standards that minimize the possibilities of becoming infected with the HIV virus. The University teaches the individual to take personal responsibility for total avoidance of substance abuse and sexual practices that assist with HIV infection.

In accord with an action taken by President's Committee (December 6, 1990), the University mandates the following:

1. A program of education that reaches every student, faculty, and staff member which includes, but is not limited to, the means of transmission of the virus, high risk behaviors associated with transmission, best ways of preventing transmission of the virus, sites for and meaning of HIV testing, and compassionate concern for those in any stage of HIV infection. Such education shall

- be in accord with the latest information provided by the Centers for Disease Control, United States Public Health Service.
2. Specific education regarding HIV infection, transmission, and related emotional concerns for residence hall and health service staff to enable these staff members to counsel adequately students regarding HIV infection.
 3. The establishment of an AIDS Committee to monitor compliance with this policy and to review and update the policy as necessary. Members of this Committee shall include, but not be limited to, a representative of the following groups: attorney, physician, University administrator, University Health Service, and Counseling Service.
 4. No exclusion of a student or an employee with HIV infection for reason of that infection. University students who have HIV infection, whether they are symptomatic or not, will be allowed regular class attendance in an unrestricted manner as long as they are physically and mentally able to attend classes. Students with HIV infection will not be restricted in access to any student facilities, such as swimming pool, gymnasium, showers, or food service areas. Residence halls will respect student choices of roommates but are open to students with HIV infection.
 5. Clinicians in the health service and counseling centers will make provision for medical, psychological, and support services to promote the physical and mental health of individuals with HIV infection. Special precautions will be taken for immuno-compromised individuals during epidemics of other infectious diseases. Such individuals may be excused from any requirement for immunization by live vaccine virus.
 6. Referral to testing site or availability on campus of HIV testing. Such testing shall not be mandatory, and results are confidential. Only individuals with a need to know, [the individual's private physician or clinicians in the health service] are privy to this information. Such information may not be released to faculty, administrators, or parents without the expressed written consent of the infected individual. Pre- and post-test counseling will be available if testing is done at any site on campus.
 7. Universal precautions in the handling of potentially infected body fluids (blood, semen, or vaginal fluids) will be developed in accordance with accepted medical procedures. Surfaces contaminated by such body fluids will be cleaned and disinfected with commercial disinfectant solutions or household bleach (1:100 fresh solution). The Health Service will follow accepted medical guidelines for use and disposal of needles and other sharps. No lancets or other blood-letting devices will be reused or shared.
 8. No discrimination against employment of an HIV individual. AIDS has been determined by the Supreme Court, State of California, 1987, as a handicapping condition, and, as such, employment discrimination against an employee with AIDS is unlawful. Educational employees shall not be terminated, suspended (with or without pay), transferred, forced to take involuntary medical leave, be reassigned to another position, or subjected to any other adverse employment action solely because they have tested positive for HIV or have been diagnosed as symptomatic infection (AIDS). As long as the employee is able to carry out his/her duties, he/she must be allowed to do so. Employment of an HIV infected employee shall continue until it is deemed by the employee's physician that continued employment is no longer possible. Employees with a confirmed diagnosis of HIV/AIDS that is made known by the employee to University administrators shall be treated like any other employee with a chronic illness and shall be eligible for the same health benefits available to all employees.
 9. Any student or employee who believes that he or she has not been treated in the manner set forth in this policy may request the assistance of the AIDS Committee (established under Point #3). The AIDS Committee may make recommendations to the Vice President for Student Life in the case of a student, or the Dean of a school in the case of a faculty employee, or the Vice President for Financial Administration in the case of a non-faculty employee regarding resolution of the concerns expressed. Civil and criminal sanctions can be levied against anyone who discloses the identity of a person tested for HIV/AIDS and/or the results of that test without the consent of the subjected [California Health Safety Code Part I of Division 1, Section 199.42]. La Sierra University will adhere to state

and federal laws which apply who knowingly and/or intentionally infect another individual with the HIV virus.

ALCOHOL/SUBSTANCE USE AND ABUSE

La Sierra University provides students, faculty, and staff with an alcohol-drug and tobacco-free environment. All illegal drugs and substances are strictly prohibited from use on the La Sierra campus and properties. Students, faculty, and staff should not take medication of any kind unless it has been prescribed for them by their physician or by medical personnel at Student Health Service. Also, students, faculty, and staff are forbidden to dispense any type of medicine, both prescription and non-prescription, to other University students, faculty, or staff members. Pretended or deliberate overdose of any drugs suggests serious emotional problems. The University will take appropriate action.

In addition, the University does not tolerate the possession, use, sale, or distribution of illegal drugs on campus. Anyone (student, faculty, staff, or visitor) found in violation of state and/or federal law with regard to alcohol or drugs may be subjected to the University conduct system as well as to external legal proceedings. The Department of Residential Life, La Sierra University Security, Human Resources, and the Office of Student Life will prosecute rigorously all violations of drug policies. Students involved in such violations are subject to expulsion and financial loss of housing, tuition, registration, and other fees.

If you have any questions about alcohol or drugs, contact Health Services at (951) 785-2200. Questions concerning the policies and/or health risks of alcohol/drugs and tobacco may be obtained at the Human Resources Department at (951) 785-2088, the Office of Student Life at (951) 785-2100, Counseling Center at (951) 785-2011 or Health Services at (951) 785-2200. For confidential evaluation and/or assistance with alcohol or drug related issues see the Counseling Center.

ATTENDANCE EXPECTATIONS

Class Attendance

Class attendance is required beginning with the first day of each session. Regular attendance at all appointments is expected. It is the prerogative of the instructor to establish a reasonable attendance policy for each class taught and to make this known in writing to the students at the beginning of the quarter. When there is no stated policy by the instructor, students who are absent for as much as

20 percent of the class hours should not expect to receive credit.

It is assumed that a student in residence the first quarter and returning for any succeeding quarter will return at the close of the quarter break.

Professors expect individuals who are university students to regard the class as priority business. Work, dental, and medical appointments should be arranged so as not to require missing classes.

Absences-Illnesses

When illness necessitates missing a class or field trip, the student is to notify personally the teacher involved, obtain assignments, and make the necessary arrangements for make-up work.

A resident student who is too ill to attend class should report in person to the Health Service. If the severity of the illness prevents this, the residence hall dean should be notified. Health Service does not provide class absence excuses except in the case of long term documented illnesses.

Worship Attendance Requirements

Many on-campus activities are available to help students in their development and application of personal faith and academic experiences. The following are samples of opportunities designed to assist students in their spiritual journey.

University Worship services held each Thursday morning at 11:00 a.m. in the La Sierra University Church. University Worship is an essential element of the spiritual life on campus. The program is designed to provide opportunities for the University community members to worship together, to provide opportunities for integration of faith and learning, and to outfit individuals for leadership, service and world citizenship. The Campus Ministries Office strives to create relevant programs that present a balance of guest and faculty speakers, prayer, singing, musical concerts, dramatic presentations, and student-led services.

Week of Spiritual Emphasis (WSE) is scheduled three times a year, during fall, winter, and spring quarters. This time of special focus gives students, faculty, and staff an opportunity to renew and deepen their own religious devotion and commitment. During fall and winter quarters, WSE features outstanding visiting speakers, while spring WSE spotlights some of La Sierra University's own students.

Assembly programs are held periodically on Tuesday mornings at 11:00 a.m. The Provost Office strives to create relevant programs that enrich the general education program and strengthen the intellectual life of the University.

University Worship and Assembly Attendance

University Worship and Assembly attendance is required of all students. Please see the “University Worship Policy” on page 65 for a full explanation of requirements and consequences. Any question on worship or assembly attendance records should be cleared with the Dean of Students. All undergraduate students taking eight units or more during Fall, Winter and/or Spring quarters are required to attend University Worship and Assembly programs.

Residence Hall Worship

Programs for residence hall students are held throughout the week on campus to encourage students to take time out from their studies and other activities for spiritual enrichment and encouragement. These programs provide informal spiritual experiences designed to enhance the resident community. A typical program includes singing, sharing, prayer, testimony, and Bible study. Small independent worship groups can also be established and can receive worship credit for meeting regularly. For more information, please refer to the Guide to Residential Life Handbook.

All students, under 22 years of age, living in the residence halls must attend one worship program a week. (Please note that students who are 22 and over are required to attend University Worship.)

BREAKING OR ENTERING, THEFT

Breaking or entering of University or private property of any type will result in disciplinary action. City, state, or federal prosecution may result. Theft includes attempted or actual theft of and/or damage to property of the University, property of a member of the University community, or other personal or public property.

BREAKING THE LAW

La Sierra University aims to maintain a safe community for its students. Any student who willfully breaks the law, either on or off campus, will be subject to investigation and judicial action. When a student is charged by federal, state, or local authority, the University will not request special consideration for that individual because of his or her student status. In addition, the University

will not tolerate any activities involving violence, sale of drugs, alcohol infractions, fraud, or theft. The University will cooperate fully with law enforcement agencies in the compliance of the law.

CHANGE OF ADDRESS

It is the responsibility of the student to provide the University with his/her correct address. In order to prevent mailing problems, students should notify the University of any address change as soon as possible. Students may make changes to their billing, permanent, local, and paycheck addresses in person in the Office of the Registrar, Room 124 of the Administration Building or on-line at www.lasierra.edu/registrar. It is extremely important that the University has students current local address. Invoices, grades, and other items of information are mailed to you throughout the quarter. International students have 10 days to report a change of address to comply with current Department of Homeland Security regulations.

CHECK CASHING POLICY

Personal checks may be cashed at the Cashier’s Office by any student in good standing or an employee of the University. Checks are limited to \$150.00 per day per person. Payroll checks are limited to \$300.00.

COMMERCIAL SALES

La Sierra University is not a marketplace. Sales of material, such as newspapers and other printed matter, insurance, foodstuffs, solicitation for credit card enrollment, and all other articles are prohibited without the express written permission of designated officials of the University. Exceptions to this policy may be made for recognized student organizations wishing to sponsor commercial sales as a fund-raiser. Please see the “Sales and Solicitations Policy” for more information.

La Sierra University does not endorse any specific company product, plan, program, etc. Furthermore, commercial sales vendors are specifically forbidden to do business anywhere on campus without prior consent obtained from the Office of Student Life. General solicitation, especially in classrooms, the Commons, or in residence halls, is not permitted. Therefore, the claim or suggestion on the part of any vendor that La Sierra University in some way approves of a product is without substance and should be reported promptly to the Office of Student Life, room 202 in the Administration Building.

Salespeople or solicitors (including students) are not permitted in residence halls or on University property except in designated areas with prior approval as outlined in

the University's Sales and Solicitations policy, copies of which may be obtained from the Office of Student Life.

COMPUTER & TECHNOLOGY USAGE

General Network Guidelines

The La Sierra University network is intended to assist in the exchange of information for the purpose of academics, education, research, and communication.

Computer users are responsible for adequate spyware/virus protection as well as staying current with Windows updates.

Unacceptable use includes any action that constitutes malicious or unethical use of the campus network that violates University policy and/or regulations and state and federal laws.

Students who misuse social networks (such as MySpace.com) by using lewd indecent language, making threatening remarks, demeaning others, or posting pictures of activities that are not in harmony with University policies and values will be subject to discipline.

Any user found in violation of La Sierra University Network policies will be subject to revoked network access and stern disciplinary actions.

Computer Usage and E-mail Accounts

The computer resources at La Sierra University are for the use of the University students, faculty, staff, and administrators to facilitate the exchange of information consistent with the academic, educational, and research purposes. Specifically, the computer users have access to:

- * Electronic mail communication with people all over the world.
- * The World Wide Web and the vast information contained therein.
- * Discussion groups on a plethora of topics.
- * The online resources of the LSU Library, which include dozens of academic online databases and thousands of journals in full-text format.
- * University data stored in the central computers.
- * Every computer user is responsible for being aware of the following guidelines, and is expected to follow these guidelines both in letter and in spirit. It is a general policy that all computers are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the policy

and the guidelines below will result in the revocation of the user's access privilege.

Specifically Acceptable Uses

- * Communication and exchange necessary to transact or facilitate University business.
- * Announcements of University activities or other important items of information related to academic interests.
- * Communication incidental to otherwise acceptable use, except as stated below.

Examples of Unacceptable Uses

- * For-profit activities, except those operated or specifically authorized by La Sierra University. Personal or business advertising of any kind is not permitted.
- * Extensive use for private or personal business.
- * Advertising is forbidden. However, responsible discussion of a product's relative advantages and disadvantages by users of the product is permitted.
- * Unauthorized access, alteration, destruction, removal and/or disclosure of data, information, equipment, software, or systems.
- * Deliberate over-extension of the resources of a system or interference with the processing of a system.
- * Attempts to access confidential information and/or passwords.
- * Activities which violate copyright law, including but not limited to downloading copyrighted MP3s, videos, movies, software, etc.
- * Disclosure of confidential passwords and/or access devices or information for accounts, equipment, and telephone voice mail.
- * Issuance of electronic mail that includes commercial advertisements, viruses/trojans, hoaxes, or chain letters.
- * Propagation of hate literature and harassment, including sexual harassment.
- * Theft of resources.
- * Malicious or unethical use, and use that violates University policy and regulations or state or federal laws.

- * Chain mail of any kind.
- * Assigning of addresses not specifically granted by Computer Information Systems.
- * Use of more than one device per connection including any hub or proxy server.
- * The operation of any non-educational server or service offering or transferring data in a public manner onto the Internet. This includes but is not limited to HTTP, FTP, mail/news, programs such as Gnutella or Napster (in server modes), etc. See specific E-mail Policy below.

INFORMATION RIGHTS

Intellectual Property

All communications and information accessible via the network may be copyrighted and should be accessed and re-distributed using regular copyright rules. When sources found on the Internet are cited, the name, date, and location of the information must be included.

Electronic Publications

For the purposes of this document, an electronic publication shall be any electronic document that is made available to one or more individuals who are not personally known by the sender. List servers and web pages are electronic publications, as are documents stored in public storage areas. Personal communication between a group of known individuals will not be considered publication, and are covered under the e-mail policies.

University Electronic Publications

Any document distributed electronically by a department, office, or organization (student or otherwise) of the University shall be considered a University Electronic Publication. All University Electronic Publications should conform to the standards, established by the University, and coordinated by the Office of University Relations.

Club Publications

All documents electronically published by any University student club and/or organization shall adhere to the same standards as club postings, and must be approved through the Office of Student Life before publication and distribution.

Student Publications

Electronic documents published by students are not generally monitored by the University for form or content. However, each student is expected to adhere to the

University's values, standards of decency, in their publications and the Student Handbook.

UNIVERSITY COMPUTER EQUIPMENT

Vandalism

Vandalism is defined as any attempt to harm, modify, or destroy computer hardware, data of another user, La Sierra University, or any of the other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses. In all cases, existing policy regarding vandalism will apply.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on any of the University computers, you must notify the system administrator. Do not demonstrate the problem to other users.

