

## Seaver College Academic Calendar

### Fall 2014

August 19-24	New Student Orientation
August 25	Classes begin
August 29	Last day of Add/Drop period; last day 100% refund
September 1	Labor Day holiday (no classes meet)
September 8	Last day to change Credit/No Credit
September 15	Last day of 75% refund
September 17	Founders Day
September 22	Last day of 50% refund
September 29	Last day of 25% refund
October 3	Faculty Conference (no classes meet)
October 15	Seaver undergraduate Spring 2014 application deadline
October 20	Last day to withdraw with a grade of W
November 5	Graduate student and senior registration for spring and summer
November 6	Junior registration for spring and summer
November 7	Sophomore registration for spring and summer
November 10	First Year Students registration for spring and summer
November 14	Last day for oral defense of master's thesis or project
November 21	Last day to withdraw with a grade of WP/WF by 5 p.m.
November 24	Thanksgiving Service
November 26-28	Thanksgiving holiday (no classes meet)
December 1	Last day to submit <i>Change of Final Exam</i> form
December 8-11	Final exams
Dec 24 – Jan 1	Winter Break; all offices closed

### Spring 2015

January 8-11	New Student Orientation
January 12	Classes begin
January 16	Last day of Add/Drop period; last day 100% refund
January 17	Withdrawal period begins; refund percentage applies
January 19	Martin Luther King Day (no classes meet)
January 26	Last day to change Credit/No Credit
February 2	Last day of 75% refund
February 9	Last day of 50% refund
February 16	Last day of 25% refund
March 2-6	Spring Break (no classes meet)
March 11	Graduate student and senior registration for fall
March 12	Junior registration for fall
March 13	Sophomore registration for fall
March 16	First Year Students registration for fall
March 16	Last day to withdraw with a grade of W
March 19	Last day to register for fall
March 27	Last day for oral defense of master's thesis
March 30	Easter Service
April 5	Easter
April 17	Last day to withdraw with a grade of WP/WF by 5 p.m.
April 20	Last day to submit <i>Change of Final Exam</i> form
April 27-30	Final exams
May 1	Graduation Receptions and Baccalaureate
May 2	Graduation

## Table of Contents

<b>Seaver College Academic Calendar .....</b>	<b>1</b>
<b>Welcome .....</b>	<b>5</b>
<b>Student Activities and Services .....</b>	<b>6</b>
Academic Computing .....	6
Campus Recreation .....	6
Career Center .....	7
Convocation Series .....	7
Counseling Center .....	8
Dining Services .....	9
Disability Services .....	11
Health Center .....	11
Intercultural Affairs .....	12
IT Help Desk .....	13
Mail Services .....	13
OneStop .....	14
Photocopy Services .....	14
Public Safety .....	15
Safe Rides .....	15
Spiritual Life .....	15
Student Activities .....	16
Student Employment .....	16
Student Government Association .....	17
Student Organizations .....	17
Student Programming Board .....	18
Tech Central/Computer Store .....	18
Volunteer Center .....	18
WaveNet .....	19
<b>Housing and Residence Life .....</b>	<b>20</b>
Basic Human Respect .....	20
Contract and Registration .....	20
Commercial Use .....	22
Construction and Refurbishment .....	22
Décor .....	22
Disciplinary Action and Fines .....	22
Guests .....	23
Noise .....	23
Pets .....	23
Room Change Procedures .....	23
Search .....	24
Security of Personal Belongings .....	24

Solicitation.....	25
Special Deliveries to Residents .....	25
Storage.....	25
Visitation .....	25
Facilities Policies and Procedures .....	26
Facilities Fines.....	31
<b>Code of Ethics .....</b>	<b>34</b>
Introduction .....	34
Acting with Integrity .....	34
Treating Others with Respect and Dignity .....	35
Stewarding the University’s Resources.....	35
Avoiding Conflicts of Interest and Commitment .....	35
Maintaining Confidentiality .....	36
Complying with Legal and Professional Obligations.....	36
Reporting Violations of the Code.....	36
Conclusion .....	37
<b>Code of Academic Integrity .....</b>	<b>38</b>
Violations of Academic Integrity .....	39
Violation Levels .....	39
<b>Code of Conduct .....</b>	<b>52</b>
General Conduct Expectations .....	52
Off-Campus Activities.....	52
Misconduct Subject to Disciplinary Action .....	52
Violation of Law and University Discipline .....	55
Interpretation and Revision .....	55
<b>Judicial Procedures .....</b>	<b>56</b>
Philosophy of Student Discipline .....	56
Student Rights .....	56
Reporting Misconduct .....	57
Sources of Information .....	57
Social Media Privacy .....	57
Definition of Student.....	57
Authority and Responsibility for Student Discipline .....	58
Jurisdiction of the Code of Conduct.....	58
Administrative Hearings.....	58
Student Disciplinary Committee Hearings.....	59
Sanctions.....	61
Table of Standard Sanctions.....	64
Immunity for Victims.....	65
Immunity for Good Samaritans.....	65
Forfeiture of Financial Assistance.....	65
Expectations for Student Organizations .....	65

Expectations for Student Leaders .....	66
Interim Suspension .....	66
Appeals Process .....	67
<b>Seaver College Policies and Procedures .....</b>	<b>68</b>
Alcohol and Other Drugs.....	68
Athletic and Recreation Fields .....	74
Complaint Process .....	75
Computer and Network Responsible Usage.....	76
Discrimination, Harassment, and Sexual Misconduct.....	77
Emergency Procedures .....	85
Grade Dispute.....	87
Hazing.....	88
Health Insurance .....	91
Identification Card.....	91
Immunization.....	92
International Programs .....	92
Involuntary Military Service .....	96
Medical and Mental Health Emergencies and Withdrawals .....	97
Missing Student Notification.....	102
Non-Academic Student Grievance .....	103
Pets .....	106
Pregnancy .....	106
Reporting a Threat.....	107
Security of Student Belongings .....	108
Sexual Relationships .....	109
Smoking .....	111
Student Organizations .....	112
Student Records.....	113
Vehicles .....	115
<b>Important Telephone Numbers.....</b>	<b>118</b>
<b>Emergency Assembly and Relocation Points .....</b>	<b>119</b>

## Welcome

Dear Student,

On behalf of the Student Affairs staff, welcome to Pepperdine University! Along with our faculty colleagues, we want you to know how important each student is to our University community. As our affirmation statement reads on the front page of this handbook, *you* are the heart of the educational enterprise.

The contents of this handbook are intended to make your experience at Pepperdine as satisfying and successful as possible. Contained within it is information regarding student services, activities, policies and procedures. The handbook will help clarify the expectations and standards we have for life in our community.

It is our hope to create a caring, Christian community where we learn and grow together. We are committed to your intellectual, spiritual, social, emotional and physical growth and are here to serve you to that end. Please don't hesitate to contact me, or any of the Student Affairs staff, if we can assist you in any way.

May God richly bless your Pepperdine experience.

Sincerely,

Mark Davis  
Dean of Student Affairs

## Student Activities and Services

### ***ACADEMIC COMPUTING***

Information Technology provides advanced computer facilities for students. Pepperdine University currently maintains more than 15 general and division specific labs throughout the campus. The main computing center is located on the second floor of Payson Library. Computers also exist in Howard A. White Center, Café Fresca in the Center for Communication and Business, and the Sandbar Café in Tyler Campus Center. Visit the IT Web site at [community.pepperdine.edu/it](http://community.pepperdine.edu/it) for hours of operation.

### ***CAMPUS RECREATION***

Campus Recreation provides a wide variety of programs and services, including Club Sports, Fitness, Informal Recreation, Intramural Sports, Outdoor Recreation, workout facilities, student employment, development and leadership opportunities.

The Club Sports Program provides a high level of competition in eight active sports, including Men's Rugby, Men's Lacrosse, Tae Kwon Do, Tennis, Surfing, Triathlon, and Men's Soccer. Club Sports compete against other colleges and universities and are designed to provide a team-oriented atmosphere and leadership opportunities for club officers.

The Fitness Program includes both Group Exercise classes and Instructional Program classes. Group Exercise offers over 25 classes per week, including indoor cycling, kickboxing, and strength training, Pilates, Yoga, and a variety of dance options. The Instructional Program offers opportunities to acquire new skills, abilities, and expertise while working on overall health and fitness. Classes have included mixed martial arts and recreational ballet.

Informal Recreation offers free rentals of sports equipment, including basketballs, volleyballs, footballs, soccer balls, wiffleball bats and balls, Frisbees, and tennis racquets.

The Intramural Sports Program consists of organized leagues; tournaments; and special events for women, men, and co-recreational teams in a variety of sports and events each semester. Some intramural sports include flag football, indoor volleyball, basketball, soccer and table tennis.

The Outdoor Recreation Program consists of outdoor trips, excursions, clinics, and workshops. Recent events include skiing/snowboarding, camping, hiking, rock climbing, and kayaking. Outdoor reaction equipment is also available for rental, including tents, sleeping bags, backpacks and flashlights.

The Weight Center, located in Firestone Fieldhouse and open seven days per week, offers a variety of training options, including free weights, cardiovascular machines, and selectorized weight machines.

To access updated schedules, program offerings, and registration for Campus Recreation Programs, call (310)506-4490 or visit our Web site: [community.pepperdine.edu/campusrecreation](http://community.pepperdine.edu/campusrecreation)

### ***CAREER CENTER***

The Seaver College Career Center is committed to assisting students in the career exploration process, the selection of a major, the development of a career plan, and finding meaningful employment while in school and after graduation. Students can take charge of their careers early by meeting with a career counselor, participating in self-assessments, and attending workshops that sharpen skills like resume writing, interviewing and searching for an internship or job. Special offerings such as mock interviews, career fairs, Project e(x)ternship, and Pepperdine Career Week help students prepare for the world of work and gain a strong sense of confidence that employers recognize. Many upper division students apply for the Career Coaching Program, where they spend time with a Career Coach while further sharpening their skills. Preparation always makes a difference in interviews, whether for a part-time job, an important internship, or a position with real career potential. Visit us on the second floor of Tyler Campus Center. We are also available by phone at 506-4184 or online at [seaver.pepperdine.edu/careercenter](http://seaver.pepperdine.edu/careercenter).

### ***CONVOCATION SERIES***

From its beginning, Pepperdine has included regular assemblies where students gather to worship, hear words of encouragement from engaging speakers, be challenged with God's word, and learn more about how they can make a difference in this world. Chapel and convocation programs are the contemporary connection to this integral aspect of Pepperdine's Christian mission and heritage. All Seaver undergraduate students are required to attend the equivalent of one convocation program each week (totaling 14 credits each semester). Attendance at recognized convocation programs counts toward a grade in which students receive half of one unit of academic credit each semester. The units do not contribute toward the 128 units required for graduation, but the grade earned applies to the student's graduation GPA and will appear on full transcripts.

There are over 150 program options each semester to fulfill the attendance requirement. The options range in size from a large assembly to one-on-one meetings. Students are encouraged to plan ahead and find programs that appeal to their interests.

1. Wednesday Morning Chapel – This program takes place at 10 a.m. in Firestone Fieldhouse with about 1,000 students in attendance. Programs feature a time of worship including singing, prayer, and a speaker or presentation from a Christian faith perspective.

2. Ongoing Chapels and Special Events – These medium-sized programs (150-300 students) include Celebration Chapel, featuring a time of student-led worship, language chapels in Spanish, French, Italian, and German, and other programs sponsored by various departments and organizations on campus.

3. Club Convo – This is a small group of students (usually 10-15) led by a faculty or staff member on topics ranging from biblical texts to contemporary faith issues.

4. Spiritual Mentoring – Students can request to be paired with a faculty or staff member to complete four sessions of mentoring to focus on values, beliefs, ethics, and other issues related to the Christian life.

For more programs offered, policies, the grading scale, and the calendar of events, visit: [community.pepperdine.edu/seaver/convo](http://community.pepperdine.edu/seaver/convo).

### ***COUNSELING CENTER***

The Counseling Center seeks to promote student mental health in the Pepperdine community. Academic success, social relationships, physical health, and spiritual well being are often affected by mental health issues, so students are encouraged to attend to this aspect of self-care as well.

All Pepperdine students are eligible to seek professional, confidential counseling services at the Counseling Center. Students are encouraged to take advantage of the center's services in addressing day-to-day stressors such as time management issues, relationship concerns, and sleep difficulties. The licensed mental health professionals on staff are also prepared to provide services to students with more serious mental health concerns including anxiety, depression, and eating disorders. There are no charges for individual or group counseling sessions.

The center operates primarily from a brief therapy model. Although exceptions can be made, most issues are expected to be resolved in 10 sessions or fewer. If it is determined that more intensive services off-campus are needed, the center staff will assist students in finding providers, keeping in mind whatever special needs, transportation, or insurance issues should be considered.

Beyond counseling services, the center staff also offers consultation, assisting a concerned individual (e.g., parent, faculty member, roommate) with how to respond to a student with apparent mental health concerns, including, when appropriate, how to sensitively suggest the student seek professional services. The center staff is also



actively involved in outreach and prevention activities on campus and welcomes invitations from student groups to provide presentations. The center employs a psychiatrist who provides mental health medication management for a minimal charge. Students should call 506-4210 to make an appointment for any of these services.

The center is located in Tyler Campus Center 270. For after-hours emergency mental health situations, call Public Safety at 506-4441.

Additional information, including self-help resources, is available on the center's Web site: [community.pepperdine.edu/counselingcenter](http://community.pepperdine.edu/counselingcenter).

### ***DINING SERVICES***

The Leon Sr. and Bessie M. Rockwell Dining Center is the main dining area in Tyler Campus Center and is open to all members of the Pepperdine community. This facility combines elements of retail sales and the meal plan by charging all customers a la carte prices for all items served.

Residents may choose meal plans with 1,545; 2,060; 2,460; or 2,890 points per semester for use in the Waves Café, Nature's Edge, La Brea Bakery Café, Jamba Juice, HAWC Café and Store, Coffee Cart, Café Fresca, Firestone Fieldhouse Kiosk, Drescher Café, and School of Law Café. A 775 point plan is also available for commuters and residents living in the apartments. All residents living in standard halls are required to be on a minimum of the 1,545 point meal plan.

Students wishing to change or cancel their meal plans should submit an e-mail request to the Housing and Residence Life Office by the end of the add/drop period. After the add/drop period, no refunds are available. However, students can upgrade their meal plans at any point during the semester by sending an email to the Housing and Residence Life Office.

Students are required to show their identification cards when purchasing food on campus. Students may purchase meals for friends and relatives but must be present to purchase the meals.

Students who are not on the meal plan may take advantage of the convenience of dining services. *Waves Cash* may be added to any Pepperdine identification card in any amount by visiting OneStop or <http://webdeposit.pepperdine.edu>.

Dining courtesy is expected at all times in every facility. Students disregarding such courtesy are subject to disciplinary action including, but not limited to, the loss of dining privileges.

## **Dining Facilities:**

### **Waves Café**

This is our main dining facility located on the first floor of the Tyler Campus Center (TCC). The Waves Café features four entrée stations serving freshly prepared items including vegan and vegetarian entrees, a salad bar, pizza bar, made-to-order sandwiches, bakery items, cereal bar, and your choice of gourmet soups and desserts.

### **Nature's Edge**

Nature's Edge, located on the first floor of the TCC, offers convenient access to organic and healthy options to meet the dietary needs of our community. You will find hot vegan and vegetarian meals and soups, gluten-free items, and organic snacks.

### **La Brea Bakery Café**

La Brea Bakery is located on the first floor of the TCC and offers a full Peet's coffee bar, a wide selection of pastries, grab-and-go sandwiches and salads, and freshly prepared paninis and soups.

### **Jamba Juice**

Jamba Juice, located on the second floor of the TCC in the Sandbar student lounge, offers delicious and nutritious smoothies throughout the day.

### **HAWC Café & Store**

This newly-renovated café, located on the second floor of the Howard A. White Center, features gourmet coffee, made-to-order pasta, warm brownies, and "small plates" of delicious foods, such as slyders, hot wings, and flatbread pizzas.

### **Coffee Cart**

The Coffee Cart is located near the fountain in Joslyn Plaza. This location offers a wide variety of Peet's coffee and espresso beverages, grab-and-go bakery items, snacks, and fresh fruit.

### **Café Fresca**

This grab-and-go café, located in the Center for Communication and Business, features La Brea bakery sandwiches, Simply-to-Go items, salads, sushi, and beverages.

### **Fieldhouse Kiosk**

This convenient dining location in the Firestone Fieldhouse offers sandwiches, salads, snacks, and beverages.

### **Drescher Café**

Situated in the Villa Graziadio Executive Center, the Drescher Café is a full service café offering a unique menu. There is an Udon Noodle Bar,

Asian Stir Fry Station, hot entrée station, grill, and pizza station.

### **School of Law Café**

The School of Law Café is located on the first floor of the Pepperdine Law School. Hot entrées, grill options, salad bar, soups, pizza, made-to-order sandwiches, La Brea Bakery sandwiches, and Simply-to-Go salads are offered at this location.

### ***DISABILITY SERVICES***

Pepperdine University is committed to complying with all mandates set forth in Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities requesting accommodations should contact the University's Disability Services Office (DSO) before their academic program begins. Upon verification of the student's disability, the DSO will work with each student on a case-by-case basis to determine appropriate accommodations while maintaining academic integrity of the courses. Students should expect a two-week timeframe in which the documentation and request will be reviewed. If the documentation is incomplete and/or does not meet the DSO guidelines, students will be required to submit complete documentation before accommodations may be granted.

Students who are registered with the DSO will receive letters with which to provide faculty verifying their accommodations. Students must request accommodations each semester through the submission of a completed Service Request Form.

Inquiries should be directed to the Director of Disability Services at 506-6500. For further information regarding documentation guidelines, office forms, and resources for students, please visit the DSO Web site: [pepperdine.edu/disabilityservices](http://pepperdine.edu/disabilityservices).

### ***HEALTH CENTER***

The Pepperdine Student Health Center is committed to providing high quality, multi-specialty, and low-cost health care to our diverse community of students. The primary focus is to keep students healthy by providing preventive care, treating illness and injury in a timely manner, and making appropriate referrals when necessary. Health education is emphasized with an aim to provide care in a confidential, respectful, and safe environment. Honest, open communication is encouraged. The Health Center staff is dedicated to perpetuating the wellness of the whole being – body, mind and spirit.

The Health Center functions similar to a family practice office and provides a wide variety of services which include care for illness and injury, women's and men's health, dermatology, sports medicine, immunizations, labs, in-house testing, nutrition, massage therapy, and administering medications. In addition, the Health Center offers

specialized clinics such as flu vaccination, travel medicine, allergy, and STI/HIV testing. All information reported at the Health Center is confidential and is protected by the Health Insurance Portability and Accountability Act (HIPAA), which protects the disclosure of health information.

Students seeking medical care at the Health Center will be charged an initial fee, and follow-up visits are charged based on the complexity of the services provided. All charges are kept at a minimal cost, and insurance companies will often reimburse for costs incurred. Ancillary services such as medications, injections, lab work, and minor surgical and/or elective procedures carry additional charges. Because students are required to carry health insurance, all Health Center fees can be charged to a student's account and a super bill can be provided to submit to the insurance company for reimbursement. Students wishing to see an off-campus medical provider, such as physician, dentist, or optometrist, are encouraged to contact the Health Center for referral information.

All registered students have access to the off-site PEP-RN Nurse Advice Line 24 hours a day, 7 days a week by dialing (800) 413-0848. The nurse line is staffed with registered nurses who can help students determine if they need to seek medical care and learn ways to stay healthy.

The Health Center sees patients by appointment. Walk-ins are welcome with priority given to scheduled appointments, except in an emergency. The Center is located at the northwest corner of Rho parking lot at Towers Road. Hours of operation are Monday – Friday, 8:00 a.m. – 5:00 p.m. Appointments can be made online at [pepperdine.medicatconnect.com](http://pepperdine.medicatconnect.com), or by calling 506-4316, option 3. Visit [community.pepperdine.edu/healthcenter](http://community.pepperdine.edu/healthcenter) for more information.

### ***INTERCULTURAL AFFAIRS***

The Intercultural Affairs Office (ICA) strives to connect, engage, and inspire Seaver College students through effective, educational programs, services and experiences that promote academic success and holistic development. ICA aims to build a diverse community of respect, learning, understanding, equity, and inclusion; and cultivate skills, friendships, and leadership capacity through meaningful engagement with peers, faculty, staff, and local communities. Together, these strategies aim to educate and prepare culturally competent graduates for purposeful lives devoted to Christian discipleship, service, mercy, and justice in local, national, and global contexts.

The ICA office will provide students with excellent resources, advising, educational programs, and services that enhance the educational experience for all students and foster a safe, welcoming,

inclusive, and educationally stimulating campus environment. This environment will help students explore their own and others' various identities as well as provide academic, social, and cultural support. Adopting a Christian theological framework, ICA serves as a conduit for engaging the important issues that advance learning and shape a climate of inclusion. For more information about ICA, visit their office in the HAWC.

### ***IT HELP DESK***

Technical support for students is coordinated through the IT Help Desk. Various technology support resources including telephone technical support, telephone and voicemail service, hardware and software repairs, computer lab assistance, technology training and ID Card Services may be accessed by calling the Help Desk at 506-4357 (H-E-L-P), or 1-866-767-8623 24 hours per day, 365 days per year.

### ***MAIL SERVICES***

Mail Services is located on the Facilities Management and Planning pad (FM&P). All incoming mail for the University community is received, processed and disseminated through Mail Services.

All incoming mail must have a student name and mailbox number included in the address. Mail Services reserves the right to open and/or return any mail not displaying a student name. If the student's mailbox number is not provided, there may be a delay in processing until the mailbox number is located.

All student mail should be addressed in the following manner:

Student Name

Pepperdine University

24255 Pacific Coast Hwy. #(your 4-digit box number)

Malibu, CA 90263-\_\_\_\_\_(your 4-digit box number)

The use of University Mail Services for non-Pepperdine related business purposes is prohibited. Any mail addressed to a business may be returned to the sender by Mail Services.

All Seaver student mail is sorted to individual mailboxes located in Tyler Campus Center on the second floor in the Sandbar Student Lounge. Packages for Seaver students may be picked up at the pickup window. Office hours are 9 a.m. to 4:30 p.m., Monday through Friday. Resident graduate student mailboxes are located by their apartment. Packages for resident graduate students may be picked up from Mail Services located on the FM&P pad. When a package comes in for a student, they will receive an email notification. Students need to bring the email and their CWID to the service window in the student mailbox area to receive their package.

All Seaver and resident graduate students will have a mailbox on campus. Students can access their box numbers and combinations from WaveNet. Offices will use this address when notifying students of important information. Students will forfeit their mailboxes if they leave the University except in the case of emergency. Mail Services must be notified when students leave in order for their mailboxes to be retained. Students must forward their mail if they are leaving during the summer or attending an International Program. For more information, see: [community.pepperdine.edu/businessservices/mail/studentmail.htm](http://community.pepperdine.edu/businessservices/mail/studentmail.htm).

Students may mail letters, packages, express packages, and purchase stamps at the Mail Services retail window located on the FM&P pad during business hours (7:30 a.m. to 4:30 p.m., Monday – Friday). Limited mailing supplies are available for purchase.

### **Central Receiving**

Central Receiving is responsible for the receiving and shipping of material via ground services for the University and students. Central Receiving is located on the FM&P pad.

Student packages are received daily, and after they are entered into the receiving system, they are transported to the mailbox area in TCC. Graduate student packages are taken to Mail Services on the FM&P pad. If packages or other items are too large to be put into the student's mailbox, a student will receive an email notification stating the location to pick up their package. If the student's mailbox number is not on the package, there may be a delay in processing the package until the mailbox number is located.

