

**Part 86, Drug-Free Schools and Campuses Regulations (EDGAR)  
Pepperdine University**

**Biennial Review  
2018**

Sparkle Greenhaw, PhD, NCC, LPCC  
*Counselor/AOD Coordinator  
Pepperdine Counseling Center*

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## **Introduction**

Pepperdine University has implemented a diverse cross-section of education, prevention, and treatment resources regarding alcohol and other drug prevention, use and abuse for students, staff, and faculty. In response to the 1989 Drug Free Schools and Communities Act (DFSCA), Pepperdine conducts a review of these initiatives, called the Biennial Review, every other year. This review involves updating relevant information, exploring future initiatives, evaluating goal attainment, and recognizing additional needs.

Pepperdine University alcohol and other drug programs and services support the core values of the campus community by providing information to students, staff, and faculty that promotes healthy lifestyle choices, as well as emotional, social, spiritual and academic growth. As is required by DFSCA, students, staff, and faculty are notified annually of relevant policies, procedures, health risks, programs, and services related to alcohol and other drugs.

## **Campus Approach and Resources**

Pepperdine University recognizes the dangers and potential academic impact of the use and abuse of alcohol and other drugs. For many, college is a time of exploration and new freedoms. As a result of these freedoms, some students experiment with or begin to use and abuse alcohol and other drugs, and some students choose to abstain. We also recognize that some students may arrive to campus with a history of using drugs and alcohol, including those students who are active in their recovery process. The Counseling Center, in collaboration with the campus and community, offers a continuum of care (prevention, intervention, and recovery) for Pepperdine students regarding alcohol and other drugs.

Pepperdine AOD programs and services follow best practices outlined in the National Institute of Alcohol Abuse and Alcoholism (NIAAA) College Alcohol Intervention Matrix (CollegeAIM), including the 3-in-1 approach of simultaneously addressing the individual, campus, and greater community.

Counseling Center AOD programs and services include:

- Prevention programming,
- Oversight of the Alcohol and Other Drug Community Coalition,
- Training for staff and student leaders,
- Individual alcohol and other drug assessments for judicial and non-judicial referrals,
- Consultation with parents, faculty, staff, and students,
- Brief counseling,
- Web-based screenings and resources,
- Recovery support, and
- Referrals to on- and off-campus resources as needed (AA, NA, Al-Anon, in- and outpatient treatment, etc.).

While the AOD Coordinator is located within the Counseling Center, the entire University has the responsibility of addressing alcohol and other drug use/misuse.

## **Individual Assessments**

Comprehensive AOD assessments are available to students interested in exploring their alcohol and other drug use. AOD assessments are designed to assist students in examining their own behaviors in a judgment-free environment. Assessments may be required by the Office of Community Standards when a student violates Pepperdine's Code of Conduct with regards to alcohol and other drugs, but are available to all Pepperdine students.

AOD assessments provide students with a structured opportunity to assess their own risk, identify potential changes that could enhance their wellbeing, and reduce their risk for developing future substance abuse problems. Assessments involve the use of an evidence-based brief screening inventory, feedback tools, and other specialized assessment measures. Motivational interviewing techniques are utilized to help increase students interest in making positive changes related to alcohol and other drug use/abuse. Information is gathered about students' lifestyle, family history, wellbeing, substance use, and support. This information, and information from the assessment instruments, are used to provide the students with recommendations and feedback. Tenets of Stages of Change theory are used to evaluate students' willingness to change and set goals.

The Counseling Center's AOD assessment process is modeled on the Brief Alcohol Screening and Intervention of College Students (BASICS). Because of BASICS' demonstrated effectiveness, it is listed in SAMHSA's National Registry of Evidence-based Programs and Practices (NREPP), and has been identified as a Model Program by the U.S. Department of Health and Human Services. Individual assessments are conducted by the Alcohol and Other Drug Coordinator and other qualified and trained Counseling Center staff.