Security Policy

- * Users shall be held responsible for anyone using their personal computer(s), as well as the software, services, and accounts on said computers. Users shall also be held responsible for all activity generated from their personal computer(s) or network accounts.
- * Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
- * Users shall not misrepresent other users on the network.
- * Users shall not attempt to gain unauthorized access to system programs or computer equipment.
- * Users must not give a password to another user.
- * Users should change passwords frequently.

RES NET USAGE POLICY

Please see "Res Net Usage Policy."

DISABILITY SUPPORT SERVICES

La Sierra University is interested in providing an appropriate educational environment for students who have a documented disability and are entitled to reasonable accommodations in accordance with the American Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The director of the Office of

Disability Services, located in Room 100 of the Learning Support and Testing Center (basement of La Sierra Hall), is available to talk with any student who believes that he may have a physical, psychological or learning disability. Students who have previously been diagnosed with a disability must bring that documentation to the Office of Disability Services (ODS) before the quarter begins or within the first two weeks of the quarter. Typically, documentation must be no more three years old for physical and learning disabilities and one year for psychological disabilities. The director of the ODS evaluates the documentation, determines appropriate accommodations, and then makes arrangements for those approved accommodations in accordance with the law. The type of accommodations provided depends on the nature of the disability and could include services such as extended time on tests, testing in a distraction-reduced environment, note taker, books on tape/CD, e-texts, assistive technology, etc. Students suspecting an unidentified learning disability may contact the ODS to discuss learning concerns, documentation guidelines, and referrals for testing.

If students have any concerns about their overall learning needs or questions about the services provided by the ODS, they are encouraged to either call the Office of Disability Services at (951-785-2452) or stop by (La Sierra Hall, Room 100).

DRESS CODE

La Sierra University's dress code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors not only improve the quality of one's life, but also contribute to optimum morale and embellish the overall campus image. They also play a major role in instilling a sense of integrity and an appreciation for the values of modesty, personal decorum, cleanliness, respect for others, and ethical behavior.

The continuous demonstration of appropriate manners and dress insures that La Sierra University students meet the very minimum standards of quality achievement in the social, spiritual, physical, moral, and educational aspects of their lives—essential areas of development necessary for propelling students toward successful careers.

On-Campus

Students and their campus guests are encouraged to wear clothing appropriate to the occasion and will be denied admission to campus, classrooms, and various functions if their manner of dress is inappropriate. Shirts/tops and

shoes must be worn at all times while in public or common areas of the University. Examples of inappropriate dress and/or appearance include but are not limited to:

- * Dress and grooming that disrupts the teaching/learning process or cause undue attention to an individual student.
- * Bare feet in classrooms, offices, Dining Commons, Student Center, or La Sierra University Church. All students and visitors must wear shoes, boots or other types of footwear made for outside wear.
- * Gang related clothing or paraphernalia.
- * Clothing with derogatory, offensive, and/or lewd messages. Logos, pictures, and wording on clothes should be in harmony with Christian principles.
- * Clothing which allows undergarments to be visually observed is not permitted. Sports bras and undergarments must be covered.
- * Swim-wear. Bathing suits, including bathing suit tops other than in designated swimming areas.
- * Pajamas, stocking caps, hair rollers and bedroom slippers shall not be worn while in public or in common area of the University. Sleep wear is not to be worn on campus except in private residence hall rooms.
- * Because the campus is multifunctional, specific areas may have an expanded dress code conforming to the work or function of the department, e.g., appropriate swim wear for the University pool, work clothing for the Physical Plant, or professional attire for business offices.

Extracurricular Activities

Additional dress regulations may be imposed upon students participating in certain extracurricular activities. Students are expected to dress modestly for all formal or themed events. Anything excessively tight, backless, see-through, low in the neckline, pants that reveal underwear, or clothing revealing the midriff is unacceptable.

DRUG-FREE ENVIRONMENT POLICY AND PROCEDURES

La Sierra University is committed to providing a learning environment conducive to the fullest possible human development. To achieve this goal, the University holds that a drug-alcohol and tobacco-free lifestyle is essential

and thus maintains policies that seek a campus environment that is free of these substances.

La Sierra University purposes to maintain a drug-free environment in harmony with the laws of the land, the unlawful use, possession, distribution, dispensing or manufacture of controlled substances by its employees, whether faculty, staff or students, is strictly prohibited. Further, La Sierra University expects any person employed, admitted, living in University housing, or enrolled by the University and who receives federal or state funding, as identified by signing the FAFSA form, as an individual to certify that he or she will not engage in the unlawful use or manufacture of a controlled substance while associated with the University.

In addition to the requirements of the law, La Sierra University adopts the temperance practices and health principles espoused by the Seventh-day Adventist Church. This means that all faculty, employees, and students are expected to refrain from the use of alcohol, drugs, or tobacco while enrolled or employed at the University. The University presents a preventive educational program to its faculty, students, and employees to develop an awareness of the risks involved in alcohol, tobacco, and drug use and abuse and to promote the benefits of a lifestyle free of these substances. The University may, in its discretion, provide/refer to therapeutic alternatives for anyone in the University involved in the use of alcohol, tobacco, prescription or nonprescription drugs, or other mood altering substances, which impair the appropriate functioning of the involved individual within the University community.

As a condition of employment all LSU employees are required to follow this policy. Failure to comply with this policy will result in discipline up to and including expulsion or termination and, if appropriate, a referral to law enforcement agencies for prosecution.

Components of a Drug-Free Environment:

Prevention

1. The policy of a drug-free environment for employees and students is included in the Faculty, Student, and Employee Handbooks. Each faculty and employee is notified of the policy at the time of employment or appointment. All faculty and other University employees are further notified of the policy on an annual basis. Upon acceptance into educational programs of the various schools within the University, all students are notified of the policy. Each School will publish in its bulletin the manner

in which it addresses drug and alcohol counseling, treatment, and rehabilitation programs and discipline, using the guidelines set forth in this document.

2. Faculty and employees working on projects, funded by federal agencies will be provided a copy of the policy for a drug-free environment and will be required to sign a statement saying he/she has read and understands the policy and agrees to abide by it as a condition of continued employment. LSU must notify any federal contracting or granting agency of any employee's drug conviction resulting from a violation at LSU within ten days after receiving notice.
3. Faculty and employees are provided training in drug awareness, observation, and impairment possibly due to drug involvement, the dangers of drug use and abuse, and early intervention and referral techniques.
4. Campus-wide educational programs are conducted by school and work site departments for students, faculty, and employees regarding substance abuse. Such education shall include, but shall not be limited to, the dangers of substance abuse as outlined below under "Education Concerning Health Risks of Alcohol and Drugs and Effects to Significant Others."
5. All students, faculty, and employees will be notified through Student, Faculty, and Employee Handbooks of the local, state, and federal laws for the unlawful possession, use, or distribution of illicit drugs and alcohol as outlined below under "Legal Sanctions Pertaining To The Use of Alcoholic Beverages and Controlled Substances."
6. All students, faculty, and employees will be notified through Student, Faculty, and Employee Handbooks of disciplinary sanction for the use of drugs, alcohol, and tobacco.

Detection

1. The University reserves the right to investigate employees or students where reasonable suspicion exists of drug or alcohol involvement. This includes the right to search an office, locker, any University or privately owned on-campus vehicle, or residence hall room, briefcases, book bags and handbags, and the right to require an appropriate drug test and confirmation by a retest. If a search is to be made, it must be

authorized by the residence hall director, dean of a school, dean of students, vice president, or president of the University. The entire process of drug investigation will be treated with highest confidentiality.

2. If unlawful possession of controlled substances or drug paraphernalia is discovered, the University will confiscate the item(s), investigate the circumstances, and institute disciplinary actions. All confiscated contraband will be given to the appropriate authority or destroyed.
3. Initial identification of a problem may be made by a supervisor, faculty member, colleague, concerned other, or self-referral.

Confidentiality

1. All substance abuse investigation and drug testing information is confidential and should be treated as such by anyone authorized for access to such records.
2. All records and information of personnel actions taken on employees under investigation or discipline with respect to drugs, shall be maintained by the director of Human Resources in a secure locked file. Only authorized individuals who have a "need-to-know" shall have access to them. Any compilation of statistical reports will be handled in an anonymous manner.

Assessment

1. Any assessment of substance abuse will be performed by a qualified professional and/or qualified assessment facility.
2. If there is a reasonable suspicion of substance abuse a three to seven-day suspension may be mandated until assessment is completed.

Intervention

1. If substance abuse is determined to be experimental, the individual may be disciplined or required to participate in an appropriate educational program specified by assessment personnel.
2. The individual must present satisfactory evidence of compliance with the specified educational program.
3. If an individual does not comply with a specified educational program, she/he may be subject to discipline.

Treatment

1. If an individual is assessed to have a chemical dependency, she/he may be required to enroll in either an outpatient or inpatient treatment program as a condition of further employment or enrollment.
2. University employees may contact Human Resources for assistance regarding procedures to follow to utilize the University's group health insurance plan, and/or disability as well as a list of external agencies and individuals that offer counseling and referral services.
3. The individual must furnish evidence of compliance with the formulated plan of treatment.
4. If there is noncompliance with the formulated plan of treatment, the individual may be subject to discipline.

Relapse Monitoring

1. Monitoring will be required for precaution against relapse for all students, faculty, or employees who have been found to have an alcohol or a chemical dependency.
2. A recovery contract will be formulated for each student in the Office of Student Life.
3. A recovery contract will be formulated for university employees in the Human Resources Department or other appropriate University entity.

Discipline

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol, tobacco, or a controlled substance is grounds for a full range of disciplinary actions, up to and including dismissal from employment or school (as outlined under the policy of termination of a faculty member, the policy for termination for other employees, or student disciplinary policy). Any educational treatment alternative to discipline shall be at the sole discretion of the University.

In cases where there is a reasonable belief that a violation of law has occurred, cases may be reported to the appropriate law enforcement agency for investigation and prosecution. Should any drug conviction result from a violation, employees will notify the University of any criminal drug statute conviction for a violation occurring in the environment no later than five days after such conviction.

LEGAL SANCTIONS PERTAINING TO THE USE OF ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES

A description of applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol is on file at the office of the Director of Human Resources or the Dean of Students. An abridged list of legal sanctions follows.

Federal Laws Governing Controlled Substances

The unlawful possession, manufacture, sale, or distribution of all scheduled (illicit) drugs constitutes a felony. Examples of these drugs include narcotics, barbiturates, amphetamines, cocaine, cannabis, hallucinogens, and synthetic drugs; e.g., PCP. A first conviction for possession of a controlled substance can include up to one year imprisonment and a fine at least \$1,000 but not more than \$100,000, or both (*21 U.S.C. 844(a)*). Second and subsequent convictions can include increased imprisonment and fines.

Special sentencing provisions for possession of crack cocaine include at least 5 years in prison, not to exceed 20 years and fines up to \$250,000, or both.

Property, including vehicles, vessels, aircraft, money, securities, or other things of value which are used in, intended for use in, or traceable to transactions that involve controlled substances in violation of federal law are subject to forfeiture to the United States (*21 U.S.C. 881 853 and 881*).

Persons convicted of possession or distribution of controlled substances can be barred from receiving benefits from any and all federal programs including student grants and loans, except some long-term drug treatment programs.

California Laws Governing Controlled Substances

California law regarding controlled substances is in many respects similar to federal law in that it is a felony that can result in imprisonment, fine, or both.

California Laws Governing Marijuana

The cultivation, the possession for sale, or the sale of marijuana constitutes a felony. A felony conviction can involve serving time in a state prison.

Possession of not more than 28.5 grams of marijuana is a misdemeanor, which is punishable by a fine of not more than \$100.00. Possession of more than 28.5 grams

of marijuana shall be punished by imprisonment in the county jail or by a fine of not more than \$500.00 or by both such fine and imprisonment.

California Laws Governing Alcoholic Beverages

No person may sell, furnish, give, or cause to be sold, furnished, or given away, any alcoholic beverage to a person under the age of 21, and no person under the age of 21 may purchase alcoholic beverages. (*California Business and Professions Code 256560*). It is unlawful for any person under the age of 21 to possess alcoholic beverages on any street or highway or in any place open to public view. (*California Business and Professions Code 25662*).

It is a misdemeanor to sell, furnish, or give away an alcoholic beverage to any person under the age of 21 (*California Business and Professions Code 25658*) or to any one obviously intoxicated (*California Business Professions Code 25602*).

It is unlawful for any person to drink while driving or to have an open container of an alcoholic beverage in a moving vehicle. With a blood alcohol level of .08 % or higher, a driver is presumed under the influence of alcohol. Between .05 % and .08 % a person may be found guilty of driving under the influence. (*Vehicle Code 23153*).

Every person who is found in any public place under the influence of intoxicating liquor, any drug, controlled substance, or any combination of any of the above and is in such a condition that he/she is unable to exercise care for his/her own safety or the safety of others is guilty of a misdemeanor (*Penal Code 647(f)*).

The Drug-Free Workplace Act of 1988 requires that University employees directly engaged in the performance of work on a Federal contract or grant shall abide by this Policy as a condition of employment and shall notify the principal investigator and/or the chair of the sponsoring department or unit within five days if they are convicted of any criminal drug statute violation occurring in the workplace or while on University business. In turn, the Principal Investigator or Chair shall notify the appropriate Office of Research Contracts and Grants Officer. That Officer is then obligated to notify the Federal contracting or granting agency within ten days of receiving notice of such conviction and to take appropriate corrective action or require the employee to participate satisfactorily in an approved drug abuse assistance rehabilitation program.

Education Concerning Health Risks of Alcohol and Drugs and Effects to Significant Others

The use of illegal drugs and tobacco and abuse of alcohol may have serious health consequences, including damage to the heart, lungs, and other organs. Alcohol accidents are the number one cause of death for persons aged 15-24.

The most significant health risk, beside death, is addiction. Chemical dependency is, if not treated, fatal.

Alcohol

Even low doses of alcohol significantly impair the judgment and coordination needed to drive. Small amounts also lower inhibitions. Moderate to high doses cause marked impairment in higher mental functions, memory, and ability to learn and recall information. High doses cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can lead to dependence and permanent damage to vital organs such as the brain and liver. If combined with other depressants (that affect the central nervous system) low doses of alcohol will produce adverse effects. Mothers who drink alcohol during pregnancy may cause fetal alcohol syndrome in their infants. These infants will suffer irreversible physical abnormalities and mental retardation.

Tobacco/Nicotine

Immediate effects include relaxation and increased confidence and metabolism. Smokers are more likely to develop heart disease. Thirty percent of cancer deaths are linked to smoking. Chronic obstructive lung diseases, such as emphysema and chronic bronchitis, are 10 times more likely to occur among smokers than nonsmokers. Smoking during pregnancy also poses risks such as spontaneous abortion, premature birth, and low birth weight. Fetal and infant deaths are more likely to occur when the pregnant woman is a smoker. Tobacco/nicotine is both psychologically and physically addictive.

