

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.

1. The consumption or possession of alcoholic beverages or possession of empty containers is prohibited on University property or at any University-sponsored event or activity, regardless of the student's age.
2. On campus, it is a violation to be in the presence of alcohol, alcohol containers, controlled substances, or drug-related paraphernalia.
3. Off campus, it is a violation to drink underage. It is also a violation to misrepresent one's age for the purposes of purchasing or consuming alcohol. This includes the manufacture, sale, distribution, promotion, possession, or attempt to obtain false identification. Possessing a fake ID may result in University probation on the first offense.
4. Drunkenness, on or off campus, is not consistent with the moral standards of the University and may result, minimally, in University probation on the first offense and suspension on the second offense. Drunkenness is defined as a blood alcohol content of .08% or more and/or as offensive, disruptive, destructive, hazardous, and/or vulgar conduct during or following the consumption of alcoholic beverages.
5. 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.
6. 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.
7. The possession or presence of any amount of a controlled substance is prohibited. This includes but is not limited to the presence of marijuana smoke or odor, small "roachies," or residue found in baggies, pipes, or other paraphernalia. The possession or presence of marijuana or other controlled substances may result, minimally, in suspension.
8. 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.
9. Any student or student organization found supplying alcohol at University-sponsored off-campus events will be subject to disciplinary action.
10. 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.

11. Hosting or in any way assisting or promoting a gathering (on or off campus) that includes underage drinking or drunkenness may result in suspension. Those living at the location where the party is held may be held responsible as hosts regardless of who provides the alcohol.
12. 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.
13. 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 help and assistance to other students in need, both on and off campus. 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 alcohol policy violations related to the incident. This immunity from disciplinary action applies to both the "Good Samaritan" and the student needing assistance.

Health Risks

The use or abuse of alcohol and other drugs could increase the risk for a number of health-related and other medical, behavioral, and social problems. These include the acute health problems related to intoxication or overdose (blackouts, convulsions, coma, death); physical and psychological dependence; malnutrition; long-term health problems, including cirrhosis of the liver, organic brain damage, high blood pressure, heart disease, ulcers, and cancer of the liver, mouth, throat, and stomach; contracting diseases such as AIDS through the sharing of hypodermic needles; pregnancy problems including miscarriages, still birth and learning disabilities; fetal alcohol syndrome; psychological or psychiatric problems; diminished behaviors (hangovers, hallucinations, disorientation, slurred speech); unusual or inappropriate risk-taking, which may result in physical injury or death; violent behavior towards others, such as assault or rape; accidents caused by operating machinery while impaired; impaired driving resulting in alcohol or drug-related arrest, traffic accidents, injuries, and fatalities; negative effects on academic and work performance; conflicts with co-workers, classmates, family, friends, and others; conduct problems resulting in disciplinary actions, including loss of employment; and legal problems including imprisonment.

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 assistant dean of students before the disciplinary hearing. Before notifying the parents or guardians, every effort will be made to inform with 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 assistant 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, Campus Recreation Upper 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. Please call Campus Recreation for field status.
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 506-4490 or visit pepperdine.edu/campusrecreation/facilities.

COMPUTER AND NETWORK RESPONSIBLE USAGE

General Statement

The Computer and Network Responsible Usage Policy is a University-wide measure providing rules for the proper use and

management of all University computing and network resources. The University provides these resources to support Pepperdine's instruction, research, and service missions; administrative functions; student and campus life activities; and the free exchange of ideas among members of the University community and between the University and the wider local, national, and world communities.

The use of University technology, like the use of any other University resource or activity, is subject to the normal requirements of legal and ethical behavior within the University community. Thus, legitimate use of the University's computer and network systems does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are integrated into the operating system or network and whether or not they can be circumvented by technical means.

The University grants access to its networks and computer systems subject to certain responsibilities and obligations described below, and subject to all local, state, and federal laws. Consequently, all computer and network use must be legal, ethical, and consistent with the University's mission.