Students may ship packages via UPS Ground through Central Receiving. Packages must be prepared for shipping; there are limited shipping supplies available. Payment may be made by cash or check. Large shipments via trucking companies must be shipped collect or prepaid by credit card. For more information, call 506-6293.

### ***ONESTOP***

OneStop is the first stop for all of your administrative needs. Visit OneStop on the second floor of Thornton Administrative Center to register for courses, make a payment to your student account, schedule an academic advising appointment, purchase discounted movie tickets, and much more. Please visit us on the Web at [seaver.pepperdine.edu/onestop](http://seaver.pepperdine.edu/onestop), call us at 506-7999, or send an e-mail to [onestop@pepperdine.edu](mailto:onestop@pepperdine.edu).

### ***PHOTOCOPY SERVICES***

Students seeking standard photocopy services may use the fee-based copy machines located in Payson Library and the Sandbar. Bulk and regular black and white and full-color photocopying, printing,

binding, lamination, transparencies, and outgoing faxes are among the many services provided by the University's Printing Services department. For hours of operation and additional information, please visit: [community.pepperdine.edu/businessservices/printing](http://community.pepperdine.edu/businessservices/printing).

### ***PUBLIC SAFETY***

The Department of Public Safety is committed to providing and maintaining a safe and secure environment while respecting the rights and dignity of individuals utilizing programs and facilities. This mission shall be accomplished within the constraints of federal, state and local laws and ordinances. In addition to patrolling the campus 24 hours a day, the Department of Public Safety offers a security escort program, neighborhood watch, and crime prevention. For more information, please visit our Web site at [pepperdine.edu/publicsafety](http://pepperdine.edu/publicsafety).

### ***SAFE RIDES***

Pepperdine's Safe Rides program exists to provide a safer community. Students who do not feel safe in an off campus location, regardless of the circumstances, are encouraged to call Public Safety for assistance at (310) 506-4441.

Public Safety will facilitate your safe return to campus by utilizing the appropriate resources. This is not a confidential service, but students should not fear punishment for seeking assistance when in an unsafe situation.

### ***SPIRITUAL LIFE***

Students are provided many opportunities to explore, grow, and develop their faith. We offer opportunities throughout the year for worship together and deepening your relationship with God. The Office of the Chaplain provides pastoral care and resources for prayer, renewal and spiritual development. Faculty and staff across the University contribute to spiritual life through mentoring, small groups, and joining students in various spiritual activities. Student-Led Ministries supports student initiated worship, service, and ministry. Many events sponsored by Convocation, the Pepperdine Volunteer Center, Student Activities and Housing and Residence Life deepen students' connection with God. As George Pepperdine envisioned, we hope each student has an opportunity to see Jesus' message lived out at Pepperdine, and that those who choose to do so will find partners on a path to growth in Christian faith and discipleship.

Each first-year residential community is served by a Spiritual Life Advisor (SLA), a fellow student who leads a small group and is dedicated to responding to spiritual needs. SLAs help students get involved in spiritual life, and serve as prayer partners and listeners. Our University Chaplain and Associate Chaplain are also available as

resources for personal soul care and spiritual discernment.

Students are strongly encouraged to become active in a local church. Worship services are held on campus each Sunday morning and evening at the University Church of Christ. The church sponsors Pepperdine's Campus Ministry, with offices in the Plaza Classrooms. There are also several churches in our area that have active student programs that plan Bible studies, spiritual retreats, opportunities for worship and fellowship, and have campus ministers available to provide spiritual guidance for Pepperdine students. Housing and Residence Life staff and the Chaplains are happy to help connect students with a local faith community where our students, faculty, or staff are currently active.

### ***STUDENT ACTIVITIES***

Student Activities offers many opportunities for students to be involved in campus-wide activities. The office plans and implements many high quality, co-curricular programs that contribute to a vibrant campus life atmosphere, strengthen the Pepperdine community, and build upon campus traditions.

Starting the year with New Student Orientation, students and their families are introduced to life at Pepperdine. Each fall during Waves Weekend, students invite family members back to campus to get a taste of college life. Reelstories Film Festival, Dance in Flight, and Songfest are annual spring events that showcase the vast array of our talented students.

Student Activities also oversees Greek Life, the Student Programming Board, and the Student Government Association. Greeks sponsor many service projects and philanthropies as well as social events. For information on how to be involved in any of these programs, please visit Student Activities in the HAWC or call (310) 506-4201.

### ***STUDENT EMPLOYMENT***

Student Employment at Pepperdine University seeks to engage students in meaningful work where they have an opportunity to develop essential job skills. Students are encouraged to view their employment experiences from a career development perspective as they learn more about their skills, interests, and the world of work.

Students interested in employment while enrolled at Pepperdine University may utilize the services of the Student Employment Office. Services include on- and off-campus job listings, community service job opportunities and summer employment opportunities. The University offers positions in research, recreation, clerical support, telecommunications, computer technology and other fields of interest. Participating students must comply with University personnel policies



and procedures. Students eligible for Federal Work Study may work on-campus, but are also encouraged to participate in the Community Service Program, which offers opportunities in education, health care, social work, law enforcement, and government. Off-campus opportunities are available in childcare, private tutoring, retail, and office management. The Student Employment Office, located in Tyler Campus Center 210, is open Monday-Friday, 8 a.m. to 5 p.m.

### ***STUDENT GOVERNMENT ASSOCIATION***

The Student Government Association (SGA) represents and advocates for the general student body through an elected executive board and senate. The SGA's executive branch consists of four executive officers: president, executive vice president, vice president of administration, and vice president of finance. The SGA's legislative branch, known as the Senate, consists of four class presidents (one per class), twelve class senators (three per class), and various directors for each of the SGA's standing committees.

In cooperation with University administration, the SGA allocates funds collected from the Student Government and Activity fee to improve the student experience. The SGA supports projects related to student life, leadership development, spiritual formation, cultural awareness, civic engagement, and class activities; as well as the promotion of strategic initiatives, campus unity, and communication among students, faculty, and administration. To learn more about serving in an elected or appointed position, please visit SGA's Peppervine page or [community.pepperdine.edu/seaver/studentactivities/sga/](http://community.pepperdine.edu/seaver/studentactivities/sga/). Students can also contact their SGA representatives by calling (310) 506-4534, emailing [sga@pepperdine.edu](mailto:sga@pepperdine.edu), or stopping by the SGA office in the HAWC.

### ***STUDENT ORGANIZATIONS***

Pepperdine recognizes that student organizations enrich the social, cultural, and educational experiences of students and the University community. Pepperdine has over 70 registered student organizations representing a diverse range of interests. In addition to these clubs, the Student Organizations Office advises a national Greek system of eight sororities and five fraternities. Student Activities and the Inter-Club Council work collaboratively to serve student organizations and the Pepperdine community. A student government and activities fee of \$126 is assessed to each Seaver student's account each fall and spring semester. Sixteen dollars of this fee goes toward student club allocations. There are many services available to student organizations to assist groups with all aspects of major event planning. The Student Organizations Office can be reached at 506-6569.

### ***STUDENT PROGRAMMING BOARD***

The Student Programming Board exists to create a lively schedule of activities for students, both on and off campus. Some of the Board's most popular events include Blue & Orange Madness, Senior Ball, Art Show, REELSTORIES Film Festival, Dodger Nights, the Spring Concert, and monthly Coffeehouse events. The Board produces the monthly Student Life Calendar, is advised by Student Activities staff, and consists of fifteen student leadership positions: Arts & Culture, Budget & Finance, Coffeehouse (two positions), Concerts (two positions), Film, Graphic Design (two positions), Public Relations (two positions), Special Events (two positions), and Weekend Events (two positions). The Board plans, promotes, and coordinates more than 70 events throughout the year, many through partnerships with student organizations, campus departments, and community organizations. For questions and information please visit the Board's Peppervine page or [community.pepperdine.edu/seaver/studentactivities/spb/](http://community.pepperdine.edu/seaver/studentactivities/spb/). The Board may also be reached at (310) 506-7153, emailing [spb@pepperdine.edu](mailto:spb@pepperdine.edu), or stopping by the Board office in the HAWC.

### ***TECH CENTRAL/COMPUTER STORE***

Tech Central is Pepperdine University's student support center, offering total technology support for students. Tech Central is located on the second floor of Payson Library on the Malibu campus. Visit Tech Central online at [community.pepperdine.edu/techcentral](http://community.pepperdine.edu/techcentral). Hours of operation are Monday through Thursday, 10 a.m. to 8 p.m. and Friday, 10 a.m. to 6 p.m. You can contact Tech Central at 506-4811, or by email at [techcentral@pepperdine.edu](mailto:techcentral@pepperdine.edu).

The Computer Store serves as a discount computer store for University faculty, students, and staff. Through established partnerships with select vendors, the Computer Store offers special pricing on laptops, software, and cellular phone service subscriptions. Visit the Computer Store online at [community.pepperdine.edu/computerstore](http://community.pepperdine.edu/computerstore).

### ***VOLUNTEER CENTER***

Pepperdine's commitment to community service and civic engagement is visible in the lives of students, faculty, and staff. The Pepperdine Volunteer Center is home to several robust programs that support this commitment. Student leaders in the Center plan ongoing service opportunities, spring break service programs, and numerous one-day service events. In addition, the Center is home to one of the nation's largest Jumpstart programs, an AmeriCorps partnership where students commit to serve 300 hours during the academic year tutoring and mentoring preschool children.

Step Forward Day, the largest one-day opportunity, kicks off the school year with more than 1,500 students, staff, and faculty serving with more than 50 organizations throughout Los Angeles and Ventura Counties. Step Forward Day also exposes the campus to the Center's ongoing service opportunities that address issues of hunger and homelessness, environmental justice, health and wellness, and education and literacy.

The Center also supports academic initiatives in the areas of service-learning, community-based research, and the nonprofit management minor. Service-learning is a credit-bearing educational experience in which students participate in an organized service activity that meets identified community needs and reflects on the service activity in such a way to gain further understanding of the course content, a broader appreciation of the discipline, and an enhanced sense of civic responsibility. Similarly, community-based research is collaborative, change-oriented research that engages faculty members, students, and community members in projects that address a community-identified need.

The nonprofit management curriculum is taught by faculty and practitioners from within the nonprofit sector and incorporates service-learning and community-based research into its curriculum. Students in the minor also have the option to become certified nationally through the Nonprofit Leadership Alliance.

#### ***WAVENET***

WaveNet provides a connection to a variety of services and personalized information sent by the University. WaveNet can be accessed from any Internet-connected computer to read official University e-mail, register for classes, check grades, make payments to student accounts, access over 75 library research databases and much more. Please call the IT Help Desk at 506-4357 (H-E-L-P) or 1-800-767-8623 if you need assistance logging into WaveNet.

## Housing and Residence Life

Housing and Residence Life (HRL) strives to enhance the learning experience by fostering a safe, caring, respectful, and dynamic community. The core purpose of the HRL program is to empower students to make connections between faith, living, and learning.

### ***BASIC HUMAN RESPECT***

Housing and Residence Life strives to fulfill the mission of Pepperdine University by providing an atmosphere conducive to academic, social, and spiritual growth within our diverse community. One method utilized to fulfill that mission is the Basic Human Respect program (BHR) which is facilitated by the Resident Advisors within the first two weeks of the semester. This program provides a resource for residents to express feelings, mediate conflict, communicate better, and create a more tranquil living environment. The program creates a foundation for good communication between residents before a problem begins. It is expected that all residents participate in the BHR program and fill out a roommate covenant while living on campus. This includes, but is not limited to, participating in all designated BHR and Community Life Orientation Meetings (CLOMs) throughout each semester.

### ***CONTRACT AND REGISTRATION***

In congruence with our mission to establish a community that fosters social, academic and spiritual growth, all new students are required to live on campus and have a meal plan for four semesters, and all transfer students are required to live on campus for one semester. We believe the relationships and community built during these first years of attending Pepperdine are vital to the college experience. The Housing and Residence Life program provides an atmosphere that empowers students to make connections between faith, living, and learning within a diverse community.

The terms of the housing contracts may be found on the HRL website. Please note that contracts may only be broken with separation from Pepperdine. Students withdrawing before the add/drop deadline will receive a full refund. Students withdrawing or separating after the add/drop will not receive refunds for partial semesters except for medical withdrawal. Residents who withdraw must notify OneStop and officially check out with the HRL Office. Students not enrolled in classes, as determined by the Office of Student Information and Services, lose their eligibility to live in University housing immediately.

When a housing contract is submitted for the academic year (defined by the academic calendar from August to May), students who need to complete one semester of their on-campus residency requirement in the fall will not be able to drop their spring housing. When calculating semesters, International Program housing counts, but summer or winter break terms are not considered a semester due to the number of days involved.

Students wishing a residency exemption may submit a written petition to [housing@pepperdine.edu](mailto:housing@pepperdine.edu) within 15 days of admission acceptance. National and Pepperdine studies have shown that students who live on campus have higher grades, higher graduation rates, and higher satisfaction levels with their campus experience. Because we value students being in community so much, exemptions will be rare and for very special circumstances. The exemption petition must provide specific details on how the student's living situation will be more beneficial than the supportive and active environment of the Pepperdine community. After the documentation has been submitted, the HRL Board of Review will consider and make its decision.

The application process for juniors and seniors who have completed their residency requirement will take place in the spring semester just before spring break. Space is limited since there is not enough space for all students to live on campus. The application process lets you choose your specific room and roommates in a first come, first sign-up process. Returning students needing to live on campus for medical, academic, or other accommodations, need to register with HRL or the Disability Services Office no later than the end of add/drop deadline of the spring semester.

Students who are below full-time status may request housing and may be assigned if space allows. After a housing contract is signed, a student may not be released until all housing is full and a replacement student is available to take the assigned space.

University housing may be available during nonacademic periods and available to residents at no additional costs. Residents remaining on campus during these periods must submit an Interim Housing form and may be consolidated to specific buildings during the break.

Residents are not permitted to temporarily or permanently reside in a room other than their assigned room. Residents wanting to relocate may do so only after receiving permission for a room change. The University reserves the right to reassign individuals to different rooms or units. Such reassignment will only occur if it will better serve the needs of the students and/or the University. By signing the housing contract, each resident accepts responsibility for knowing and adhering to all institutional regulations. University policies are in effect at all times, whether or not classes are in session. Students who fail to live by

the community standards may lose the privilege of living on campus. A student's disciplinary status will be considered when prioritizing any housing waitlists.

The fall housing contract begins at the time of submission and is binding until checkout at the end of the spring term. Students who fail to submit application materials are still bound by the terms of the housing contract during the required live on semesters.

The HRL Office will communicate with residents via their Pepperdine e-mail account. Residents are encouraged to monitor their account regularly.

Residents who are dismissed from University housing prior to the end of the contractual period will be responsible for any remaining charges and are ineligible for reimbursement of any amount already paid.

#### ***COMMERCIAL USE***

The use of residence facilities for outside or personal business purposes is strictly forbidden. This includes University phone lines, mailboxes, and e-mail accounts.

#### ***CONSTRUCTION AND REFURBISHMENT***

New construction and other University construction projects such as refurbishment or unforeseen repair projects may at times cause increased noise. Due to the scope of projects, some construction work may begin during the academic year. Prior to and up to a year after a major construction project, continual work may occur in and around residential areas. By signing the housing contract residents acknowledge that they have been advised of the potential for construction projects and they accept their housing assignment accordingly. The HRL Office makes every effort to inform the residents of any upcoming projects but cannot be responsible for delays in construction or refurbishment projects.

#### ***DÉCOR***

It is a violation to exhibit, possess or distribute material or representations deemed to be obscene or contrary to the mission or the moral standards of the University, including, but not limited to, pornography. It is a violation to display alcohol containers or drug-related paraphernalia on University property.

#### ***DISCIPLINARY ACTION AND FINES***

Disciplinary action for Housing and Residence Life policy violations and the Code of Conduct is coordinated through the Judicial Affairs office following the "Judicial Procedures" section of this handbook. Fines may be imposed by the HRL office or as a part of the disciplinary action coordinated by the Judicial Affairs office.

### ***GUESTS***

Rooms are to be occupied only by the students who are assigned to that room. Guests must register through the RA and abide by all University regulations. As a matter of respect, residents should receive permission from their room/apartment mates before making an invitation; guests may not occupy or use residential facilities for more than two consecutive nights, and no more than six nights per semester. No more than one overnight guest is allowed at a time, and the student host must accompany overnight guests at all times. As a courtesy to others, during the week before finals and finals week, overnight guests are prohibited. Residents with special circumstances may request an exception from the Resident Director. Students who are enrolled in a Pepperdine international program, but wish to reside on campus temporarily during interim periods must register with the HRL Office and receive permission from all student hosts (roommates, suitemates and/or apartmentmates).

The University reserves the right to refuse permission to house overnight guests. Guests are expected to abide by Federal, State and local laws. Residents are responsible for the actions of their guests and for ensuring that guests abide by University rules and regulations.

### ***NOISE***

An atmosphere conducive to normal living and academic achievement is to be maintained at all times. In order to facilitate this goal, loud televisions, stereos, and excessively noisy activities are prohibited at all times. The right for quiet supersedes the right to make noise at all times. Designated quiet hours that are maintained during all academic periods are 10 p.m. to 10 a.m. These hours are extended to 24 hours per day during final exam periods. Disregard for quiet hours policies will not be tolerated. Offenders will face disciplinary action, which may include, but is not limited to, a fine.

### ***PETS***

Students and guests are not permitted to have pets in the residence halls. Students with disabilities should contact the Disability Services Office for exceptions to this policy.

### ***ROOM CHANGE PROCEDURES***

Due to the need to establish the hall community and provide a smooth transition into the academic year, no room changes will be permitted during the first and last three weeks of either the fall or spring semesters.

During the semester: The student must first contact his or her Resident Advisor (RA) to make him or her aware of the desire to

initiate a room change. The RA and Resident Director (RD) will decide whether a room change is necessary by working with the student and his or her roommate through the BHR and mediation process to address any issues that exist. The HRL Staff will determine which, if either, student will move, if the situation cannot be resolved.

If the student's room change request is approved, he or she will receive confirmation from the HRL Office regarding the details of the move. All bed spaces must be left empty and ready for a roommate to move into the room at any time. If there is a new roommate, HRL will try to give notice 48 hours in advance, but there are special or emergency circumstances that necessitate immediate moves. Please review the fines associated with improper room changes and roommate preparation below.

Between semesters: Any student can request a different space for the spring semester directly through the HRL Office. A deadline will be set for room change requests, and requests will not be accepted after the deadline. Once a student's room change request is granted, he or she is required to move to the new assignment. Students currently living on campus but moving to a new assignment must move all of their belongings out of the old room before leaving for break.

### ***SEARCH***

The University reserves the right to search a student's room and/or possessions if: (1) there is reasonable suspicion of a violation of a law or University rule or regulation; or (2) there is reasonable belief that such a search is necessary to protect and preserve the health and safety of persons or property. Any materials found may be used in a disciplinary hearing, a court of law, or both. Upon determination of a reasonable need, the search may be conducted by HRL staff (including the RA), Department of Public Safety, or other authorized University official. In most cases items that have been confiscated will not be returned to the resident.

### ***SECURITY OF PERSONAL BELONGINGS***

The University is not responsible for the loss of, theft of, or damage to residents' personal possessions. When leaving the room at any time, lock all doors and windows. Building exterior doors must remain closed and locked at all times. We encourage residents to always lock their suite and room doors. Theft and security concerns should be reported immediately to the Resident Advisor and to Public Safety. The University encourages residents to obtain their own theft and casualty insurance. Often such coverage may exist in parents' homeowners' policies or may be added for an additional fee. It is also recommended that residents record the serial numbers of electronic devices such as computers, printers, and stereos. Residents are



encouraged to take valuables home with them during the University breaks.

### ***SOLICITATION***

To ensure the safety and privacy of all residents, solicitors, including Pepperdine student solicitors, are not permitted to post flyers, to canvass, or market any product in the residential area without prior approval from HRL. Resident Advisors will post only those advertisements approved by HRL. Residents are encouraged to contact the RA, HRL, or DPS if a solicitor is in the community.

### ***SPECIAL DELIVERIES TO RESIDENTS***

Special deliveries to residents by non-University personnel for items such as flowers and lost luggage must be made to the Howard A. White Center (HAWC). Student Activities staff will contact residents when a delivery has been received. The University accepts deliveries as a service to residents and will make every attempt to contact the residents in a timely manner. The University is not responsible for any items not picked up by a resident. Any deliveries that include alcohol or other prohibited items will not be accepted. Questions pertaining to special deliveries to students can be directed to Mail Services.

### ***STORAGE***

The University does not provide space for residents to store personal belongings. Residents who have storage needs are encouraged to refer to HRL's website for a listing of our preferred partners who are authorized to access our campus.

### ***VISITATION***

The visitation of members of the opposite sex within the residential community is restricted to specific hours in designated areas. The policies are strictly enforced and violations will be subject to disciplinary action. The purposes of the visitation hours are to ensure the security and privacy of all students and to maintain an atmosphere conducive to academic achievement.

Visitation in residence halls (including bedrooms, suites, laundry rooms, hallways, stairways) is allowed between the hours of 10 a.m. and 1 a.m. Visitation is allowed in the main lobbies of the freshmen suite-style halls between the hours of 7 a.m. and 2 a.m., and public restrooms may be used during this time.

Theme areas such as sophomore single gender halls or the first floor of Rockwell Towers also have visitation between the hours of 10 a.m. and 1 a.m. All sophomore and apartment buildings have 24 hour lobbies and hallways, but visitation inside the apartments and suites is only allowed between the hours of 10 a.m. and 1 a.m. During final exam periods, the visitation hours in all lobbies are extended to 24

hours. Residential visiting hours are in effect seven days per week. There are no circumstances which merit exception.

When there are members of the opposite sex present after visitation hours, it is considered a violation for all individuals present, whether or not the guest was invited or hosted by one student.

Out of respect for fellow students, residents or guests are not permitted at any time to use the shower facilities in the bathrooms assigned to residents of the opposite sex (e.g., a male resident may not use the shower in the bathroom of a female resident). Students or guests are not allowed to sleep overnight in the 24-hour common areas.

### ***FACILITIES POLICIES AND PROCEDURES***

Residential facilities are maintained in a cooperative effort between the HRL Office and Facilities, Management and Planning. While the following list of policies gives general facility guidelines, it is not intended to be an exhaustive list. Residents should recognize that their rooms are University property and therefore they are not allowed to make modifications or additions to the residential facility.

#### **Accessing Unauthorized Spaces**

Residents are not allowed to access unauthorized University premises, including but not limited to, building rooftops and storage or maintenance facilities. Vehicles are not allowed on to Res Road without prior approval from HRL or DPS.

#### **Air Conditioners**

Residents are not allowed to install air conditioners or window coolers in their room windows. Window fans and inside portable air conditioners are allowed as long as the window screen remains in the window. Nothing can extend from the window or the building. Contact the HRL Office for specific requirements, specifications and approval.

#### **Bicycle Storage**

Bicycles cannot be stored in any of the common areas or hallways of residential buildings. They must be stored outside in the bicycle racks located in the residential community or in an area in which they would not be blocking an exit door. Any bicycle that is blocking a doorway may be removed from the area without notification.

#### **Beds in Rockwell Towers**

For Towers residents living on the second floor and above, all beds must be positioned perpendicular to, rather than parallel to, the windows. Non-compliance will result in disciplinary action.

#### **Entry System**

Propped door alarms are installed at the ground floor entrances of each residence hall. Residents tampering with the door latching

mechanism, or vandalizing the entry system, doors and/or propped door alarms may be subject to a minimum \$100 fine per incident and disciplinary action.