Cannabis—Marijuana, THC, Hashish, Hashish Oil

Physical effects of cannabis include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. Use of cannabis may impair or reduce tasks requiring concentration and coordination. Motivation and cognition may be altered making the acquisition of new information difficult. Marijuana, hashish, THC, etc., also produce paranoia and psychosis. Long-term use may result in lung damage, reduced sperm count and mobil-

ity, and disruptive ovulation cycles. Cannabis may also be psychologically addictive.

Ecstasy

The drug's make up is similar to a combination of both amphetamines and hallucinogens. Effects of the drug include increased heart rate, body temperature, and blood pressure. It can cause side effects of teeth grinding, nausea, anxiety, loss of appetite, paranoia, sweating, trouble sleeping, and kidney failure. A brain hemorrhage can occur after a single dose of the drug.

Cocaine/Crack

Cocaine stimulates the central nervous system. Immediate effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, appetite loss, tactile hallucinations, paranoia, and seizures. The use of cocaine may cause cardiac arrest or respiratory failure and result in death.

Stimulants—Amphetamines, Crank, Ice, Methamphetamine

Stimulants cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may experience sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses may cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, or heart failure. Additionally, users may experience restlessness, anxiety, and moodiness. Large amounts over a long period may cause amphetamine psychosis, including hallucinations, delusions, paranoia, and physical and psychological dependence.

Hallucinogens—PCP, LSD

Phencyclidine (PCP) interrupts the functions of the neocortex, which drives the individual to self-inflicted wounds. Users may experience a sense of distance and estrangement, loss of muscular coordination, and speech impairment. Large doses result in convulsions, heart and lung failure, and coma.

Lysergic acid (LSD), mescaline, and psilocybin cause hallucinations. Physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, tremors, and psychological reactions. Users may experience panic, confusion, suspicion, anxiety, and loss of control. Flashbacks may occur even after use has ceased. Use of hallucinogens may cause psychological dependence.

Anabolic Steroids

Steroid users subject themselves to more than 70 side effects, ranging from acne to liver abnormalities to psychological reactions. The liver and cardiovascular and reproductive systems are most seriously affected. In males, use may cause withered testicles, sterility, and impotence. In females, masculine traits may develop along with breast reduction and sterility. Psychological effects in both sexes include aggressive behavior known as “roid rage” and depression. While some side effects appear quickly, others such as heart disease and strokes may not show up for years.

Notification of Alcohol/Drug Violations to Parents

Pursuant to recent changes in the *Family Educational Right to Privacy Act (FERPA)*, which allow for notification of alcohol/drug violations to parents/guardians of their son/daughters illegal usage, under the age of 21, La Sierra University reserves the right to notify parents beginning with the second offense. The University further reserves the right to notify parents on a first offense of a serious nature, which results in a medical emergency, legal action, or supplying alcohol to other individuals under the age of 21, or supplying any controlled substance to any individual.

FORMS, STANDARD UNIVERSITY

University forms fall into one of three categories or: student life, academic, school and/or department specific. School or department forms relate to specific degree or credential programs or specific departmental functions. Forms that are campus wide are as follows:

Student Life Forms

- * Residential License Contract.
- * Residence Hall Application.
- * Off-Campus Housing Petition.
- * Residence Hall Check-In/Out Form. This form is used when a student moves in and out of a residence hall or room to room. Completion of this form is the official clearance, and the deposit is not refunded if the student fails to follow the Check In/Out Procedure.
- * Leave of Absence Forms. This form is used for all personal off-campus leaves in which the student will not be in at curfew.

* Activity Petition. This form must be used by all students planning a function for clubs or other organization activities. It supplies the Office of Student Activities with all the particulars regarding the requested activity. This form may be obtained at the Office of Student Activities or their web site. Sponsors must sign the activity petition before the form is submitted for consideration.

* Meal Contract. This form is the official contract between the University and residence hall students who are required to be on the meal plan. The agreement is made at the time the student checks into the residence hall and is official authorization to eat in the Commons.

Academic Forms

- * Academic Credit Evaluation Request. Used by students wishing an evaluation of their transfer and La Sierra University credits in terms of meeting requirements for majors and degrees.
- * Application for Graduation. Used when applying for graduation at least three quarters in advance.
- * Change of program (Add-Drop) Form. Used when dropping or adding a class after initial registration has occurred. Adding or dropping a class may be done on line at www.lasierra.edu/registrar. See the LSU Bulletin for deadlines.
- * Data Correction Form. Used when updating name, address, and other student/alumni data base information.
- * Directed/Independent Study Title Request Form. Used when registering for a class to be taken by independent or directed study.
- * Off-Campus Registration Request. Used by students before taking courses at other colleges and universities to ensure credits will transfer to and meet requirements at La Sierra University.
- * Request to Receive Incomplete Grade.
- * Request for S/U Grade. Used when choosing to have a physical education activity or general elective course count toward graduation but not to be included in a student's GPA.
- * Petition for Academic Program Variance. Used when requesting general education, major, minor, cognate, or other exceptions in degree programs.

- *Petition for Waiver/Proficiency Examination.
Used when requesting to receive La Sierra University course credit by examination.
- *Transcript Request Form.

E-MAIL POLICY

The Electronic Mail Policy at La Sierra University governs the use of e-mail for correspondence by students, faculty, staff, and other individuals affiliated with the University. Definitions: To clarify terms used, the following definitions are provided:

E-mail account: The location to which correspondence is delivered. It requires a combination of login user name, password, and disk space. A person may have several e-mail accounts on different computers or e-mail servers.

E-mail user name: The name of the account as typed in the User name prompt when logging onto e-mail.

E-mail address: The address to which electronic correspondence is sent after being received by our system. Each e-mail account has its own unique delivery address.

SPAM: An electronic message that meets the following descriptions: 1. The recipient's personal identity and context are irrelevant because the message is equally applicable to many other potential recipients; 2. The recipient has not verifiably granted deliberate, explicit, and still-revocable permission for it to be sent; 3. The transmission and reception of the message appears to the recipient to give a disproportionate benefit to the sender. (As defined by <http://www.mailabuse.org>).

E-mail abuse: The use of e-mail to hound, harass, or persecute a person or group using methods such as, but not limited to, the following: "mail bombing," denial of service, forging e-mail messages, and threatening the person or persons receiving the message.

Who is Eligible?

Students admitted at La Sierra University, staff and faculty employed by La Sierra University, and other University sponsored persons are eligible for general IT resources. Certain restricted information technology resources require authorization and specific approval. Depending on the type of resource requested, the user may be required to sign additional usage agreements, attend training, and/or show knowledge of the special resources they are requesting. Any use of these services that is illegal, improper, or in violation of LSU policies may meet with university sanctions (see Penalties for E-mail Account Abuse). These responses can range from warnings to denial of service.

Individual E-mail Accounts

- * It is the user's responsibility to ensure that the proper precautions are taken in order to prevent the unauthorized use or dissemination of his/her e-mail password. Users should under no circumstances share their password with ANYONE.
- * The individual for whom the account was created is responsible for using the account in compliance with the La Sierra University e-mail policy. Any suspected unauthorized use should be reported immediately to the Director of Information Technology or e-mailed to abuse@lasierra.edu.
- * Users should not rely on their assigned disk space for archiving and long-term storage of messages.

Group or Department E-mail Accounts

- * The purpose of group and department e-mail accounts is to allow communication from a person to a specific group or department. It is the responsibility of the group or department to manage this account in a prompt and appropriate manner.
- * Group e-mail accounts are given to student groups in good standing with La Sierra University's Office of Student Life. The account may be obtained by completing a group e-mail account application and submitting it for approval to the La Sierra University Office of Student Life. The sponsor of the club or group shall be responsible for monitoring the correspondence of the club or group.
- * Departmental e-mail accounts are created at the request of a department head. The department head will be required to complete and return a departmental e-mail account application for each e-mail account requested.
- * Account user names will reflect the La Sierra University organizational unit or function of the e-mail account. The system administrator will assign the initial password of the account.

E-mail User name

- * E-mail addresses are generated using the user's full legal name. For students, the user name is the first letter of their first name, the first three (3) letters of their last name, and the last three (3) digits of their LSU ID number. Faculty and staff user names is their first name initial fol-

lowed by their first seven (7) letters of their last name. For example, if John Doe was an eligible student on our campus and his ID number was 123456; his user name would be jdoe456.

- * E-mail user names may only change when a user has completed the process to legally change his/her name due to marriage, divorce, or personal preference.
- * In the event of potential user name duplication, the system administrator will make assignment of the user name on an individual basis.

E-mail Address

- * Student e-mail addresses will consist of his or her “user name” plus “@my.lasierra.edu.”
- * Employee e-mail addresses will consist of his or her “user name” plus “@lasierra.edu”
- * This e-mail address is considered the primary e-mail contact address and will be used by default for communication from the University to the user, such as: registrar notifications, Student Financial Services correspondence, etc. Students, faculty and staff are welcomed to create e-mail aliases such as `firstname.lastname@my.lasierra.edu` through the secure login page, <https://onlinedb1.lasierra.edu/>.

E-mail Retention and Archival Policy

- * In the event of a system failure, La Sierra University will attempt to restore all users’ e-mail accounts to their status at the time of the last backup. La Sierra University will not be able to restore messages that arrived after the last backup and the University cannot guarantee that any or all messages can be restored.
- * La Sierra University will not restore individual messages to a user’s home directory. It is the user’s responsibility to make back up copies of the e-mail they receive.

E-mail Abuse and Spam Policy & How To Report Abuse and Spam

- * La Sierra University will take commercially reasonable steps to prevent e-mail abuse and SPAM whenever practicable. When reporting both abuse and SPAM, users should forward the complete message to abuse@lasierra.edu. Violations of the “E-mail Policy” will lead to disciplinary

action, which may result in e-mail account suspension.

- * La Sierra University policy prohibits the theft or other abuse of computer resources. These prohibitions apply to e-mail services as well and include but are not limited to:
 - * Unauthorized entry, use, transfer, and tampering with the accounts and files of others, and interference with the work of others and with other computing facilities or services.
 - * Making available any content which is unlawful, harmful, threatening, abusive, harassing, wrongful, defamatory, vulgar, obscene, libelous, sexually explicit, pornographic, or racially, ethnically or otherwise objectionable.
 - * Manipulating headers to disguise the origin, original author, or to falsify any content transmitted to or through La Sierra University computer systems.
 - * Providing or setting up personal outgoing SMTP servers other than the La Sierra University-provided mail servers.
 - * Disruption or interference with other users’ ability to receive e-mail including: the sending or forwarding of “chain letters”; “SPAM,” that is, to exploit mail servers or similar broadcast systems for purposes beyond their intended scope, or to amplify the widespread distribution of unsolicited e-mail; and “letter bombs,” that is, to re-send the same e-mail repeatedly to one or more recipients to interfere with the recipient’s use of e-mail.
 - * Using your La Sierra University e-mail for commercial activities or personal gain.
 - * Using your e-mail to conduct activities that violate local, state, federal, or international laws.
 - * All e-mail abuse must be reported to the Director of Information Technology or abuse@lasierra.edu. Offending messages should be saved for evidence of abuse. All reports of abuse will be investigated and dealt with appropriately.

Penalties for E-mail Account Abuse:

All violations of La Sierra University’s “E-mail Policy” will be referred to the Director of Information Technology for disciplinary action. Disciplinary actions may include the following:

First offense: The user's account will be temporarily suspended and the user's manager or, in the case of students, the Dean of Students will be informed. The account will be reactivated only after the user meets with the System Administrator.

Second offense: The user's account will again be temporarily suspended and the user's supervising manager or, in the case of students, the Dean of Students will be informed. The account will not be reactivated until the user has met with the System Administrator and their department manager or the Dean of Students.

Third offense: The user's account will be immediately suspended and he/she will undergo disciplinary review by the University.

Email Account Removal

Email account deactivation and removal will proceed according to one of the following two scenarios:

1. Upon determination that the user of the account is not eligible for an account, the following actions will be taken:
 - a. Account holders will be notified that they have lost eligibility and will be given a date at which the account will be disabled. This notification may include information about how to have future e-mails forwarded or install an automatic response message.
 - b. The e-mail account will be locked.
 - c. If after one calendar year the account holder has not returned to eligible status, the account and e-mail address will be removed from our system(s). The e-mail address will not be reassigned for one (1) year after it is removed. This is done to minimize the possibility of any confusion in e-mail delivery.
2. E-mail accounts may be locked, deactivated, or removed completely from the system(s) upon the request of the departing user, by Human Resources, or by the Vice President for Student Life.

Mailing Lists

Mailing lists may be utilized for class work, clubs, discussions, news dissemination, and administrative announcements. Mailing lists at La Sierra University are based on the "Opt-In" system where those who wish to be a part of the mailing list must subscribe to that mailing list. This is true for all mailing lists in use by the University except for:

- * La Sierra University business as defined by the LSU business policy.
- * Mailing lists that must be subscribed to as a part of taking a course.
- * Procedures and requirements for requesting the creation of a mailing list:
 - * Users may request a mailing list be created by submitting the completed Mailing List Application form.
 - * Mailing lists may have "-list" appended to any name to denote that it is a mailing list.
 - * Mailing lists must have at least one faculty or staff manager who is responsible for the daily activities of the list.
 - * Explanation of how a user can remove him/herself from the list must remain intact and attached to every message sent by the mailing list.
 - * A mailing list manager is responsible for the following:
 - * Maintaining compliance with the "Acceptable Use of Information Technology Resources Policy." To report any violations, please contact "sysadmin@lasierra.edu."
 - * Monitoring list content to ensure that the rules for the list are followed and that the list stays on the topic for which it was initially created.
 - * Performing maintenance on the mailing list membership by ensuring that people who do not wish to be on this list are removed or given detailed instructions about the web-based removal process.
 - * Maintaining one or more individuals as backup list managers so that if the primary mailing list manager is unavailable a backup manager can step in.

- * Immediately contacting the System Administrator in the event error messages occur.
- * Informing the System Administrator when the list is no longer needed so that it may be deleted. Lists that remain inactive for more than one quarter may be deleted.
- * Subscribers of La Sierra University mailing lists should do the following:
 - * Unsubscribe or modify their delivery options to that of “No Mail” if they will be going on vacation or extended leave.
 - * Refrain from sending attachments to the list that are over 80K in size.

Business E-mail Policy

1. Assignment of e-mail accounts: Assignment of e-mail accounts is the responsibility of the system administrator and is governed by the “LSU E-mail Policy.”
2. Redirecting of e-mail: The University provides the option to redirect e-mail to another e-mail account. It is only responsible for re-transmitting the message to the e-mail account specified. It is not responsible for the validity or the receiving e-mail server’s ability to accept the e-mail.
3. Expectations about the use of e-mail: Users are expected to check their e-mail on a frequent and consistent basis in order to stay current with University-related communications. It is the responsibility of the users to recognize that certain communications may be time-sensitive. Errors in forwarding mail, returned mail due to “mailbox full” messages or “user unknown” messages, or the failure to check an e-mail account are not acceptable excuses for missing official University communications. All users are expected to abide by the “La Sierra University E-mail Policy.”
4. Security, Privacy, and Confidentiality: The University does not guarantee the security, privacy, and confidentiality of e-mail. Therefore, users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters. It is extremely important that users are careful to send messages to intended recipient(s) only and careful when using the “reply” command. The student e-mail address is considered directory information and LSU may, without consent of the student, release to persons outside

the University information designated as directory information. This is in compliance with the Federal Family Educational Rights and Privacy Act (FERPA).