Applicability

This policy applies to all users of University computing resources, whether affiliated with Pepperdine or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may apply to specific computers, computer systems, or networks provided or operated by specific units of the University or to uses within specific units. For further information, users should consult the operators or managers of the specific computer, computer system, or network, in which they are interested.

Policy

All users of University computing resources must:

Comply with all federal, state, and other applicable laws; all generally applicable University rules and policies; and all applicable contracts and licenses.

Examples include, but are not limited to, the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking," "cracking," and similar activities; the applicable Code of Conduct; the University's sexual harassment policy; and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

Use only those computing resources which they are authorized to use, and use them only in the manner and to the extent authorized.

Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Unless authorized by the University's Office of Information Technology, user IDs and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the University.

Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.

Ability to access other persons' accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.

Respect the finite capacity of technology resources and limit use so as not to consume an unreasonable amount of those resources or interfere unreasonably with the activity of other users.

Although there are no set bandwidth, disk space, CPU time, or other limits applicable to all uses of University computing resources, the University may require users of those resources to limit or refrain from specific uses in accordance with this principle. For example, streaming audio or news feeds for non-academic purposes can saturate technology resources with voluminous traffic to the exclusion of another's use. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.

Refrain from using resources for personal commercial purposes or for personal financial or other gain.

University computing resources cannot be used for personal commercial purposes or for personal financial or other gain.

Refrain from stating or implying that they speak on behalf of the University, and from using University trademarks and logos without authorization to do so.

Affiliation with the University does not, by itself, imply authorization to speak on behalf of the University. Authorization to use University trademarks and logos on University computing resources may be granted only by the Office of Public Affairs, as appropriate. The use of suitable disclaimers is encouraged.

Enforcement

Users who violate this policy may be denied access to University computing resources and may be subject to other penalties and disciplinary action, both within and outside of the University. Violations will normally be handled through the University disciplinary procedures applicable to the relevant user. However, the University may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability. The University may also refer suspected violations of applicable law to appropriate law enforcement agencies.

Security and Privacy

The University employs various measures to protect the security of its computing resources and of its users' accounts. Users should be aware, however, that the University cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly. Also, users should ensure the installation of anti-virus software and appropriate updates for personally-owned computers connecting to Pepperdine's network and University computers.

Users should also be aware that their uses of University computing resources are not private. While the University does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the University's computing resources require the backup, logging of activity, monitoring of general and individual usage patterns, and other such activities that are necessary for the rendition of service.

The University, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate University personnel or law enforcement agencies and may use those results in appropriate University disciplinary proceedings.

Frequently Asked Questions

Q: Does this policy mean that I can't download copyrighted audio or video programs?

A: Generally, yes. The unlawful use or distribution of copyrighted works provides the basis for civil litigation and criminal prosecution as well as disciplinary action by the University. "Fair use" of such material for legitimate educational purposes, however, may be permissible.

Q: What are the possible consequences of violating this policy?

A: Some of the possible consequences include:

- Temporary deactivation of University technology resource access;
- Permanent deactivation of University technology resource access;
- Disciplinary actions taken by the appropriate University department;
- Expulsion from school or termination of employment; and
- Prosecution under applicable federal, state, or local laws.

Q: What will Pepperdine University do to protect my operating system from viruses?

A: Information Technology (IT) works diligently to block system and network access to viruses and to secure the University's centralized servers. However, individual users are responsible for maintaining their operating systems and other computer software with the available updates and virus protection programs. ALL USERS MUST TAKE RESPONSIBILITY FOR THEIR ROLE IN KEEPING THEIR SYSTEMS UP TO DATE.

Q: How am I supposed to know when there are viral breaches to Pepperdine's systems and networks?

A: For students, University notices and announcements are posted on WaveNet. For faculty and staff, notices are posted in the daily Public Announcements.

Q: Is the University responsible for my computer's anti-virus protection?