### **Fire Safety**

In the interest of providing a safe and secure environment and demonstrating compliance with California fire codes, the University expects all residents to comply with the standards described in this section. Residents found in violation or tampering with fire and life safety devices may be subject to fines up to \$500 and disciplinary action. Repeated violations of the Fire Safety standards may result in dismissal from the residential community. HRL staff will be entering all living spaces to conduct Fire, Life and Safety walkthroughs several times a semester to ensure that residents are in compliance with the standards.

While the University insures the residential buildings against damage from fire, this insurance does not cover the personal possessions of students. Residents should therefore provide insurance for their own possessions.

### **Residential Fire Hazards**

With the exception of approved appliances, the University prohibits burning open flames or incense in any living area at any time. Any acts of negligence or intent that place the community at risk of fire are prohibited. Additionally, fire hazards such as fireworks, lava lamps, halogen lamps, appliances with exposed heating elements, unapproved space heaters, and personal BBQs or other items considered unsafe in a residential environment are strictly prohibited in or around any living area. BBQs in the community area are available for student use. Residents are not to use any part of the oven or broiler for storage purposes. The possession or use of candles (with or without wicks, burned or unburned) will result in disciplinary action including confiscation and/or other sanctions.

The use of string lights (Christmas lights) is only permitted between the Thanksgiving holiday and before students leave for winter break. Christmas lights may be displayed on a fireproof figurine (e.g., artificial Christmas tree); however lights cannot be attached to the interior of any student housing facility i.e. walls, ceilings, furniture, appliances, windows, doors or stairwell railings. Christmas lights may be displayed on the exterior of the building, but cannot be hung on any roof area or attached to any structure by the use of nails or staples. Natural cut Christmas trees may be displayed outside as long as they are at least 10 feet from any structure. All Christmas decorations, including string lights and Christmas trees must be removed from the

community before winter break. Please direct any questions to the HRL Office or the Resident Director.

Light fixtures in the residential community should never be obstructed or covered by any material. Residents may not cover their walls with material that will create a fire hazard, such as cardboard or cloth. Decorations or posters may cover up to 10% of each wall. Covering public area couches and chairs with fabric and throws is prohibited.

Powered appliances, surge protectors and extension cords should not be used in violation of manufacturers' specifications (e.g., using multiple extension cords with multiple plugs in one outlet, plugging a surge protector into another surge protector). Fire hazards found in the residential community will be immediately confiscated; in most cases, items that have been confiscated will not be returned.

### **Fire Doors and Windows**

Due to California Code, doors within the residence halls, except for the bedroom doors, are fire doors. Lobby, hallway, laundry, and suite doors must not be propped open. Locks and doors, including bedroom doors, should never be tampered with to impede the proper function of the lock, such as taping the locking mechanism against the doorframe. To enable fire or other emergency personnel access to a room during an emergency, residents are not allowed to block access to windows by placing furniture at window height in front of windows.

### **Fire Equipment**

The fire-fighting equipment and alarm systems were installed for the protection of the residents and their property. County fire regulations make it illegal to tamper with fire equipment. Tampering with this equipment including, but not limited to: fire alarms, propped door alarms, fire extinguishers, hoses, fire sprinkler heads, smoke detectors, mechanical bells, and fuse boxes may result in a \$500 fine, immediate dismissal from the residential community, and possible criminal prosecution. Residents are not permitted to hang any items from smoke detectors or mechanical bells. Failure to comply will result in disciplinary action. Residents are not permitted to hang any items (including clothes hangers) from ceiling fire sprinklers in any residential facility. Hanging items from sprinklers could result in flooding. The resident will be held financially responsible for any water damage caused by activation of the sprinklers.

### **Evacuation During Fire Alarm**

Students must evacuate immediately when a fire alarm sounds or a University official gives a directive. Failure to comply will result in disciplinary action including but not limited to: University Probation, a

fine, and/or educational sanctions such as research on university fires, interviewing firefighters, and field trips to fire sites.

### **Furniture and Lighting**

Placement of furniture in the rooms and public areas has been made with students' comfort in mind. Therefore, all furniture must remain in the room or apartment to which it is assigned. Lobby or suite furniture may not be taken into individual rooms or other suites. Furniture may not be taken outside of the building. All room furniture must remain in the room to which it was assigned, even if one person is living in a double room. Extra furniture may not be stored in suite areas. A \$50 fine will be assessed for relocated or misplaced furniture, and HRL staff will replace the item(s) if necessary.

Due to safety and fire code regulations, residents are not allowed to use halogen or lava lamps in the residential community. Due to safety concerns residents are not allowed to loft their furniture, unless the furniture was already lofted (in the case of triple-occupancy rooms only). Residents are allowed to lower or raise the height of their mattresses only with resources available from HRL.

### **Microwaves**

Energy efficient microwaves (maximum 700 watts) are permitted on campus. Students in Rockwell Towers and suite-style residence halls are encouraged to use the University-approved Cool~Wave microwave refrigerator units which can be found on the HRL website.

### **Painting, Hangings, and Fastening**

Residents may not alter the overall condition of their rooms by making noticeable additions or changes, such as painting. Fines will be assessed if a room has to be repainted. Small tack nails or hooks are only allowed to hang pictures or other items. TV mounts, large screws, nails, or bolts are not allowed. Adhesive materials such as double-sided tape or stickers on walls, doors, or furniture are not allowed due to the difficulty of removing the material and potential for damage. Residents are encouraged to use commercial, non-staining, removable wall tack (temporary adhesive putty). Residents are not permitted to hang any objects from or on the ceiling due to heating elements and ceiling materials. Residents will be charged for any damage caused by using anything larger than a pushpin.

### **Refrigerators**

Each resident in suite-style residence halls and Rockwell Towers may bring or rent one refrigerator, three cubic feet or smaller. University approved Cool~Wave (microwave/refrigerator) units are available for rent.

**Reporting Facilities Problems**

Residents should assist maintenance staff by reporting maintenance problems immediately. A general Maintenance Request can be submitted online at:  
[community.pepperdine.edu/housing/maintenance](http://community.pepperdine.edu/housing/maintenance)

In the case of a maintenance emergency (water pipe breakage, electrical problem, etc.) during business hours, call 310-506-4101 to reach the Maintenance Hotline. After 5 p.m. or on holidays or weekends, residents should call Public Safety at 310-506-4442.

University maintenance personnel reserve the right to enter rooms to address requested or needed repairs.

**Resident Responsibility**

As a courtesy to residents, the University housekeeping staff cleans the public areas of the residence halls and the Rockwell Towers each weekday at scheduled times. Apartment bathrooms are also cleaned on a weekly basis. Residents are responsible for keeping their rooms, suites, bathrooms, and apartments clean and in good condition. A vacuum cleaner may be checked out from the HRL Office by residents when they give their student ID card. It is the responsibility of the resident to return the vacuum promptly after its use so that other residents have access to the equipment.

All residents are jointly responsible for the protection of the hall, its furnishings, and its equipment. If a University official discovers that a room is unlocked, he/she will lock the room. When the University cannot identify the person(s) responsible for damages, students will share in the payment for those damages, including charges for labor and materials. Charges for damages will be assessed as they occur throughout the semester and will appear on the student's University account. Charges will be assessed on a case-by-case basis by the RD of the area; shared fines carry a minimum value of \$5. The amount of the fine will increase with each subsequent incident of damage per living area. Disciplinary action will be taken when appropriate.

**Room Access and Lockouts**

Residential students are expected to carry their University ID with them at all times. In the event that a student is locked out of his or her living space, the student should first contact the roommate(s) for access. If the roommate(s) is unavailable between the hours of 8 a.m. and 9 p.m., Monday through Friday, the student should go to the HRL office to obtain temporary access. If the lockout occurs between the hours of 9 p.m. and 1 a.m., Monday through Friday, or during the weekends or holidays, the student should contact the Resident Advisor (RA) or the Spiritual Life Advisor (SLA) to request lockout assistance. If the RA or SLA is not available, the student should

contact the Department of Public Safety (310-506-4442). See the  
lockout fees below in the “Facilities Fees and Fines” section.

Lost IDs can be replaced at OneStop. Found IDs must be returned  
to the assigned student or DPS immediately.

### ***FACILITIES FEES AND FINES***

**Cleaning:** A fine may be assessed to all residents of a given suite,  
residence hall, room, or apartment if University housekeeping staff  
must clean an excessively dirty public or private living area or if the  
housekeeping staff is not able to perform standard cleaning. Public  
lounge areas are designed for the comfort of all residents and should  
not be used for storage.

**Clogged Toilets and/or Sinks:** Residents who clog sinks or toilets due  
to improper use will be fined. Food waste, feminine products, and  
personal wipes are not permitted in the sinks or toilets.

**Closet Door Removal:** Closet doors are to remain hanging in living  
areas where they are installed. Residents will be fined for removing  
closet doors.

**Damage:** HRL staff will inspect each residence hall and apartment  
regularly and at checkout time each semester. Facility conditions will  
be recorded and damage charges will be assessed in accordance with  
University policies. In addition to other improper checkout charges,  
painting fines and other charges may also be incurred. Charges vary  
according to individual circumstances.

**Furniture:** Anyone found responsible for relocating furniture at any  
time will be fined \$50 for each occurrence. This applies throughout the  
contracted residency as well as during post-checkout inspection.

**Improper Checkout:** Residents must follow specific procedures when  
officially checking out of a room. This information is widely  
distributed at checkout times and should be read carefully. HRL staff is  
available to answer any questions that may arise during this time.  
Students will be charged for leaving at unscheduled times, failing to  
attend the CLOM (Community Life Orientation Meeting), not signing  
paperwork, or failing to return room keys. Fines range from \$25-\$200.

**Improper Facilities Use:** Students are not allowed on the roof of any  
building. A minimum fine of \$100 will be assessed to each student  
present, and residents will be responsible for any damage that may have  
occurred as a result of their presence on the roof. The same restrictions  
and fines apply to attics and crawl spaces. Using a window as a door is  
strictly prohibited and will result in a \$25 fine for each incident. Fines

for improper facilities use range from \$25-\$200.

**Late Checkout:** Residents will be required to make checkout appointments with their Resident Advisors and will be charged if they check out later than their scheduled time and/or date. The fine for late checkouts is \$50 per hour.

**Lockout:** Residents receive one free lockout assistance for the academic year, regardless of when the lockout occurs. The second lockout will result in a \$5 access fee, and the third lockout will result in a \$10 fee. The fee will double for successive lockouts. If the student's access card becomes inactive or "times out," then the student will not be charged a lockout fee, but will be expected to have his/her access card updated as soon as possible. If a student does not return a temporary access card within the allotted time assigned by the HRL staff, the student will be charged \$35 for the lost temporary key in addition to the appropriate lockout fee.

**Moving:** Residents who leave their belongings in a room past their designated checkout time will be assessed a \$100-\$200 fine if their belongings have to be moved into storage. The University is not responsible for any damaged or lost belongings.

**Noise:** Residents are fined for a single disruptive noise incident or for repeated disregard for the quiet hours policy. Repeat offenders will be fined a minimum of \$25 for each occurrence and face disciplinary sanctions up to and including the loss of housing privileges.

**Room Change:** Any resident who changes rooms without approval from the HRL Office will be fined \$50.

**Roommate Preparation:** When receiving a roommate or when checking out, a current resident is expected to adequately prepare by cleaning/clearing the designated roommate space. Failure to prepare for a roommate will result in a \$100 fine.

**Screens:** Residents who do not have all screens properly placed in their windows will be assessed an average of \$55 fine per screen. (The total cost is dependent on quote for parts and labor provided by the Department of Facilities Services.)

**Television Equipment:** Residents will be assessed a charge to their student account if the living or common room television box, television remote, or television cords go missing. The cost for the television box is \$75, the television remote, and television cords are \$25 each.

**Trash:** Residents are responsible for trash in the community. Residents in suite-style halls must dispose of trash in the waste baskets provided



or the dumpsters. Residents living in the apartments are responsible for walking all trash to the dumpsters. Setting bags of trash in the hallways or allowing trash to build up in the room, which attracts rodents, causes abrasive smells and damage to the carpets and flooring, may result in fines.

## Code of Ethics

### ***INTRODUCTION***

Pepperdine University is a Christian University committed to the highest standards of academic excellence and Christian values. Members of the Pepperdine University community—the faculty, the staff, students, administrators, members of the Board of Regents, members of the University’s advisory boards, and volunteers—are responsible for maintaining the standards of the institution and of the various communities in which they live. We value integrity, honesty, and fairness and strive to integrate these values into our daily practices.

Our ethical expectations are found in Holy Scripture, the University Mission Statement, the founding vision of George Pepperdine, and the University Affirmation Statement. Holy Scripture provides the ultimate source for our ethical standards, including the two great commands taught by Jesus: the duty to love God and love one’s neighbor as oneself (Matthew 22: 37-40).

In this spirit, we commit ourselves to the highest standards of ethical conduct. We act with integrity; we treat others with respect and dignity; we carefully steward the University’s resources; we avoid conflicts of interest or commitment; we maintain confidentiality; and we comply with legal and professional obligations. We are individually accountable for our own actions, and we are collectively accountable for upholding these standards of behavior and complying with all applicable laws, policies, standards, and regulations.

While human and therefore fallible, we constantly strive to meet our ethical expectations. Moreover, because the Pepperdine community is composed of many distinct constituencies, we understand that, beyond the general ethical principles outlined in this document, we may be subject to additional rules of conduct specific to our respective roles within the community.

### ***ACTING WITH INTEGRITY***

We seek to be people who are honorable, forthright, and upright at all times. Our commitment to integrity demands more than mere satisfaction of legal and ethical obligations, although we comply with the law and conform to the highest standards of ethical conduct. Our commitment to integrity means that we actively discern what is right from what is wrong; that what we do flows directly from who we are; that we seek consistency between our inner self and our outward conduct. We value people; we speak the truth; we have the courage of our convictions; and we keep our commitments. We do not condone any form of dishonesty—such as fraud, theft, cheating, or plagiarism—

as described more specifically in student, faculty, and staff handbooks and policies.

#### ***TREATING OTHERS WITH RESPECT AND DIGNITY***

Members of the community are committed to principles of equality and fairness. We follow the profound truth found in the Golden Rule, “In everything do to others as you would have them do to you” (Matthew 7:12).

We do not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law. Consistent with our affiliation with the Churches of Christ and our faith heritage, we do seek to hire and promote persons who support the goals and mission of the University, including, but not limited to, those who are members of the Churches of Christ.

We respect the inherent worth of each member of the community. We do not engage in any forms of harassment of others. Those in positions of authority, including administrators, supervisors, faculty members, and student leaders exercise their authority fairly and appropriately.

Other expectations about how we treat others with respect and dignity can be found in University policies and in each school’s faculty and student handbooks.

#### ***STEWARDING THE UNIVERSITY’S RESOURCES***

We are good stewards of the University resources entrusted to us and we prepare accurate and clear reports about those resources. University resources are reserved for business purposes on behalf of the University. We exercise reasonable judgment in the use of University resources, acting with care and prudence. We do not use University resources for personal gain.

We prepare correct and clear financial records and research reports. All entries in University books and accounts accurately reflect each transaction. In reporting on the University’s resources, we do not hide, conceal, or mislead; and we promptly report such misconduct when it is discovered.

#### ***AVOIDING CONFLICTS OF INTEREST AND COMMITMENT***

We do not have direct or indirect interests or commitments, financial or otherwise, which conflict with the proper discharge of our duties to the University. The primary professional allegiance of all full-time employees lies with Pepperdine University and the advancement of its mission. We do not solicit or accept any gift, service, or favor that might reasonably influence the discharge of our duties or that we know or should know is being offered with the intent to influence our official conduct. We do not accept other employment or engage in business or

professional activities outside of the University when such work might reasonably cause real or apparent conflicts of interest or conflicts of commitment. We do not transact business in our official capacity with any business entity of which we are an officer, agent, or member, or in which we own a substantial interest without the explicit prior knowledge and approval of the appropriate senior University officer. We disclose potential conflicts of interest to the appropriate supervisor or officer as soon as possible after we realize that a conflict may have arisen. Additional information is located in the University conflicts of interest policy.

#### ***MAINTAINING CONFIDENTIALITY***

We observe and respect the confidentiality rights of all other members of the community, and this duty continues even after we are no longer affiliated with the University. This right of confidentiality applies to all academic, financial, health-related, personnel, or other non-public information protected either by law or by University policy. However, the right does not preclude the consensual release of information or the disclosure of information within the University when there is a legitimate need for its disclosure. E-mail or other uses of the University's computers or computer network are for business purposes and are not presumed confidential. Additional information is located in the University's Computer and Network Responsible Usage Policy.

#### ***COMPLYING WITH LEGAL AND PROFESSIONAL OBLIGATIONS***

We comply with all state and federal laws and conform to the highest standards of professional conduct. We transact University business in compliance with all applicable laws, regulations, and University policies and procedures. We do not misrepresent our status or authority in our dealings with others. To the extent that we belong to professions that are governed by standards specific to the profession (such as attorneys, psychologists, or certified public accountants), we adhere to such professional standards. We conduct ourselves in accordance with professional principles for scholarly work, including upholding academic codes of conduct and professional standards for research.

#### ***REPORTING VIOLATIONS OF THE CODE***

In order to maintain the integrity of the community, we report observed or suspected violations of this code of ethics with a spirit of fairness, honesty, and respect for the rights of others. Those who report alleged misconduct and those against whom allegations are reported are afforded all rights provided by University policies, as well as all

applicable state and federal laws. Those who are found to have violated this code will be subject to appropriate disciplinary action, up to and including expulsion, termination of employment, or termination of relationship. Information about reporting violations of this code may be found in the University policy “How to Report a Violation of the Code of Ethics.”

### ***CONCLUSION***

We are governed by an ethos of care and respect, virtues that transcend the provisions of this code. We are called to something greater and nobler than mere compliance with the law or a written code of ethics. We are called “to live a life worthy of the calling [we] have received . . . , bearing with one another in love” (Ephesians 4:1-2). We are called to “dedicate ourselves anew to the great cause of beautiful Christian living” (George Pepperdine’s Dedicatory Address). We are called, ultimately, to lives of service (University Affirmation Statement). As the University motto instructs us: “Freely ye received, freely give.”

## Code of Academic Integrity

The Code of Academic Integrity at Seaver College is an integral part of the educational process. It makes possible an atmosphere conducive to the development of the total person through learning experiences. Since a person is more than intellect, learning is more than academic achievement. It includes achievement in all the qualities of an individual: intellectual, spiritual, ethical, emotional, and physical. Seaver's Code of Academic Integrity provides among students, faculty members, and the administration a spirit of community where total development of all individuals can occur. Furthermore, it creates a climate of mutual trust, respect, and interpersonal concern, where openness and integrity prevail.

The Code of Academic Integrity enriches the educational process at Seaver College and encourages the development of a "Seaver spirit." Consequently, this leads to a pervasive sense of pride for and loyalty to Seaver's high standards of academic ethics, personal honesty, and spiritual values which imbue Seaver College as a Christian university. The code emphasizes the dignity and development of each individual. The code maintains free competition and independent intellectual effort, not tolerating dishonesty, cheating, or plagiarism in any form. If acts of dishonorable conduct occur, the code outlines applicable procedures and sanctions designed to censure such activity.

But, to be effective, the code must be maintained by the community. This requires a genuine sense of maturity, responsibility, and sensitivity on the part of every member. In particular, each member of the Seaver College community is expected to pursue his or her academic work with honesty and integrity. Academic Integrity is the expression of intellectual virtue in human beings as a result of their creation in God's image. It represents the convergence of the best of the human spirit and God's spirit, which requires personal, private, and community virtue. As a Christian institution, Pepperdine University affirms that integrity begins in our very created being and is lived out in our academic work.

Unfortunately, students do, on occasion, violate Academic Integrity, and this provides a need for discipline and an opportunity for restoration. The following pages describe the conduct that violates Academic Integrity, applicable procedures, and sanctions that may be imposed.

Each student is responsible for knowing and adhering to this Code of Academic Integrity. The University retains the right to modify this code as needs may dictate. The updated code can be found at [seaver.pepperdine.edu/academicintegrity](http://seaver.pepperdine.edu/academicintegrity).

I. Violations of Academic Integrity

Most, but not all, violations of academic integrity involve one of the following four general categories of behavior.

i. *Plagiarism*

Plagiarism occurs when a writer appropriates another's ideas, research, or writing without proper acknowledgement of the source or uses another's words without the use of quotation marks.

ii. *Cheating*

Cheating is the use of unauthorized materials, information, or study aids in an academic exercise as well as unauthorized collaboration in any form.

iii. *Fabrication*

Fabrication is the falsification or invention of information in an academic exercise or to university officials. Fabrication also includes lying to a member of the administration, faculty, or Academic Integrity Committee (AIC).

iv. *Facilitating Academic Dishonesty*

The facilitation of academic dishonesty occurs when students knowingly or negligently aid others or allow their work to be used in a dishonest academic manner. Students also facilitate academic dishonesty when they are aware of, but fail to report, violations of the code of academic integrity. Students who facilitate academic dishonesty are as guilty of violating academic integrity as those who plagiarize, cheat or fabricate materials.

a. Violation Levels

Any violation of academic integrity is subject to an appropriate penalty. Violations at Pepperdine University are classified into four levels according to the nature of the infraction. For each level of violation, a corresponding set of sanctions is recommended. The Academic Integrity Committee and the office of the Dean of Seaver College are charged with using these guidelines as general rules of practice for the academic community in matters relating to the assignment of violation level and appropriate sanction.

1. Level One

Level One violations may occur because of inexperience or lack of knowledge of principles of academic integrity. These violations are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor

assignment. Cases involving Level One violations are primarily viewed as “teaching opportunities.” Therefore, they are to be administered by the instructor in consultation with the student and subsequently reported to the AIC chair. In cases where the student disagrees with the sanction imposed, the student may appeal the case to the AIC. Level One violations include (but are not limited to) the following examples:

1A. Working with another student on a laboratory or other homework assignment when such work is prohibited.

1B. Failing to footnote or give proper acknowledgment in an extremely limited section of an assignment. This includes changing some words but copying whole phrases, copying words from a source but only marking some of those words as a quotation, paraphrasing without attribution, copying the syntactical or organizational structure of another writer, using unique or apt phrases from another writer, or failure to use quotation marks to cite a passage.

1C. Engaging in any of the following (or similar) activities during an examination when prohibited: talking, having notes visible, leaving the exam room without permission, looking at another's paper, failing to stop working when time is called.

1D. Committing other minor or unintentional infractions of academic integrity.

The recommended sanctions for violations at Level One are:

- i) Consultation with a Writing Center tutor and/or
- ii) Completion of an assigned paper or research project on a relevant topic, and/or
- iii) Submission of a rewritten assigned paper, and/or
- iv) Completion of a make-up assignment at a more difficult level than the original assignment, and/or
- v) Receipt of a zero for the original assignment.

Records of students who commit Level One offenses will be maintained in the Seaver Dean's Offices until graduation, following which these records will be expunged.

A second instance of a Level One violation constitutes an automatic Level Two or higher violation.



2. Level Two

Level Two violations are characterized by dishonesty of a more serious nature or by dishonesty that affects a more significant aspect or portion of the course work. Cases involving Level Two violations are still primarily viewed as “teaching opportunities” and are therefore to be administered by the instructor in consultation with the student and subsequently reported to the AIC chair. In cases where the student disagrees with either the violation or the sanction imposed, the student may appeal the case to the AIC. Level Two violations include (but are not limited to) the following examples:

2A. Using significant portions of information for an assignment without acknowledging the sources or the collaborators.