FALSIFICATION OF DOCUMENTS & OTHER ACTS OF DISHONESTY

- * Any student found to have falsified any document submitted to the University will be subjected to disciplinary action. Such acts include, but are not limited to, the following:
 - * Furnishing false information to any University official, faculty or staff member, or office.
 - * Forging, altering, or misusing any University document, record, or instrument of identification.
 - * Fraudulent police calls, setting off false alarms, or similar conduct.
 - * Fraudulent use of the University phone system or phones.
 - * Fraudulent use of University computers, web sites and e-mail systems.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The La Sierra University Student Records Policy was developed in accordance with the Family Education Rights and Privacy Act (FERPA), commonly referred to as the Buckley Amendment. This law was enacted to protect the privacy of students and to provide for the right to inspect and review educational records. Except as noted in the University Bulletin, no student information will be given without the consent of the student. Any questions concerning this amendment may be directed to the Office of Student Life.

Further information about the Family Educational Rights and Privacy Act of 1974, subsequent amendments, and HEW guidelines are available in the Office of Student Life and the offices of each college/school dean.

For additional information, please read the “Student Record Policy” on page 64.

FIRE SAFETY AND PREVENTION

A. Fire Alarms and Equipment

1. Fire equipment is to be used only as necessary in the case of fire. Its use and misuse must be reported to the Office of Residential Life,

Risk Management, and/or Campus Safety and Security immediately so that it may be restored to useful condition with no unnecessary delay.

2. Fire equipment includes (but is not necessarily limited to) fire bells, pull stations, alarms, extinguishers, hoses, exit signs, smoke detectors, sprinkler systems, instruction signs, equipment cases, and electrical panels.
3. Students face fines and disciplinary action for needlessly discharging, stealing, or improper use of fire alarms and/or equipment.
4. When the person responsible for tampering with fire alarms and/or equipment cannot be identified, individuals residing within the residence hall will be billed the cost of the entire fine plus maintenance charges in accordance with the University damage assessment procedures.
5. Students who tamper with fire alarms and/or equipment are subject to arrest and prosecution by the City of Riverside in addition to University disciplinary action, fines, and/or reassignment.
6. The University reserves the right to issue other sanctions ranging from fines to expulsion.
7. Failure to evacuate a building during a fire alarm may result in disciplinary action and/or fines.

B. Fire Prevention

1. Students are expected to be alert at all times to the hazards and dangers of fire in their area and to exercise all proper precautions to prevent fire, notify proper authorities of any potential fire and safety hazards, and promptly report a fire.
2. Students are expected to help prevent false alarms and should report any tampering with the alarm system to Campus Safety and Security.
3. Flammable substances and solids, such as gasoline, benzene, naphtha, cleaning fluids, explosives, charcoal lighter fluid, and fireworks may not be used or stored in residence halls. Lighted candles, incense, kerosene lamps, halogen lamps and student-installed electric heaters may not be used in the residence halls.
4. ALL COOKING MUST BE CONFINED TO DESIGNATED COOKING AREAS. Use of electrical appliances such as hot plates, heating coils, coffeepots, popcorn poppers, electric frying pans, toaster ovens, irons, and electric heaters are prohibited in student rooms and common lounges without kitchens. All appliances must be UL approved with UL approved cords. Low wattage electrical equipment and attached cords must also be UL approved. The University reserves the right to determine the danger of electrical appliances and remove them. Extension cords are not allowed.
5. Storage or placement of any items (including trash, bicycles, boxes, furniture, etc.) in public areas such as corridors, stairwells, or windowsills is prohibited. Items placed or stored in public areas will be removed by the University with a charge for their release. Items may not be left outside residence buildings at any time (i.e. trash cans).
6. All decorations used in corridors or public areas shall be flameproof or fire resistant materials. The University reserves the right to remove any and all decorations that do not comply.
7. Hanging of cloth material along walls is discouraged for safety reasons. No material or paper may be draped or affixed overhead or from ceiling pipes.
8. Section and fire doors are to remain closed at all times. Residents of the section will be held responsible when the doors are blocked or propped open. A door will be considered propped if there is any physical obstruction (such as tape, stones, cardboard, trash cans, etc.) which prevent it from closing or locking.
9. Any additional lighting (i.e. Christmas lights) must be UL approved with proper installation and approved by Physical Plant Operations, Campus Safety and/or Residential Life. No lights may be strung from any pipes or fire/safety equipment.
10. No storage of any type of gas powered vehicles inside buildings or enclosed areas.
11. Use of charcoal or propane grills is permitted, however the grill must be at least 15 feet from any structure.
12. Use of fireworks is strictly prohibited on any University property.
13. Any violation of the above fire prevention regulations may be subject to disciplinary action and/or fines.

C. Fire Drills and Safety Inspections

1. All persons must immediately evacuate the building when a fire alarm is sounded.
2. The Office of Risk Management shall be responsible for establishing procedures for supervised fire drills in residence halls in compliance with local and state fire safety regulations.
3. Alarm systems shall not be tampered with or tested by unauthorized persons.
4. Fire drill procedures include the requirement for all resident students to become familiar with fire evacuation plans for each building, to include recognition of fire alarms, procedures for notifying authorities of fire, and evacuation from the building. Evacuation procedures are posted on the back of each resident's room door and found in the Guide to Residential Life. If these rules are not on the back of the door, it is the students' responsibility to obtain a new copy from the hall dean.
5. Each resident and any guests will leave the residence hall according to instructions for the area where they are when the alarm is sounded.
6. Lack of cooperation during fire drills and active alarms will be considered a serious breach of discipline and students may be subject to disciplinary action and/or fines.
7. Authorized representatives of the University shall have the right to enter any room at any time for maintenance, repairs, and inspection for health, security, and safety hazards. After inspection, failure to amend hazards or violations may result in termination of the resident's housing contract.
8. Quarterly safety and maintenance inspections are made in each residence hall room.

Illegal use or tampering with fire-protection equipment such as fire alarms, fire escapes, fire exit signs, sprinkler system pipes, and fire hoses is a violation of university, county, and state fire ordinances. Fines of \$100 or more may be levied. Hanging items on the sprinkler system pipes will result in a minimum fine of \$50.

FIREARMS AND WEAPONS

Possession or use of firearms, or toy facsimiles, paint-ball guns, BB guns, knives, martial arts weapons, darts, any type of ammunition, and other dangerous weapons are prohibited on University property except when carried by

law enforcement personnel or when being used in conjunction with a firearms training/safety class (this includes bow and arrows for hunting purposes) The sale, use, or possession of fireworks or explosives is also prohibited.

It is unlawful to interfere with the normal activities, normal occupancy, or normal use of any building or portion of the University campus by exhibiting or using or threatening to exhibit or use a firearm. A person who violates this section is guilty of a felony and upon conviction could face such penalties as a fine or imprisonment. City, state, or federal prosecution may result.

Note about laser pointers: Students or persons misusing laser pointers on campus or on University property will be subject to disciplinary action. Misuse is defined as any use other than for instructional or presentation purposes.

FIREWORKS

Selling, possessing, or using firecrackers or similar combustibles is a violation of campus, county, and state fire ordinances. Possessing or using an M-80 is a violation of federal law. Students found in possession of any of these items or similar types of fireworks (bottle rockets, sky-rockets, ground spinners, etc.) are subject to disciplinary action, including fines.

FOOD AND DRINK IN CLASSROOMS, UNIVERSITY CHURCH, AND OTHER FACILITIES

As part of La Sierra University's efforts to maintain clean university facilities and teaching environments, students are asked not to bring food or drinks into classrooms, the University Church, the Alumni Pavilion or any other University facility without prior permission from the instructor or the program coordinator. Under no circumstances should food or drink be brought into or consumed in the University Church during Worship.

FREEDOM OF EXPRESSION POLICY

The "Freedom of Expression Policy" is designed to provide information and direction for students and for student organizations as they plan and conduct non-classroom related learning experiences. Furthermore, it is designed to maintain the philosophy and objectives of this University.

The University encourages students, as responsible citizens, to study contemporary issues and to state their convictions through acceptable modes of expression, such as public discussion, debate, and petition. Those who avail themselves of this privilege are under obligation to examine controversial issues thoughtfully and to learn the art

of reasoned dissent. As individuals or as organized groups, they are expected to conduct themselves responsibly and to respect the basic educational and spiritual goals of the University.

Freedom to engage in the exchange of ideas does not, however, include the right to interfere with the regular activities of the University. The University recognizes a concurrent obligation to maintain on the campus an atmosphere conducive to academic work, to preserve the dignity and seriousness of University ceremonies and public exercises, and to respect the private rights of all individuals.

Individuals and groups who have an enlightened sense of responsibility are those who are willing to engage in the free examination of viewpoints without hindering others from making progress toward the educational goals to which they were committed when they chose to attend this University.

Students or student organizations that wish to engage in any public effort using the name of the University, or the name of any organization within the University, must obtain the permission of the Administration (e.g. any university group that attends a demonstration and carries a banner with the University name).

GAMBLING

The University does not permit gambling of any kind anywhere on campus (including online). Social card games are permitted in the residence halls and in the Student Center. Students may not gamble, play pyramid games, or sell lottery tickets.

GRIEVANCE POLICIES AND PROCEDURES

See Academic Appeals, p. 26, Discipline Appeals, p. 39, Student Employment, p. 32, and Student Educational Records (FERPA), p. 64.

GUEST AND VISITOR POLICY

La Sierra University is committed to creating a safe environment for all members of the campus community. The University welcomes the participation of community guests at most events and facilities on the campus. This policy governs the behavior of guests and the responsibility of campus hosts.

General Guests and Visitors

All students are responsible for the behaviors of their guests and the behaviors and activities which occur within any space which is assigned to them by the University

(including, but not limited to, on-campus residence halls, apartments, guest rooms, or studios/practice rooms within academic buildings, gymnasium, fitness center, lawns). All visitors are expected to abide by the same rules and regulations as the faculty, staff and students of the University. As a host, the student will be held personally responsible for any violation of University policy committed by their guest(s), regardless of whether the guests are appropriately registered. Any guest in violation of University policy, will be asked to leave university property immediately and disciplinary procedures will be filed against the student.

Loitering is not permitted. Groups are asked to contact the Office of Student Life (951) 785-2100 24 hours in advance of their arrival to secure permission to be on campus.

Residence Hall Guests and Visitors

The residence hall policies and procedures related to guests and visitors exist to allow residents to have guests in a manner that does not infringe upon the comfort or rights of other residents and maintains an appropriate level of safety and security in the building. Residence halls are gender exclusive. Overnight same-gender guests are permitted in student rooms. Guests of the opposite sex are not permitted in the residence hall living areas but are welcome to visit in the parlors and lobbies until closing time.

Regardless of the length of stay, the guest is expected to abide by all University and Residence Life policies, procedures, regulations, and standards. The host is responsible for the actions of his/her guests at all times. Any guest who violates any departmental or University policy while in student housing or other areas is subject to State of California penalties and will be asked to leave the residence hall.

All overnight guests must be registered at the front desk and approved by all roommates. This registration must take place prior to their stay by the student inviting the guest. An overnight guest may not stay over for more than three (3) consecutive nights or two (2) days after which they will be charged \$10.00 per night. Students who are not residents but who continually stay overnight in the hall will be subject to charges as a regular resident. An UNAUTHORIZED GUEST and the resident will be charged a fine of \$50 for every night the guest is unauthorized or not registered properly.

There may be certain times of the year, such as the beginning of the fall quarter, quarter breaks and exam periods, when the guest and/or visitation policy may be restricted

or modified. Residence Life Staff reserve the right to override permission for an overnight guest and deny that individual the privilege of spending the night in a resident's room.

Guest Rooms

Rooms are available in Angwin Hall, Calkins Hall and Sierra Towers on a limited basis for parents of current LSU students. To inquire about room rental rates and make reservations, contact Angwin Hall, Calkins Hall or Sierra Towers deans.

HARASSMENT POLICY

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation has no place in a learning environment and is prohibited.

Disability Harassment

Disability harassment is a form of discrimination, which is prohibited by state and federal law. Disability harassment is defined as verbal or physical conduct that is directed at an individual because of his/her mental/physical disability or that of his/her spouse and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile educational or work environment. Disability harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with other persons having business at or visiting La Sierra University.

Racial Harassment

Racial harassment is a form of race discrimination, which is prohibited by state and federal law. Racial harassment is defined as verbal or physical conduct that is directed at an individual because of his/her race, color, or national origin or that of his/her spouse and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

Racial harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with other persons having business at or visiting La Sierra University.

Sexual Harassment and Violence

Sexual harassment is any kind of sexual behavior that is unwelcome and/or inappropriate for a learning environment or the work place. Sexual harassment can embrace verbal harassment (i.e., derogatory comments or dirty jokes under the right circumstances), visual harassment (i.e., derogatory or embarrassing posters, cartoons, drawings, etc.), physical harassment, and sexual favors (i.e., sexual advances, confrontation with sexual demands). *Title VII of the Civil Rights Act of 1964 and California's Fair Employment and Housing Act* strictly prohibit sexual harassment.

Sexual harassment is reprehensible and will not be tolerated by the University. It subverts the mission of the University and threatens the educational experience and well-being of students, as well as the careers and well-being of faculty and employees. Relationships involving sexual harassment or discrimination have no place within the University. In both obvious and subtle ways, individual students, faculty, employees, and the University community as a whole. When, through fear of reprisal, a student or faculty member submits, or is pressured to submit, to inappropriate sexual attention, the University's ability to carry out its mission is undermined.

Sexual harassment is especially serious when it threatens relationships between teacher and student or supervisor. In such situations, sexual harassment exploits unfairly the power inherent in a faculty member's or supervisor's position. Through grades, wage increases, recommendation for graduate study, promotion, and the like, a person in a position of power can have a decisive influence on the future of the student, faculty member, or employee. While sexual harassment most often takes place in situations of a power differential between the persons involved, the University also recognizes that sexual harassment may occur between persons of the same University status. The University will not tolerate behavior between or among members of the University community, which creates an unacceptable educational or working environment.

Prohibited Acts

No member of the University shall engage in sexual harassment. For the purposes of this policy, sexual harassment is defined as inappropriate sexual advances, such as requests for sexual favors, or other verbal or physical conduct of a sexual nature. Harassment is considered to have occurred if:

- * Submission to such conduct is made explicitly or implicitly a term or condition of an individual's

employment or status in a course, program, or activity;

- * Submission to or rejection of such conduct by an individual is used as a basis for an educational or employment decision affecting an individual;
- * Such conduct has the purpose or effect of unreasonably interfering with an individual's work or performance, or of creating an intimidating, hostile, or offensive environment for learning or work; or
- * There are inappropriate or unwanted sexual approaches.