A: All personally-owned computers are the responsibility of the owner. This includes ensuring the installation of anti-virus software and maintaining the software by updating it as necessary. Ensuring installation of anti-virus software and appropriate updates for University computers is the responsibility of the individual users. IT will assist on an as-needed basis.

Q: Is the University's technical staff required to provide network connectivity?

A: Technical staff are not required to assist users in connecting personally-owned computers to the network. Their assistance may be provided as a courtesy.

Q: What does "personal use" include? When does "personal use" cross the line from permitted to prohibited?

A: Use of University technology resources for personal commercial purposes or for personal financial gain is generally improper and, under some circumstances, may be illegal. In general, personal use should meet the following criteria:

- It must not consume a significant amount of technology resources;
- It must not interfere with the performance of the user's University responsibilities;
- It is not made for personal commercial or financial gain; and
- It is otherwise in compliance with applicable laws, rules, policies, agreements, and licenses.

Q: Does the restriction on personal use prohibit faculty and staff from using University resources for their consulting work?

A: The use of University technology resources in connection with consulting work must be approved in advance by the relevant department chair and dean, and arrangements must be made to compensate the University if the use of its resources will be significant.

Q: Are my communications via the University's computer and network resources private?

A: Users should be aware that their uses of University computing resources are not private. While the University does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the University's computing resources require the backup, logging of activity, monitoring of general and individual usage patterns, and other such activities that are necessary for the rendition of service.

The University, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of

individual communications, to appropriate University personnel or law enforcement agencies and may use those results in appropriate University disciplinary proceedings.

EMERGENCY PROCEDURES

In the event of an emergency, please call the Department of Public Safety at 506-4441. Residents should also contact the Resident Advisor immediately. Do not contact outside emergency assistance directly because they are unfamiliar with our campus and must be directed by the Department of Public Safety. 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 notify the Department of Public Safety at 506-4441 giving the exact location of the fire. DO NOT DIRECTLY CALL THE FIRE DEPARTMENT. 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 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 following instructions as for fire, below.

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 506-4441.

Medical

Report medical emergencies immediately to the Department of Public Safety at 506-4441. DO NOT CALL AN AMBULANCE OR PARAMEDICS DIRECTLY. Always call Public Safety, who can then direct emergency vehicles to the correct location on campus.

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 put together within two weeks of the date of the written appeal. In case the student cannot produce all such documents, the grade dispute ends here with no grade change.
3. Concurrently, the instructor will assemble all relevant class materials that he/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. In case 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 in one of the following forms:

- Uphold the grade given by the instructor, or
- Require that the instructor re-grade one or more assignments, followed by a recalculation of the student's grade, or
- 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
- 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.

HARASSMENT/SEXUAL HARASSMENT

For the purposes of University policy, the term harassment is defined as any verbal, written, or physical conduct that a person knows or has reasonable grounds to know would disrespect, intimidate, demean, or degrade an individual's or group's human or civil rights and that may result in his or her mental, emotional or physical discomfort, ridicule or harm.

Examples of harassment that are subject to sanctions under the harassment policy include, but are not limited to, the following: physical or verbal attacks upon a person which prevent the person from conducting customary or usual college-related affairs; conduct or expressive behavior that puts a person in fear of his/her safety and/or causes a person to suffer actual physical or mental injury or harm; intentionally or inadvertently creating an intimidating, hostile or demeaning living or educational environment; physical aggression directed by one individual toward another, related to the individual's dating relationship or association with a person or persons different from oneself.

Further, sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply, or to create a sexually intimidating, hostile or offensive working, living, or educational environment. 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.

To initiate a formal grievance, follow the policy regarding non-academic student grievances.