2B. Giving or receiving assistance to/from others, such as help with research, statistical analysis, computer programming, or field data collection that constitutes an essential element in the undertaking without acknowledging such assistance in the paper, project, or assignment.

2C. Giving or receiving unpermitted assistance on exams.

2D. Using unauthorized materials during an exam.

2E. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.

2F. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.

2G. Collaborating before or during an exam to develop methods of exchanging information and implementation thereof.

2H. Removing posted or reserved material, or preventing other students from having access to it.

2I. Providing false excuses to postpone tests or due dates.

The recommended sanction for Level Two violations is a Level One sanction and/or the following:

- i) Course grade that is lowered one or more grade levels, and/or
- ii) Course grade of F, and/or
- iii) Placement on University Probation for one or more semesters. See the Sanctions and Expectations for Student Leaders sections in the Student Handbook for the consequences associated with University Probation. Students on University Probation also are ineligible to participate in International Programs.

Instructors and the AIC committee may exhibit discretion in determining the appropriate sanction for a Level Two violation based upon the severity of the violation.

All records of students who commit Level Two offenses will be maintained permanently in the Seaver Dean's Office.

A second instance of a Level Two violation constitutes an automatic Level Three or higher violation.

### 3. Level Three

Level Three violations include dishonesty that affects a major or essential portion of work done to meet course requirements, or involves premeditation, or is preceded by one or more violations at Levels One and Two. All cases involving Level Three violations are heard by the Academic Integrity Committee. Level Three violations include (but are not limited to) the following examples:

3A. Committing any premeditated Level Two violation involving a major portion of coursework.

3B. Taking an exam for another student.

3C. Altering an exam and submitting it for re-grading.

3D. Use, without proper attribution, of a paper or major sections of a work obtained from the Internet.

3E. Presenting the work of another as one's own.

3F. Permitting another to present one's work as their own.

3G. Buying or selling unauthorized aid on examinations, papers, or grades.

3H. Offering or accepting bribes related to academic work.

3I. Fabricating data by inventing or deliberately altering material (this includes citing “sources” that are not, in fact, sources).

3J. Translating work from one language into another and submitting as one's own work.

3K. Lying to AIC members during an investigation or hearing.

3L. Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.

The sanction typically to be sought for all Level Three violations is a Level Two Sanction and/or suspension from the University for one or more semesters. All records of students who commit Level Three offenses will be maintained permanently in the Seaver Dean's Office.

#### 4. Level Four

Level Four violations represent the most serious breaches of intellectual honesty and academic integrity.

All Level Four cases are heard by the Academic Integrity Committee. Level Four violations include (but are not limited to) the following examples:

4A. All academic infractions committed after return from suspension for a previous academic integrity violation.

4B. Stealing an examination from a professor or from a University office.

4C. Falsifying a transcript to secure entry into the University or change the record of work done at the University or elsewhere.

4D. Falsifying medical records.

4E. Falsifying any official University documents by mutilation, addition, or deletion.

The typical sanction for a Level Four violation is permanent expulsion from the University. Such cases will result in the permanent notation of “Academic Disciplinary Expulsion” on the student's transcript.

5. Consequences of Violating the Code of Academic Integrity

Students committing acts of academic dishonesty not only face university censure, but also face a serious risk of harming their future educational and employment opportunities. Prospective employers and other educational institutions frequently use recommendation forms that ask for feedback on an individual's moral or ethical behavior. Since such forms are sent with the permission of the student, University faculty and administrators knowledgeable of academic dishonesty infractions are ethically bound to report such occurrences.

II. Procedures

a. Academic Integrity Procedures

1. The academic integrity procedures are designed with the following purposes in mind:
  - i. To provide a positive direction in cultivating academic integrity;
  - ii. To insure thorough and fair investigation of pertinent evidence;
  - iii. To maintain strict confidentiality among committee members; and
  - iv. To allow for an appropriate channel of appeal.Such purposes are to be attained through the efforts of the Academic Integrity Committee.
2. Reporting  
Any alleged violation of academic integrity is to be reported to the chair of the AIC.

b. Pre-Hearing Procedures

1. Students opposing Level One or Level Two sanctions imposed by an instructor or charged with Level Three or Level Four violations will receive a written correspondence from the AIC chairperson detailing the following:

- i. Date and time of the hearing. The hearing will be scheduled not less than five business days or more than thirty calendar days after the student has been notified.
    - ii. The alleged violation(s) of academic integrity.
    - iii. Possible sanctions for the alleged violation(s).
    - iv. The URL to the Academic Integrity web site and the hearing procedures.
    - v. The ability of the student to bring a student, faculty or staff advisor.
    - vi. The ability of the student to call witnesses and/or submit documents during the hearing.
    - vii. A statement that the AIC hearing is confidential.
    - viii. The opportunity to appeal the resulting decision of the AIC.
    - ix. Contact information for the AIC chairperson.
  - 2. The student may provide a written response to the AIC Chairperson up to 24 hours prior to the AIC hearing.
  - 3. The student and the accusing faculty member(s) shall notify the Chairperson of the committee of the names of the witnesses they choose to have testify on their behalf and provide a copy of all pertinent documents at least twenty-four hours prior to the hearing, and they shall assume responsibility for the presence of their witnesses at the hearing. The committee may, at its sole discretion, limit the number of witnesses and documents considered at the hearing.
  - 4. All hearings will be closed to Seaver College community. Only the members of the committee, the accused student, advisors involved in the hearing, and accusing faculty member(s) involved in the case may be present at the hearing. Authorized witnesses will be present to testify individually and each witness must leave the hearing as soon as his or her testimony is completed.
- c. Hearing Procedures
- 1. Academic Integrity proceedings are not analogous to criminal court proceedings. No particular model of procedural due process is required. However, the procedures are structured in order to facilitate a reliable determination of the truth and to provide fundamental fairness. Procedures can be informal in cases involving Level One or Level Two violations; more procedural formality is observed in serious disciplinary cases

involving Level Three or Level Four violations. In all situations, fairness requires that students be informed of the nature of the charges and be given a fair opportunity to respond to them.

2. The hearing will be called to order at the time specified. The hearing cannot begin without seven committee members and/or alternates (see #5 below), the accused student, and the accusing faculty member(s) (or an appointed representative) in attendance
3. All testimony and committee decisions, including sanctions, will be digitally recorded. The deliberations of the AIC are not recorded.
4. No member of the hearing committee who is otherwise interested in the particular case brought before the committee, whether bringing charges against the student, or who is placed in a position of developing or prosecuting the case against the student, shall sit in judgment during the proceedings. This committee member will be replaced as stipulated in No. 5 of the procedures.
5. All committee members involved in the case being presented before the committee must recuse themselves from the committee. An alternate committee member shall replace each recused member during the hearing. When possible, the alternate committee member should be from the same academic division as the recused committee member.
6. The hearing will begin with the Chairperson providing a summary of the procedures to be followed at the hearing and the charges asserted against the accused student.
7. The accusing faculty member will present to the committee any evidence the faculty member wishes to have under consideration. The faculty member may call witnesses and/or present documents, if deemed pertinent to the case. At the close of any witness's presentation, the witness may be questioned by the committee on any points of evidence on which the committee is unclear. The witness will then be asked to leave the hearing. The faculty member(s) also may be questioned by the committee on any points of evidence on which the committee is unclear.
8. The accused student will be given an opportunity to rebut the charges. The accused student may call witnesses and/or present documents, if deemed pertinent to the case.

At the close of any witness's presentation, the witness may be questioned by the committee on any points of evidence on which the committee is unclear. The witness will then be asked to leave the hearing. At the close of the accused student's presentation, the student may be questioned by the committee on any points of evidence on which the committee is unclear. In addition, the committee may ask the faculty member about points of evidence which are unclear.

9. After all evidence has been presented, the accused student and the accusing faculty member(s) will be asked to leave the hearing room while the committee deliberates. At this time, the committee will review and discuss all the evidence it feels is pertinent to the case. The AIC will make its determination according to the preponderance of the evidence standard (i.e., whether it is more likely than not that the student violated the AI code). When deliberation has been completed, a secret ballot will be taken to decide whether the accused student violated the AI code. The ballots will be counted by the secretary and reported to the committee.
10. The accused student will be found in violation or not in violation of the AI code based upon a vote of at least three-fourths of the members present, with no more than two members dissenting. If the accused student is found in violation of the AI code, the committee will vote on a sanction. The sanction must have a majority vote. Vote is by secret ballot and is counted by the secretary. The results (and original ballots) will be presented to the Associate Dean of Seaver College. The accused student will be asked to return to the hearing room to be informed of the committee's decision.
11. If found in violation, the student will be advised of his/her opportunity to appeal the decision to the Associate Dean of Seaver College. See "Appeal Procedures" below.
12. Formal written notice of the decision will be sent to the student, the accusing faculty member(s), and the Associate Dean of Seaver College.
13. All notes and recordings of the hearings shall be given to the Associate Dean of Seaver College to be kept as specified in the Code of Academic Integrity.
14. To maintain a record of the hearing, the secretary will prepare a single written record of the hearing. The record shall consist minimally of:

- i. A statement of the alleged misconduct and violation(s);
- ii. A summary of information presented in the hearing, including a chronological sequence of the proceedings;
- iii. A summary of the statement of the accused student;
- iv. A statement of the decision; and
- v. The sanctions issued.

In addition, the secretary will retain a digital recording of the hearing as specified in item 3.

15. Any member of the AIC may attach a statement to the secretary's report of the hearing indicating his or her dissent.
16. If the accused student fails to appear at the hearing, the Committee may make a decision based on the available information. If the AIC chairperson determines that good cause exists for the accused student not appearing at the hearing, a new date may be set for the hearing.

d. Appeal Procedures

1. A student who wishes to appeal the AIC's decision can submit a written appeal to the Associate Dean of Seaver College. The appeal letter must be submitted within seven calendar days of the date on the written notice of the sanction.
2. The written appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the decision or an appeal for mercy is not an appropriate basis for an appeal. The written appeal must specifically address at least one of the following criteria:
  - i. Insufficient information to support the decision.
  - ii. New information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.
  - iii. Procedural irregularity that undermined the student's ability to present a defense (see "Hearing Procedures" above).
  - iv. Inappropriateness of the sanction for the violation of the Code of Academic Integrity.
3. The appellate process does not require a hearing, nor does it require the Associate Dean to make personal contact



with the student or the Academic Integrity Committee. The Associate Dean may, but is not required to, convene an ad hoc appeals committee to assist in considering the appeal. The Associate Dean is not bound by the decision of the ad hoc appeals committee.

4. The Associate Dean may affirm, reverse, or modify the sanction. The Associate Dean may also return the case to the Academic Integrity Committee for further consideration. The Associate Dean's decision shall be final and effective immediately.

### III. For Students and Faculty

#### a. Instructions to Students

It is the student's responsibility to meet with the faculty member to discuss the alleged violation of academic integrity. At this meeting between the faculty member and the student, the student has the opportunity to accept the faculty member's proposed Level One or Level Two sanction or request a hearing of the AIC. Failure on the part of the student to meet with the accusing faculty member may result in an automatic hearing before the AIC.

If he or she so desires, the student appearing before the committee shall have the right to be assisted at the hearing by an advisor of his or her choice. The advisor shall be from the Pepperdine community, either faculty, staff, or a student. The student shall notify the committee's Chairperson of the name of the advisor and the relationship to him or her at least twenty-four hours prior to the hearing. With permission of the committee, an advisor may make a brief statement on the student's behalf. Otherwise, the advisor will limit himself or herself to consultation with the student.

If, for a valid reason, the accused student cannot attend the hearing at the arranged time, the student should contact the AIC chairperson as soon as possible to reschedule the hearing date. If the student cancels or postpones a second scheduled hearing, the committee may rule that the student's failure to appear is a waiver of the student's right to represent himself or herself at the hearing and the hearing will proceed without the student.

#### b. Instructions to Faculty

1. The faculty member accusing the student of the alleged offense should attempt to meet with the student and discuss the incident and determine if there is an

acceptable explanation for the apparent violation of the Code of Academic Integrity.

2. If an agreement concerning the alleged Level One or Level Two violation is reached, the faculty member will submit a completed AI report form to the AIC chair.
3. If the student is unavailable for a meeting, the alleged violation remains unresolved despite the faculty member's efforts to meet with the student, or if the alleged incident represents a Level Three or Level Four violation, the faculty member will submit a completed AI report form to the AIC chair and a hearing will be scheduled.

Once a copy of the charges has been received by the chairperson of the AIC, (s)he will contact the student to schedule a hearing. See "Pre-Hearing Procedures" above.

#### IV. Academic Integrity Committee

##### a. Current Membership

##### 1. Composition of Committee

The AIC will consist of four undergraduate students, one graduate student, and one faculty representative from each academic division and the library. Selection of the student representatives will be made by the chairperson of the AIC in consultation with the Seaver Dean's Office.

##### 2. Committee Tenure

- i. Students are selected by the AIC chairperson and serve a one-year term beginning in September. Faculty and library representatives are elected to serve a two-year term by the respective academic divisions as follows:
  - a) Even-numbered years: Social Science, Humanities/Teacher Education, Fine Arts, and Religion.
  - b) Odd-numbered years: Natural Science, Business, and Communication, International Studies and Languages, and Library.
- ii. Freshman students and non-full-time faculty members are ineligible to serve on the AIC.
- iii. Chairperson  
A non-voting (except in the case of a tie vote) chairperson shall be elected by the AIC from among its members. The chairperson must have served previously on the AIC.

3. Officers

- i. A secretary shall be elected by the AIC. This election will be conducted by the chairperson without nomination and by ballot. Only faculty and library members of the AIC are eligible to serve as secretary.

4. Vacancies

- i. In the event of a student or faculty vacancy, the AIC chairperson will consult with the Seaver Dean's Office to determine an appropriate replacement.

V. Reporting Form

Link to view the printable Reporting Form:

[seaver.pepperdine.edu/academicintegrity/reportingform/form.htm](http://seaver.pepperdine.edu/academicintegrity/reportingform/form.htm)

## Code of Conduct

Each student is responsible for knowing and adhering to all student life policies and this Code of Conduct. While the policies and code outlined in this handbook provide students with an effective set of guidelines for personal conduct, the University retains the right to instate additional policies and regulations or to modify existing ones as needs may dictate. Updated policies and regulations can be found under the Student Handbook section of the Seaver College Web site: [seaver.pepperdine.edu/studentlife/handbook](http://seaver.pepperdine.edu/studentlife/handbook).

### ***GENERAL CONDUCT EXPECTATIONS***

In keeping with Pepperdine University's Christian mission and its heritage in Churches of Christ, all members of the University community are encouraged to respect the teachings of Jesus and historic, biblical Christianity. It is expected that all students will adhere to biblical teaching regarding moral and ethical practices. Engaging in or promoting conduct or lifestyles inconsistent with biblical teaching is not permitted. It is expected that students will maintain the highest standards of personal honor, morality, and integrity. The University reserves the right to refuse admittance to, or dismiss any person who violates these principles.

### ***OFF-CAMPUS ACTIVITIES***

Off-campus rights and freedoms of students involve the responsibility to display conduct and behavior that reflect favorably on them, the University, and the community. Although the University is not responsible or liable for student off-campus events or behavior, it does reserve the right to take disciplinary action in response to behavior off campus that violates University expectations and policies or adversely affects the University community and/or the pursuit of its objectives. Students living off campus are expected to be a positive influence in their community and follow all applicable laws, ordinances, and homeowners' association regulations.

### ***MISCONDUCT SUBJECT TO DISCIPLINARY ACTION***

The following examples of misconduct are not exhaustive but are intended to give students an idea of the types of behaviors that may result in disciplinary action:

1. Violation of Federal, State, or local law on or off campus.
2. Violation or attempted violation of published University policies, rules, or regulations.
3. Violation of Housing and Residence Life policies by residential, special program, or commuter students.
4. Violation of the University's Alcohol and Other Drug policy. See

the full policy for more information.

5. Dishonesty in any form, including but not limited to, knowingly furnishing false information, forgery, plagiarism, alteration, or misuse of documents, records, or identification cards.
6. Academic dishonesty, including but not limited to plagiarism, cheating, fabrication, facilitating academic dishonesty. See the Code of Academic Integrity for more information.
7. Manufacture, sale, distribution, promotion, possession or attempt to obtain false identification.
8. Failure to comply with written or verbal directives of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so. This includes avoiding or resisting documentation by a University official, including student resident advisors.
9. Failure to possess at all times a valid student identification card and/or failure to surrender ID card to a University official upon request.
10. Misuse or disregard of the policies regarding parking and driving on campus, including, but not limited to: failure to properly register a vehicle, accessing or parking in unauthorized areas, tailgating another car into a parking lot, and using or obtaining a parking permit not assigned to you. See the policy statement on Vehicles for more information.
11. Disruption or obstruction of teaching, research, administration, or other University activities, including its public service functions on- or off-campus, or other authorized non-University activities when the activity occurs on University premises. This includes disruptive behavior that unreasonably interferes with, hinders, obstructs or prevents other students to freely participate in University instruction, programs, or services.
12. Soliciting, advertising, or inviting a reporter to campus without prior approval from the appropriate University office.
13. Actions or communications that constitute disrespect, harassment, retaliation, the use or threat of physical violence, intimidation, stalking or hate violence directed toward a member of the Pepperdine faculty, staff, student body, toward a visitor to the campus or toward a member of the community.
14. Any unauthorized use of electronic or other devices to make an audio, video, digital, or still image of any person without his/her prior knowledge, or without his/her effective consent.
15. Harassment or sexual harassment. See the policy statement on Discrimination, Harassment, and Sexual Misconduct for more information.

16. Activities that may cause damage or constitute a safety or health hazard or interfere with the educational process. Such activities include, but are not limited to, entering or exiting buildings through the windows; throwing, projecting, or dropping items that may cause injury or damage; and pranks that create safety and health hazards for others and/or cause damage to University or personal property.
17. Sexual assault. See the policy statement on Discrimination, Harassment, and Sexual Misconduct for more information.
18. Sexual activity outside a marriage between husband and wife including, but not limited to, premarital, extramarital or homosexual conduct. See the policy statement on Sexual Relationships for more information.
19. Exhibition, possession, distribution or viewing of material or representations deemed to be obscene or contrary to the mission of the University and the moral standards to the University community, including but not limited to pornography.
20. Lewd behavior, nudity, or indecent exposure of any kind.
21. Smoking anywhere on campus other than designated outdoor areas. This policy also applies to e-cigarettes. See the policy statement on Smoking and Tobacco Use for more information.
22. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. See the policy statement on Hazing for more information.
23. Participation in a student organization that has lost University recognition.
24. Possession and/or use of all types of weapons, including but not limited to, firearms, air and spear guns, knives, martial arts weapons, bows and arrows, swords, paint/pellet guns, toys that replicate or could be mistaken for real guns, explosives of any type, ammunition, and dangerous chemicals. All individuals in possession of self-defense items, including pepper spray, must comply with applicable California State law regarding training and permit to use.
25. Unauthorized possession, duplication or use of keys or entry device to any University premises or unauthorized entry into or use of University premises.
26. Attempted or actual theft of and/or damage to University property, property of a member of the University community, or other personal or public property on or off campus. This regulation covers the unauthorized appropriation or “borrowing” of property

- for personal use or the possession of stolen property.
27. Vandalism, disrespect, destruction, defacement, or unauthorized decoration (e.g., chalking) of University property.
  28. Misuse of the disciplinary procedures, including but not limited to:
    - a. Failure to respond to the summons of a judicial body or University official.
    - b. Falsification, distortion, or misrepresentation of information before a judicial body.
    - c. Disruption or interference with the orderly conduct of a judicial proceeding.
    - d. Institution of a judicial proceeding knowingly without cause.
    - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
    - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
    - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
    - h. Failure to comply with the sanction(s) imposed by a judicial body.

#### ***VIOLATION OF LAW AND UNIVERSITY DISCIPLINE***

University disciplinary proceedings may be instituted against a student charged with violation of a law. Disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

#### ***INTERPRETATION AND REVISION***

Any questions regarding interpretation of this Code of Conduct should be referred to the Dean of Student Affairs Office. The Code will be reviewed every year. In the revision of this Code of Student Conduct, we gratefully acknowledge the use and adaptation of model codes of student conduct published by the National Association of College and University Attorneys in Student Disciplinary Issues: A Legal Compendium and Student Handbook Policies.

## Judicial Procedures

### ***PHILOSOPHY OF STUDENT DISCIPLINE***

The judicial process is based on the assumption that disciplinary procedures, when required, should be an educational process. Disciplinary sanctions are imposed 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. Students who demonstrate an unwillingness or inability to follow the Code of Conduct will be treated in the same manner as one who has failed academically.

An institution of higher learning is authorized by law to establish and administer codes of conduct and to suspend, expel or dismiss students whose actions negatively impact the campus community. The University reserves this right.

Student disciplinary proceedings are not analogous to criminal court proceedings. No particular model of procedural due process is required. However, the procedures should be structured in order to facilitate a reliable determination of the truth and to provide fundamental fairness. Procedures can be very informal in cases where suspension, expulsion, or dismissal, are not a probable penalty; more procedural formality should be observed in serious disciplinary cases. In all situations, fairness requires that students be informed of the nature of the charges and be given a fair opportunity to respond to them.

### ***STUDENT RIGHTS***

Students accused of Code of Conduct violations are entitled to the following standards of fairness:

1. To be informed of the accusation and alleged misconduct upon which the accusation is based.
2. An opportunity to offer a relevant response to the charges.
3. Confidentiality, as defined by and in accordance with the terms of the federal Family Educational Rights and Privacy Act.
4. To request that any person conducting a disciplinary hearing or serving as a committee member be disqualified on the ground of personal bias.
5. To be considered innocent of the accusation until proven responsible.
6. To be advised by a current student, faculty, or staff member of the University who was not involved in the incident.

### ***REPORTING MISCONDUCT***



Anyone may report a violation of the Code of Conduct by contacting the Dean of Student Affairs Office at 506-4472. Normally, the person reporting the violation will be asked to submit a written report. The report should be a brief written statement citing the section of the code allegedly violated and providing a summary of the facts deemed to constitute a violation. Reports should be submitted as soon as possible after the event takes place. The University reserves the right to take action against an individual for violating the Code of Conduct regardless of how much time has passed since the incident.

Anonymous reports may be made on the anonymous Wave Tip line by calling voice mail at (310) 506-7634. *For any campus emergency, call (310) 506-4441.*

#### ***SOURCES OF INFORMATION***

Information about a student's misconduct may come from a variety of sources including, but not limited to, reports from faculty, staff, students, departments (e.g., Housing and Residence Life, Department of Public Safety), law enforcement agencies, or community members. Other sources of information may include, but is not limited to electronic communications, photographs, social media, and audio or video recordings.

#### ***SOCIAL MEDIA PRIVACY***

The University complies with all local, state, and federal laws governing social media privacy. Although the law prohibits the University from asking students, prospective students, or student groups to disclose a user name or password for accessing personal social media, requesting access to personal social media, or divulging any personal social media to or in the presence of a University employee or representative, the University may lawfully require disclosure, access or view personal social media if necessary to investigate and take disciplinary action against any student, prospective student, or student group utilizing social media in ways that are unlawful, violate the Code of Conduct, or pose a threat to the safety of the campus community.

#### ***DEFINITION OF STUDENT***

Pepperdine University may exercise authority over any matriculated undergraduate or graduate student who is enrolled full- or part-time; has completed the immediately preceding term, is not presently enrolled, and is eligible for re-enrollment; or is on an approved educational leave or other approved leave status. This includes the period before classes begin, while the student is attending classes, between academic sessions or on leave.