Examples of Sexual Harassment

Sexual harassment encompasses any sexual attention that is unwanted or inappropriate. Examples of the verbal or physical conduct prohibited by Section 2 (Prohibited Acts) above include, but are not limited to:

- a. Physical assault;
- b. Direct or implied threats that submission to sexual advances will be a condition of grade, letters of recommendation, or employment promotion;
- c. Direct propositions of a sexual nature;
- d. Subtle pressure for sexual activity;
- e. A pattern of conduct not legitimately related to the educational, work, or clinical context intended to discomfort or humiliate, or both that includes one or more of the following: (1) comments of a sexual nature; or (2) sexually explicit statements, questions, jokes, or anecdotes;
- f. A pattern of conduct that would discomfort or humiliate, or both, a person at whom the conduct was directed that includes one or more of the following: (1) unnecessary touching, patting, hugging or brushing against a person's body; (2) remarks of a sexual nature about a person's clothing; or (3) remarks about sexual activity or speculations about previous sexual experience.

Isolated and Inadvertent Offenses

- * Members of the University community who, without establishing a pattern of doing so, engage in isolated conduct of the kind described in Subsections (e) and (f) under Examples of Sexual Harassment or who exhibit a pattern of engaging in such conduct but fail to realize that their actions discomfort or humiliate, demon-

strate insensitivity that necessitates remedial measures. When University administrators become aware that such activities are occurring in their areas, they should direct that those engaged in such conduct undertake an educational program designed to help them understand the harm that they are doing.

- * If, after participating in the educational program or failing to participate after being directed to do so, a person continues to engage in the conduct described in Subsection (a) in this Section, he or she will be deemed to have engaged in a pattern of conduct intended to discomfort or humiliate the one at whom the actions or statements are directed.

Procedures

Because of the sensitive nature of situations involving sexual harassment and to assure speedy and confidential resolution of these issues, the University has established informal mediation procedures and formal grievance procedures for handling complaints involving sexual harassment, informal procedures may be utilized, but are not required to precede the formal procedure.

[In describing these procedures "complainant" refers to any student, faculty member, or employee who complains about being sexually harassed. "Accused" or "respondent" refers to any student, faculty member, or employee who is accused of sexually harassing a student, faculty member, or employee.]

If a complaint is directed against an individual who would otherwise play a role in investigating and attempting to resolve the complaint, the function assigned to that person by these procedures will be delegated to another person designated by the appropriate Dean [of a School] or administrator.

Informal Procedures: University Ombudsman Panel

The President shall appoint a panel of five members to serve as counselors and third-party ombudsmen to members of the University community. Terms of appointment shall be two years. The function of a University ombudsman shall be to attempt to resolve informally complaints of sexual harassment brought to them by members of the University committee. Any student, faculty, or staff member may select an ombudsman of his/her choice from the Panel. Each ombudsman will function individually to mediate complaints, but all ombudsmen shall be responsible to the University Affirmative Action Officer.

Ombudsmen shall:

- * Listen to the complaint and assist the complainant in clarifying his/her experiences and feelings.
- * Advise complainant on his/her options, both formal and informal.
- * Inform the responsible Dean of the School or administrator before any inquiry is begun.
- * At the request of the complainant, talk to the accused, without revealing the identity of the complainant, in an attempt to work out a satisfactory solution and convey to the complainant the result of that discussion.
- * If both parties are satisfied with the outcome of the ombudsman process, the matter ends there.
- * If the accused is not willing to participate in the ombudsman process, the ombudsman will inform him/her of the formal procedures and will explain the options available to him/her.
- * If the complainant is not satisfied with the outcome, he/she may take the matter through the appropriate formal grievance procedures.

Formal Procedures

Formal procedures may be initiated by the aggrieved person or an administrative official of the University subsequent to the failure of informal efforts to resolve the problem. A formal grievance relating to a complaint of sexual harassment or other forms of discriminatory personal behavior may be initiated by any student, faculty member, or employee, either in lieu of informal efforts or where informal efforts have failed.

Investigation Prior to Formal Action

- * A complainant wishing to make a formal complaint and have it pursued should file it with the Office of Human Resources, who will consult with the appropriate Dean or administrative officer to determine the method by which the investigation will be conducted.
- * The purpose of the investigation is to establish whether there is a reasonable basis for believing that the alleged violation of this Policy has occurred. In conducting the investigation, the appropriate administrator may interview the complainant, the accused, and other persons believed to have pertinent factual knowledge. At all times, the administrator conducting the investigation will take steps to insure confidentiality.

- * The investigation will afford the accused a full opportunity to respond to the allegations.
- * Possible outcomes of the investigations are (1) a judgment that the allegations are not warranted; (2) a negotiated settlement of the complaint; or (3) institution of formal action described in succeeding Sections of this Policy.

Process of Taking Formal Action

- a. Formal action regarding complaints about sexual harassment will be taken by one of the following individuals:
 - (1) If the accused is a faculty member, graduate assistant, or employee responsible to an academic administrator, formal action will be taken by the Dean of the School of the accused or by the Dean's designee.
 - (2) If the accused is an employee of a nonacademic unit of the University, formal action will be taken by the supervisor who makes decisions about the employment status of the accused.
 - (3) If the accused is a student, formal action will be taken by the Vice President for Student Life.
- b. If, after reviewing the report of the investigation, the appropriate administrative official as described in Subsection (a) of this Section concludes that there is a reasonable basis for believing that the alleged violation of this Policy has occurred and a negotiated settlement cannot be reached, a formal action will be taken.

Formal Action

Except as specifically modified by other provisions of this policy, formal action involving allegations of:

- a. Violations of this Policy by faculty members will be taken by the Dean of the School employing the accused faculty member and will be governed by the procedures for discipline and severance set forth in the Faculty Handbook.
- b. Violations of the Policy by a staff member in academic units of the University will be taken by the Dean of the School employing the staff member and will be governed by the procedures for discipline and severance set forth in the Salaried or Hour-Time Employee Handbooks as appropriate.
- c. Violations of this Policy by an employee of nonacademic unit of the University will be taken

by the administrator who makes decisions about the employment status of the accused and will be governed by the procedures for discipline and severance set forth in the Salaried or Hour-Time Employee Handbooks as appropriate.

d. Violations of this Policy by students, including graduate assistants, will be governed by the disciplinary procedures of the Student Handbook.

A report of the final outcome of the formal action will be submitted in writing to the Office of Human Resources, the complainant, and the accused.

Protection of Complainant and Others

- a. Investigations of complaints will be initiated only with the complainant's consent. The complainant will be informed fully of steps taken during the investigation.
- b. All reasonable action will be taken to assure that complainant and those testifying on behalf of the complainant or supporting the complainant in other ways will suffer no retaliation as a result of their activities in regard to the process. Steps to avoid retaliation might include:
 - (i) Lateral transfers of one or more of the parties in an employment setting and a comparable move if a classroom setting is involved, and
 - (ii) Arrangements that academic and/or employment evaluations concerning the complainant or others be made by an appropriate individual other than the accused.
- c. In extraordinary circumstances, after reviewing the allegations and interviewing the accused, the complaint, and if it seems appropriate, some other relevant persons, the administrator taking formal action may, at any time during or after an investigation of sexual harassment complaint, suspend the accused if the administrator finds that it is reasonably certain that (1) the alleged sexual harassment has occurred and (2) serious and immediate harm will ensue if the accused is not suspended.

Protection of the Accused

- a. At the time the investigation commences, the accused will be informed of dire allegations, the identity of the complainant, and the facts surrounding the allegations.

b. In the event the allegations are not substantiated, all reasonable steps will be taken to restore the reputation of the accused, if it was damaged by the proceeding.

c. A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to University discipline.

Protecting Both Parties

- a. To the extent possible, the proceedings will be conducted in a way calculated to protect the confidentiality interests of both parties.
- b. After the investigation, the parties will be informed of the facts developed in the course of the investigation.
- c. The parties will be informed within 30 days about the outcome of the proceedings.

Education as a Key Element of University Policy

Educational efforts are essential to the establishment of a campus environment that is as free as possible of sexual harassment. There are at least four goals to be achieved through education: (1) ensuring that all victims and potential victims are aware of their rights; (2) notifying individuals of conduct that is proscribed; (3) informing administrators about the proper way to address complaints of violations of this Policy; and (4) helping educate the insensitive about the problems this Policy addresses.

Preparation and Dissemination of Information

The Office of the President is charged with distributing copies of the "Sexual Harassment Policy" to all current members of the University community and to all those who join the community in the future. An annual letter from the Office of Human Resources will be sent to all faculty and staff to remind them of the contents of the "Sexual Harassment Policy," including the provisions added to it by this Policy. A copy of the "Sexual Harassment Policy" will be included in student, faculty, and employee orientation material. In addition, copies of that policy will be made continually available at appropriate campus centers and offices.

HARM TO SELF

La Sierra University is concerned about the well-being of all students. Any behavior, including non-privileged verbal statements, that tends to demonstrate an intent or desire of a student to inflict harm upon himself, herself or another is considered a serious matter. Such behavior demonstrates that the student's well-being may be in jeopardy, and interferes with the educational efforts of other students and with La Sierra University's mission to educate all students.

Any student who (a) states an intent or desire to harm himself, herself or another, or (b) attempts to harm himself, herself or another, or (c) harms himself, herself or another may not live in university residential facilities or participate in university academic programs until cleared to do so by the Dean of Students in consultation with a credited health care provider. In most cases, the student will be required to submit a clearance form for re-entry into the residence halls and other university programs, a treatment plan, and maintain its requirements. The student may also be placed on a University behavior contract for a period of time. The prohibition against living in university residential facilities and participation in university academic programs is not disciplinary in nature, and the fact that such a prohibition has been imposed will not be entered in the student's disciplinary records. However, if the student engages in disruptive behavior (which may include, but is not limited to, the behavior that caused processing under this policy) or fails to comply with the terms of the clearance procedure, the student may be subject to disciplinary action in accordance with the Student Disciplinary Procedure.

INCIDENT REPORTING

If a student is in need of immediate medical treatment, the Campus Safety and Security (campus phone extension: 2222) or 911 should be notified immediately. If a student or a faculty or staff member observes a student (a) stating an intent or desire to harm himself, herself or another, or (b) attempting to harm himself, herself or another, or (c) in the process of harming himself, herself or another, the person observing such behavior should report what was observed to the Campus Safety and Security (x2222) or 911 immediately and to the Dean of Students (951) 785-2167 as soon as possible. The Dean of Students may consider the need to advise parents or the next of kin.

HAZING, INJURING, OR DEGRADING OTHERS

The University does not tolerate hazing in any form. Hazing is defined as any action taken or situation created, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, humiliation, or ridicule. Any student who conspires to engage in hazing or commits any act that injures, degrades, or disgraces a fellow student or campus guest will be subject to disciplinary action and possible dismissal (*See California Education Code 32050-32051*).

In addition, La Sierra University does not permit any student to hold membership in or to be associated with a social fraternity, sorority, club, or other organization not registered with the Office of Student Life.

A student who throws anything at persons, buildings, or vehicles can expect serious disciplinary action.

HEALTH INSURANCE, ALL STUDENTS

The University's health service plan is intended to cover the basic health needs of students enrolled in a course of study leading to a degree. Students registered for 8 units or more per quarter (excluding courses In Progress, for Audit, or covered by the employee tuition benefit) must buy coverage at the rate of \$60 per quarter (rate subject to change). Students registered for 5 to 7 units may purchase coverage during registration. Students enrolled for fewer than 5 units do not qualify for the plan (exception: doctoral students in dissertation phase may elect to purchase coverage while finishing a dissertation).

The health service plan provides certain medical care through the campus Health Service Center and also covers the hospital and medical expenses outlined in the Student Health Service Brochure (available from the Health Service Center). Items not covered by the plan are payable by the student in all cases, and payment is expected at the time these services are given. Because the University's health plan is very limited in coverage, it is strongly suggested that all full-time students have primary health and accident insurance from a major insurance company. The University's plan is designed to cover basic accidents and sickness. Illnesses or injuries requiring a visit to a hospital emergency room are very expensive and the University's student insurance may not fully cover them.

HEALTH INSURANCE, INTERNATIONAL STUDENTS

La Sierra University requires all its international students to maintain adequate health insurance throughout the duration of their visa status. Therefore, the Office of International Student Services offers a comprehensive insurance plan just for international students. International student insurance plans will be purchased for them at the time of registration and will be automatically renewed throughout their stay at La Sierra University, including summer and vacation periods. The insurance fees will be automatically charged to the international students account. For the current fee amounts, contact the Office of International Student Services.

All exchange visitors (both J-1 and J-2 dependents) are required to have sickness and accident insurance and medical evacuation and repatriation insurance in effect for the duration of their exchange visitor status.

A willful failure to carry insurance is considered to be a violation of the Exchange Visitor Program regulations. Department of State (DOS) treats willful failure to carry insurance as a serious infraction for which neither correction of the record nor reinstatement are available as remedies.

HOUSING POLICIES

On-Campus Housing Policy

La Sierra University provides residential living for unmarried students under the age of 22, who do not have an undergraduate degree, or have less than 190 accumulated units. Residential students are required to board in the University cafeteria. The *Guide to Residential Life* outlines specific policies, rules, and regulations for students living in or visiting campus residence halls. Copies may be obtained from the Office of Residential Life or residence halls. Students are expected to comply with the terms of the *Guide to Residential Life*, *Student Handbook*, *Residential License Agreement*, and all other printed or announced policies.

Off-Campus Housing Policy

The University Housing Committee firmly adheres to published housing policy.

- * Students under 22 years of age who are not living with a parent may petition to live with a blood relative (grandparent, aunt, uncle, brother or sister) and/or University faculty/staff/legal guardian. During the first quarter of residence at the University, international students may

petition to live with an American born family. "Family" is defined as husband and wife, married at least one year, with or without children.

- * Students who have completed a bachelor's degree or 190 units may request to live off-campus.
- * Students enrolled in less than 8 units may live off-campus. Requests to live off-campus for the above stated reasons and other extraordinary circumstance will be considered as exceptions to the policy. Exceptions do not constitute the establishment of a new policy.
- * Each petition is considered on its own merits with the welfare of the student in mind. This means that occasionally a student may petition to live in a situation that meets the general criteria for off-campus housing, but extenuating information or circumstances may lead the committee to conclude that the situation would not be in the best interest of the student. In these rare cases, the petition would be denied.

Off-Campus Housing Petition Policy

Students wishing to petition for off-campus residence are limited to petition only one time per year. Continuing, transfer, and new students may petition during the months of August and September. Petitions submitted during winter and spring quarter will only be accepted from new/transfer students enrolled during these quarters. The deadline for turning in off-campus housing petitions is on the last day to register for classes for each quarter. Verification letters from parents and host must accompany each petition for the request to be considered.