HAZING

Pepperdine University is dedicated to a hazing-free environment. Hazing is prohibited by state law and University policy. All students and members of campus organizations are required to fully comply with California's Code requirements on hazing and the University's regulations prohibiting hazing. Please be aware that the California Legislature recently enacted a new law that makes hazing a potential felony, punishable with up to one year in prison, \$5,000 in fines, and liability for injury to any persons harmed. Liability for hazing

also extends to student organizations, and not just to those who directly participated in the hazing acts. The new law defines hazing as: Any method of initiation or pre-initiation 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. Penal Code section 245.6(b)

Pepperdine University prohibits any recognized student organization from engaging collectively or individually in hazing. Specific examples include, but are not limited to, any of the following:

1. Any activity that is mandatory for new members only, and is not educational in nature (e.g., performing personal chores or errands).
2. Such activities as new member only scavenger hunts, new member ditches, and the like.
3. 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.).
4. Expecting students to do anything exclusively "for the fun or entertainment of the members."
5. All forms of physical activity not a part of an organized athletic contest and not specifically directed toward constructive work.
6. Conducting activities that prohibit adequate time for study.
7. Depriving students of sufficient sleep (6 hours per day minimum), decent and edible meals, or access to means of maintaining bodily cleanliness.
8. Forcing, coercing or permitting students to eat or drink foreign or unusual substances such as raw meat, salt water, onions, etc..
9. Applying foreign substances to the body, branding, tattooing, piercing, or other bodily alteration.
10. Carrying any items (shields, paddles, bricks, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier.
11. Forcing, or allowing, students to dress in any unusual or awkward fashion.
12. Nudity at any time.
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 for an extended period of time.
18. Forcing students to make monetary payments or incur extra expenses not included in general membership dues.

Disciplinary action at the University level is considered independent from other court proceedings and may be instituted against a student also charged in civil or criminal courts based on the same facts that constitute the alleged violation of the Code of

Conduct. For more information on hazing, visit stophazing.org or contact the Student Organizations Coordinator in Student Activities.

HEALTH INSURANCE

All Seaver undergraduate and graduate students are required to furnish verification of health and accident insurance. If a student is not able to supply verification of health and accident insurance, the student must apply for the group policy available to all registered students. All international students are required to purchase the group insurance policy if the out-of-country policy does not provide coverage in the U.S. The group policy assists in meeting not only common illnesses, but also the financial burden of illness and accidents involving care beyond that available in the Health Center. Verification of adequate insurance must be provided each year by submitting the electronic waiver. For information, visit pepperdine.edu/healthcenter.

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. If a card is lost, damaged, or stolen, the replacement cost is \$15. The fee is waived for damaged cards returned to Public Safety or One Stop. The Department of Public Safety and One Stop make and 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 students entering Seaver College to be immunized for tetanus, diphtheria (DT), mumps, rubella, and measles (MMR), Hepatitis B and Meningitis (MENACTRA). In addition, a tuberculosis test must have been performed within the year preceding entrance with proof of a negative result. If the tuberculosis test has a positive result, it is then necessary for a chest X-ray to be performed, with the results submitted to the Student Health Center, and an appointment made to see the M.D. for treatment. All immunizations should be certified by a medical practitioner, with a copy of previous immunizations records submitted. Immunizations may be obtained at the Health Center. *Students who have not completed the immunization requirements before coming to campus 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 Handbook, the Seaver College Catalog, the Seaver College Student Handbook, and the program guidelines distributed at 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 designated 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, or deliver signed notification to the Malibu International Programs Office. The student will be subject to a withdrawal fee of \$500 and penalty fees determined by the date of withdrawal.

Maintaining Eligibility

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

1. **Academic Status.** Students must have a minimum GPA of 2.5 to apply for an International Program. Once accepted, a student may not fall below a 2.0 in any given semester. Students on academic probation are not eligible to attend an International Program.
2. **Disciplinary Status.** A student must continue in good disciplinary standing with Pepperdine University. Students on University Probation are not eligible to attend an International Program.
3. **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.
4. **Mandatory Orientations.** Students must attend all mandatory orientation classes.
5. **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.