### ***AUTHORITY AND RESPONSIBILITY FOR STUDENT DISCIPLINE***

The dean of student affairs is responsible for the overall coordination of rules and regulations regarding student discipline for misconduct and serves as the final appeal for student disciplinary decisions. The associate dean of students is primarily responsible for the operational details of the disciplinary process. The associate dean of students will review reports of misconduct and may conduct an investigation. If the associate dean of students considers the report to indicate probable violation of the Code of Conduct, the incident will be heard through either an administrative hearing with a staff member or a hearing with the Student Disciplinary Committee.

When appropriate, some University policy violations may be addressed by other judicial bodies (e.g., Academic Integrity Committee, International Programs Disciplinary Committee, Non-Academic Grievance Officer). If students from different schools of Pepperdine University are involved in a Code of Conduct violation, the matter will be investigated and adjudicated by the school of the accused student. The Department of Public Safety works in cooperation with all University schools in the reporting of violations and the conducting of investigations.

### ***JURISDICTION OF THE CODE OF CONDUCT***

The Code of Conduct applies to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. Each student is responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Code applies to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The associate dean of students will decide whether the Code will be applied to conduct occurring off campus, on a case by case basis, in his or her sole discretion.

### ***ADMINISTRATIVE HEARINGS***

In some cases of student misconduct, a Student Disciplinary Committee hearing may not be necessary. This is most often true when the violation is of a less serious nature and the misconduct would not result in suspension or dismissal. In such a case, the student attends an administrative hearing with a University staff member (normally the associate dean of students or a resident director) to discuss the incident, the student's involvement in it, and any steps that must be taken or

sanction imposed to resolve the matter. The meeting will be followed by an official letter summarizing this discussion.

Sanctions imposed as a result of an administrative hearing cannot be appealed. Sanctions imposed by the Student Disciplinary Committee may be appealed; therefore, students who are summoned to an administrative hearing may request instead to meet with the Student Disciplinary Committee if they want an appeal option.

#### ***STUDENT DISCIPLINARY COMMITTEE HEARINGS***

If, after reviewing a report of misconduct, the associate dean of students determines that the incident is deemed sufficiently serious, the incident will be submitted for hearing by the Student Disciplinary Committee. The Committee will be composed of two students, two faculty members, and one staff member. A quorum of one student, one faculty member, and one staff member is necessary to conduct a hearing. The associate dean of students will chair the Committee but is not a voting member unless there is a tie vote.

Before meeting with the Student Disciplinary Committee, the student will be provided in writing with a summary of the behavior that allegedly violates particular provisions of the Code of Conduct. The notice will also include the date and time of the hearing, not less than five or more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling hearings may be extended at the discretion of the associate dean of students.

Other than as outlined below, hearings need not adhere to formal rules of procedure or technical rules of evidence followed by courts of law. Hearings will be conducted according to the following guidelines:

1. All procedural questions are subject to the final decision of the associate dean of students.
2. The hearing will normally be conducted in private. Admission of any person to the hearing will be at the discretion of the associate dean of students. The associate dean may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the reporting party, accused student, and/or other witness during the hearing by providing separate facilities, and/or by permitting participation by telephone, video conferencing, written statement, or other means, where and as determined in the sole judgment of the associate dean to be appropriate.
3. Accused students may be assisted at hearings by an advisor. The advisor must be a current student, faculty, or staff member of the University who was not involved in the incident. The advisor cannot speak for the accused student.

The role of the advisor is to accompany the student and advise him or her privately during the hearing process.

4. Hearings will be chaired by the associate dean of students (or designee), and will proceed in the following manner:
  - a. Reading of the charges.
  - b. The student's denial or admission of the charges. (If the student admits the charges, then the Committee may dismiss the student and deliberate on the appropriate sanctions.)
  - c. Presentation of information and/or witnesses supporting the charges and questions by the student charged and the Committee.
  - d. Presentation of information and/or witnesses by the student charged that rebuts the charges and questions by the Committee.
  - e. Closing statement by the accused student.
5. The chair and the accused student may call witnesses. The Committee may ask questions of the witnesses. The accused student may not directly question the witness, but may direct questions to the chair after the witness has been excused. The chair will then determine if the questions are appropriate, and if so, will follow up with the witness as necessary. Witnesses may only be present while giving testimony. Accused students must present a list of witnesses and purposes of their statements to the chair 24 hours in advance of the hearing.
6. A list of witnesses called by the University should be presented to the accused student 24 hours before the hearing.
7. Pertinent records, exhibits and written statements may be accepted as information for consideration by the Committee at the discretion of the chair. This information must be submitted to the chair at least 24 hours before the hearing.
8. If, during the course of the hearing, additional charges are discovered, the accused student will be notified of the new charges and will be granted additional time, if needed, to prepare a defense of the new charges. The accused student may waive the additional time and the hearing can proceed with the new charges taken under consideration by the Committee. A record should be made in the hearing notes of additional charges and whether or not the student desires additional preparation time.
9. Information about the misconduct of other students shared at the hearing may be used as the basis for disciplinary action.
10. The Committee's determination will be made on the basis of the preponderance of the evidence standard (whether it is more

likely than not that the accused student violated the Code of Conduct).

11. After the hearing, the Committee will determine by majority vote whether the student has violated each section of the Code of Conduct that the student is charged with violating.
12. If the student is found to have violated the Code of Conduct, the Committee will then make a recommendation to the associate dean of students on the appropriate sanctions.
13. The associate dean of students will notify the student in writing of the Committee's decision and the sanctions issued, if any.
14. There will be a single written record of the hearing, which normally consists of the statement of alleged misconduct, a summary of the information presented in the hearing, a summary of the statement of the accused, statement of the decision, and the sanctions issued, if any. The hearing will not be transcribed or otherwise recorded.
15. If the accused student fails to appear at the hearing, the Committee may make a decision based on the available information. If the associate dean of students determines that good cause exists for the accused student not appearing at the hearing, a new date may be set for the hearing.

### ***SANCTIONS***

Violation of University policies for personal conduct may result in the imposition of one or more of the sanctions listed below. Sanctions that may be imposed are not limited to those listed. In certain limited situations, University officials may impose a sanction but suspend or postpone its actual implementation. Failure to comply with the sanction(s) imposed by a judicial body may result in further disciplinary action, including but not limited to, a registration hold, placement on, or extension of, University probation, or suspension.

Sanctions affecting the conduct of students are based on general principles of fair treatment. While attempting to be consistent in its disciplinary decisions, the University also seeks to be fair and sensitive to the facts and circumstances of each individual case.

- **Warning:** Oral or written notice to the student that the student is violating or has violated the Code of Conduct and that continuation or repetition of misconduct may result in a more severe sanction.
- **University Probation:** A status which indicates that a student's relationship with Seaver College is tenuous. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found in violation of any University regulations. Probation may also result in the loss of

privileges, depending on the policies of various University departments and organizations. For example, a student becomes ineligible to hold some leadership positions when placed on probation (see “Expectations for Student Leaders” below for more information). Also, if a student is placed on University probation, the student becomes ineligible for International Programs during the probation period. Ineligibility includes applying, remaining in the queue, or attending a program.

- **Loss of Privileges:** Such loss may include, but is not limited to, financial assistance, eligibility to represent the University officially on athletic teams or performing groups, participation in the housing lottery, or use of specific University facilities, computer systems, equipment, or services.
- **Fines:** Payment of charges for violation of regulations. These charges will be added to a student’s account.
- **Restitution:** Compensation for loss, damage or injury. Failure to pay such charges may result in additional sanctions (including, but not limited to, denial of re-enrollment or refusal to release official transcripts and records).
- **Educational Sanctions:** Mandatory work hours, reading/writing assignment, drug or alcohol assessment/treatment, seminar attendance, or other discretionary sanctions as deemed appropriate.
- **Dismissal from University Housing:** Loss of privilege to live in University housing. *In accordance with University housing policy, students required to live on campus who are dismissed from University housing may be dismissed from Pepperdine University. Any student dismissed from the residential community prior to the end of the contractual period may be responsible for any remaining monetary charges, as well as ineligible for reimbursement for any charges already paid.*
- **Suspension:** Temporary separation of the student from Pepperdine University for a definite period of time, after which the student is eligible to return without re-applying through the Office of Admission, unless the student is absent for two or more academic years, which does require re-application and readmission by the Office of Admission, as is the case for all students. Conditions for readmission may be specified.
- **Expulsion:** Temporary separation of the student from Pepperdine University for a definite period of time, but not less than two semesters, after which the student must re-apply through the Office of Admission and be granted acceptance before becoming eligible for re-enrollment at the University. Conditions for readmission may be specified, but the student is not guaranteed readmission.

- **Dismissal:** Permanent separation of the student from Pepperdine University. The student is dismissed from the University and is permanently ineligible to re-enroll at the University at any time in the future.

*When students are dismissed, expelled, or suspended for disciplinary reasons, there will be no refund of tuition or room charges for the semester and all financial assistance for subsequent semesters will be reviewed and is subject to cancellation.*

If a violation occurs just prior to a student's scheduled graduation, sanctions may be imposed even if all academic requirements are completed. Sanctions may include, but are not limited to, community service, research or reflective paper, restitution, loss of privilege to participate in the graduation ceremony, deferment of degree, and a transcript hold. The University may withhold issuing a degree until all sanctions are fulfilled. In the rare case of a serious violation (e.g., sexual assault, DUI, illegal drug sales), the University may permanently withhold a degree.

#### **Retention of Disciplinary Records**

Other than University dismissal or permanent withholding of a degree, disciplinary sanctions will not be made part of the student's permanent academic record, but will become part of the student's disciplinary record. Cases involving the imposition of sanctions other than University expulsion or dismissal or withholding of a degree will be expunged from the student's record seven years after graduation.

#### **Standard Sanctions**

Standard sanctions are consistent University responses to specific violations of the Code of Conduct. Although sanctions are not assigned until a student's case is heard, these sanctions constitute the minimum consequences a student can expect. We hope that prior notice of these standard sanctions will encourage students to avoid behaviors that lead to serious consequences.

Standard sanctions apply only to those offenses described on the following table. Other types of incidents are handled on a case-by-case basis.

Standard sanctions do not apply when:

- a student engages in multiple violations in a single incident;
- a student has a disciplinary history, regardless of whether past violations are related to the current violation;
- an incident presents unusually serious circumstances, risks to persons or property, or other complex concerns.

In these situations, the appropriate sanctions are determined on a case-by-case basis in light of all the circumstances. Generally, these situations result in sanctions in excess of the standard sanction.

The standard sanctions are rarely reduced. However, the presence of substantial mitigating or other appropriate circumstances may result in the reduction of a standard sanction at the discretion of the associate dean of students, the Student Disciplinary Committee, or the dean of students.

**TABLE OF STANDARD SANCTIONS**

<b>Category</b>	<b>First Violation</b>	<b>Second Violation</b>	<b>Third Violation</b>
<b>Visitation</b>	Warning; or University probation if visitation occurs significantly over visitation time or evidence that person of opposite gender has spent the night.	University probation or removal from residential community or suspension	Removal from residential community or suspension
<b>Consumption or possession of alcoholic beverages or possession of empty containers of alcohol on campus</b>	University probation, alcohol assessment and education programs	Suspension	To Be Determined (TBD)
<b>Underage consumption of alcohol</b> (on or off campus)	University probation, alcohol assessment and education programs	Suspension	TBD
<b>Drunkenness</b> (on or off campus)	University probation, alcohol assessment and education programs	Suspension	TBD
<b>Driving a motor vehicle while under the influence of alcohol or a controlled substance</b> (on or off campus)	Suspension, completion of alcohol/drug assessment and/or education programs; possible dismissal	Dismissal	N/A
<b>Attempt to obtain, use, or possess marijuana, other illegal drugs, or drug paraphernalia</b> (on or off campus)	Suspension, drug assessment and education programs and reflective paper on drug abuse	TBD	TBD



### ***IMMUNITY FOR VICTIMS***

Sometimes, victims of physical assault or sexual misconduct (sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking) are hesitant to report to University officials because they fear that they themselves may be charged with policy violations, such as visitation, underage drinking, or sexual activity at the time of the incident. To encourage reporting, Pepperdine offers victims immunity from policy violations related to physical assault or sexual misconduct.

### ***IMMUNITY FOR GOOD SAMARITANS***

Pepperdine encourages students to offer assistance to other students in need, both on and off campus. When a student seeks medical assistance for a student in need, both parties will receive immunity from disciplinary action. This policy was created because students are sometimes hesitant to offer assistance to other students for fear that they themselves may be charged with policy violations (for example, an underage student who has been drinking might hesitate to get help from Public Safety or an RA for someone who may be suffering from alcohol poisoning, or might be hesitant to provide important information about a sexual assault incident).

### ***FORFEITURE OF FINANCIAL ASSISTANCE***

Every student who has accepted a scholarship, loan, fellowship, grant-in-aid, or any other financial assistance by the University or the state is deemed to have agreed to observe the rules and regulations of the University. The University shall review the record of each recipient of financial assistance who has been placed on University disciplinary probation, is suspended, expelled, or dismissed from the University, or arrested and convicted as a result of a violation of University policy. In such cases students who have accordingly violated the student Code of Conduct as outlined in the Student Handbook may forfeit their financial assistance. For further information regarding this policy, please contact the Office of Financial Assistance.

### ***EXPECTATIONS FOR STUDENT ORGANIZATIONS***

Student groups and organizations may be charged with violations of this Code of Conduct. A student group or organization may be held collectively responsible when violations of this code occur either during an event sponsored by the organization or when four or more members are in attendance at the event in question. Sanctions that may be imposed upon groups or organizations include but are not limited to deactivation, warning, reprimand, probation, fines, loss of privileges, restitution, and other educational sanctions. Deactivation includes loss of all privileges, including University recognition, for a specified

period of time. *See the Student Organizations Handbook for additional information.*

### ***EXPECTATIONS FOR STUDENT LEADERS***

As role models to other students and ambassadors for Pepperdine University, student leaders are expected to embody the institution's highest ideals, values, and aspirations, and to uphold its community standards. Therefore, students placed on University probation will lose privileges, including their ability to apply, campaign, or hold leadership positions for the time they are on probation. The following list, while not exhaustive, highlights the kinds of student leadership roles that are impacted while a student is on University probation:

- Admission student workers
- Convocation and Intercultural Affairs interns
- Campus Recreation student managers
- Career Ambassadors
- New Student Orientation Leaders and Coordinators
- Panhellenic and IFC executive board members, Rho Chis, fraternity and sorority presidents
- Pepperdine Ambassador Council members
- Resident Advisors and Spiritual Life Advisors
- Student Government Association leadership positions (including executive board members, senators, class presidents, and any elected or appointed positions)
- Student Health Advisory Board positions
- Student Programming Board positions
- Volunteer Center positions (including Project Serve Team Leaders)

### ***INTERIM SUSPENSION***

In certain circumstances, the dean of students or a designee may impose a University or residence hall suspension prior to a meeting with the Student Disciplinary Committee. Interim suspension may be imposed: a) to ensure the safety and well-being of members of the University community or preservation of University property; or b) if the student poses a definite threat of disruption of, or interference with, the normal operations of the University. During the interim suspension, the student may be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the dean of students or the designee deems appropriate. The interim suspension does not replace the regular disciplinary process, which will proceed on the normal schedule, up to and through a Student Disciplinary Committee hearing, if required.

### ***APPEALS PROCESS***

The University has implemented procedures for student appeals with the intent of assuring fundamental fairness. Students who believe they were not treated fairly in the disciplinary process can submit a written appeal to the dean of students. The appeal letter must be submitted within seven calendar days of the issuance of the sanction.

The written appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the decision or an appeal for mercy is not an appropriate basis for an appeal. The written appeal must specifically address at least one of the following criteria:

1. Insufficient information to support the decision.
2. New information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.
3. Procedural irregularity that undermined the student's ability to present a defense (see "Judicial Procedures" above)
4. Inappropriateness of the sanction for the violation of the Code of Conduct.

Generally the appellate process does not require a hearing, nor does it require the dean of students to make personal contact with the student or the Student Disciplinary Committee. The dean may, but is not required to, convene an ad hoc appeal committee to assist in making a recommendation to the dean regarding the appeal. The dean shall not be bound by the committee's recommendation.

The dean may affirm, reverse, or modify the sanction. The dean may also return the case to the associate dean of students or Student Disciplinary Committee for further consideration. The dean of students' decision shall be final and effective immediately. In the event of extenuating circumstances the dean of students may refer the appeal to the dean of Seaver College.

## Seaver College Policies and Procedures

### ***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.

#### **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 conforming their behavior 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.

- 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.
- On campus, it is a violation to be in the presence of alcohol, alcohol containers, controlled substances, or drug-related paraphernalia.
- 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.
- 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.
- 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.
- 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.
- 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.

- 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 “roaches,” or residue found in baggies, pipes, or other paraphernalia. The possession or use of medicinal marijuana is prohibited on or off campus. The possession or presence of marijuana or other controlled substances may result, minimally, in suspension.
- Possession or use of any herb or drug used for hallucination or intoxication.
- 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.
- Any student (regardless of age) or student organization found supplying or in possession of alcohol at University-sponsored off-campus events will be subject to disciplinary action.
- 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.
- Hosting or in any way assisting or promoting a gathering (on or off campus) that includes underage drinking or drunkenness or drug use 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.
- 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.
- Any student who sexually assaults or attempts to sexually assault another person who is intoxicated is subject to immediate dismissal.

### **Immunity for Good Samaritans**

Pepperdine encourages students to offer assistance to other students in need, both on- and off-campus. The welfare of students in our community is of paramount importance. Sometimes students are hesitant to offer assistance to other students for fear that they

themselves may be charged with policy violations (for example, a student who has been drinking underage might hesitate to get help from Public Safety or an RA for someone who may be suffering from alcohol poisoning, or might be hesitant to provide important information about a sexual assault incident). Students who seek assistance for a student in need will receive immunity from policy violations related to the incident. This immunity from disciplinary action applies to both the “Good Samaritan” and the student needing assistance.

### **Immunity for Victims**

Sometimes, victims of physical assault or sexual misconduct (sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking) are hesitant to report to University officials because they fear that they themselves may be charged with policy violations, such as visitation, underage drinking, or sexual activity at the time of the incident. To encourage reporting, Pepperdine offers victims immunity from policy violations related to physical assault or sexual misconduct.

### **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. anti-depressants, 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 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. Was unruly, disruptive, or destructive 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 students 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 of students 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.

#### **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.

#### ***ATHLETIC AND RECREATION FIELDS***

This policy applies to the following facilities: Alumni Park Upper and Lower Fields, Lacrosse Field (across from FM&P), Campus Recreation Field (above pool), Eddy D. Field Baseball Field, and Tari Frahm Rokus Soccer Field.

1. Field use is restricted to Pepperdine students, faculty, and staff. Possession of a Pepperdine ID card is required at all times.
2. The following groups will receive priority scheduling: Athletics, Campus Recreation programs, and Physical Education classes.
3. Other members of the Pepperdine community may use the fields if they have received permission from the appropriate scheduler. Requests for field use must be submitted in writing at least four weeks in advance of the event.
4. The Baseball field is closed to all non-team usage.
5. The Soccer field is closed to all non-team usage. The grass area is playable in the end zones as per posted rules.
6. Golfing areas (greens, tees, bunkers, etc.) are closed to all non-team usage.
7. All divots must be replaced during any field activities.
8. In case of inclement weather, all fields may be closed a minimum of 48 hours.
9. Vehicles may not be driven on any field area.

10. The following are prohibited on fields: cleats or spikes (unless approved in writing by the appropriate scheduler), fires, fireworks, pets, profanity, and smoking.

*Note:* For information on scheduling fields or contacting the appropriate scheduler, please call (310) 506-4490 or visit [pepperdine.edu/campusrecreation/facilities](http://pepperdine.edu/campusrecreation/facilities).

### **COMPLAINT PROCESS**

Pepperdine University takes very seriously complaints and concerns regarding the institution.

If a student has a complaint regarding Seaver College, the student may present a complaint or grievance according to the applicable policies and procedures found in this catalog.

If the student believes that their complaint or grievance warrants further attention after exhausting the procedures set forth in this catalog, you may contact:

The Western Association of Schools and Colleges (WASC) at <http://www.wascenior.org/comments> if your complaint is about the institution's compliance with academic program quality and accrediting standards. WASC is the academic accrediting body for Pepperdine University.

If the student believes that their complaint or grievance continues to warrant further consideration after exhausting the processes of either WASC or Pepperdine, the student may submit a complaint to the Attorney General of the State of California by filing a complaint form with the Public Inquiry Unit of the California State Department of Justice at:

Public Inquiry Unit: 800-952-5225 (phone) or 916-323-5341 (fax);  
or on-line at  
[http://ag.ca.gov/contact/complaint\\_form.php?cmplt=PL](http://ag.ca.gov/contact/complaint_form.php?cmplt=PL)

The Attorney General's Office will review the process through which Pepperdine attempted to resolve your complaint. If the process complies with the University's written policies and procedures, the Attorney General's Office will, for the purposes of state oversight, consider the matter closed. If the Attorney General determines that the process through which the University attempted to resolve your complaint did not comply with the University's written policies and procedures, the Attorney General may request reconsideration by Seaver College.

Nothing in this disclosure limits any right that the student may have to seek civil or criminal legal action to resolve his or her complaints.

Pepperdine University has provided this disclosure in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated in CFR 34 §§ 600.9 and 668.43(b).

### ***COMPUTER AND NETWORK RESPONSIBLE USAGE***

#### **Purpose**

Pepperdine University provides access to computing and network resources in order to support its instruction, research, and service missions; administrative functions; and student and campus life activities. All such use shall be ethical and consistent with the University's mission. Any other uses, including uses that jeopardize the integrity of the Pepperdine network, the privacy or safety of other users, or that are otherwise illegal, are prohibited.

#### **Applicability**

This policy applies to all users of University computing and network resources, whether affiliated with Pepperdine or not, and to all uses of those resources, whether on campus or from remote locations.

#### **Conditions for Use**

Users of Pepperdine University computer and network resources must:

- Follow all applicable federal, state or local laws.
- Follow all relevant University rules, regulations, policies and procedures, including the IT use policies and procedures published for specific systems.
- Actively maintain the security of personally-owned and University-assigned computers.
- Report privacy, security or policy violations to the Information Security office.

#### **Prohibitions**

Users of Pepperdine University computer and network resources must not:

- Utilize any identity or account not specifically assigned to the user.
- Hinder, monitor or intercept another user's network traffic.
- Disclose, destroy or capture personal, confidential or restricted data.
- Use resources for commercial purposes or personal financial gain.
- Use resources for unauthorized access of any system or network.

**Peer-to-Peer and File Sharing Notice**

Users must not engage in the unauthorized copying, distributing, altering, maintaining or transmitting of copyrighted materials, information, software, music or other media.

**Security and Privacy**

Users' University computer and network passwords must conform to IT's published complexity and length requirements, and must not be shared with any other person, used in non-University accounts, or otherwise disclosed. Passwords must be changed immediately if disclosed or compromised.

The University employs various measures to protect the security of its information resources. Users should be aware that their uses of University computer and network resources are not private. While the University does not routinely monitor individual usage, the normal operation and maintenance of the University's computing resources require backup, logging of activity, the monitoring of general and individual usage patterns, and other such activities that are necessary for information security and the rendition of service. In addition, the University reserves the right to review, monitor and/or capture any content residing on, or transmitted over, its computers or network at its sole discretion. The University reserves the right to limit access to its computers or network, and to remove or limit access to material residing on its computers or network.