Falsification of petition or verification letter and/or change of residence will result in immediate suspension from school and revocation of off-campus housing privileges. Petition to live off-campus for financial relief will not be considered without written verification from Student Financial Services. Permission to live off-campus is granted on a yearly basis. For further information, contact the Department of Residence Life.

IDENTIFICATION CARDS

All University students are issued a permanent student identification card upon registration. Students are encouraged to carry their identification card at all times. It is used for multiple purposes at different University facilities. Misuse of the ID card is considered fraud and will result in a disciplinary action, up to and including expulsion.

ID Cards

The student identification card is the student's official University identification. Students are required to present their identification cards when requested by a University official. Student identification cards must be returned to the Office of Student Life by each student upon termination of his/her academic career at the University. Identification Cards are not transferable. A fee is charged for its replacement.

Library cards

When properly embossed or labeled, University students may use their identification card to check-out material from the library.

Time Cards

If a student is employed at the University, their ID card can be used to clock in and out in all University departments where the student is employed.

Meal Cards

Students who purchase meal credit on their account will be able to use their Student ID Card to purchase meals in the Commons or in the Eagle's Nest.

IDENTIFICATION NUMBER

All students will be assigned an University identification number by the Office of Admissions and issued identification cards by the Office of Student Life. The seven-digit ID number must appear on all checks payable to the University to ensure crediting to the proper student account.

The ID card will be used for admissions and records, library, healthcare, fitness center, residence halls, cafeteria and access to many other services. When the student withdraws from all classes at the University during a term, the student must return their ID to the Office of Student Life.

LEWD, INDECENT, AND/OR OBSCENE BEHAVIOR

Lewd, indecent, and/or obscene behavior will not be tolerated and will result in disciplinary action. This includes but is not limited to the possession and display of pornographic material on University-owned premises and world wide web space, dress, speech, hand and/or body gestures, inappropriate sexual behavior, etc.

MEAL PLANS

All students living in a La Sierra University Residence Hall are required to participate in the University's meal plan. To request a change from the standard meal plan option, students may submit a meal plan petition form, which must be approved by the Meal Plan Variance Committee. Petitions must be submitted by the last day to register for classes. For consideration of special circumstances, a student must first consult with the food service director, then submit a petition, supported by a medical certificate or other valid documentation, to Financial Administration. As stated in the Residential License Agreement, students who move out of the Residence Hall during the term will be charged for the entire term. Students who move out due to extenuation circumstances may petition to receive a partial refund.

Meal Plans are nontransferable. Students are welcome to entertain guests that are dining with the Meal Plan participant by paying the casual meal price with cash or flex dollars. Falsifying, altering, or misusing a student or anyone else's ID card in any way is strictly prohibited (i.e., letting a student else use his or her card, a student using someone else's card or attempting to sneak guests into any dining venue without paying, etc.) and are violations of the "University's Social Code." Any incident of misuse will be forwarded to the Dean of Students for appropriate disciplinary action.

Sneaking in, theft of food, and unruly behavior will not be tolerated in any food service facility. Discipline problems in any food service facility will be reported immediately to the Dean of Students for appropriate disciplinary action.

NON-DISCRIMINATORY POLICY

La Sierra University is committed to equal education and employment opportunities for men and women of all races and does not discriminate on the basis of disability, sex, race, color, or national origin in its educational and admissions policies, financial affairs, employment programs, student life and services, or any University-administered programs.

To this end, the University is in compliance with *Titles VI and VII of the Civil Rights Act of 1964* as amended, and substantial compliance with *Title IX of the Education Amendments of 1972 (45 CFR 86 et seq.)* and *Sections 503 and 504 of the Rehabilitation Act of 1973*. The University also complies with the *Age Discrimination in Employment Act of 1967* and *Section 402 of the Vietnam Era Veterans Adjustment Act of 1974* and does not discriminate against any employee or applicant for employment on the basis

of age or because they are disabled veterans or veterans of the Vietnam era. In addition, the University administers student programs without discrimination on the basis of age, except in those programs where age is a bona fide academic qualification for admission in accordance with the provisions of the *Age Discrimination Act of 1975*.

The University reserves constitutional and statutory rights as a religious institution and employer to give preference to Seventh-day Adventists in admissions and employment, including but not limited to *42 USC 2000e-1, 2000e-2, 6-15 of Federal Executive order 11246; 41 CFR 60-1.5(5); 34 CFR 86.21, 86.31, 86.40, and 86.57 (b); California Government Code sections 12926(c); and Title 2, Section 7286.5(a) (5) and title 22 Section 98222 of the California Administrative Code*. The University believes that Title IX regulations are subject to constitutional guarantees against unreasonable entanglement with or infringements on religious teachings and expects students and employees to uphold biblical principles of morality and deportment as interpreted by the Seventh-day Adventist Church. The University claims exemptions from the provisions of the *Title IX set forth in CFR Sections 86.21, 86.31, 86.40, and 86.57(b)* insofar as they conflict with Church teachings and practices of morality, deportment and appearance. The complete statement regarding the University's policy and program of nondiscrimination and program of affirmative action is available at the offices of the President, the Provost, Human Resources, and Student Life.

NON-FRATERNIZATION POLICY

La Sierra University is committed to the principle that the learning and working environment of its students, employees, and guests should be free from sexual harassment and inappropriate sexual conduct. Inappropriate sexual conduct is unprofessional behavior and is forbidden as a matter of institutional policy. Sexual harassment is a form of sex discrimination that is illegal and is proscribed by institutional policy. All employees and students are accountable for compliance with LSU's policy. Established violations will lead to disciplinary actions which may include termination of employment or permanent expulsion from the University. This policy applies to all administrators and supervisors, regular and temporary faculty members, teaching and research assistants, staff members and students. It pertains to actions that affect any employee, student or guest of La Sierra University.

Professional Risks

It is in the interest of La Sierra University to provide clear direction and educational opportunities to the University community about the professional risks associated with

consensual/romantic or consensual/sexual relationships between members of the University community where a conflict of interest and/or a power differential between the parties exists. Consensual relationship is defined as a romantic and/or social engagement arranged by personal invitation between two unmarried individuals or arranged by a third party. Romantic relationship is defined in this policy as a mutually desired courting activity between two unmarried individuals.

Individuals entering such relationships must recognize that:

(1) CONFLICTS OF INTEREST may arise when such relationships occur between and among faculty, staff, students, and prospective employees. University policies and ethical principles preclude individuals from evaluating the work or academic performance of others with whom they have consensual/romantic or consensual/sexual relationships.

(2) POWER DIFFERENTIALS between the parties in consensual/romantic or consensual/sexual relationships may cause serious consequences even when conflicts of interest are resolved. Individuals entering into such relationships must recognize that:

- a. The reasons for entering, maintaining, or terminating such a relationship may be a function of the power differential;
- b. Where power differentials exist, even in a seemingly consensual relationship, there are limited after-the-fact defenses against charges of sexual harassment. Further-more, under certain situations consensual relationships may be outside the scope of employment for University employees and, if so, an individual would not be covered by the University's liability protection in subsequent litigation; and
- c. It is almost always the case that the individual with the power or status advantage in the relationship will bear the burden of accountability.

Consensual/Romantic or Consensual/Sexual Relationships:

A consensual/romantic or consensual/sexual relationship between individuals who occupy different levels of authority in the institution automatically and inevitably carries the potential for evolving into a sexual harassment case of very serious implications, either from a subsequent change of attitude by the subordinate partner or from a contemporary complaint from a disadvantaged third party. Relationships of this sort are forbidden in those

instances in which the partner with higher status and/or power has explicit or implicit authority over, or the power to reward or punish, the partner with lower status and/or power.

It follows that consensual/romantic or consensual/sexual relationships between faculty members and students, or between administrators or supervisors and staff in an office or program are also forbidden.

Reporting Policy

Where a conflict of interest exists, or may exist, in the context of a consensual/romantic or consensual/sexual relationship, the individual with the power or status advantage shall notify his or her immediate supervisor. The supervisor shall have the responsibility for making arrangements to eliminate or mitigate a conflict whose consequences might prove detrimental to the University or to either party in the relationship.

OFFICIAL NAME (STUDENT'S)

The official name for a student is the name the student submits on the original application for admission to the University. The Office of the Registrar will monitor the corrections and obtain names for initials submitted (at registration).

The official name of a student may be changed during attendance at La Sierra University by submitting a "Change of Data" form to the Office of the Registrar or by making the appropriate corrections on the registration form. Documentation may be required.

A maiden name (where applicable) may be incorporated as a part of the student's official name. The official name as recorded in the student's record will be used for all University records such as registration forms, grade reports, transcripts, graduation programs, and Diploma or Certificate of Completion.

PARKING

Students planning to bring a car, motorcycle or bicycle, to campus need to register it with the Campus Safety and Security. Registration for bicycles and vehicles is available Monday through Thursday, 8 a.m. to 6 p.m., and Friday, 8 a.m. to 12 p.m. At the time of registration, students will receive a decal and regulations, a map of the University, and information on violations and fines. Students will be held responsible for this information.

La Sierra students with disabilities as defined by having a currently valid California or out-of-state "Disabled vet" license plate or Disabled Persons Registration Insignia

displayed on their vehicles may park in spaces designated "Handicapped."

La Sierra students who do not have currently valid California or out-of-state DMV plates or Disabled Persons Registration insignia will be fined if they park in spaces designated "Handicapped." Parking controls apply seven (7) days a week, twenty-four (24) hours a day for all spaces designated as, "Handicap Parking," and violators will be ticketed. Questions about handicap parking should be addressed to the Security Office.

Students are also not permitted to parking in "Visitor," Faculty" or "Reserved" parking spots. Cars found parked in these spots without proper permits will be ticketed and/or towed at the vehicle owner's expense.

PERSONAL PROPERTY POLICY

La Sierra University is not responsible for any loss of or damage to students' personal property. It is suggested that students or their parents carry appropriate insurance coverage on personal belongings brought to the campus. This includes items brought and stored in residence hall rooms. Parents may wish to review their current homeowner's policy for possible coverage.

PETITIONS/SURVEYS/ QUESTIONNAIRES/EXPERIMENTS/ POSTINGS

The Vice President for Student Life is to approve all nonacademic material (including political, religious and business flyers/leaflets petitions and surveys to be signed by students, faculty, staff, administration or community members) prior to distribution on campus property. All materials to be posted on campus must be approved and stamped by the Office of Student Activities (OSA) prior to distribution. The Provost and the Institutional Research Board must approve all academic material (class project questionnaires and surveys, experiments, etc.) prior to distribution or participation.

PUBLIC DISPLAY OF AFFECTION

La Sierra University expects its students to act appropriately for the occasion and environment; this includes limiting public display of affection to modest and self-respecting behavior. The residence hall lobbies, classrooms, lawns, Dining Commons, Student Center, athletic facilities, and Campus Mall are public areas to be enjoyed by all in a casual, tasteful manner.

RESIDENTIAL LIFE POLICIES

Please refer to the Guide to Residential Life for these policies.

RES NET USAGE POLICY

Purpose

The ResNet is provided as a courtesy to LSU's residents in LSU Residence Halls. It is intended to assist in the facilitation of the exchange of information for the purpose of academics, education, research, and communication.

Security

La Sierra University requires all Residential Hall computers to log into the network and be scanned for viruses and Windows updates. Network access will not be granted to computers that fail the scan or are not properly logged into the network. Guest access is allowed but limited to web browsing and a 30 minute time limit.

Users are directed to login using their La Sierra e-mail user name and password. Students experiencing problems should call the network administrator.

Interference

Users' ResNet usage must not interfere with other Users' ResNet usage ability. Additionally, Users' ResNet usage must not interfere with the functionality of the remainder of the Campus-wide network infrastructure. Interference can be constituted by, but not limited to the following:

- * Connecting or installing a server onto the ResNet, including but not limited to:
 - * Peer-to-peer network clients.
 - * FTP servers.
 - * World Wide Web servers.
 - * Streaming media servers.
 - * Mail or news servers.
 - * DNS servers.
- * Use of more than one network device per network drop, including any switch, proxy server, or access point.

Malice

- * ResNet usage with malicious intent is prohibited. Actions constituting maliciousness include, but are not limited to:

- * Deliberate interference with the intent to cause a denial of service to other network devices on the campus-wide network infrastructure or any other non-LSU network device connected to the Internet.

- * Attempts to access, decode, and/or disclose confidential data and/or passwords stored on any network device on the campus-wide network infrastructure, or any other non-LSU network Devices on the Internet.

- * Attempts to crash any network device or corrupt data on any network device connected to the campus-wide network infrastructure or any other non-LSU network devices on the Internet.

- * Willful propagation of worms, viruses, or other destructive content.

Harassment

- * Any ResNet usage for the purpose of any form of harassment is forbidden. Harassment may include the following:

- * ResNet usage to broadcast obscene, defamatory, or threatening messages.

- * ResNet usage with the intent to impersonate or misrepresent an individual or organization.

- * ResNet usage for the purpose of sexual harassment.

Commerce

- * ResNet usage for commercial purposes is strictly prohibited. Some examples of the breach of this policy follow:

- * ResNet usage to conduct a personal business enterprise.

- * ResNet usage to gain personal profit.

Sanctions

Penalties assessed for the violation of any of the above policies may take the form of any of the following and may occur at any time:

1st offense: Temporary suspension of user's account.

2nd offense: User's account will again be suspended, and the Dean of Students will be informed. The account will not be reactivated until the user has met with the network administrator and the Dean of Students.

3rd offense: The user's account will be immediately suspended and will undergo disciplinary review by the University.

SALES AND SOLICITATIONS

La Sierra University feels that student clubs and organizations should be provided with opportunities to raise their own program funds through fund raising activities. In order to provide a means of protecting the University, the student organization, and each member of the University community from undue intrusion and provide fair access for legitimate activities, the following guidelines and restrictions have been approved.

1. All on-campus or off-campus sales and solicitations must be registered with Student Life. All requests must be submitted at least two weeks prior to the date of the proposed sale/solicitation. Blank contract forms for off-campus vendors are also available in the Office of Student Activities.
2. All sales/solicitations involving non-campus vendors must be sponsored by a University office, department, or approved club or organization. Vendors will be charged a \$20/table/day administrative fee to the University as well as a 20% gross sales commission to the sponsoring organization. These fees and commissions are to be paid prior to the vendor leaving campus on the day of the sale. Campus organizations providing their own sale items will not be charged these fees.
3. The sale of items which directly compete with the La Sierra University bookstore will not be permitted. Requests for sales in or around the Bookstore will be submitted to the Office of Student Life for approval.
4. Sales/solicitations on campus may take place only in specified, approved locations. Any sales/solicitations in the residence halls require the pre-approval of the Residence Life and Housing Office using the request form available in the Office of Student Activities(see #1). There will be no sales/solicitations in the residence halls after 11:00 p.m.
5. Sales/solicitation to off-campus constituencies (i.e., parents), require pre-approval of the organization's Faculty Advisor, Student Life, and University Advancement with pre-submission and approval of the solicitation letter/form before mailing. Address labels may only be

requested through the Registrar's Office by the organization's Faculty Advisor after approval has been granted by Administration.