## **Treatment and Referrals**

Counseling Center staff members provide AOD specific interventions and brief therapy to help clarify students concerns, help students increase their motivation to make changes to their AOD behaviors, and when needed refer students to more comprehensive community-based services. Some clients presenting with AOD concerns may also be struggling with other mental health concerns, and may need further assessment by the Counseling Center psychiatrist and/or an off-campus provider. Referrals may also be made to local Alcoholics Anonymous and other addiction support groups, Al-Anon, and in- or out-patient treatment if/as needed.

## **Online Education and Screening**

**MyStudentBody** - *myStudentBody* addresses the many high-profile issues associated with high risk college drinking. Helps students identify and track individual drinking behaviors and risks. This program offers an on-line educational course that can be used for individual and group administrations. A course certificate is offered for those who successfully complete the course post-test.

Incoming first-year students are encouraged to complete the *myStudentBody Alcohol Essentials Course* prior to the start of New Student Orientation. Students who are in violation of the alcohol or drug policy are required to complete the *myStudentBody Student Conduct Course*.

## **Prevention & Outreach**

### **Faculty and Staff**

Each year Counseling Center staff members collaborate with members of the Pepperdine faculty to enhance the student learning experience and integrate AOD and other mental health education into existing curricula. Counseling Center staff members serve as resources for class projects, guest lectures, and other partnerships. Staff members are frequently invited to First Year Seminars.

### **Students**

Student leaders and organizations request presentations and programs, campus-wide awareness events, and passive programming. Counseling Center and other staff members work together with student leaders and organizations to provide specific programming relevant to the needs of each group.

## **AOD Community Coalition**

The Pepperdine Alcohol and Other Drug (AOD) Community Coalition is comprised of key stakeholders from various campus departments including students, faculty, and staff within the Pepperdine community. This Coalition meets regularly to:

- Examine research on college student alcohol and drug use/misuse,
- Assess Pepperdine substance use/misuse data and current trends,
- Review national best-practices regarding prevention, intervention, and recovery,
- Utilize environmental management approach to examine campus norms and climate,
- Advocate for resources to address unmet needs, and
- Foster shared responsibility of promoting prevention and addressing substance use/misuse at Pepperdine.

The AOD Community Coalition is chaired by the Alcohol and Other Drug Coordinator from the University's Counseling Center.

## **Seaver Student Handbook Pepperdine University**

### ***ALCOHOL AND OTHER DRUGS***

#### **Philosophy**

Pepperdine University seeks to foster an alcohol- and drug-free environment in which to work, live, learn, and grow. As a Christian University, we approach alcohol and other drug abuse with a combination of compassion, encouragement, directness, and concerned firmness. An aspect of this caring approach is the consistent enforcement of the regulations regarding alcohol and other drugs contained within this policy. The purpose of this policy is to ensure a safe environment that is consistent with the mission of the University and its goal to foster an alcohol- and drug-free environment. The following information is presented in compliance with the Drug-Free Schools and Communities Act of 1989.

#### **Good Samaritan Policy**

The University recognizes that there may be alcohol or other drug-related medical or safety emergencies in which the potential for disciplinary action could be a deterrent to students who want to seek assistance for themselves or others. The Good Samaritan policy is designed to enable dangerously intoxicated or impaired students, or their guests, to receive the professional medical treatment they need. When a student aids an intoxicated or impaired individual by contacting a professional for medical assistance, neither the individual needing assistance nor the individual reporting the emergency will be subject to disciplinary action. Please see the full [Good Samaritan policy](#) for additional information.

#### **Prevention and Education**

Pepperdine seeks to prevent alcohol and other drug-related problems by educating students about the personal and social consequences associated with the abuse of drugs. Educational programs are offered on an ongoing basis and are coordinated through the Counseling Center. Resident advisors in the residence halls receive alcohol and drug awareness training in order to serve the needs of the residential community. Prevention strategies also include efforts to change inappropriate community norms regarding alcohol and other drug use and to alter environmental factors that support inappropriate use. Finally, the University partners with the community and parents/guardians of students to help prevent abuse.