The most current version of the Computer and Network Responsible Use Policy and any technical requirements and guidelines related to this policy are published at [community.pepperdine.edu/it/security/policies](http://community.pepperdine.edu/it/security/policies).

***DISCRIMINATION, HARASSMENT, AND SEXUAL MISCONDUCT***

Pepperdine University affirms that all members of our community are created in the image of God and therefore should be treated with dignity and respect. Our University Code of Ethics states that we do not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law. Further, we respect the inherent worth of each member of the community and do not engage in any forms of harassment. We follow the profound truth found in the Golden Rule, "In everything do to others as you would have them do to you" (Matthew 7:12).

Speech that constitutes a protected exercise of a student's rights under California's Leonard Law will not be deemed a violation of this policy. However, some speech that may be protected by the Leonard Law is nonetheless inconsistent with the Golden Rule, and students are

encouraged to live by this higher standard rooted in our Christian faith and heritage.

Discrimination, harassment, sexual misconduct, and any related retaliation, as defined below, will not be tolerated and will result in disciplinary action, up to and including dismissal from the University. This policy applies to students and governs conduct that occurs both on and off campus.

## **Definitions**

### ***Discrimination***

Unlawful discrimination occurs when an individual is treated less favorably with respect to the administration of the University's educational programs and activities, admissions, financial aid, or on-campus housing, based upon that individual's membership in a class protected by applicable law.

### ***Harassment***

Harassment is defined as conduct that is so severe and/or pervasive, and objectively offensive, that its effect, whether or not intended, impairs a person's ability to participate in the University's educational programs and activities or their living environment. Objectively offensive conduct means that it must be offensive both to the recipient of the conduct and to a "reasonable person" in the recipient's circumstances.

Examples of Harassment include, but are not limited to:

1. Some students hang a noose from the ceiling of an African-American student's room.
2. Over the course of the semester, a gay student is repeatedly called names (including anti-gay slurs like "fag" and "homo") both to his face and on social networking sites.
3. After a student discloses that he receives an accommodation for his learning disability, another student calls him a "retard" every time he walks into the classroom.
4. Someone spray paints "terrorist" on a Muslim student's car.
5. A student draws a swastika on a Jewish student's message board.

### ***Sexual Misconduct***

Sexual misconduct includes sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Sexual misconduct can be committed by men or women, and it can occur between people of the same or different sex.

*Sex Discrimination:*

Discrimination (as defined above) on the basis of an individual's sex.

*Sexual Harassment:*

Sexual Harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the University's educational programs and activities or their living environment. Sexual Harassment also includes gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. This definition will be interpreted and applied in a manner consistent with the accepted standards of mature behavior, academic freedom, and the mission of the University.

Examples of Sexual Harassment include, but are not limited to:

1. A student repeatedly contacts another student to go out on a date after the student has made it clear that such contact is unwelcome.
2. A male professor makes several comments to a female student suggesting that if they have a sexual relationship he will give her a better grade in his class.
3. A lesbian student is repeatedly called a "dyke" by a male classmate, who also makes sexually explicit remarks.
4. A male staff assistant in a biology lab repeatedly makes disparaging comments about women such as "science is a man's field" and "women don't have the capacity to understand."
5. A student worker tells her supervisor that she is not comfortable with him massaging her shoulders, but he continues to do so on numerous occasions and also makes comments about her attractiveness.

*Sexual Assault:*

Sexual assault is a general term that covers a broad range of inappropriate and/or unlawful conduct, including rape, sexual battery, and sexual coercion. As defined under California law, rape is nonconsensual sexual intercourse that involves the use or threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Other examples of sexual assault include the following nonconsensual acts: oral copulation, anal intercourse, and penetration of the anal or vaginal area with a foreign object, including a finger. Sexual battery includes the nonconsensual touching of a person's intimate parts, or the clothing covering the immediate area of

those parts, or forcing a person to touch another's intimate parts. Sexual coercion is the act of using pressure (including physical, verbal, or emotional pressure), alcohol, medications, drugs or force to have sexual contact against someone's will or with someone who has already refused.

An individual is unable to provide consent to engage in sexual activity when the individual: 1) is a minor (age 17 or under); 2) has a mental disorder or developmental or physical disability that renders her or him incapable of giving knowing consent; 3) is unconscious; or 4) is incapacitated from alcohol or other drugs, and this condition was known, or reasonably should have been known by the accused. "Incapacitated" means intoxicated to the point that the person is incapable of exercising the judgment required to decide whether to consent.

*Domestic Violence:*

Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction...or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

*Dating Violence:*

Violence committed by a person: 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and 2) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- a. the length of the relationship
- b. the type of relationship
- c. the frequency of interaction between the persons involved in the relationship.

*Stalking:*

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.



### **Campus Sexual Misconduct Resources**

In an effort to reduce the risk of sexual misconduct occurring among its students, the University provides awareness and prevention programming. These outreach efforts are coordinated through the Counseling Center. For information, call 506-4210 or visit [community.pepperdine.edu/counseling\\_center/sexualassaultresources](http://community.pepperdine.edu/counseling_center/sexualassaultresources).

#### **If You Are Subject to Sexual Misconduct:**

- Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, call Public Safety at 506-4441 if you are on-campus or 911 if you are off-campus.
- Consider securing immediate professional support to assist you in the crisis. You can consider on- or off-campus options:
- During office hours, you may access the Pepperdine Counseling Center (506-4210), the Pepperdine Health Center (506-4316), the Santa Monica Rape Treatment Center (310) 319-4000, the Sojourn Services – Battered Women at (310) 264-6644.
- After hours, if you live on-campus, your RA, SLA, resident director, or Public Safety (506-4441) can typically help you reach a confidential Pepperdine University counselor.
- After hours, if you live off-campus or live on-campus but prefer to use off-campus options, call the Santa Monica Rape Treatment Center's 24-hour hotline: (310) 319-4000. When contacting SMRTC, please let them know if you are in need of transportation to and from the center, as free options are available. Students may also contact Sojourn Services at (310) 264-6644.
- In cases of sexual assault, for your safety and well-being, immediate medical attention is encouraged to evaluate for physical injury, sexually transmitted diseases, and pregnancy. Further, being examined as soon as possible, ideally within 72 hours, is important for evidence collection, which may be used to support prosecution should you decide immediately or later to pursue criminal charges. The Santa Monica Rape Treatment Center will arrange for a specific medical examination at no charge. To preserve evidence, it is best that you do not bathe, shower, douche, or change clothes before that exam. Even if you have already bathed, you are still encouraged to have prompt medical care. Additionally, you are encouraged to gather bedding, linens, or unlaundered clothing and any other pertinent articles that may be used for evidence.

- Even after the immediate crisis has passed, consider seeking support from the Pepperdine Counseling Center, the Santa Monica Rape Treatment Center, or Sojourn Services.
- Contact the Dean of Student Affairs Office (506-4472) if you need assistance with University-related concerns, including academic issues (e.g., missed classes or exams; requesting extensions regarding coursework) or on-campus housing issues (e.g., requesting that the student who you believe assaulted you be moved or that you be moved to a different residence hall).
- Report to Public Safety or the Dean of Student Affairs Office any concerns about retaliation against you or your friends. Retaliation by any party is a serious offense and appropriate disciplinary action will be taken.

#### **Immunity for Victims**

Pepperdine encourages the reporting of sexual misconduct. Sometimes, victims are hesitant to report to college officials because they fear that they themselves may be charged with policy violations (such as visitation, underage drinking, or sexual activity) at the time of the incident. To encourage reporting, Pepperdine offers victims immunity from policy violations related to sexual misconduct.

#### **Immunity for Good Samaritans**

Pepperdine encourages students to offer assistance to other students in need, both on and off campus. When a student seeks medical assistance for a student in need, both parties will receive immunity from disciplinary action. This policy was created because students are sometimes hesitant to offer assistance to other students for fear that they themselves may be charged with policy violations (for example, an underage student who has been drinking might hesitate to get help from Public Safety or an RA for someone who may be suffering from alcohol poisoning, or might be hesitant to provide important information about a sexual assault incident).

#### **Retaliation**

The University prohibits retaliation against any individual who, in good faith, complains of discrimination, harassment, sexual misconduct, or assists in providing information about a complaint of discrimination, harassment, or sexual misconduct. Any individual who engages in retaliatory conduct in violation of this policy is subject to disciplinary action, up to and including dismissal from the University.

## **Reporting Discrimination, Harassment, Sexual Misconduct and Retaliation**

Students who feel that they have been subjected to discrimination, harassment, sexual misconduct, or retaliation, should contact Sharon Beard, associate dean of students, for assistance in making a report.

In addition, the University's Title IX coordinators are available to also address questions or receive complaints concerning sexual misconduct:

### **Title IX Coordinator**

#### **For employees, guests, & contractors:**

Edna Powell, Chief Business Officer  
24255 Pacific Coast Highway  
Malibu, CA 90263  
310-506-6464  
edna.powell@pepperdine.edu

*The Title IX Coordinator is also responsible for the University's overall compliance with Title IX and oversees the Deputy Coordinators.*

### **Title IX Deputy Coordinators**

#### **For students:**

Tabatha Jones Jolivet, Associate Dean of Student Affairs,  
Seaver College  
24255 Pacific Coast Highway  
Malibu, CA 90263  
310-506-4472  
tabatha.jones@pepperdine.edu

#### **For athletics:**

Brian Barrio, Associate Director of Compliance for Athletics  
24255 Pacific Coast Highway  
Malibu, CA 90263  
(310) 506 - 4150  
brian.barrio@pepperdine.edu

## **Additional Reporting Information for Sexual Assault**

Making the decision whether or not to report a sexual misconduct is the beginning of the process by which victims regain control over their lives. Though the reporting and judicial processes can be difficult, they are often worth the effort because victims feel empowered by bringing the assailant to justice. Reporting a sexual assault may also help to establish precedents that will aid other victims in the future.

Some students will choose to pursue criminal charges (i.e., through the police and criminal courts). Others will choose to pursue University judicial options, if the offender is a Pepperdine student. Some will choose both. Civil litigation is a third option that some victims choose. It is important that you understand your options as you make these decisions. Speaking confidentially with a counselor from the Pepperdine University Counseling Center, the Santa Monica Rape Treatment Center, or Sojourn Services may be helpful as you decide how you would like to proceed.

For help in reporting the offense to local law enforcement, call the Department of Public Safety (506-4700). It is important to understand that reporting the incident does not obligate the victim to press criminal charges. To pursue disciplinary action through the University, please contact the Dean of Student Affairs Office (506-4472).

If the victim or another source identifies the alleged assailant, the Department of Public Safety will collaborate with local law enforcement in conducting an investigation. Support of the victim is the University's highest priority in these matters; therefore, the victim's wishes will always be taken into consideration. There are also community safety issues to be considered. Thus, if the offending student is perceived to be a potential threat to the victim or other students, the University may choose disciplinary action against the alleged offender regardless of whether the victim submits or wishes to pursue a complaint.

The University will make every effort to safeguard the identities of students who seek help and/or report sexual misconduct. While steps are taken to protect the privacy of victims, the University may need to investigate an incident and take action once an allegation is known, whether or not the student chooses to pursue a complaint.

#### **Judicial Procedures in Sexual Misconduct Cases**

Students accused of sexual misconduct will be subject to disciplinary proceedings, following the procedures set forth under the Judicial Procedures section of this handbook, with the following exceptions:

1. The disciplinary committee will include only faculty and staff members, with a mix of both male and female members.
2. The associate dean may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the reporting party, accused student, and/or other witness during the hearing by providing separate facilities, and/or by permitting participation by telephone, video conferencing,

- written statement, or other means, where and as determined in the sole judgment of the associate dean to be appropriate.
3. The reporting party and the accused are also entitled to the same opportunities during a Student Disciplinary Committee Hearing. At the hearing, both parties may call witnesses, ask questions, present relevant information, and give closing statements.
  4. Both parties may have an advisor present. The advisor must be a current student, faculty, or staff member of the University who was not involved in the incident. The advisor may not address the disciplinary committee. The role of the advisor is to accompany the student and advise him or her privately during the hearing process.
  5. Both parties will be informed in writing of the outcome of the disciplinary hearing and both parties may appeal the decision of the disciplinary committee based on the appeal criteria set forth under the Appeals Process section of the Judicial Procedures.
  6. The disciplinary committee will render a decision within 60-days of the complaint being filed. However, there may be extenuating circumstances that render this time-frame impractical. In such cases, decisions will be rendered as promptly as possible.

The University's actions are not dependent on the initiation or outcome of criminal charges. Disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

If sexual misconduct is found, the University will take steps to prevent recurrence and correct its discriminatory effect on the complainant and others, if appropriate.

#### **Interim Remedies**

If the dean of student affairs or designee determines that continued close proximity or potential for unwanted interaction with the alleged offender might pose a threat to the victim, temporary action may occur. This action may include alternative living arrangements, exclusion of the alleged offender from various University properties or privileges, interim suspension of the accused pending a hearing, or other appropriate remedial actions.

#### ***EMERGENCY PROCEDURES***

In the event of an emergency, please call 911 and then the Department of Public Safety at (310) 506-4441. Residents should also contact the resident advisor immediately. Public Safety will dispatch an

officer to your location, coordinate with any outside emergency services, and escort them to your location on campus. The following is a list of other emergency procedures.

### **Bomb Threat**

Every bomb threat is treated as a serious threat. Upon notification, evacuate the building and follow instructions as for fire, below.

### **Brush Fire**

In the event of brush fires in the Malibu area the University has detailed procedures designed to assist members of the entire University community. Residential Emergency Response Team members will distribute specific information throughout the Malibu campus.

### **Building Fire**

If you observe smoke or a fire in a building, follow these steps: Immediately call 911 and then notify the Department of Public Safety at (310) 506-4441, giving the exact location of the fire. Press the emergency door and/or pull the wall alarm and then evacuate the building as quickly as possible. If time permits, close the doors and windows as you exit. Stand well away from the structure and do not attempt to reenter the building until a University official indicates that it is safe to return. Students must evacuate immediately when a fire alarm sounds or a directive is given by a University official. Failure to comply will result in disciplinary action.

If the fire has just started and is small, the fire fighting protection equipment in each building may be used. The glass casing can be broken easily with a shoe, permitting access to a chemical extinguisher and a water fire hose. If using the fire hose, be sure to fully extend it and hold firmly before turning on the water. Water must never be used on electrical fires, as severe electrical shock may occur. To operate a fire extinguisher: pull the pin, aim the nozzle, squeeze the trigger, and sweep the nozzle back and forth at the base of the fire. Never allow the fire to burn between you and your emergency exit.

### **Earthquake**

In the event of an earthquake, stand well away from the windows and doors and position yourself under a desk, bed, or something of sturdy construction. If the quake has been severe enough to cause structural damage, evacuate the building once the shaking stops and following instructions as for fire, above.

### **Emergency Information Webpage**

During an emergency, the latest updates and decisions of the University's Emergency Operations Committee, including class cancellations, campus closures, and any instructions to the University

community, are posted and updated regularly at [emergency.pepperdine.edu](http://emergency.pepperdine.edu). The site also lists disaster awareness information and instructions regarding how the University community should respond in various emergency situations.

### **Emergency Notification System**

Everbridge is the University's mass notification system. The system allows the University to send voice, text, and email messages to University faculty, staff, and student cell, office, and home phones. The system is used only during emergencies and for testing. The system is dependent on the personal contact information provided by each individual in the WaveNet portal. Instructions for updating your information are available at [emergency.pepperdine.edu/emergency-communication/](http://emergency.pepperdine.edu/emergency-communication/)

### **Maintenance-Related**

In the case of any campus maintenance-related emergencies, such as power outages, gas leaks, chemical exposures, etc., immediately call the Department of Public Safety at (310) 506-4441.

### **Medical**

Report medical emergencies immediately to 911 and then the Department of Public Safety at (310) 506-4441.

### ***GRADE DISPUTE***

Grades measure student performance and serve as a means of determining graduation eligibility and honors. As such, Seaver College recognizes that a fair and rigorous assessment of student coursework is vital to the mission of the school and wishes to ensure that disagreements arising over assigned grades are handled promptly, fairly, and professionally.

This policy outlines the procedure that a student must follow in the event that he/she wishes to dispute the grade received in a course at Seaver College.

This process must be initiated by the student before the midpoint of the next non-summer semester, which immediately follows the course in question.

Most grade issues can and should be resolved privately between the student and instructor. This is the starting point with all grade disputes. In case the matter is not satisfactorily resolved by this means, the following appeals procedure shall apply:

1. The student shall submit a written appeal to the division chair with a copy to the instructor identifying the course, semester, grade received, and the reason for the appeal.
2. The student shall assemble all relevant class materials (syllabi, returned assignments, tests, papers, etc.) distributed or returned

by the instructor to the student. These materials need to be compiled within two weeks of the date of the written appeal. If the student cannot assemble all such documents, the grade dispute is concluded with no grade change.

3. Concurrently, the instructor will assemble all relevant class materials that he or she retained for this student (final exams, midterms, etc.) within two weeks of the date of the written appeal. A copy of these documents along with the syllabus, grade book, and the instructor's written response to the student appeal is to be forwarded by the instructor to the division chair. If the instructor cannot produce all relevant documents pertinent to the student's work in the course, the grade dispute will be taken up by the instructor's division chair in consultation with the associate dean.
4. The chair will appoint an ad hoc committee of two faculty members within the division who teach the course (or a similar one) in question. This committee will then evaluate the student's course materials based on the following criteria:
  - Have all assignments and examinations been administered in accordance with the guidelines set forth in the class syllabus?
  - Has all student work been graded fairly, consistently, and accurately?

At the conclusion of the committee's evaluation of the course material, it will submit a written recommendation and explanation to the division chair. The recommendation must be one of the following:

1. Uphold the grade given by the instructor, or
2. Require that the instructor re-grade one or more assignments, followed by a recalculation of the student's grade, or
3. Require that the instructor formulate a repeat of one or more class assignments or assessments, followed by a recalculation of the student's grade, or
4. Recommend a specified grade change

Based on the ad hoc committee's findings, it shall be the division chair's decision, in consultation with the associate dean of Seaver College, as to whether the grade shall be changed. This decision will be final. No further appeal is possible.

### ***HAZING***

Pepperdine University is committed to the highest standards of scholarship, ethics, and Christian principles which strengthen lives for purpose, service, and leadership. Hazing is a violation of our core campus values, state and federal law, and basic human dignity.



Therefore, Pepperdine is dedicated to a University community free of hazing.

Hazing is prohibited by state law and University policy. The University's hazing policy applies to *all* student organizations – groups governed by the Sports Club Council, Inter-Club Council, Inter-Fraternity Council, Panhellenic Council and athletic teams – as well as unrecognized student organizations.

Pursuant to California law, it is unlawful to engage in hazing. See California Penal Code section 245.6 (“Matt’s Law”). Matt’s Law defines hazing as “any method of initiation or preinitiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term ‘hazing’ does not include customary athletic events or school-sanctioned events.” Individuals found guilty of hazing in violation of Matt’s Law face criminal penalties, including imprisonment and/or fines. Matt’s law also allows a person against whom the hazing is directed to bring a civil action for injury or damages against individuals who participate in the hazing or organizations that authorize, request, command, participate in, or ratify the hazing.

Pepperdine’s definition of hazing is broader than California law, and prohibits any student or student organization from engaging collectively or individually in hazing. Pepperdine defines hazing as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

Specific examples include, but are not limited to, any of the following:

1. Any activity that is mandatory (or could be perceived as mandatory by a reasonable person) for new members only, and is not educational in nature (e.g., performing personal chores or errands or any violation of the Code of Conduct).
2. Any activity that is presented as optional but has real or perceived negative consequences for nonparticipation (e.g., not participating Spirit Cup activities results in running laps).
3. Such activities as new member only scavenger hunts, new member ditches, and the like.
4. Compelling a person or group to remain at a certain place or transporting a person or group anywhere without their consent (road trips, kidnaps, etc.).

5. Expecting students to do anything exclusively—for the fun or entertainment of the members.
6. All forms of physical activity not a part of an organized athletic contest and not specifically directed toward constructive work.
7. Conducting activities that prohibit adequate time for study.
8. Depriving students of sufficient sleep decent and edible meals, or access to means of maintaining bodily cleanliness.
9. Forcing, coercing or permitting students to eat or drink foreign or unusual substances such as raw meat, salt water, onions, etc.
10. Applying foreign substances to the body, branding, tattooing, piercing, or other bodily alteration.
11. Carrying any items (shields, paddles, bricks, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier.
12. Forcing, or allowing, students to dress (or undress) in any unusual or awkward fashion.
13. Depriving students of sense awareness (sight, sound, etc.), which may cause mental and/or physical stress.
14. Misleading students in an effort to convince them that they will not attain full membership status, that they will be hurt during an initiation ceremony, or any other activity that would cause extreme mental stress.
15. Subjecting a person or group of people to verbal harassment.
16. Conducting —interrogations or any other non-constructive questioning.
17. Disallowing students to talk or intentionally making them wait for an extended period of time.
18. Forcing students to make monetary payments or incur extra expenses not included in general membership dues.

Individuals accused of hazing will be brought before the Student Disciplinary Committee pursuant to the Judicial Procedures set forth in the Seaver Student Handbook. Student Organizations charged with hazing will be brought before the Student Organizations Judicial Board. Student organizations and members found to have engaged in hazing will be disciplined, up to and including, deactivation of the student organization and dismissal from the University of its members. University disciplinary proceedings may be instituted against a student also charged with violation of any law, including Matt's Law. Disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

**Reporting Hazing**

*To report hazing as it is occurring; please dial these emergency phone numbers:*

On-Campus: Department of Public Safety, 310-506-4441

Off-Campus: 911

*To report hazing after it has occurred; please contact any of the following numbers:*

Department of Public Safety (CCB), 310-506-4700

Dean of Student Affairs Office (TCC 210), 310-506-4472

Student Organizations Coordinator (HAWC 112), 310-506-6569

*Anonymous reports may be made on the anonymous Wave Tip line by calling voice mail at 310-506-7634 or online at:*

[www.pepperdine.edu/publicsafety/concern](http://www.pepperdine.edu/publicsafety/concern)

*Anti-hazing Hotline for Greek Organizations:*

Call toll-free 1-888-NOT-HAZE (1-888-668-4293)

**HEALTH INSURANCE**

All Seaver students are required to furnish verification of health insurance. All international students are required to purchase insurance with U.S. coverage. Seaver students must submit an electronic waiver upon entrance and then annually in August, as proof of insurance; otherwise they will automatically be enrolled in the University Student Insurance Plan (SHIP) and the student account will be charged. The University requires health coverage for the purpose of limiting undue financial and academic stress related to illnesses during the academic year. A health insurance policy will assist in meeting not only the costs of common illnesses treated at the Student Health Center or at a private physician's office, but also the financial burden of illness and accidents involving more extensive care.

University health insurance is intended to provide the lowest premium for the student while providing the greatest benefit; however, a student may purchase any policy that has comparable coverage to the University policy. For more information, visit [community.pepperdine.edu/healthcenter/insurance](http://community.pepperdine.edu/healthcenter/insurance).

**IDENTIFICATION CARD**

Each student is issued an official identification card that must be carried at all times. It is required for participation in student elections, various University facilities, services, and functions, such as the dining hall, library, and convocation/chapel.

The identification card is designed to last for four academic years. OneStop can replace identification cards. The card becomes void upon termination or interruption of enrollment and must be returned to the University

### ***IMMUNIZATION***

The University requires all undergraduate students entering Seaver College to be immunized for tetanus, diphtheria, pertussis (Tdap); measles, mumps, rubella (MMR); Hepatitis B; and Meningitis (MENACTRA). Hepatitis A and Varicella vaccines (if no history of disease) are highly recommended. All immunizations should be certified by a medical practitioner, with a copy of previous immunization records submitted. Immunizations may be obtained at the Health Center. Students who have not completed the immunization requirements will not be allowed to register until these requirements have been met.

