



# ***UNDERGRADUATE STUDENT HANDBOOK & GUIDE TO UNIVERSITY POLICIES***

**Downloadable PDF Edition  
Updated February 2010**

*This Handbook supersedes and replaces all previous versions of the Biola Undergraduate Student Handbook.*

*Each student, by enrolling at Biola University, is responsible for reviewing and adhering to all published student life policies and University standards.*

*While the policies and standards outlined in this Handbook provide students an effective set of guidelines for personal conduct, the University retains the right to enact additional policies and regulations, correct errors, or to modify existing policies as it determines.*

*New, updated, or modified policies are effective immediately upon publication (including online publication) unless otherwise noted. In the event of any conflict or discrepancy between this PDF version and the online version (at <http://studentlife.biola.edu/campus-life/student-handbook>), the online version shall be considered authoritative and take precedence.*

*Biola University does not unlawfully discriminate on the basis of race, color, national or ethnic origin, age, gender, or disability in administration of its educational policies, admissions, financial aid, employment, educational programs, or activities.*

*For information about this Handbook, please contact the office of the Dean of Students, at 562-903-4874 (on campus, ext. 4874).*

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# Biola Community Standards

*Latest revision: May 2008*

## **The Biola Community**

Biola University is a unique environment committed to following Christ. "Love your neighbor as yourself" therefore becomes the foundation stone of community. We believe that community is born of other-centered practices, strengthened when members

- \* live with integrity,
- \* practice confession and forgiveness,
- \* attempt to live in reconciled relationships,
- \* accept responsibility for their actions and words, and
- \* submit to biblical instruction.

As men and women of Biola, we do not ask each other to be perfect people, but rather to be people in active pursuit of integrity and growth, in dynamic relationships with the living God and with others in community. Those in leadership at Biola are eager to serve by coming alongside you and offering support, accountability, and, when necessary, loving discipline, in order to help you grow. We affirm our commitment to serve you with your best in mind.

## **The Standards**

We at Biola uphold integrity as a core value of our community. Members are expected to demonstrate a commitment to the value of integrity in word and deed and to take responsibility for their own violations of behavioral guidelines.

We at Biola recognize that scripture condemns sins of the heart, such as covetousness, selfishness, ambition, envy, greed, lust and pride. By their very nature, these sins are more difficult to discern, but because they lie at the heart of relationships, they are of central concern to the Biola community. We confess and repent of these sins as we become aware.

Furthermore, students at Biola commit to refrain from practices that Scripture forbids, such as, sexual relations outside of marriage, homosexual behavior, theft and dishonesty.

Finally, for the purpose of character development and the creation of a healthy, vibrant Christian community, students at Biola commit to abstain from the use of tobacco products, the use of alcoholic beverages, and the activity of gambling.

Biola students have chosen, freely and willingly, to abide by these standards. We regard any violation of these standards to be a breach of integrity, since each member has voluntarily chosen to associate with the Biola community and to accept, uphold, and live by these standards.

The University reserves the right to refuse or revoke admittance and/or dismiss any person who does not conform either to the stated guidelines and regulations governing student conduct, or to the expressed principles, policies, and expectations of the University.

The University also reserves the right to take action against an individual for violating the Standards regardless of how much time has passed since the violation. The University also reserves the right to take disciplinary actions for violations of University standards by graduates awaiting degrees and students who withdraw from school while a disciplinary matter is pending.

## **When The Standards Apply**

The Biola Community Standards apply to all students:

1. While enrolled in classes for the Fall Semester (including Thanksgiving), Interterm, Spring Semester (including Spring Break), and Summer Term;
2. Who are representing the Biola Community in any off-campus events, such as mission trips, internships, study abroad, and athletic or academic activities;
3. Who are not enrolled in classes but are living on campus, and not checked out of their room.

The fact that these standards only apply to students while they are enrolled or in residence in no way indicates that the University believes that contrary behavior is acceptable during non-enrolled periods. The University recognizes that it is inherently the responsibility of the individual to make such behavior decisions. The essential role of individual judgment, discernment, and recognition of personal accountability to God throughout the Biola community cannot be overemphasized. Behaviors while not enrolled may affect a student's ability to re-enroll or continue at Biola University (*see also below, "[Violation Of Law And University Discipline](#)"*).

### **Do the Standards Apply Off-Campus?**

Off-campus rights and freedoms of students involve the responsibility to display conduct and behavior that reflect favorably on them, the University, and the community. Accordingly, the University reserves the right to take disciplinary action in response to behavior off campus that violates University standards and policies or adversely affects the University community and/or the pursuit of its objectives. The University also reserves the right to take disciplinary actions for violations of University standards by graduates awaiting degrees and students who withdraw from school while a disciplinary matter is pending.

### **Violation Of Law And University Discipline**

The University reserves the right to review actions taken by civil authorities regarding any student or student organization. University disciplinary proceedings may be instituted against a student charged with violation of a law and may, at the sole discretion of the University, be carried out prior to, concurrently, or following civil or criminal proceedings. Violations occurring during non-enrolled periods may be considered by the University in determining whether a student will be eligible to continue his/her enrollment in the University and if so, under what conditions.