#### **Assistance in Overcoming Alcohol and Other Drug Abuse**

For students who seek help for substance abuse problems, complete confidentiality will be observed to the limit of the law. Insofar as federal and state statutes and professional ethical standards permit, no professional on the Pepperdine health and counseling staffs will in any way notify the administration of the name of a student who seeks help for a substance abuse problem without prior written permission from that student, and no records will be forwarded to the administration regarding the services or the problem. Confidential counseling and treatment are

available to students through the Student Health and Counseling Centers or by referral to appropriate agencies off-campus. Please contact the Counseling Center at 506-4210 for more information.

## **Regulations and Sanctions Regarding Alcohol and Other Drugs**

Students are responsible for adhering to Federal, State, and local law, and to the University's policy on alcohol and other drugs. When violations of law or policy come to the attention of University officials, students may be referred for criminal prosecution and University sanctions may be imposed. Harm to persons or damage to either private or University property arising from the actions of intoxicated individuals on the premises of the University will be the full and sole responsibility of such individuals.

1. The consumption or possession of alcoholic beverages or possession of empty containers is prohibited on University property or at any University-sponsored event or activity, regardless of the student's age.
2. On campus, it is a violation to be in the presence of alcohol, alcohol containers, controlled substances, or drug-related paraphernalia.
3. Off campus, it is a violation to drink underage. It is also a violation to misrepresent one's age for the purposes of purchasing or consuming alcohol. This includes the manufacture, sale, distribution, promotion, possession, or attempt to obtain false identification (on or off campus). Possessing a fake ID may result in University probation on the first offense.
4. Drunkenness, on or off campus, is not consistent with the moral standards of the University and may result, minimally, in University probation on the first offense and suspension on the second offense. Drunkenness is defined as a blood alcohol content of .08% or more and/or as offensive, disruptive, destructive, hazardous, and/or vulgar conduct during or following the consumption of alcoholic beverages.
5. The refusal by a student to take or fully cooperate with a breathalyzer, field sobriety, or drug test may be considered as admission of being under the influence.
6. Operating a motor vehicle, on or off campus, while under the influence of alcohol or a controlled substance is a serious threat to oneself and the community and may result in immediate suspension, expulsion, or dismissal. Anyone who injures another person as a result of driving under the influence may be permanently dismissed.
7. The attempt to obtain, use, possess, distribute, or sell, any potentially harmful or illegal drug (e.g., prescription drugs, marijuana, cocaine) or drug-related paraphernalia (including hookahs) is strictly prohibited. Anyone involved in the sale or distribution of drugs on or off campus may be dismissed immediately.
8. The possession or presence of any amount of a controlled substance is prohibited on or off campus. This includes but is not limited to the presence of marijuana smoke or odor, small "roach," or residue found in baggies, pipes, or other paraphernalia. The possession or use of medicinal or recreational marijuana in any form is prohibited on or off campus. The possession or presence of marijuana or other controlled substances may result, minimally, in suspension.
9. Possession or use of any herb or drug used for hallucination or intoxication.
10. Promoting the consumption of drugs or alcoholic beverages may not be undertaken within the confines of University properties or through University-sponsored or approved publications or events.