In addition, a tuberculosis screening questionnaire must be completed and appropriate screening tests performed if indicated. Students with positive PPD tuberculosis tests have the option of obtaining a confirmatory IUGR test (available at the Pepperdine Student Health Center) or evaluation by a practitioner. Students with positive IUGR tuberculosis tests must have a chest X-ray performed and an evaluation by a Student Health Center practitioner for consult and possible treatment recommendations. *Students who have not completed both the immunization requirements and tuberculosis screening will not be allowed to register until these requirements have been met.*

### ***INTERNATIONAL PROGRAMS***

#### **Policies**

Students must abide by all rules and regulations of Pepperdine University while attending a Pepperdine International Program. These rules and regulations are set forth in the International Programs Student Handbook, the Seaver College Catalog, the Seaver College Student Handbook, and the Program Manual distributed specific to each location.

#### **Contract**

If a student is accepted into an International Program, he or she must sign an International Programs Contract. The International Programs Contract is a legally binding document, and there are financial penalties for withdrawing from a program and breaking a contract. Acceptance into an International Program is contingent upon a student not being on academic or disciplinary probation at Seaver College. Should a student be placed on academic or disciplinary

probation subsequent to signing a contract, he or she will be dismissed from the program. A student may also become ineligible by being sanctioned for a Pepperdine violation, by withdrawing from Pepperdine, or by not attending all mandatory orientations or makeup sessions.

If a student is accepted into an International Program, he or she must complete a physical examination and submit a health clearance form before the deadline.

If a student is accepted for a full academic year, he or she must sign an Academic Year Contract. If a student has signed an Academic Year Contract and wishes to participate for one semester only, the year contract becomes invalid and the student must reapply and be accepted for the chosen semester. The student will incur any applicable charges for withdrawing as indicated on the withdrawal penalties schedule. Students are not guaranteed acceptance for the desired semester after withdrawing from an academic year program.

### **Withdrawals**

In order to withdraw from an International Program, a student must complete a Withdrawal Form and submit it to the Malibu International Programs Office. The student will be subject to all penalty fees determined by the date of withdrawal, per the Signed Contract. Students may only appeal fees that exceed \$500, with a letter and support documentation provided to the International Programs Appeal Committee. The IP Appeals Committee meets monthly, and submissions dates for appeals can be requested from the International Programs office.

### **Maintaining Eligibility**

In order to remain eligible to attend a program, a student must comply with the following:

- **Academic Status:** Students must have a 2.5 minimum GPA to apply for an International Program. Once accepted, a student may not fall below a 2.0 in any given semester prior to and/or during their study abroad course; if this occurs, the student will become ineligible to attend the program until all academic requirements are met. Students on academic probation are not eligible to attend or apply for an International Program.
- **Language Pre-Requisite:** Some International Programs require a language pre-requisite be completed before attending the program. If the student does not obtain a passing grade in the pre-requisite course, or successfully complete an appropriate language proficiency exam, prior to departure for the program they will no longer be eligible to attend the International Program.

- **Disciplinary Status:** A student must continue in good disciplinary standing with Pepperdine University. Students on University Probation are not eligible to attend or apply for an International Program.
- **Registration:** A student must be pre-registered as a full-time student in the International Program into which he or she has been accepted. Students who cannot be pre-registered become ineligible to attend an International Program. Students must also complete all course prerequisites or language requirements and be able to enroll in the minimum number of units required for each program.
- **Mandatory Orientations:** Students must attend all mandatory orientation sessions.
- **Current Pepperdine Enrollment:** Temporary or permanent withdrawal from Pepperdine University makes a student ineligible to attend an International Program. Students must maintain full-time student status. Students must also have completed 30 units or two full semesters of college before departing for an International Program.
- **Passport/Visa:** A student must be able to independently obtain the passport and visa required to attend a program on a timely basis. Students are ultimately responsible for obtaining the visa applicable to their time abroad; the International Programs Office will provide as much guidance as possible, but the student must secure their passports and visas prior to the group departure for the program, or they will no longer be eligible to participate in the program.
- **Student Behavior:** Any student who has demonstrated or shows evidence of engaging in disruptive or antisocial behavior will become ineligible for participation.

Any of the above conditions of ineligibility subject a student to same financial penalties as withdrawal. Penalties are determined by the date on which the International Programs Office in Malibu receives notification that a student has become ineligible to participate in a program.

Note: A student who has successfully completed a period of probation will be eligible to re-apply to attend an International Program, but will not be granted an automatic “right of re-acceptance.”

### **Registration**

Students will register online with assistance available through the International Programs Office staff. Students that do not complete registration requirements by the registration deadline for their International Programs courses may not be eligible to attend the

program, at the discretion of the appropriate International Programs staff.

### **Directed Studies**

Typically, directed studies cannot be completed while overseas. Students may request an exception under special circumstances by contacting the International Programs Office. All arrangements for taking a directed study from a Malibu professor, including obtaining all the required signatures on the form, must be completed by the student prior to pre-registration.

### **Travel Policy**

In the interest of preserving students' safety and security, students in International Programs are not permitted to travel to locations for which the US Department of State has issued Travel Warnings (available at [travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html)). Students are not permitted to travel to locations that Pepperdine University, based on private security sources, designates dangerous. Students who travel to prohibited locations will receive sanctions, which can include dismissal from an International Program.

### **Disciplinary Procedures**

Students enrolled in Pepperdine University's International Programs are responsible for the same standards of conduct that exist on the Malibu campus as set forth in the Student Handbook. Additionally, they must abide by any regulations specified by individual programs. Students enrolled in an International Program who violate these standards are subject to the following disciplinary sanctions: warning, letters of reprimand, probation, mandatory "community service," fines, replacement costs for damaged property, and dismissal from the program. If a student commits any of the following offenses, the only available sanction is program dismissal:

- A threat or act of violence.
- Theft.
- Possession, sale, distribution, and/or use of any amount of a controlled substance.
- Sexual misconduct.
- Repeated drunkenness in or out of a Pepperdine facility.
- Significant damage to property or substantial disruption to the living community.
- Traveling to a country that is on the State Department's Travel Warning List.

If the Disciplinary Committee determines that one of these violations has occurred, the Director must immediately dismiss the student from the program. The Disciplinary Committee may not reduce

the sanction. In addition, any student who exhibits disruptive behavior while under the influence of alcohol or narcotics, wherever those substances were ingested, will be placed on probation for the remainder of the semester. Violations for offenses other than those listed above may also result in dismissal from the program upon the determination of the Committee.

Program Directors are responsible for administering disciplinary policy, but they may consult with the Seaver visiting faculty member, and/or convene the program's Disciplinary Committee, as described in the International Programs Handbook. A student who has been disciplined in any International Program has the right to appeal according to the procedure described in the International Program Handbook. International Programs reports program dismissals to the dean of students, who will then determine if any additional sanction will apply. Furthermore, the dismissed student may be required to meet with the dean of students or designee before re-enrolling on the Malibu campus. The dismissed student may be required to complete assessments/treatment or educational tasks prior to readmission to the University.

#### ***INVOLUNTARY MILITARY SERVICE***

Students who are on reserve in the military and are involuntarily called to active duty due to national emergencies may withdraw from courses and the University at any time during the term. Transcripts will be coded as 'WM' (withdrawal due to military service) for withdrawals that occur after the 'add/drop' period. Students will receive a 100% tuition refund and no withdrawal fees will be charged.

If the involuntary withdrawal occurs during the period of a term where the grade of incomplete ('I') could be granted, the student may request an incomplete from the professor. All appropriate rules for incomplete courses apply with one exception: if the student is still on active duty when the expiration date to complete the course and remove the incomplete occurs, the grade will default to 'WM' (rather than 'F') and a full refund will be made to the student.

Furthermore, once students complete their involuntary tours-of-duty, upon request, Pepperdine will readmit them within the first 12 months following completion of their tours-of-duty without requiring them to reapply to the University. The students' tours-of-duty time will not count as part of the time limit set for earning degrees at each of Pepperdine's schools.

Along with a letter of intent to withdraw, the student must submit a copy of his/her military orders. For readmission, the student must submit a copy of his/her discharge papers along with a request for readmission.



## ***MEDICAL AND MENTAL HEALTH EMERGENCIES AND WITHDRAWALS***

### **Introduction**

Pepperdine University cares deeply about the physical and mental health of its students. Therefore, health and counseling services are available on campus. At times however, a student may experience such extreme medical or psychological conditions that the ability to function successfully or safely in the role of a student is significantly impaired. Students are encouraged to prioritize their health and safety and take steps toward recovery, even if academic progress must be delayed. The University will support student-initiated self-care plans, and/or initiate actions, that consider the welfare of the individual student and the University community.

### **Student Care Team**

The dean of student affairs has formed a Student Care Team that meets regularly to address student needs. One of the goals of the team is to provide a safety net for students to ensure their academic and interpersonal success. Anyone in the Pepperdine community may identify students to this team who may be experiencing problems or encountering obstacles, setbacks or challenges to their success and retention at Pepperdine. Sometimes there is a crisis or a situation discovered by concerned others and brought to the attention of the University. In such circumstances, the dean of student affairs, in consultation with the Student Care Team (SCT), will determine what, if any, role the University may need to take to assure the health and safety of a student or the University community.

The SCT is typically composed of the dean of student affairs, two associate deans of students, the the director of OneStop, the director of housing and residence life, and the director of the counseling center. Depending on the emergency or concern, the dean of student affairs may appoint other advisors to the team (e.g., director of the health center, director of disability services).

Student situations that might be considered by the SCT include, but are not limited to, the following:

- Acute decline in physical health;
- Suicidal threat, intent and/or behavior; self-injurious behavior;
- Destructive, threatening, or other disruptive behavior;
- Drug and alcohol abuse, including overdose or misuse of over-the-counter or prescription medications;
- Eating disorders which are not responding to treatment and/or are posing safety concerns;
- Any physical or mental health problem that points to possible imminent or foreseeable danger to oneself or another member

of the University community, or requires intensive monitoring to prevent such danger.

In responding to these situations, the SCT reserves the right to determine appropriate response including, but not limited to, the following options:

1. Allow the student to remain in school, but require a specific mental health or physical health evaluation, within a certain period of time (typically 10 days). The student may be referred to the Health Center, Counseling Center and/or off-campus options (e.g., licensed mental health or physical health care providers, eating disorder or substance abuse programs/hospitals). The student will be responsible for any cost incurred by the evaluation and/or treatment. In the interest of gaining a better understanding of the student's ability to function in the University community, the University may require the student to sign appropriate release forms allowing designated Pepperdine staff to consult with the evaluating and/or treating clinician(s) serving the student. Based on the evaluation results, the SCT will determine appropriate next steps, including the possibility of allowing the student to remain on campus if a commitment is made to the recommended treatment plan.
2. Invoke a Medical Interim Suspension; encourage a Voluntary Medical Withdrawal; or invoke an Involuntary Medical Withdrawal (see below).
3. Notify the student's parent(s) and appropriate University officials (e.g., the student's professors, Registrar's Office) about a mental or physical health or safety emergency. Note: University notifications will respect confidentiality, and will share limited information on a need-to-know basis only.

All requirements and conditions determined by the SCT will be outlined in writing in a letter from the dean of student affairs, delivered or mailed to the student.

## **Procedures**

### ***Medical Interim Suspension***

The SCT may invoke a medical interim suspension upon a student's medical or psychological hospitalization, emergency, or during a medical evaluation period. Students who are medically suspended for any health reason are temporarily not allowed to participate in any University activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to his/her case. This interim period allows time for a student to receive the needed medical and/or psychological

care, and for all parties to consider an evaluation of readiness to return to the University. The student must follow the clearance procedures listed below before returning. Students who are medically suspended will be notified in writing and will have the opportunity to address the basis for the decision by contacting the dean of student affairs.

#### ***Voluntary Medical Withdrawal***

Students are encouraged to request a voluntary medical withdrawal when they believe their physical or mental health problems are preventing successful engagement in, and completion of, academic course work; when safety is in question; or when the demands of university life are interfering with the ability to recover from, or adjust to a significant physical or mental health challenge.

Students interested in pursuing a voluntary medical withdrawal may wish to discuss this option with providers at the Health Center or the Counseling Center, or they may independently initiate the process through OneStop. After the voluntary withdrawal is approved, the person is no longer considered a student and must immediately leave campus and, if applicable, officially check out of on-campus housing.

#### ***Involuntary Medical Withdrawal***

In rare circumstances, the SCT may determine that a student must be involuntarily medically withdrawn. Those who are medically withdrawn for any health reason are not allowed to participate in any University activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to his/her case. Examples of situations that might result in an involuntary medical withdrawal include the following:

- Professional evaluations following a medical interim suspension do not support a student's readiness to return;
- A student fails to complete the required assessment during a medical interim suspension;
- A known condition has deteriorated (e.g., a student with an eating disorder), rendering the student to be in possible imminent danger and/or incapable of functioning as a student.

In most cases, these situations can be handled through voluntary medical withdrawals; however, if the student is unwilling to pursue a voluntary withdrawal, the SCT may invoke its right to involuntarily withdraw a student. The SCT will recommend assessment and/or treatment conditions needed to return to Pepperdine. The student must follow the clearance procedures listed below.

If a student believes that a decision for an involuntary medical withdrawal made by the SCT is unreasonable or that the procedures used were unfair, the student may appeal. The appeal must be made in

writing to the associate dean of Seaver College. Appeals should clarify what facts the student believes were not considered, or explain what procedures were unreasonable or unfair. Once notified of the involuntary medical withdrawal, the student has three business days to submit his/her appeal. The associate dean (or designee) will respond in writing to the student's appeal within three days. The response will clarify whether the associate dean concludes that all relevant facts were considered and led to fair and reasonable conclusions. The associate dean's (or designee) decision is final.

### ***Clearance Procedures***

Any student who has been placed on a medical interim suspension or an involuntary medical withdrawal will need to complete the following clearance procedures before being allowed to return to the University. The SCT may also require a student who takes a voluntary medical withdrawal to complete the clearance procedures. The following steps are designed to ensure that a health emergency no longer exists and a treatment plan for continuing good health and safety is in place. Note: Depending on the situation, students may complete these procedures on different timelines. Some students may complete these steps within days of the medical interim suspension notice or medical withdrawal while others may wait several months before pursuing a return to the University.

1. The student must be assessed by an appropriate outside professional, whose opinions will be advisory to the University. The professional, who is selected by the student, must be a licensed psychologist or psychiatrist if evaluating mental health concerns, and must be a licensed physician if the evaluation is regarding other medical concerns. Further, all providers must be unrelated to the student and must have specialty/credentials appropriate for the condition of concern (e.g., an eating disorder or substance abuse specialist). To make an accurate assessment, before conducting the evaluation the provider must be given information related to the precipitating events that led to the leave. This typically would involve the student signing a release allowing the University (e.g., the Health Center, Counseling Center, or dean of student affairs) to share information regarding relevant incidents or concerns, and if applicable, recent hospital records. The student will be responsible for any cost incurred by the evaluation. The student shall sign a release permitting two-way communication between the provider and the University SCT representatives, and allowing all relevant information to be provided to the University SCT representatives who are involved in the decision-making and review process.

2. The outside mental health or medical professional must provide an assessment of current functioning of the student and provide written recommendations regarding: a) given the precipitating events, the student's readiness to return to the academic and co-curricular demands of university life; b) the student's readiness to live in the on-campus residential community; c) ongoing treatment or testing needs; d) any conditions or restrictions that the University should impose; and e) the student's readiness to return to competitive sports, if the student is a collegiate athlete. Note: The University team physician, in consultation with the Pepperdine director of the Health Center and/or Counseling Center, will ultimately make the decision regarding athletic involvement but will consider this outside evaluation in making such a determination.

*NOTE: Documentation of the assessment (conducted within 30 days of application for re-entry) and documentation of required treatment completion must be provided to the Dean of Student Affairs Office no later than December 1 for the spring semester and July 1 for the fall semester. Those planning to return to a summer session must provide documentation no later than 30 days before the summer session begins.*

3. After the evaluation results and treatment documentation have been provided, the student must meet with a SCT representative (typically the director of the Counseling Center or Health Center). The evaluation and the student's own perception regarding readiness to return, needs, and plans for treatment will be discussed. Additionally, the representative will consider how the outside evaluator's recommendations fit with the realities of student life at Pepperdine and services that are available on campus or in the community.
4. The SCT will meet and consider the outside evaluator's recommendation and the results of the student's meeting with the SCT representative to inform its re-entry decision. Students will receive written notification of the SCT's decision.

**Notes:**

- There may be occasions in which the SCT requires, and may pay for, an additional evaluation.
- The SCT reserves the right to require the student to comply with a treatment plan recommended by the outside and/or Pepperdine healthcare/mental health professional as a condition of returning to, or remaining in, the campus community. Review and monitoring of the student's required treatment plan may be assigned to a University designee

assigned by the SCT. Failure to comply with requirements may result in the University issuing an involuntary medical withdrawal.

- If a student was living on-campus prior to the emergency, approval for return to the University usually includes approval to return to housing. However, a student's on-campus housing status may be restricted if the student's behavior poses a health or safety threat to him/herself or others.
- If a student was required to complete specific treatment (e.g., eating disorder or substance abuse treatment), the student must provide documentation regarding the completion of this requirement.

#### **Additional Considerations**

##### ***Academic Credit, Tuition and Housing***

For all approved medical withdrawals, the student receives Ws on the academic transcript (or, if the withdrawal occurs during the add/drop period, is completely dropped from classes, without any notation on the transcript of having left for medical reasons). Thus, a medical withdrawal will not affect the student's grade point average. University room and board charges are pro-rated from the date of checkout for residential students. All tuition actually paid by the student (total tuition less any grants, scholarships, refunds, and loan adjustments) for courses not completed during the term in which the approved withdrawal occurs is credited as a scholarship for the next semester in which a student re-enrolls at Seaver College.

##### ***Financial Hardship***

Every effort will be made to consider a student's financial situation and insurance coverage in making referrals for treatment or evaluation. Students who may need additional financial assistance or other consideration in meeting the requirements should contact the dean of student affairs.

#### ***MISSING STUDENT NOTIFICATION***

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Department of Public Safety (DPS) at (310) 506-4441. DPS will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by DPS in the event the student is determined to be missing for more than 24 hours. If a student

has identified such an individual, DPS will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the Housing and Residence Life web site when registering to live on campus. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should DPS determine that the student has been missing for 24 hours, Pepperdine will notify the Los Angeles County Sheriff's Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Pepperdine will notify the student's parent or legal guardian immediately after DPS has determined that the student has been missing for 24 hours.

#### ***NON-ACADEMIC STUDENT GRIEVANCE***

The purpose of this Nonacademic Student Grievance Procedure is to provide for the resolution of student grievances, including allegations of discrimination, harassment, and sexual misconduct, as well as the denial of reasonable accommodations to persons with disabilities (including whether the student is a qualified individual with a disability, the adequacy of the student's documentation regarding the student's disability, and decisions regarding the student's academic adjustment or auxiliary aid, including denial of requested and/or approved services). This procedure is applicable to nonacademic student grievances filed against faculty, staff, or any nonstudent third-party. This policy is not applicable to grievances filed against another student. To file a nonacademic grievance against another student, please see the "Reporting Misconduct" section of the "Code of Conduct" on p. 44.

This procedure is designed to allow students to address complaints in a prompt, fair, consistent, and objective manner. Any act of reprisal by a University employee or by one acting on behalf of the University, including the intimidation of a grievant, respondent, or witness during the pendency of an investigation, will result in prompt disciplinary action. (This procedure shall not be used to bring frivolous or malicious complaints. If a complaint has been made in bad faith, disciplinary action may be taken against the person bringing the complaint.)

Before initiating a formal grievance, a student has the option to—but is not required to—discuss the matter in dispute with the person against whom the student has a grievance and seek a mutual resolution of concerns. The student may be encouraged to return to this informal level of resolution at any time during this procedure. It is the

University's belief that most grievances can and will be resolved at this level.

If an informal resolution does not result, the student must submit a complaint to the grievance officer to initiate a formal grievance. Initially the student's concerns may be communicated orally; however, they must be in writing before any review or other action takes place. (Assistance will be provided to disabled students who are unable to write a complaint.) This written complaint should be submitted as soon as possible after the student knows of the subject problem. The complaint should specify the University or Seaver College policy, procedure, or norm violated and specifically set forth all relevant factual details.

The Associate Dean of Seaver College shall serve as the grievance officer concerning complaints against faculty, staff, or nonstudent third-parties. The Dean of Seaver College shall serve as the grievance officer concerning complaints about the Associate Dean, and in this instance, the Provost will serve as the reviewing office if the case involves a request to appeal the grievance officer's decision. In matters involving complaints regarding the denial of an accommodation, the grievance officer (and any other decision-making individuals involved) will have the necessary training and expertise concerning (1) the student's disability, (2) the applicable University policies and procedures, (3) the applicable legal standards, and (4) the appropriate methods for resolution, including the scope of remedies available to the student, or shall seek consultation as necessary and appropriate (which information can be obtained through consultation with the University's Disability Services Office).

The grievance officer shall read the complaint, all relevant records or other factual information, and all University policies and procedures as may be necessary to determine whether the complainant's allegations warrant implementing the remainder of the procedures outlined below. If, for example, the allegations in the complaint, even if true, would not constitute a violation of a University policy, procedure, or norm, then the grievance officer should inform the student in writing that the student's allegations are not subject to the grievance process.

If the grievance officer determines that the allegations in the complaint do warrant further investigation and consideration, then the grievance officer shall forward, via certified U.S. Mail, notice of the complaint and its substantive allegations to the person against whom the complaint is made ("respondent") and, if discrimination, harassment, or sexual misconduct is alleged, the University Equal Employment Officer and/or applicable Title IX Coordinator. This shall be done as soon as possible, but in no event later than 21 calendar days after the grievance officer receives the written complaint.



The respondent shall be given 14 calendar days from receipt of the complaint to return a written response to the grievance officer. Necessary extensions may be granted at the discretion of the grievance officer.

The grievance officer will initiate a reasonable investigation into the matter. The scope of any investigation shall be in the sole discretion of the grievance officer. The investigation may include, but is not limited to, meeting with the parties, talking with witnesses, and reviewing any supporting documents.

A student may elect to withdraw a complaint at any time; however, the University reserves the right to investigate all complaints where necessary to protect the interests of the University community.

If the grievance officer desires, he or she may appoint an ad hoc committee to assist in the investigation of the complaint and/or for advice concerning the handling of this matter. In such instances, the ad hoc committee should have the necessary training or expertise necessary to investigate the complaint and offer advice on the handling of the matter.

Within twenty-one (21) business days of a receipt of the written response, the grievance officer shall make a decision by a preponderance of the evidence based on the written complaint, the response, and any other information the grievance officer determines is relevant. The decision shall be in writing and consist of factual findings, conclusions, and a remedy if one is appropriate. The grievance officer will provide a copy of the decision to all parties. In instances where discrimination, harassment, or sexual misconduct is alleged, the grievance officer will provide a copy of the decision to the complainant and/or target of the alleged discrimination or harassment, the University Equal Employment Officer and/or Title IX Coordinator. The decision will explain the investigative process and contain a summary of the facts gathered, a determination as to whether discrimination or harassment occurred, the reasons for the decision and any appeal procedures. If discrimination or harassment is found to have occurred, the decision will also include any remedial or corrective actions that have, or will be, taken to prevent any retaliation or recurrence (1) institutionally and (2) directly relating to the complainant, including notice of all sanctions against the offender in order for the sanctions to be fully enforced.