6. Sales/solicitation of "games of chance," (i.e., raffles, etc.) must be approved by the Office of Student Life.
7. Door-to-door sales/solicitations are not permitted within the classroom/office buildings, auditoriums or residence halls.
8. The sales/solicitation of drugs, tobacco, and/or alcoholic beverages is not permitted.
9. The sales/solicitation of items identified with or containing the name or logo of La Sierra University must be approved by Student Life and Public Relations prior to manufacture and sale/solicitation of such items.
10. Items containing federally copyrighted material may not be sold or distributed without written approval of the holder of the copyright.

SEXUAL MISCONDUCT POLICY

La Sierra University seeks to foster a campus environment that is conducive to its students and staff members' academic pursuits and spirit of community. Sexual misconduct offenses seriously disrupt the campus environment and threaten the well-being of members of the campus community.

A sex offense is specifically defined as (1) any sexual act directed against another person, forcibly and/or against that person's will or in circumstances in which that person is incapable of giving consent or (2) unlawful, non-forcible sexual intercourse. Sex offenses include forcible rape, forcible sodomy, forcible fondling, sexual assault, forcible sexual assault with an object, incest, attempted sexual assault, indecent assault, and statutory rape.

La Sierra University will not tolerate any conduct that constitutes a sex offense. In addition to violating La Sierra University's "Student Code of Conduct" as set forth in this Handbook, certain sex offenses constitute violations of state and/or federal criminal law. Any person who is convicted of committing a sex offense on University property, a University off-campus facility, or at a University function shall face maximum disciplinary actions as well as punishments enforced by law. La Sierra University encourages members of the campus community and their guests or visitors to report crimes of sexual assault, domestic violence, and stalking to the appropriate University officials (the Vice President of Student Life, Dean of Students, residence hall deans, counselors,

campus security, Health Service professionals, or faculty). In addition, the University shall cooperate fully in any criminal prosecution or civil litigation that may occur as a result of a sex offense that is committed on the campus, at an off-campus facility, or at a University function.

Conduct constituting sexual harassment is also in violation of La Sierra University policy. Sexual harassment is addressed in a separate policy found elsewhere in this *Handbook*.

The University urges those who have experienced or witnessed a sex offense to seek immediate assistance from Campus Safety and campus caregivers. Those seeking assistance shall be treated with respect and dignity, and their concerns shall be responded to in a timely and professional manner. To ensure a responsive environment to victims of these crimes, the University officials shall provide a number of support services to address the personal and academic needs of the victim while the offense is investigated and prosecuted on and/or off the campus.

La Sierra University will not tolerate any retaliation against any individual for reporting sex offenses in accordance with this policy.

Education

La Sierra University offers programs and training to promote the awareness of rape, acquaintance rape, and other sex offenses.

First-year student orientation includes a program on potential dangers in their new community, which includes many types of sexual offenses and the reporting of a sexual offense. During the year, programs on date rape, self defense and assertiveness are offered through formal residence hall programming, through new student orientation, and at supplemental programs sponsored by Campus Safety and other offices.

SEXUAL PURITY AND COHABITATION

La Sierra University takes the position that sexuality is a gift from God. Sexual expression should therefore be made in a responsible manner, and decisions regarding sexual expression should be made thoughtfully. The University expects that students will not engage in sexual intercourse outside of marriage or engage in related behavior that would interfere with the living-learning environment of its residential community. Students who choose to engage in this type of sexual activity will be subject to disciplinary consequences.

La Sierra University does not condone cohabitation by unmarried students and in instances where University

officials are informed that students are cohabiting, the University reserves the right to take action against the student(s) involved, including canceling registrations or withholding permission to register.

SKATEBOARDING/SCOOTERS/ROLLER SKATES/MINI (POCKET) BIKES

The use of non-pedestrian devices, such as skateboards or roller skates/blades, in any University building or on University roadways is prohibited. These devices are prohibited on all campus sidewalks, pedestrian thoroughfares, roadways, stairs, athletic track, or other University property.

SMOKING/TOBACCO USE

Medical evidence clearly suggests that smoking is harmful to the health of smokers. Smoke from cigarettes, cigars and pipes is also an irritant to many nonsmokers and can worsen allergic reactions. In sufficient concentrations, second-hand smoke may be harmful to those with chronic heart and lung disease. New research indicated that long-term exposure to second-hand smoke may seriously threaten the health of non-smokers.

In order to provide a safe and healthy environment for the university community and to assure compliance with California smoking policy legislation, it is the policy of La Sierra University to maintain a smoke-free campus. We are defining “smoke-free” environment in this context as a work and living space in which no individual is forced involuntarily to breathe smoke from cigarettes, cigars or pipes. It is the intent of the University to provide all employees and students with an environment free of the hazards of tobacco smoke.

1. Smoking is prohibited in all University buildings, residence halls and rooms, and all University-owned properties. The use of smokeless chewing tobacco is also prohibited in all University-owned property.
2. Smoking is prohibited in all areas including individual rooms in all residence hall, off-site facilities, parking lots, and properties leased by the University.
3. Smoking is prohibited in all University-owned vehicles including maintenance vehicles, automobiles, buses/vans, and rented vehicles.

It is expected that all members of the community and guests will work together to maintain an environment of mutual respect.

Evidence of smoking inside rooms, apartments, or houses— to include the presence of residual tobacco odor— will subject the student to disciplinary action and a \$100 fine per occurrence.

STEALING

Stealing is considered to be a serious offense. Students found stealing or attempting to steal University property or private property on campus, or knowingly receiving stolen University property or private property on campus (including through the internet) will be subject to discipline and possible suspension. The University is not responsible for items taken.

Stealing also includes clocking in for work and not working.

STUDENT CLUBS & ORGANIZATIONS

Clubs and Organizations Policy

Student organizations and clubs are an integral part of the scholastic, social, and religious life of the campus. The governing student organization is the Student Association of La Sierra University (SALSU). All students registered for 8 units or more are members of this association. SALSU attempts to involve students in all areas of campus life. Among these are the promotion of spiritual activities, participation in social events, and the production of the student newspaper, the *Criterion*, and the online student directory, *Perspectives*.

La Sierra University defines a student club or organization as any number of persons who have complied with the formal requirements for University registration with the Office of Student Activities.

Existing student organizations must submit materials annually to maintain University recognition (*see Student Club Handbook*). New student organizations can be formed at any time by following the steps, as outlined in the Student Club Handbook. The University will not tolerate the formation of any type of social fraternity or sorority, nor will it tolerate any student's participation or membership in such organizations. For further information, contact the Office of Student Life.

Eligibility for Club Office

- * All students are eligible to hold office after their academic and citizenship record has been reviewed. In order to be an officer in any campus organization, a student must maintain a cumulative grade point average (CGPA) of 2.0 or higher. SALSU officers must maintain a CGPA of 2.5 as specified by the constitution.

No student may be nominated for office who is on citizenship probation.

- * No freshman or student in residence less than one quarter may hold a major office in a school organization, such as President of the SALSU, Perspectives editor, Criterion editor, CABL director, or Religious Vice President.
- * Each club or organization is required to keep the Office of Student Activities supplied with a copy of its constitution in current use. The names of all nominees for student offices must be cleared with the office of Student Life prior to election and the names of the elected officers must be supplied to the same office following the election.

Student Officers

The roles of the student club/organization officers to the advisor are to:

- * Discuss why student leaders would like him/her for advisor of a group and what expectations of the advisor they would like.
- * Discuss future plans and expectations of the group.
- * Read through and discuss the group's constitution and bylaws.
- * Discuss ANY changes with the advisor of the group's purpose.
- * Notify advisor of ALL meetings.
- * Discuss ALL activities with the advisor. The advisor MUST agree to all student group activities.
- * Group is responsible for ALL costs accrued from the activity for advisor.
- * Advisor has no voting rights, however, does have speaking privileges.
- * Responsibility and success lies in the hands of the group and not advisor.
- * At end of fall, winter, and spring quarter: President and advisor together must fill out OSA Student Group Quarter Evaluation Form. These forms are to be returned by the second week of following quarter to OSA.
- * Any student leader/officer found guilty of malfeasance while in office or is involved in prohib-

ited activities such as lying, cheating, stealing, or other acts of dishonesty may be removed from office or face disciplinary action.

Faculty/Staff Sponsor

The role of the group advisor is to:

- * Support the student group.
- * Advise group on issues and topics discussed from an outside point of view.
- * Be present the entire time of each activity.
- * Make sure there are adequate supervision at all group activities. For every 50 students attending an activity, there should be one advisor; i.e., if activity has attendance of 200 there must be four advisors present. If Group Advisor is not available, then with consent of the Group Advisor and President consent they may designate an alternative one, keeping with the eligibility of an advisor.
- * Check type of entertainment and programming organized by the group.
- * Ensure University standards are being upheld.
- * Contacting Health Service immediately if injury occurs to a participant during activity. Also, to inform OSA of injury within 48-hours of activity, via e-mail or phone.
- * Run "interference" with University departments and administration.
- * Help advise and deal with conflicts between group members and/or officers.
- * Provide stability and continuity for group during changes over time.

At end of fall, winter, and spring quarter, the club president and advisor together must fill out OSA Student Group Quarter Evaluation Form. These forms are to be returned by the second week of following quarter to OSA

Club Finances

- * Dues for campus clubs, as assessed by the membership, are paid in cash and are deposited in the Student Bank in the business office at the Cashier's window. Persons in charge of organization finances should establish a simple, uniform bookkeeping system.
- * The expenditure and disbursement of funds from the accounts of student organizations will fol-

low the procedures outlined by the student bank and will require the authorization and signature of the sponsor of the organization as well as the designated club officer. All records are subject to review and audit by the Office of Student Life.

- * Organizational financial records must be presented to the Office of Student Activities at the close of each term of office.
- * Suggested admission prices for program are to be submitted with the request for approval of the programs. The admission price is to be approved by the faculty sponsor for the organization and the Student Life Committee.

Activities

- * All student and club activities (other than business meetings) must be cleared through the Office of Student Activities at least two weeks prior to said activity.
- * Approval for any activity is secured by use of the "Activity Petition."
- * Activity petition is for use by those students or club leaders planning a function for their organization. In addition to supplying the Office of Student Activities with all the particulars regarding the requested event, the petition also furnishes a check-list to aid the student leaders and the sponsor in the planning and implementation of a successful event. This form may be secured at the Office of Student Activities.
- * All Activity Petitions must be signed by the club sponsor prior to being turned in to the Office of Student Activities.
- * Students attending La Sierra University-sponsored events, whether on or off campus, are expected to abide by University policy and behavioral expectations.
- * All activities are subject to Student Life Committee review and approval.

Off-Campus Activities

- * The driver of a personally owned auto used for an off-campus activity must submit an "Authorization to Use Privately Owned Vehicles on University Business Form" to the office of Risk and Safety prior to the event and is responsible for his or her own automobile, including physical damage. Lending of automobiles is

discouraged. All drivers of autos, used for transportation of students or sponsors to or from any school function must:

- * Be properly licensed for the class of vehicle being operated and comply with all Federal and state laws.
- * Have adequate limits of insurance for bodily injury and property damage liability with at least the state minimum requirements.
- * The sponsor of the group is responsible for seeing that all drivers provide, prior to the event, a copy of their current and valid drivers license and proof of current and valid insurance as outlined above.
- * All cars leaving for the outing should go directly to the site and arrive there within a reasonable driving time. It is the responsibility of the driver to report any cause for delay immediately upon arrival. The same stipulations apply to the return trip.
- * All students attending the outing are expected to participate in the planned activities, to remain within the designated limits of the outing, and to remain with the group until after the last planned activity.
- * Picnics, outings, and socials are to be held during hours which do not interfere with classes or required University worships and assemblies.
- * Any regulations given orally for the particular outing are as applicable as the printed regulations.
- * It is important to remember that all off-campus activities fall within the behavioral expectations and guidelines for the La Sierra University students. This means that all University policies apply.
- * A faculty advisor is responsible for providing the residence hall deans with lists of the residence hall members that may be participating in an evening off-campus club activity. Also, each student should follow routine procedures in signing out of the residence halls.
- * The group is expected to pay any transportation, admission, or other such expenses of the sponsor.
- * Proper sponsorship must be provided.

* Groups should have an approved sponsor/advisor for every 15-20 members for the event.

Meals

Only vegetarian foods and meals will be served at all on-campus functions sponsored by La Sierra University, student organizations, or the University's organizations and/or its entities.

Advertisements (Banners, Flags, Flyers, Etc.)

All materials distributed, posted, or displayed on the La Sierra University campus must be approved by the Office of Student Activities (OSA) prior to being distributed or posted anywhere on the campus. Persons wishing to erect advertising paraphernalia must receive the approval of the Director of Student Activities prior to erecting the materials. All distributed, posted, or displayed materials must bear the official OSA stamp, which may be obtained in the Office of Student Activities. Please bring the original copy to be stamped. There is a 24-hour turnover for approval.

All poster/banners must clearly identify:

- * The sponsoring organization.
- * Date and time of event.
- * Contact information.

Distribution of pamphlets, flyers, note cards, etc., and canvassing, sales, or solicitation on the grounds or within any property owned or operated by La Sierra University is governed by the "Flyers, Handbills, Flags, Banners, Signs, and Other Signage" policies of the University. Approval must be obtained in advance and the process does take considerable time. Promoters are encouraged to apply at least ten (10) days in advance of need.

Posters and announcements may be placed on campus bulletin boards only bearing the "OSA Approved Location," which is located in the bottom left hand corner of all approved bulletin boards. They are not permitted on trees and shrubbery or on the windows, doors, sidewalks, or exteriors of any campus building. Materials should be posted with thumbtacks. Heavy tape (such as masking tape and duct tape), glue, or staples should not be used. Sponsoring group will be responsible for damage occurred due to displaying banners in non-approved locations on campus.

A group wishing to erect a banner on the Campus Mall stage must first reserve the space. To reserve space contact OSA.

Persons wishing to erect banners may obtain a list of approved locations from the Office of Student Activities.

Signage posted without the official stamp or signs with forged stamps will be removed and the sponsoring organization will be given a fine of \$10. The fine must be paid before future posters will be stamped.

All materials must be taken down or picked up within twenty-four hours after the event has taken place. The group hanging or distributing the materials is responsible for removing them. Failure to do so may result in the restriction of future promotions and/or a fine of \$10.

Failure to comply with the approved placement of advertisements and addition to the damage occurred due to displaying advertisements in non-approved locations the sponsoring group will be given:

- * First Offense: A written warning.
- * Second Offense: A fine of \$10.
- * Third Offense: A fine of \$20 and will be restricted to poster placement.
- * Fourth Offense: Complete loss of posting privileges.