11. Any student (regardless of age) or student organization found supplying, possessing, or consuming alcohol or other drugs at University-sponsored off-campus events will be subject to disciplinary action.
12. Any student leader (including, but not limited to, Orientation Leaders, RAs, and Student Service Officers) who promotes or supplies alcohol or other controlled substances may be immediately suspended, expelled, or dismissed from the University. Examples of promoting alcohol/controlled substances include advertising parties either verbally or with flyers and inviting or driving underage students to parties where alcohol is present.
13. Hosting or in any way assisting or promoting a gathering (on or off campus) that includes drunkenness or drug use or underage drinking, whether intended or not, may result in suspension or dismissal. Those living at the location where the party is held may be held responsible as hosts regardless of who provides the alcohol.
14. Any student who encourages another to consume alcoholic beverages or any substance as a means to induce that individual to engage in behavior that would otherwise be against that person's will is subject to dismissal.
15. Any student who sexually assaults or attempts to sexually assault another person who is incapacitated due to alcohol or other drugs is subject to immediate permanent dismissal.

## **Health Risks**

The use and abuse of alcohol and other drugs can cause a number of problematic changes in behavior and physiology. Alcohol, especially in high doses or combined with medications or other drugs, can lead to violent behaviors including acquaintance rape, vandalism, fights, incidents of drinking and driving, injury, and other medical emergencies. If you discover someone who is excessively intoxicated, unconscious or in need of emergency assistance, please dial 506-4441 on-campus, or 911 off-campus. Doing so may save someone's life.

Moderate to high doses of alcohol may cause marked impairments in higher mental functions, severely altering a person's ability to learn and recall information. Research has shown that using alcohol or other drugs negatively affects academic performance.

The risk of having an automobile accident increases after consuming even relatively small quantities of alcohol. Low doses may significantly impair judgment, coordination, abstract mental functioning, and the ability to complete complex tasks.

Repeated use of alcohol and other drugs can lead to physical and/or emotional dependence. Alcohol or substance dependence occurs when a person continues their use despite recurrent social, interpersonal, and/or legal consequences. There is strong evidence based on medical research that alcohol and other drug abuse contributes significantly to heart disease and cancer as well as permanent damage of vital organs such as the brain and liver. There is clear evidence of serious negative effects on babies due to the use of illicit drugs and alcohol by the mother during pregnancy.

The use of Cannabis (Marijuana, Hashish) may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Its effect can last more for more than 4-6 hours after being used. Contrary to popular belief, marijuana is both physically and emotionally addictive.

Hallucinogens (LSD, Ecstasy, and PCP) cause hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects can occur, including ongoing loss of concentration and memory. Frequent use can cause permanent loss of some mental functions.

Cocaine and Crack are highly addictive drugs. The immediate effects of cocaine include dilated pupils, elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, and even death. These drugs cause a temporary feeling of power, impairing judgment and decision-making.

Amphetamines (Crystal, Speed, Crank, and Meth) are highly addictive stimulants, which can cause one to "rush" around and appear stimulated. Amphetamines can cause rapid or irregular heartbeat, loss of coordination, collapse, and even death. Continued stimulant abuse can lead to mood swings, irritability, depression, sleeplessness, and even altered personality and paranoia. Heroin causes the body to have diminished pain reactions and is highly addictive both physically and emotionally. It can cause disinterest in relationships, personal productivity, and workplace safety. The use of heroin can result in coma and death. Commonly used intravenously, heroin use is associated with a wide range of physical health problems (i.e., AIDS, hepatitis).

Prescription drugs (i.e. antidepressants, pain suppressants, stimulants, and tranquilizers) are safe only if taken as prescribed under the supervision of a licensed physician. If abused, they can lead to sluggishness or hyperactivity, impaired reflexes, liver and kidney damage, addiction, and nervous system damage.

## **Parental Notification**

Pepperdine University has long recognized its special relationship with the parents and families of its students. Even after students leave home for college, parents often play a central role in their character development, so Pepperdine works in partnership with parents in helping students make the transition to responsible adulthood.

The University also recognizes that students have specific privacy rights. FERPA, the Family Educational Rights and Privacy Act of 1974, is a Federal law that controls the confidentiality of, and access to, student education records. The Higher Education Amendments of 1998 permit educational institutions to notify parents if a student, under the age of 21 at the time of notification, commits a disciplinary violation involving alcohol or a controlled substance. See Pepperdine's Student Records Policy for additional information about FERPA and educational records. A full copy may be obtained by contacting the Registrar's Office.