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.

Registration

Students will register online with the assistance of IP staff.

Directed Studies

Students wishing to take a directed studies course from a professor in Malibu must notify the International Programs Office and obtain the International Programs Directed Study Form prior to pre-registration. All arrangements for taking a directed study from a Malibu professor, including obtaining all the required signatures on the form, must be completed 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). Students are not permitted to travel to locations that Pepperdine University, based on private security sources, designates dangerous. Students who travel to proscribed 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:

1. A threat or act of violence against another individual in the program.
2. Theft from another individual in the program or from the University.
3. Possession, sale, and/or use of a controlled substance in a program location.
4. Sexual misconduct.
5. Repeated drunkenness within or outside of a Pepperdine facility and/or damage to property while intoxicated.

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 of Concern Committee

The dean of students has formed a "Student of Concern" committee that meets regularly to address student needs. One of the goals of the committee 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 committee 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 students, in consultation with the Student of Concern (SOC) committee, 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 SOC committee is typically composed of the dean of students, the two associate deans of students, the director of community living, and the director of the counseling center. Depending on the emergency or concern, the dean of students may appoint other advisors to the committee (e.g., director of the health center, director of disability services).

Student situations that might be considered by the SOC 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 SOC committee reserves the right to determine appropriate response including, but not limited to, the following options:

- 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 SOC 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.
- Invoke a Medical Interim Suspension; encourage a Voluntary Medical Withdrawal; or invoke an Involuntary Medical Withdrawal (see below).
- 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 SOC committee will be outlined in writing in a letter from the dean of students, delivered or mailed to the student.

Procedures

Medical Interim Suspension

The SOC committee 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 students.

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.

Students who make this choice after a medical interim suspension must follow the clearance procedures listed below. Students who make this decision independently are not required to follow the clearance procedures. However, these students are encouraged to meet with the director of the Health Center or the Counseling Center upon re-entry to ensure that they are aware of on-campus and community services available to address their needs.

Involuntary Medical Withdrawal

In rare circumstances, the SOC committee 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 SOC committee may invoke its right to involuntarily withdraw a student. The SOC committee 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 SOC committee 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.

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 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 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 students) 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 SOC representatives, and allowing all relevant information to be provided to the University SOC 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 an SOC committee 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 SOC committee will meet and consider the outside evaluator's recommendation and the results of the student's meeting with the SOC committee representative to inform its re-entry decision. Students will receive written notification of the SOC's decision.

Notes:

- There may be occasions in which the SOC committee requires, and may pay for, an additional evaluation.
- The SOC committee 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 SOC committee. 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 'W's (withdrawals) on the academic transcript, or 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 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 students.

NON-ACADEMIC STUDENT GRIEVANCE

The purpose of this nonacademic student grievance procedure is to provide for the resolution of student grievances including allegations of sexual harassment, discrimination, and the denial of reasonable accommodations to persons with disabilities. This policy is not applicable to situations where another policy with a right of appeal applies, including, but not limited to, the discipline of a student by the administration.

Nonretaliation

This procedure is designed to allow students to address complaints in a 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 investigation, will result in prompt disciplinary action.

Improper Complaints

This procedure shall not be used to bring frivolous or malicious complaints. If a complaint has been made in bad faith, disciplinary action will be taken against the person bringing the complaint.

Initiating a Grievance Proceeding

Informal Resolution

Before initiating a formal grievance, a student should 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. The University believes that most grievances can and will be resolved at this level.

Initiation of Complaint

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. This written complaint should be submitted as soon as possible after the student knows of the problem. The complaint must specify the University or Seaver College policy, procedure, or norm violated, and specifically set forth all relevant factual details.

Review by Grievance Officer

The associate dean of Seaver College shall serve as the grievance officer concerning complaints about a faculty member or other employee. The assistant dean of students shall serve as the grievance officer concerning complaints about another student. The dean of Seaver College shall serve as the grievance officer concerning complaints about the associate dean.