Student Leadership Policy

At La Sierra University developing leadership skills is an important part of the overall college experience and can lead students to personal and academic success. Numerous campus entities offer educational and social opportunities for students to get involved in campus life and making a difference. Expanding the learning outside of the classroom is as easy as becoming a member of one of more than 50 student organizations, volunteering for community service projects, serving on a University committee, planning an activity, or simply attending leadership training. The benefits to students include strengthening their appreciation for diversity, developing responsible decision making skills, and making professional contacts and life-long personal friendships.

Minimum Qualifications of Student Leaders

- * A student club or organization officer must have a cumulative grade point average (CGPA) of 2.0 or higher to be eligible for office. If elected, the student must maintain a GPA of 2.0 or higher to remain in office.
- * SALSU officers are required to have a cumulative GPA of 2.50 and must maintain that level during the term of office (as specified by the SALSU Constitution).

- * An exemplary citizenship record. A student on citizenship probation or who has committed a serious violation to the "Student Code of Conduct" is not eligible to hold a student leadership position.

- * Submission of recommendations (if required).

- * A student in freshman standing or student in residence less than one quarter may not hold a major office in a school club or organization, such as President of the SALSU, Perspectives editor, Criterion editor, CABL director, or Religious or Social Vice President.

Process

Generally, to seek a leadership position, a student must first submit an application to the Office of Student Life. Each application will be reviewed to ensure the student meets the minimum qualifications of the specific leadership role.

Student Life will check the student's citizenship record, GPA, class standing, and recommendations (if required). If the minimum qualifications are met, the student's application will be forwarded to the Student Life Committee.

The Student Life Committee will then review each applicant to ensure the student processes the qualifications and skills to successfully meet the leadership expectations. The committee will also review the applicant's demonstrated commitment to La Sierra University's mission, values, and "Student Code of Conduct." SALSU officers, Spiritual Life leaders, Residence Hall Assistants, Student Missionaries, and Peer Mentors will also be evaluated for their commitment to the values and mission of the Seventh-day Adventist church and to assisting in the spiritual development of fellow students.

Applicants must meet all other procedures and requirements established by the originating leadership program or organization (e.g. SALSU, Spiritual Life, SIFE, Hispanic Ministries, Student Missions, student club, etc.).

Removal From Leadership Position

Student Life retains the authority to remove a student from a leadership position should the student fail to maintain the expectations of his/her position. A student can be removed from a leadership position for the following reasons (subject to change):

- * GPA falls below 2.00 (or 2.50 for SALSU officers).

- * Violation of the “Student Code of Conduct.”
- * Violation of University, city, state or federal rules, regulations, ordinances or laws.
- * Being placed on citizenship probation or a more serious disciplinary status.
- * Misappropriation of resources or funds.
- * Abuse of power.
- * Failure to uphold the duties of office.
- * Reasons outlined in the SALSU Constitution.
- * Administration’s discretion.

Any student leader/officer found guilty of malfeasance while in office or is involved in prohibited activities, such as lying, cheating, stealing, or other acts of dishonesty may be removed from office and/or face disciplinary action.

STUDENT RECORDS POLICY (FERPA)

La Sierra University complies strictly with all provisions of the Family Educational Rights and Privacy Act (FERPA), a federal statute passed into law in 1974 that provides the basis for dealing with student information at post-secondary educational institutions. FERPA regulations ensure a minimum standard for the access to, the use of, and the release of information from education records. All students have:

- a. The right to inspect and review their education records within a reasonable time frame. Students should submit to the Registrar, Dean, head of academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- b. The right to request the amendment of their education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record they believe is inaccurate or misleading. They should write the University official responsible for the record, 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 or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- c. The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that University policy 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 a managerial, supervisory, academic, research, or support staff position (including law enforcement 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 disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- d. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. Complaints can be directed to:

Family Policy Compliance Office,
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, D.C. 20202 – 4605
- e. The right to withhold the release of directory information. Directory information may be released by the University to third parties as it sees fit without authorization. Directory Information shall include information in an educational record which would not generally be considered harmful or an invasion of privacy if released, including but not limited to:
 - * Student Name
 - * Local Address and Phone Number
 - * Permanent Address and Phone Number
 - * E-mail Address
 - * Date and Place of Birth
 - * Degrees and Awards Received and Dates
 - * Dates of Attendance (Current or Past)

- * Full or Part-time Enrollment Status
- * Participation in Officially Recognized Activities
- * Weight/Height of Members of Athletic Teams
- * Most Recently Attended Educational Institution
- * Major Field of Study
- * Academic Level
- * Residency Status
- * Photographs

Students have the right to have the above directory information withheld completely. This means the University will not release any information from the education record, including the items listed above, without prior written consent from the student. If a student withholds Directory Information, his or her name will not appear in the student directory or *SALSU Perspectives* unless they authorize the *Perspectives* staff to do so. To request Directory Information be withheld, the student must complete a form at the Registrar's Office. The form remains in effect through the end of the academic year and must be resubmitted annually.

La Sierra University does not release any student's directory information to vendors for commercial purposes (credit card agencies, magazine sales, etc.).

TRESPASSING AND UNAUTHORIZED USE OF UNIVERSITY PREMISES OR PROPERTY

It is unlawful for any person to trespass on the grounds of the University or to damage or deface any of the buildings, monuments, memorials, trees, shrubs, grasses, or flowers on the ground.

UNIVERSITY OFFICIALS

La Sierra University faculty and staff respect their students. In return, all students are expected to respect official University representatives and employees. Failure to comply with the directions of a University official will result in disciplinary action.

A University official is any person employed by the University, performing assigned administrative or professional responsibilities.

UNIVERSITY WORSHIP AND ASSEMBLY ATTENDANCE POLICY

La Sierra University is a Christian faith-based institution owned and operated by the Seventh-day Adventist Church. As such, corporate worship and fellowship is a major activity designed for enhancing the spiritual growth of students. The University does not apologize for requiring its undergraduate students to attend these services and desires that students regard these programs to be significant spiritual and educational experiences of their Christian liberal arts education. Therefore, all undergraduate students taking eight units or more (regardless of age) are required to attend. It is the student's responsibility to keep track of his/her University Worship and Assembly attendance, as each student will be held accountable for all absences.

Requirements

University Worship meets every week, except during University-approved breaks (Thanksgiving Break, Christmas Break, and Spring Break).

- * Corporate worship services will meet four times a quarter on Thursdays at 11:00 AM in the La Sierra University Church.
- * Week of Spiritual Emphasis programs will be held during Fall, Winter and Spring Quarters. Three meetings are scheduled for Tuesday, Wednesday, and Thursday, at 11:00 a.m. in the La Sierra University Church. Dates are printed in the University's calendar.
- * Alternative worship services will meet five times a quarter at various times and locations. Each student is required to enroll in an alternative worship of his/her choice. Once enrolled, a student must meet with that worship group for the entire quarter. Students cannot switch groups during a quarter.
- * All freshmen will automatically be assigned to meet with their Mt. High Family Groups for the Fall quarter alternative worship services.

Assembly Programs

University assemblies are held periodically on Tuesdays at 11:00 AM. Assembly programs are planned and coordinated by the Office of Academic Administration. Dates and locations vary. Please check <http://www.lasierra.edu/slife/office/uw/> for a current schedule.

Attendance Requirements

All undergraduate students (regardless of age) taking 8 units or more are required to attend University Worship and Assembly programs. [See Exemptions and Exceptions below.] Students are required to attend 14 of the 17 University Worship and Assembly programs scheduled each quarter. Any student arriving more than 10 minutes past the starting time will not receive credit for that University Worship or Assembly program. Likewise, any student leaving prior to University Worship or Assembly program's dismissal will not receive credit.

Attendance Registration

Attendance for University Worship (UW) and Assemblies held in La Sierra University Church is registered by obtaining an attendance card from a University monitor between 10:50 and 11:00 a.m., completing the requested information on the card, and returning the card to a monitor within 15 minutes after UW/Assembly is dismissed.

Each individual student must turn in his or her card at the end of the program in order to be counted present. Attendance is not registered for any student turning a card in early. Attendance for approved University Worship options or departmental assemblies is registered by cards or by signing in with the approved advisor. Sign-in sheets are processed within 24 to 48 hours after Student Life receives them from the worship coordinator.

Students are not permitted to hand in their card and not attend University Worship and Assemblies, or in the case of alternative University Worship, sign their name and not attend. Also, students turning in more than one card will not receive credit for any of the cards turned in. Such offenses will result in probation upon the first occurrence and immediate citizenship probation upon the second.

Exemptions and Exceptions

The University does not grant full quarter exemptions. All undergraduate students will be required to participate in the University Worship program. The University will permit students to apply for date-specific exemptions for the following reasons:

- * Students who have no class prior to 1:00 PM on assembly or corporate worship meeting days will automatically be excused for those meetings. However, all students will be required to participate in an alternative worship group (5 times a quarter).

- * Students fulfilling mandatory student teaching requirements, observation assignments, or internships. Please note: Students will not be cleared if the department has not given Student Life prior notification.

- * Severe medical conditions that temporarily affects worship/assembly attendance. Condition must be verified in writing by an attending physician or from the campus physician.

- * Students away from campus on an authorized academic field trip. Please note: You will not be cleared if the professor has not notified us.

- * Family emergencies or unusual family occasions. Please come in to the Student Life Office within one week of the requested absence to be excused.

- * Student-parents who are responsible for caring for their child(ren) during the corporate University Worship/Assembly hour. However, students will be required to participate in an alternative worship group (5 times a quarter).

- * Graduate students, Continuing Education Students, students who have already been awarded a bachelors' degree, and students taking less than 8 units are exempt from attending the required University Worship/Assembly programs (although they are welcome to participate at any time).

Note: Work conflicts do not qualify as excused absences unless financial need can be demonstrated. Exemptions for volunteer work, lunch, running errands, class meetings, homework, or other personal business may not be granted.

The UW Attendance Review Committee will review all petitions for exemptions and exceptions. In cases of private or other unusual circumstance, a student may petition directly with the Associate Vice President for Student Life to discuss having such absences excused.

Date-specific exemptions must be applied for within the first two weeks of the quarter. Requests are good for one quarter only. A new request must be submitted each quarter. Any exemption filed after this deadline is subject to a \$50.00 administrative charge.

The process and required forms for exemptions are available on the University Worship and Assemblies web site <http://www.lasierra.edu/sliffe/office/uw/>.

Make up Opportunities

The Office of Spiritual Life will provide opportunities for students to receive credit for a corporate University Worship program they missed. Students will be able to watch the video of a missed corporate University Worship program and write a one-page reflection paper. Video procedures and paper guidelines are available in Spiritual Life. Deadlines to completing the paper will apply.

It is the student's responsibility to treat UW as any other required class. Students can monitor their attendance records through their student access account on the web. If a discrepancy is noted, it is the responsibility of the student to resolve this discrepancy with the Office of Student Life.

Noncompliance Sanctions

Students who do not fulfill applicable requirements will be subject to a three-step compliance policy. The steps include: 1) Attendance Probation, 2) Citizenship Probation, and 3) a Dismissal/Reapplication to the University.

1. Attendance Probation

A student choosing not to comply with the University's attendance policy during any given quarter will be placed on Attendance Probation. This probation serves as a disciplinary warning and will be documented in the students' University Worship/Assembly Attendance file.

Students will be notified of their Probation by mail (to their permanent address) the week following the end of the quarter.

A student may have his/her Attendance Probation status nullified after three consecutive quarters of compliance.

2. Citizenship Probation

If a student again violates the attendance policy during a future quarter, he/she will be immediately placed in the "Citizenship Probation" status. Students who are on "Citizenship Probation" will have a discipline file on record in Student Life and be subject to all activity restrictions that apply. Under the Family Educational Rights and Privacy Act (FERPA), La Sierra University is permitted to share student discipline files with school officials with legitimate educational interest; other schools to which a student is transferring (including graduate schools) and employers seeking recommendations (with student's consent). Students can petition to have their "Citizenship Probation" status and discipline file expunged after three consecutive quarters of satisfactory worship attendance. Seniors violating this policy will be

required to wait one year after graduation to request that their file be expunged. Petitions will be presented before the Student Life Committee for consideration.

3. Dismissal/Reapplication to University

Students who continue to have excessive absences after being placed on "Citizenship Probation" will be required to re-apply for admission to the University. A personal interview with the Associate Vice President for Student Life will also be required before a student can register for classes.

Appeals Process

The student who is under disciplinary review, and does not believe the disciplinary action is fair, has the right to request the Vice President for Student Life in writing for the disciplinary action to be reviewed by the Student Life Committee. Please refer to the Disciplinary Appeals Process as outlined in the *Student Handbook*.

One year from the date of the violation, a student who has had no further disciplinary problems may appeal to the Student Life Committee to have the matter expunged from their record.

VANDALISM

Any damage incurred to any campus property carries with it restitution of damages, fines, and possible criminal prosecution. Vandalism may result in dismissal from the University.

VEHICLE CODE

All persons entering the La Sierra University campus must comply with the California Vehicle Code and the parking regulations of the campus. The policies governing parking on the campus are established by the University. La Sierra University assumes no responsibility for any vehicle or its contents while it is operated or parked on campus premises.

All parking on campus requires a valid parking permit or visitor pass at all times. Parking permits are available at Security Office. Copies of the current parking regulations are also available at Security. Enforcement of parking regulations is carried out by University personnel and the Riverside Police Department.

Unpaid parking fines may result in the placement of a hold on the student's registration. The accumulation of five or more unpaid parking citations may result in towing and storage of the student's vehicle until the citations are cleared at the owner's expense.

Parking is authorized only in designated lots and spaces according to the class of permit displayed on the vehicle. Students must be sure to check signs at the entrances plus interior signs and surface stencils to ensure that they are parking in an authorized space. The "Parking Regulations Brochure" also includes a map showing the type of parking authorized in the various spaces.

Red zones are emergency access lanes and must be kept clear at all times. Vehicles parked in red zones will be towed at the owner's expense.

Physically disabled students will be extended special parking consideration. Students may present a letter from their personal physician or Health Center staff to the Security Office, indicating the nature and probable duration of their disability. They will be assigned temporary parking areas based on availability, nature of disability, and the students class schedule and preference. Complete traffic and parking policies can be found at the Security Office and on-line at www.lasierra.edu/departement/security.

Security Fees

Following is a list of security fees (all fees subject to change):

Violation Fees:

- * \$5.00 - \$15.00 for miscellaneous violations, such as not displaying decal, for a late fee, etc.
- * \$15.00 for parking violations
- * \$25.00 for moving violations
- * \$25.00 for blocking access areas
- * \$25.00 for failure to register vehicle
- * \$75.00 for parking in handicapped spot from LSU Security
- * \$100.00 for tampering or transferring a permit to another car
- * \$325.00 for parking in handicapped spot from Riverside Police Department

VIOLENCE

Physical violence, both threat and actual, toward another person (student, faculty, employee, visitor, or general person) on the La Sierra University campus or University property is prohibited. Any type of violence will result in disciplinary action. City, state, or federal prosecution may result.