The purpose of Pepperdine's parental notification policy is to promote the holistic development of students and to foster an alcohol- and drug-free campus community. Among several interventions that may be used to further this purpose, parents or guardians of students under the age of 21 may be notified in the case of a violation of University alcohol or other drug policies.

Notification begins with:

A. The first time a student is charged with violating the University policy under one of following circumstances:

1. Caused serious harm to oneself or another while under the influence of alcohol or other drugs or was transported to a medical facility and treated because of alcohol or other drug use.
2. Caused significant damage or disruption while under the influence of alcohol or other drugs.
3. Operated a vehicle under the influence of alcohol or other drugs.

4. Was arrested or taken into custody by law enforcement officers while under the influence of alcohol or other drugs or is charged with violating a federal, state, or local law related to alcohol or other drug use.
5. Because of previous violations (not related to alcohol or other drugs), the current alcohol or other drug violation might result in the student being placed on suspension or a more severe sanction.
6. Hosted or in any way assisted or promoted a gathering that included underage drinking or drunkenness.

B. The first time a student is charged with violating the University policy regarding the attempt to obtain or the use, possession, sale, or distribution of any narcotic or other controlled substance not lawfully prescribed by a health care provider.

C. The second time a student is charged with violating the University policy regarding:

1. The consumption, possession, sale, or distribution of alcoholic beverages.
2. Being in the presence of alcohol, alcohol containers, controlled substances, or drug-related paraphernalia on University property.

Normally, a parent or guardian will be notified in writing by the associate dean of student affairs for community standards before the disciplinary hearing. Before notifying the parents or guardians, every effort will be made to inform the student and attempt to have the student make the first contact. This is consistent with the general philosophy that supports students developing independence and personal accountability. However, in some situations consultation with the student or first contact by the student may not be possible or appropriate and in such cases the University is not required to alert the student when it has notified his/her parent or legal guardian. In other situations, after consulting with the student, the associate dean may determine that notifying the parents/guardians may be harmful to the student and in such cases the University is not obligated to make notification.

This policy does not preclude the University's contacting parents or guardians for other policy violations that may endanger the health and well being of a student or other individuals in the community. Also, the University may release information related to student educational records to parents who claim the student as a dependent for tax purposes.

Review of University Program and Policy

Biennially, the University will review its alcohol and other drugs prevention program and this policy to determine the program's and policy's effectiveness, to implement changes if needed, and to ensure that the University's disciplinary sanctions are consistently enforced.

Last Updated: July 24, 2018

Policy Contact: [Community Standards](#)

**Faculty & Staff  
University Policy Manual  
Pepperdine University**

**Section 18 - SUBSTANCE ABUSE POLICY**

**18.1 PURPOSE**

In keeping with the mission of the University and its commitment to provide an alcohol and drug-free work environment, the University has formulated the following policy regarding alcohol and drugs.

**18.2 APPLICABILITY**

This policy applies to all employees, including those persons who are classified as faculty, staff and student workers.

This policy also applies to independent contractors employed directly by the University.

**18.3 DEFINITIONS**

**SUBSTANCE** means any drug (including alcohol) that has known mind or function-altering effects on a human subject, specifically including psychoactive substances and including, but not limited to, substances controlled or prohibited by State and/or Federal law. Alcohol in this context means beer, wine and all forms of distilled liquor, or any beverage, mixture or preparation containing ethyl alcohol.

**18.4 PROHIBITIONS**

The University prohibits the illegal use, possession, transport, manufacture, distribution, promotion or sale of drugs, drug paraphernalia or look-alike (simulated) drugs and the unauthorized use or possession of alcohol while performing work for the University.