The grievance officer shall read the complaint and determine whether the complaint'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 a copy of the complaint to the person against whom the complaint is made ("respondent") and, if discrimination is alleged, the University Equal Opportunity Officer. 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.

Written Response

The respondent shall be given 14 calendar days from the 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.

Investigation

The grievance officer has the discretion to initiate a reasonable investigation into the matter. The scope of any investigation shall be at 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.

Advisory Committee

If the grievance officer desires, he/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.

Decision

Within a reasonable time, the grievance officer shall make a decision based on the written complaint, response, and any other information the grievance officer determines is relevant. The grievance officer will provide notice to all parties that a decision has been reached, and where discrimination is alleged, to the University equal opportunity officer.

Appeal of Grievance Officer's Decision

Request for Appeal

Any party may submit a written request for appeal to the 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 non-appealing party must be given the opportunity to respond in writing to the request for appeal.

The dean of students shall serve as the reviewing officer concerning complaints about another student. The dean of Seaver College shall serve as the reviewing officer concerning complaints about a faculty member or other employee. The provost shall serve as the reviewing officer concerning complaints about the associate dean of Seaver College.

Grounds 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” (i.e., 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?

Final Decision

Within a reasonable time, 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. All parties, and where discrimination is alleged, the University Equal Opportunity Officer shall receive a copy of the reviewing officer’s decision.

Retention of Records

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 from the time of graduation.

NONDISCRIMINATION STATEMENT

Pepperdine University does not unlawfully discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, handicap, or prior military service in administration of its educational policies, admissions, financial aid, employment, educational programs, or activities.

PETS

To provide a safe, non-threatening, and healthy campus environment for our faculty, staff, and students, no pets are permitted on the campus or in the residence halls. Certified service animals for people with disabilities are the only exception 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:

Mark Davis, Dean of Students	506-4472
Stacy Rothberg, Associate Dean of Students for Housing and Community Living	506-4472
Andrea Harris, Senior Director, Student Administrative Services (Academics)	506-4269
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
First Steps Pregnancy Center (Camarillo)	(805) 384-9337
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 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 1,400 to 1,700 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 has studied the 30 major shooting incidents that have taken place at schools (elementary through college) since 1974. They found remarkable similarity in them. First, almost all of the individuals who have 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 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, you should report the concern. If you are a student or a faculty member, contact Public Safety or your dean's office. If you are a staff member or other member of the community, contact Public Safety or

the Center for Human Resources. It is better to err on the side of notifying the appropriate individuals than to remain silent; the institution 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:

Department of Public Safety	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
Center for 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 ASSAULT

As stated in our mission, Pepperdine is a Christian University committed to the highest standards of academic excellence and Christian values. One of these values is the recognition that every person is created in the image of God, is of infinite value, and therefore, should be treated with dignity and respect. Sexual assault, in all forms, violates the sanctity of the human body and spirit and will not be tolerated within our community. Sexual assault is a violation of the University's Code of Conduct, as well as a violation of the law.

In an effort to reduce the risk of sexual assault 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 the Web site: pepperdine.edu/counselingcenter/sexualassaultresource. This site also includes additional resources and frequently asked questions about sexual assault.

In the tragic event that a sexual assault does occur, the University takes the matter very seriously. A student who is found to have committed sexual assault on or off campus is subject to immediate suspension, expulsion, or dismissal from Pepperdine. A student wishing to officially report such an incident may do so by

contacting the Dean of Student Affairs Office (506-4472) or the Department of Public Safety (506-4700). Anyone with knowledge about a sexual assault is encouraged to report it immediately.

Definition of Sexual Assault

Sexual assault is a general term that covers a broad range of inappropriate and unlawful conduct, including rape. 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 assault may also include 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.

An individual is unable to provide consent 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 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.