Any party may submit a written request for appeal to the dean of Seaver College (“reviewing officer”) within 14 calendar days from the date of the decision. The request for appeal must specifically set forth all grounds for appeal. The nonappealing party must be given the opportunity to respond in writing to the request for appeal.

The reviewing officer shall be limited to addressing only the following questions:

1. Did the grievance officer consider all the important and appropriate facts in the investigation of this matter?
2. Did the student prove by a “preponderance of the evidence” (that is, more likely than not) that the person against whom the student has a grievance in fact violated a University policy, procedure, or norm or otherwise engaged in any unlawful or illegal activity?
3. Was the process carried out in a fair manner?
4. Was the decision one that a reasonable person might have made?
5. Was the grievance officer biased?

Within fifteen (15) business days from the date of receipt of the written appeal, the reviewing officer shall make a final decision based on the written complaint, the written response, the grievance officer’s written decision, the written request for appeal, and any written response to the request for appeal. The decision of the reviewing officer shall be final. The reviewing officer will provide a copy of the decision to all parties, and where discrimination, harassment, or sexual misconduct is alleged, to the University Equal Employment Officer and/or Title IX Coordinator.

All written decisions made and materials produced in connection with a grievance conducted under this procedure shall be retained by the grievance officer for seven years after graduation.

### ***PETS***

Students are not permitted to have pets on the campus or in the residence halls. Students with disabilities should contact the Disability Services Office for exceptions to this policy.

### ***PREGNANCY***

A pregnancy is a major life transition, often accompanied by a variety of emotions and critical decisions to be made. At Pepperdine, we are strongly committed to being a caring support system when any student becomes pregnant. Our goal is to provide resources, support, and assistance for the student to continue her studies. Although Pepperdine does not support an unmarried student’s choice to engage in sexual relationships, we do support any pregnant student throughout the process. *We will not pursue disciplinary action regarding the matter.* If a student becomes pregnant while enrolled at Pepperdine, highly confidential and caring assistance is available through the Health and Counseling Centers, as well as other offices. Students are encouraged

to contact the following individuals who are ready to provide confidential support and assistance:

Nancy Safinick, Director, Health Center	506-4316
Connie Horton, Director, Counseling Center	506-4210

The following individuals and organizations are among those available to provide further support and assistance:

*On-campus Resources:*

Sara Barton, University Chaplain	506-4275
Mark Davis, Dean of Student Affairs	506-6475
Stacy Rothberg, Associate Dean of Students	506-4472
Andrea Harris, Senior Director, Student Administrative Services (Academics)	506-6148
Dean of Admission and Enrollment Management (Financial Aid)	506-6165

*Off-campus Resources:*

Conejo Valley Women's Resource Center (Thousand Oaks)	(805) 373-1222
Westside Pregnancy Clinic (Santa Monica)	(310) 820-2560
Ventura County Crisis Pregnancy Center	(805) 648-3301
Los Angeles Pregnancy Services	(213) 382-5643

For more information and links to other resources, please see Pepperdine's Health and Counseling Center Web pages.

**REPORTING A THREAT**

While shootings and acts of violence in schools are rare episodes, when they occur, they are often devastating. As an institution of higher learning, it is important for Pepperdine to view these types of incidents with the appropriate perspective. Since 1966, there have been about 100 shooting deaths at U.S. universities and college campuses; Virginia Tech was the largest. Compare that to the approximately 1,100 that commit suicide on college and university campuses every year, or the approximately 1,800 alcohol-related deaths on college and university campuses each year.

Despite shootings on campuses being rare, we as a community must be vigilant and prepared. It is important to note a few facts about these types of shootings. The Secret Service, the FBI, and other law enforcement experts have studied major shooting incidents that have taken place at schools (elementary through college) and have found remarkable similarity in them. First, almost all of the individuals who committed these crimes have been male, and were known for being

isolated socially. Almost all of them planned out their actions in advance, and over three quarters of them actually shared their plans with others before putting them into effect. Unfortunately, in only two cases did anyone report the plan to authorities before the attack. With these facts in mind, it is critically important that members of our community report threats and potential threats in a timely manner.

If you believe an individual poses an imminent threat to a member or members of the University community, please call 911 and contact our Department of Public Safety immediately. If you do not believe that harm is imminent, but an individual's behavior seems threatening or seems like it could lead to harm to the individual or to the community, please report the concern immediately to the Department of Public Safety, Human Resources, or a dean's office. In the event you would like to submit a report during non-business hours, the Department of Public Safety is open every day, 24 hours a day. It is always better to err on the side of notifying the appropriate individuals than to remain silent. The University has resources with which to assess these situations and the individual of concern. If you have any questions, please contact the Department of Public Safety.

For convenience, contact information appears below (area code 310):

Department of Public Safety – Emergency Number	506-4441
Department of Public Safety – Non-Emergency Number	506-4442
Seaver College Dean of Student Affairs	506-4472
School of Law Dean's Office	506-4621
GSBM Dean's Office	506-5689
GSEP Dean's Office	506-5615
SPP Dean's Office	506-7490
Human Resources	506-4397

### ***SECURITY OF STUDENT BELONGINGS***

The University is not responsible for loss of, theft of, or damage to students' personal possessions. Theft and security concerns should be reported immediately to the Department of Public Safety. Students are responsible for their possessions while on University property and are encouraged to lock the door to their room when they leave, and to utilize laptop locks and other devices to safeguard their property while using University facilities. Residence Hall lobby and suite doors must remain closed and locked at all times. Additionally, students are encouraged not to leave valuables unattended and unsecured. The University encourages residents to obtain their own theft and casualty insurance. Often such coverage may exist in parents' homeowners' policies or may be added for an additional fee. It is also recommended

that students record the serial numbers of electronic devices such as laptop computers, digital cameras, etc. Residents are encouraged to take valuables home with them during University breaks.

### ***SEXUAL RELATIONSHIPS***

In keeping with Pepperdine University's Christian mission and its heritage in Churches of Christ, all members of the University community are encouraged to consider and respect the teachings of Jesus and historic, biblical Christianity. Pepperdine University affirms that sexual relationships are designed by God to be expressed solely within a marriage between husband and wife. This view of sexuality and marriage is rooted in the Genesis account of creation and is maintained consistently throughout Scripture. Sexual relations of any kind outside of marriage are inconsistent with the teaching of Scripture, as understood by Christian churches throughout history, including Churches of Christ. Therefore, as a matter of moral and faith witness, all members of the University are expected to avoid such conduct themselves and to respect this understanding of sexual relationships.

### ***Frequently Asked Questions***

#### **Why does Pepperdine have a statement about sexual relationships?**

Pepperdine provides this statement so that those who join our community are aware of our values and expectations. We believe that Scripture is the ultimate authority on how to conduct our lives and serves as a light to guide our way in a manner that honors God and others. Our understanding of Scripture is that sexual activity is to be expressed only in a marriage between husband and wife, and therefore we are called to a life of chastity when unmarried and a life of fidelity within marriage.

#### **Can students be disciplined for engaging in sexual activity outside of marriage?**

Sexual misconduct, depending on the facts and circumstances of each case, may result in disciplinary action. In all disciplinary matters, we seek to be redemptive in the lives of the individuals involved. Consequently, the University will offer pastoral care and assistance to support and strengthen the student's resolve to live consistently with traditional Christian teaching on sexuality.

#### **Can students lose their scholarships or face disciplinary action just for identifying as LGBT (lesbian, gay, bisexual, transgender)?**

No. However, all students (LGBT and heterosexual) could face disciplinary action and lose their scholarships for violations to the sexual relationships policy.

**How will Pepperdine respond to the harassment of LGBT students?**

Pepperdine will not tolerate the harassment of any member of our community and will take disciplinary action against anyone found responsible for such behavior. Pepperdine is committed to maintaining an environment where students are able to learn and grow without the fear of being harassed. Please report harassment immediately to the Dean of Student Affairs office. See the harassment policy for more information.

**What is Pepperdine's stance on official recognition of LGBT student organizations?**

Pepperdine University's School of Law has a LGBT Legal Society for the limited purposes of discussing LGBT-related legal issues and networking for legal employment or professional development. Pepperdine has denied recognition to other LGBT student organizations with broader missions that do not clearly support Pepperdine's affirmation of the traditional sexual ethic, since official recognition would imply to many that Pepperdine is endorsing and funding a position on sexuality inconsistent with Pepperdine's Christian heritage. At the same time, we are committed to working together with our LGBT students on the goals we share in common.

**Is there a support group for LGBT students?**

Yes, Pepperdine believes that students who experience same-sex attraction are best supported if they are able to share their questions, struggles or their self-understanding with others in a trusted environment. Experiencing identity issues in isolation can be overwhelming; community support can be positive and nurturing. Thus, the Counseling Center offers a voluntary support group for LGBT (and questioning) students, overseen by an experienced counselor.

**What if students disagree with Pepperdine's statement on sexual relationships?**

Pepperdine respects everyone's right to express his or her opinion and recognizes that there are members of our community who do not agree with the sexual relationships statement. We acknowledge the complexity of issues surrounding sexuality and desire to engage this conversation with courage, humility, prayerfulness, and convicted civility. Pepperdine's religious heritage, while affirming the church's historical position on sexuality, also values

the scholarly investigation of Scripture. Consequently, we are committed to the open study of Scripture and discussion of all perspectives, both inside and outside the classroom. Regardless of one's viewpoint, Pepperdine affirms the dignity and worth of every person and seeks to create a campus culture where each person is treated with love and respect.

## ***SMOKING***

### **Purpose**

Many within our community are calling for a smoke-free campus environment and a smoke-free work environment. Research demonstrates that tobacco smoke is a health hazard to both smokers and non-smokers. According to the Surgeon General, cigarette smoking is the leading preventable cause of illness and premature death in the United States. Non-smokers who are exposed to environmental (secondhand) smoke also face an increased risk of illness or disease as there is no safe amount of secondhand smoke – any exposure poses a health risk. The American Cancer Society estimates that secondhand smoke kills 46,000 people per year. A smoke-free campus policy at Pepperdine will reduce health hazards, and encourage healthy living, as well as reduce cigarette litter and the resultant risk of wildfire. As of 2011, nearly 141,000 cigarette-ignited fires occur in the United States each year. E-cigarettes have been an unregulated method of nicotine delivery within polyethylene glycol vapor, and with varied odorants/flavors. This vapor is dispersed locally upon exhalation. Though the health risks associated with this vapor are currently unknown, they are being evaluated by the Food and Drug Administration. In the interest of public health and courtesy, the University will exclude this behavior in public settings and treat e-cigarettes as identical to cigarettes.

### **Policy**

All Pepperdine University campuses are smoke-free at all times and smoking, including e-cigarettes, is strictly prohibited with the exception of any limited, designated areas where smoking may be permitted for some period while moving toward the goal of a 100% smoke-free campus. This prohibition includes but is not limited to the interior of University facilities, outdoor areas, and undeveloped property, as well as in any vehicle owned, leased, or operated by the University. Also, the sale, distribution, and advertisement of, or sponsorship by tobacco products is prohibited anywhere on campus, at University-sponsored events, or in publications produced by the University. This policy applies to all persons on a Pepperdine University campus.

**Implementation**

We at Pepperdine University acknowledge and respect the fact that certain individuals experience extreme difficulty in ceasing the habit of smoking. Consistent with our University mission and identity, we must avoid alienating community members, and treat those who smoke with respect, dignity, and care as we seek to implement and enforce this policy.

**Cessation**

Increased subsidized cessation programs will be made available to faculty, staff, and students. The University encourages participation in these programs. For more information, employees should call Human Resources, and students should call their dean's office.

**Compliance**

All members of the University community share in the responsibility of adhering to and enforcing this policy. The success of this policy depends upon the thoughtfulness, consideration, and cooperation of those who smoke and those who do not. Informational rather than punitive enforcement is the intent of this policy. However, repeated violations of the smoking policy, such as smoking in an area other than at a designated smoking location, may result in intervention by the Department of Public Safety, discipline by the supervisor in the case of an employee, or discipline by the applicable dean's office in the case of a student.

***STUDENT ORGANIZATIONS***

The purpose of these guidelines is to provide the University community, including students, faculty, and administration, with information about procedures and regulations concerning University student organizations. All organizations must be recognized by the University administration.

To be recognized as an official campus organization, there must be on record in the Student Organizations Office a statement or charter of purpose, an updated record of responsible officers, membership lists, and an approved faculty sponsor. Sponsorship by outside entities or individuals is not permitted.

Organizations must agree that whether activities are on or off campus, they are an extension of the University and subject to the principles and regulations governing University activities. Any activities in which four or more of the members or new members of an organization are engaged could be considered an event of that organization and will be subject to all guidelines thereto pertaining. Alcoholic beverages may not be served or consumed at any formal or informal meeting or gathering of a student organization, whether on- or



off-campus. When planning off-campus events, organizations are required to make all necessary arrangements to ensure that alcoholic beverages will not be served or consumed. To register events for approval, Student Organizations must submit the event online using the PepperVine web system ([vine.pepperdine.edu](http://vine.pepperdine.edu)). All activities are subject to review by Student Activities staff. To avoid interference with worship services, all campus organizations are prohibited from hosting activities on Sundays through noon.

Simply following the procedural steps set forth in the Student Organizations Handbook does not guarantee recognition. Additional information concerning campus organizations, including how organizations may be formed and recognized as Seaver student organizations, is contained in the Handbook for Student Organizations. Copies are available in the Student Activities Office.

### ***STUDENT RECORDS***

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, provides, generally, that (1) students shall have the right of access to their educational records, and (2) educational institutions shall not release educational records to non-school employees without the consent of the student. "Students" as used in this notice includes former students but does not include applicants who have not attended Pepperdine University.

With several exceptions provided by law, students at Pepperdine University may see any of their educational records upon request. Access must be granted no later than 45 working days after written request. Students further have the right, under established procedures, to challenge the factual accuracy of the records and to enter their viewpoints in the records.

Students may waive their right of access to recommendations and evaluations in the cases of admissions, applications for employment, and nominations for awards. Pepperdine University may not require students to sign a waiver of their right of access to their records, but students and prospective students should be aware that users of recommendations and evaluations made without a signed waiver may discount their helpfulness and validity.

With several exceptions provided by law, Pepperdine University cannot release information concerning students to prospective employers, governmental agencies, credit bureaus, etc., without the written consent of the student. Students and alumni applying for jobs, credit, graduate school, etc., can expedite their applications by providing the University with written permission to release their records, specifying which records and to whom the release should be made. The student's written consent is not required for the disclosure of

grades, disciplinary action, or other information to parents of students who are dependents for federal income tax purposes. Parents requesting information may generally be granted access upon submission of a signed statement or other evidence of federal income tax dependency.

This policy does not prohibit Pepperdine University from disclosing to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or any rule or policy of the University governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's educational records, if the student is under the age of 21. Furthermore, Pepperdine University may disclose the final results of a disciplinary proceeding conducted by the University against a student who is an alleged perpetrator of any crime of violence, or a non-forcible sex offense, if the institution determines as a result of that disciplinary proceeding that the student committed a violation of the University's rules or policies with respect to such crime or offense.

The University has designated the following categories of information as "directory information" which may be released to the public without the consent of the student: name, I.D. Number (as long as it cannot be used to gain access to a student's Personal Identification Number or password), address, telephone number, major field of study, enrollment status, classification, photograph, thesis title/topic, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, and awards received, and the most recent educational institution attended by the student. Pepperdine University reserves the right to refuse such information to anyone not granted access thereto by law. The University will not knowingly serve as the focal source of information for landlords, creditors, collection agencies, and sales personnel.

Students may request that certain categories of directory information not be released to the public without their written consent. Such requests shall be submitted in accordance with the Student Records Policy of the University.

This notice is not intended to be fully explanatory of students' rights under FERPA and California law. The University Registrar maintains copies of the official Pepperdine University Student Records Policy, which contains detailed information and procedures regarding these rights. This policy can also be found at [www.pepperdine.edu/registrar/policies](http://www.pepperdine.edu/registrar/policies) by selecting the "Student Records Policy" link. Any student alleging failure of the University to comply with FERPA may file a complaint with Family Policy Compliance Office U.S. Department of Education 400 Maryland

Avenue, SW Washington, DC 20202-5920. Students are encouraged to resolve complaints prior to contacting outside agencies.

### ***VEHICLES***

The use of a motor vehicle at Pepperdine University must be considered a privilege with accompanying responsibilities. The safety of our campus community and the University's relationship with the Malibu community may be improved or hampered by the thoughtfulness or lack thereof displayed by those who drive.

The California classification for a motor vehicle is applicable at Pepperdine; motor vehicles include all types of vehicles, motorcycles, scooters, and mopeds. Drivers and owners are responsible for knowing and obeying the laws governing vehicles in California and the special rules related to the Malibu campus. The policies can be found on the Public Safety Web site. The driver of a vehicle on campus is always responsible for his or her actions and for adhering to applicable vehicle regulations. The registered owner of a vehicle is held responsible for any violations of the regulations, even though that registered owner may not be its driver.

Any person who has a motor vehicle on campus, including motorcycles and scooters whether licensed for street use or not, must register the vehicle with the Department of Public Safety and properly display the vehicle registration permit on the lower left corner of the windshield. Failure to register a vehicle on campus will result in a citation, fine, and possibly further disciplinary action. The University requires all vehicles on campus to be covered by public liability and property damage insurance. This insurance must be maintained at all times the vehicle is used on campus. Vehicle registration must be renewed annually.

By parking on University property, the owner of the vehicle voluntarily consents that the University, upon reasonable necessity, may open the vehicle to inventory items when towing/relocating or to retrieve University property, including but not limited to, vehicles displaying a lost or stolen permit, a falsely-made or altered permit, using a permit which has been issued to another person, or a vehicle involved in suspicious or criminal activity.

Visitors must obtain a visitor pass at a security booth before parking on campus. Students bringing a car other than the one registered must obtain a Temporary Student Parking Pass. This temporary pass must be obtained from the Department of Public Safety for vehicles that will be used for a specified period of time. Students should not request visitor passes.

Gated parking lots are reserved for faculty and staff. Parking regulations are available at the time of vehicle registration. These

instructions designate appropriate areas for student parking. It is the student's responsibility to park only in appropriate areas, even when an unauthorized area is accessible.

All traffic and parking regulations must be obeyed. Violators are subject to a fine for each offense, vehicle immobilization, relocation, and/or impound. Repeated violations will become part of the student's disciplinary record in the Judicial Affairs Office and may result in the loss of campus parking privileges and disciplinary action. The speed limit on campus is 25 mph, with the exception of parking lots and the residential area and round-about intersections. Students who are documented for reckless driving will face disciplinary action. Reckless driving is defined as "any person who drives any vehicle on campus with a willful disregard for the safety of persons or property as illustrated by, but not limited to, the following:

- Excessive speeds of 20 mph or more over the posted speed limit of 25 mph on campus streets;
- Excessive speeds of 15 mph or more over the posted speed limit of 10 mph or under;
- Failing to stop at a posted stop sign while pedestrians are in a crosswalk;
- Failing to stop at multiple stop signs;
- Driving at high speeds on sidewalks and endangering pedestrians;
- Driving or parking on the wrong side of the street, forcing on coming traffic to take evasive action."

Bicycles are permitted on campus and students who ride them are expected to obey the rules of courtesy and to give pedestrians the right of way. Bikes are not permitted inside buildings or on sidewalks or walkways.

Motorcycles, scooters, or any other motorized vehicles are restricted to public roadways and parking lots and are not permitted on the walks or fields of the campus. Riding skateboards, roller skates, scooters (e.g., "Razors") and roller blades is prohibited anywhere and anytime on campus. Motorcycles must be registered with the Department of Public Safety and have a permit prominently displayed.

Pepperdine University is not responsible for damage to any vehicle or accessory articles left in it, or for the theft of or fire in any vehicle, or for injury to any person in or by that vehicle. Gasoline for motor vehicles may not be stored or kept on campus.

Pepperdine University Parking and Traffic Regulations are adopted by the Board of Regents pursuant to California Vehicle Code Section 21113(a). Unless otherwise provided for by these regulations, all of the provisions of the California Vehicle code relating traffic upon the highways shall be applicable on Pepperdine University property. For a

full explanation of all vehicle regulations, refer to the parking and traffic regulations available when registering for your parking permit and available on the Department of Public Safety Web site. Citations are viewable online at [pepperdine.thepermitstore.com](http://pepperdine.thepermitstore.com) approximately twenty-four hours after a citation is issued. The recipient may pay or submit an appeal by entering the vehicle license plate number or citation number. Citation appeals may not be considered after ten days. Please read the reverse side of the citation thoroughly to verify your eligibility to submit an appeal.

## Important Telephone Numbers

### ***EMERGENCY NUMBER***

For all emergencies such as fire, ambulance, or sheriff, call the Department of Public Safety, 506-4441.

### ***CAMPUS EXTENSIONS***

Academic Advising .....	7999
Campus Recreation .....	4490
Career Center .....	4184
Convocation and Student-led Ministries .....	4999
Counseling Center .....	4210
Dean of Student Affairs .....	4472
Disability Services .....	6500
Health Center .....	4316
Housing and Residence Life .....	7586
Intercultural Affairs .....	6860
International Student Services .....	4230
Judicial Affairs .....	4471
Mail Services .....	4293
One Stop .....	7999
Public Safety .....	4700
Seaver Dean's Office .....	4280
Student Activities .....	4201
Student Employment .....	4177
Student Government Association .....	4360
Volunteer Center .....	4143

## Emergency Assembly and Relocation Points

**UNIVERSITY RELOCATION POINTS:** (If all students are asked to relocate during an emergency to another location on campus.)

**Seaver Residence Halls and Towers Residents:** Waves Café  
(Tyler Campus Center)

**Drescher, George Page, and Lovernich:** Firestone Fieldhouse

**RESIDENTIAL COMMUNITY ASSEMBLY POINTS:** (In case of an emergency that impacts specific larger areas within the community.)

Seaver Residence Halls, Rockwell Towers, and Lovernich Apartments:

PRIMARY: Track  
SECONDARY: Firestone Fieldhouse parking lot

George Page Residential Complex:

PRIMARY: School of Law student parking lot  
SECONDARY: School of Law faculty/staff parking lot

Graduate Campus Apartments:

PRIMARY: Drescher Campus CCP parking lot  
SECONDARY: Main Drescher parking lot

**INDIVIDUAL HALL/APARTMENT ASSEMBLY POINTS:**

(In case of an emergency in one residence hall or apartment block.)

**Conner, Phillips, and White Halls:** Grassy area between E. Pengilly, Peppers and Hayes Halls

**Edythe Pengilly, Peppers, and Hayes Halls:** Grassy area in front of Phillips Hall

**Fifield, Miller, Krown Alpha, and Sigma Halls:** Grassy area between Banowsky Hall and Pier 18

**Pauley, Banowsky, and Morgan Halls:** Grassy area in front of Shafer

**Crocker and Joseph Pengilly Halls:** Grassy area in front of Eaton Hall

**Knott and DeBell Halls:** Grassy area in front of Darnell Hall

**Eaton Hall:** Grassy area behind J. Pengilly Hall

**Darnell Hall:** Grassy area in front of DeBell Hall

**Krown Beta Hall:** RHO parking lot, near residential road entrance

**Shafer Hall:** Grassy area between Sigma and Morgan Halls

**Dewey Hall:** Far side of Upsilon parking lot

**Rockwell Towers:** RHO parking lot

**Lovernich Apartments:** Far side of Upsilon or RHO parking lots

**George Page Residential Complex:** School of Law Student parking lot

**Graduate Campus Apartments:** Drescher Campus parking lot