University employees and independent contractors must not report to work or be on University controlled property while under the influence of any drug, alcohol or other substance which will in any way affect their work performance, alertness, coordination or response, or affect the safety of others on the job, or which would affect their ability to appropriately represent the University. At no time or place shall an employee use or be under the influence of drugs or alcohol or any mind altering substance while driving, riding or sitting in a University vehicle.

**18.5 MEDICALLY AUTHORIZED DRUGS**

Any employee who is required to use a medically prescribed or over-the-counter drug which may impair or affect the employee's alertness, coordination or responses must advise their supervisor of this fact before reporting to work. It is the employee's responsibility to determine whether or not a prescribed or over the counter drug may impair their job performance.

The University reserves the right to require any employee using prescribed or over-the-counter drugs to provide a physician's certification that the use of the drug will not impair the ability of the employee to perform their job properly and safely.

**18.6 FITNESS FOR DUTY, EXAMINATIONS AND TESTING**

A supervisor may request a medical evaluation when (1) an employee has taken time off work due to a serious health condition or injury which creates a reasonable belief that the employee cannot perform the essential job functions in an effective manner or are a threat to the health or

safety of the employee or others; or (2) an employee's statements or conduct creates a reasonable belief that the employee cannot perform the essential job functions in an effective manner or are a threat to the health or safety of the employee or others. The purpose of the evaluation is to find out if the employee can perform his or her job in a safe manner. In order to ensure safety while the employee is being evaluated, the employee may, if appropriate, be placed on administrative leave for the time needed to conduct the evaluation.

All such medical evaluations must be approved by the Center for Human Resources.

#### 18.7 EMPLOYEE ASSISTANCE

Employees who voluntarily seek assistance for a substance abuse related problem may do so without jeopardizing their employment status, provided:

- a recognizable treatment or rehabilitation program is followed, and
- the work performance is acceptable.

In some cases, temporary reassignment to another position may be necessary.

Staff employees are expected to seek assistance through Human Resources.

Faculty employees are expected to seek assistance through the Office of the Provost.

Information concerning employees who participate in treatment and/or rehabilitation programs will be accorded confidential status. Only those persons who have a need to know shall have access to such information.

#### 18.8. REPORTING OBLIGATIONS

In accordance with and pursuant to the requirements of the DRUG-FREE WORKPLACE ACT OF 1988:

- any staff employee must notify the Chief Human Resources Officer within five days of any conviction for criminal conduct related to drugs in the workplace; and
- any faculty employee must notify the Office of the Provost within five days of any conviction for criminal conduct related to drugs in the workplace.

#### 18.9. DISCIPLINARY ACTION

Employees who violate this policy in any way, or who refuse to cooperate with any aspect of this policy, will be subject to appropriate disciplinary action up to and including termination of employment, even for a first offense.

Independent contractors who violate this policy may be barred from the premises, even for a first offense.

## Annual Notification

### Students

Information regarding AOD policies and procedures is shared with/available to students:

- At New Student and Transfer Orientation,
- Via New Student Checklist,
- As a part of the Housing Contract for students living on-campus,
- At Hall Meetings at the beginning of each academic year,
- During student leader trainings,
- Within educational/prevention programs,
- Annually in an e-mail sent to all students, and
- In the Student Handbook, available online at [www.pepperdine.edu](http://www.pepperdine.edu),

Example of annual policy message sent by the Dean of Students to all students in Fall semester 2018:

### New Student Code of Conduct Website

**Community Standards Office <community.standards@pepm** Thu, Aug;  
23, 4:31  
PM

### Office of Community Standards

TO: Pepperdine Campus Community  
FROM: Mark Davis, Dean of Students  
DATE: August 23, 2018  
RE: New Student Code of Conduct Website

Over the past year, Associate Dean of Students Sharon Beard and I have worked with Provost Rick Marrs and representatives from all five schools to create a unified Student Code of Conduct and related disciplinary procedures and policies that apply to all students enrolled at Pepperdine. Our goal was to create a Student Code of Conduct that is accessible, consistent, and fair. In tandem with this effort, we have made the full version available on the University website on the new [Student Code of Conduct webpage](#). Each student is responsible for knowing and adhering to the Student Code of Conduct and its related policies.