If You Are Sexually Assaulted

1. 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.
2. 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), or the Santa Monica Rape Treatment Center (310) 319-4000.
 - 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.
3. 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.

4. Even after the immediate crisis has passed, consider seeking support from the Pepperdine Counseling Center or the Santa Monica Rape Treatment Center.
5. 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).

Reporting a Sexual Assault

Making the decision whether or not to report a sexual assault 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 or the Santa Monica Rape Treatment Center 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 alleged assailant is identified by the victim or another source, 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.

Immunity for Victims

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

Immunity for Good Samaritans

Pepperdine encourages students to offer help and 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 alcohol policy violations related to the incident. This immunity from disciplinary action applies to both the "Good Samaritan" and the student needing assistance.

University Disciplinary Hearings

Persons accused of sexual assault will be subject to disciplinary proceedings, following the procedures set forth under the "Judicial Procedures" section of the Student Handbook, except for the composition of the disciplinary committee. In response to requests from students to address sexual assault issues in a more confidential manner, the disciplinary committee will include only faculty and staff members, with a balance of both male and female members.

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.

The reporting party and the accused are entitled to the same opportunities during a campus disciplinary proceeding. At the hearing, both parties will be allowed to have an advisor present, and may make an impact statement if they so desire. Both parties will be informed of the outcome of any disciplinary proceeding alleging sexual assault.

If the dean of students or designee determines that continued close proximity or potential for unwanted interaction with the alleged offender might pose a threat to the victim, a temporary order may be issued. This order may include alternative living arrangements, exclusion of the alleged offender from various University properties or privileges, or interim suspension of the accused, pending a hearing.

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 the confines 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 refrain from encouraging it in others.

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

SMOKING AND TOBACCO USE

Purpose

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 regularly exposed to second-hand smoke are also at an increased risk of illness. In the interest of creating a safe and healthy environment, Pepperdine University has adopted the following policy.

Policy

This policy applies to all University facilities on the Malibu campus. All persons using the facilities of the University are subject to this policy.

1. Smoking is prohibited inside any area of any University-maintained building, including faculty/staff offices and student residential facilities. Except as otherwise designated, this includes hallways, breezeways, patios, balconies, doorways, elevators, and loading docks.
2. Smoking is prohibited outdoors in the following settings:
 - a. Near any undeveloped, brush area.
 - b. Within 20 feet of the entrance to any campus building or ventilation system, except as otherwise designated.
 - c. On Drescher Graduate Campus plazas and on the following lower campus plazas: Joslyn Plaza, Adamson Plaza, and the plaza located in front of the Payson Library main entrance, except as otherwise designated.
 - d. At spectator sports or other outdoor campus events, except as otherwise designated.
3. Smoking is prohibited in any vehicle owned, leased, or operated by the University.
4. The sale, distribution, or advertisement of tobacco products is prohibited on campus.

Cessation

Smoking cessation programs are available to faculty, staff, and students through the University's Wellness Program. For more information, please call 506-7592.

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 both smokers and non-smokers.

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 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. A standard form is available in the Student Activities Office and must be completed for all sponsored events. All activities are subject to review by Student Activities staff. To avoid interference with worship services, all campus organizations are prohibited from hosting activities during the following times: Sundays through noon; Wednesdays, 7-8 p.m.

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, 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. Any student alleging failure of the University to comply with FERPA may file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 330 Independence Avenue, S.W., Washington, D.C. 20201. 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 registration sticker. 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.

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, or a falsely-made or altered permit, or using a permit which has been issued to another person.

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.

The Main Parking Lot, Phillips Theme Tower Lot, School of Law Faculty Lot, Communication & Business Faculty Lots, and the Chapel 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, where the limit is 5 mph. Gasoline for motor vehicles may not be stored or kept on campus.

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. Bicycles must be registered with the Department of Public Safety and have a sticker prominently displayed. 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, and roller blades is prohibited anywhere and anytime on campus.

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.

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.