On the website you will also find a statement about our philosophy of student discipline. We believe that disciplinary procedures, when required, should be an educational process. Disciplinary sanctions are issued to help students develop individual responsibility and encourage self-discipline; to foster a respect for the rights of others; and to protect the rights, freedoms, and safety of members of the University community.

Anyone may report a violation of the Student Code of Conduct by contacting the [Office of Community Standards](#). Anonymous reports may also be made through the Pepperdine “LiveSafe” mobile app or on the anonymous Wave Tip line by calling voicemail at 310.506.7634. Additional information about reporting sexual misconduct can be found in the [Sexual Misconduct Policy](#) and on the [Title IX Reporting Resources webpage](#).

The Drug-Free Schools and Communities Act requires us to notify the Pepperdine community each year about our [Alcohol and Other Drugs Policy](#). Our policy includes information about our standards of conduct, legal and disciplinary sanctions, health risks, educational programs, and sources of support for those who need assistance. Additional support information can also be found on the University Counseling Center's [alcohol and drugs webpage](#).

Pepperdine is a community where we look out for each other, and so we strongly encourage you to review our new [Good Samaritan policy](#) as well.

We invite your feedback on the Student Code of Conduct and related disciplinary procedures and policies by emailing the Office of Community Standards at [community.standards@pepperdine.edu](mailto:community.standards@pepperdine.edu). Your input and adherence to the Student Code of Conduct helps make Pepperdine a stronger community.

## Faculty & Staff

Information regarding all University policies/the University Policy Manual is shared with employees:

- In the hiring process,
- At New Employee Orientation,
- Annually in an e-mail from Human Resources, and
- Available online in the University Handbook at [www.pepperdine.edu](http://www.pepperdine.edu).

Example of annual policy message sent by Human Resources to all faculty and staff in Spring semester 2017:

### Pepperdine Policy Message

Pepperdine Human Resources <[humanresources@pepmail.pepperdine.edu](mailto:humanresources@pepmail.pepperdine.edu)>

Fri, Apr 7,  
2017, 2:47  
PM

[View email with images](#)

Human Resources

Dear Pepperdine Faculty and Staff:

As members of the Pepperdine community, we are charged with maintaining the standards of the University. We are all responsible for practicing integrity, honesty, and fairness in our daily work. As a Christian University affiliated with the Churches of Christ, Pepperdine treats everyone with the respect and kindness that we have been called to show one another. The University community is a space where lives intersect and knowledge is discovered, which fortifies the strength found in our differences and uncovers the virtues revealed in diversity, unity, and restoration. To that end, Pepperdine is committed to fostering an environment free from discrimination as described in California Education Code Section 66270 and reserves its right to remain a Christian University by favoring co-religionists in its admissions decisions.

To that end, I encourage you to review the information below. While we should all already be aware of these items, I hope this is a helpful reminder of various policies and resources available to you.

#### Code of Ethics

At Pepperdine, we are called to something greater and nobler than mere compliance with the law. The Code of Ethics describes the values and ethical expectations of our community. Please review the policy on the Human Resources website and by clicking the link below:

- <https://community.pepperdine.edu/hr/policies/ethics.htm>

### **Communicating Suggestions and Concerns**

Students, faculty, and staff are encouraged to communicate concerns about the community, report incidents or misconduct, and make suggestions for improvement. Communication is encouraged via the:

- Anonymous Wave Tip Hotline (310-506-7634)
- Suggestion/Concern boxes (located at each Pepperdine campus)
- Anonymous electronic feedback form on the Human Resources website:
  - <https://community.pepperdine.edu/hr/feedback/default.htm>

### **University Policies**

University policies provide community expectations, as well as available resources regarding the important issues of harassment, discrimination, and workplace violence. Many University policies for faculty and staff are linked on the Human Resources website:

- <https://community.pepperdine.edu/hr/policies/>

Please review the following policies by clicking the links below:

- University Policy Manual
  - <https://community.pepperdine.edu/hr/policies/policymanual.htm>
- Equal Employment Opportunity Policy
  - <https://community.pepperdine.edu/hr/policies/policymanual.htm#1>
- Unlawful Employment Discrimination and Harassment Policy (including Sexual Misconduct)
  - <http://community.pepperdine.edu/hr/policies/policymanual.htm#4-0>
- Substance Abuse
  - <https://community.pepperdine.edu/hr/policies/policymanual.htm#section.38>
- Financial Policies
  - <https://community.pepperdine.edu/finance/policies.htm>
- Information Security Policies
  - <https://community.pepperdine.edu/it/security/policies/>
- Parking and Traffic Regulations
  - <http://www.pepperdine.edu/publicsafety/parking/>

Please review recent additions to the University Policy Manual:

- Telecommuting:
  - [http://community.pepperdine.edu/hr/policies/policymanual.htm#section\\_39](http://community.pepperdine.edu/hr/policies/policymanual.htm#section_39)

### **Title IX Coordinators**

Title IX prohibits educational institutions from discriminating based on sex. The University's Title IX coordinators are responsible for implementation of Title IX compliance on campus. In addition to the reporting avenues described in the Unlawful Employment Discrimination and Harassment Policy, Title IX coordinators are available to receive complaints of sexual harassment, discrimination, and violence (including sexual assault, domestic violence, dating violence, and stalking).

- The Title IX Coordinator for employees, guests, and contractors is Edna Powell, Chief Business Officer.
- The Title IX Coordinator for students is La Shonda Coleman, Associate Dean for Student Affairs, Student Affairs.
- The Title IX Coordinator for athletics is Karina Herold, Associate Director of Athletics for Marketing.

Please review additional Title IX information and resources by clicking the link below:

- <http://community.pepperdine.edu/hr/content/title-ix-handout-final.pdf>

### **Reporting Abuse of Minors, Elders, and Dependent Adults**

Informed by our Code of Ethics, every member of the Pepperdine community has the obligation to report any and all information regarding abuse of a minor, elder, or dependent adult. A failure to report such information constitutes a violation of University policy. If you are unsure whether you have a legal obligation to report suspected abuse or other crimes to law enforcement, or are unsure how to do so, the Department of Public Safety is prepared to assist you. While many of our policies specify offices or individuals to whom reports should be made, please remember that the following offices may receive information about suspected abuse or other crimes:

Department of Public Safety  
Human Resources

Dean's Office for each school  
Dean's Office for Student Affairs

Thank you for contributing to the integrity of the Pepperdine community and furthering the University's mission. If you have any questions, please feel free to contact me.

**Sean Michael Phillips**  
Director, Human Resources

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For questions or for additional information contact:

**Human Resources**  
[humanresources@pepperdine.edu](mailto:humanresources@pepperdine.edu)  
310.506.4397

[24253 Pacific Coast Highway, Malibu, CA 90263](#) | Phone: [310.506.4000](tel:310.506.4000)  
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## **Recommendations and Updates**

Changes were made since the previous Biennial Review to increase compliance with DFSCA. Annual notification has been expanded and is now emailed to all students at all Pepperdine University campus locations and graduate programs via Dean of Students. In addition, the Good Samaritan policy was extensively reviewed and updated with input from the entire campus community. The Student Wellness Advisory Board (SWAB) peer education group was created to provide student-led health and wellness education for the campus.

It is recommended that the University consider moving toward connecting student annual notification with class registration for greater compliance—recognizing this change could take several years to implement. The addition of staff designated specifically to AOD would also allow for additional prevention and collaboration.