### **Reporting Misconduct**

Anyone may report a suspected violation of the Biola Community Standards by contacting the Associate Dean of Students at ext. 4874. The person reporting the violation may be asked to submit a written report. The report should be a brief written statement citing the section of the Standards allegedly violated and providing a summary of the facts deemed to constitute a violation. Reports should be submitted as soon as possible after the event takes place; however, the University reserves the right to take action against an individual for violating the Standards regardless of how much time has passed since the incident. Students living in the residence halls may also notify their Resident Director or Resident Assistant. For any campus emergency, call x5111. Students who knowingly make a false report of misconduct are in violation of University policy.

### **GENERAL POLICIES**

The following examples of violations of the Biola Community Standards are not exhaustive but are intended to give a student an idea of the types of behaviors that may result in disciplinary action:

1. Violation of published University policies, rules, or regulations. Published University policies, rules, or regulations include:
  - a. Biola University Student Handbook
  - b. Biola University Catalog
  - c. Housing and Food Services Contract and Residence Halls Housing Handbook
  - d. Campus Safety Handbook
  - e. Biola Network Usage Policy
  - f. All other official Biola University publications
2. Violation of Federal, State, or local law (*see "[Violation of Law](#)," below*).
3. Dishonesty in any form, including but not limited to: plagiarism, cheating on assignments or examinations, knowingly furnishing false information, forgery, alteration or misuse of documents, records, or identification cards. *See the policy statement on "[Academic Integrity](#)" for more*

- information.*
4. Inappropriate behavior, including but not limited to:
    - a. Drunkenness, disorderly, lewd or indecent behavior;
    - b. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, and other University activities, including its public-service functions on or off campus, or other authorized non-University activities when the activity occurs on University premises;
    - c. Actions, language, or technological communication that constitute unlawful harassment, threats, intimidation, stalking, or hate violence directed toward a member of the Biola faculty, staff, student body, or toward a visitor to the campus;
    - d. Unnecessary or loud noise, particularly between the hours of 10 pm and 6 am (also a violation of La Mirada city ordinances).
  5. Promotion, distribution, sale, possession, or use of alcohol or narcotics or other controlled substances on- or off-campus regardless of the student's age. This will include drug paraphernalia, the use or collection of non-alcoholic beers on campus and collections of containers used for the delivery or storage of alcohol beverages. *See the policy statement on "[Alcohol and Other Drugs](#)" for more information.*
  6. Gambling, betting, or any lotteries, games, or raffles that require the staking or risk of money or objects of value. A person engages in gambling if s/he stakes or risks something of value upon the outcome of a contest of chance or a future contingent event not under his/her control or influence, upon an agreement or understanding that s/he or someone else will receive something of value in the event of a certain outcome.
    - a. No displays of any kind that promote or encourage gambling or betting are permitted. Examples include casino or betting parlor advertisements or clothing.
  7. Failure to comply with written or verbal directives of University officials or law enforcement officers acting in performance of their duties, and/or failure to provide identification to a University official upon request.
  8. Authorizing your student ID card to be swiped by another individual and/or swiping a student ID card other than your own.
  9. Soliciting or advertising without prior approval from the Office of Student Development or another appropriate University office. *See the policy statement on "[Advertising and Posting](#)" for more information.*
  10. Sexual harassment, sexual assault, and discrimination. *See the policy statements on "[Discrimination & Sexual Harassment](#)," and "[Sexual Assault](#)" for more information.*
  11. Sexual activity outside of a marriage between husband and wife, including but not limited to, premarital, extramarital or homosexual conduct. *See the policy statement on "[Sexuality & Relationships](#)" for more information.*
    - a. Pregnancies that occur outside of a marriage, while at Biola, are in violation of University standards. However, the University is committed to supporting both the father and mother of the unborn child as they consider their actions and experience the forgiveness that comes when Luke 17:3-4 and 1 John 1:9 are practiced by the believer. *See the policy statement on "[Sexuality & Relationships](#)" for more information.*
  12. Exhibition, possession, or distribution of material or representations deemed to be obscene or contrary to the moral standards and/or mission of the University, including, but not limited to, pornography. Further, the use of institutional or personal computers for the viewing, transmission, retrieval and/or storage of such material is a violation of University community standards and will result in disciplinary action. *See the policy statement on "[Sexuality & Relationships](#)" for more information.*
  13. Smoking on or off campus; possession or use of any tobacco products (e.g. cigarettes, snuff, cigars, pipe tobacco, chewing tobacco). *See the policy statement on "[Smoking](#)" for more information.*
  14. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation or admission into, affiliation with, or continued membership in a group or organization. *See the policy statement on "[Hazing](#)" for more information.*
  15. Participation in student organizations not recognized by the University.
  16. Possession and/or use of any types of weapons, including but not limited to:
    - a. firearms,
    - b. air and spear guns,



- c. knives,
- d. martial arts weapons,
- e. bows and arrows,
- f. swords,
- g. paint pellet guns,
- h. batons and/or clubs,
- i. tasers and/or stun guns, and
- j. explosives of any type.

It is a felony to possess firearms on campus. All individuals in possession of self-defense items must comply with applicable California State law regarding training and permit to use.

- 17. Unauthorized entry to or use of University premises or property and/or unauthorized possession, duplication or use of keys to any University premises.
- 18. Attempted or actual theft of, and/or damage to, property of the University or property of a member of the University community or other personal or public property.
  - a. This includes vandalism, disrespect, destruction, or defacement of University property.
  - b. The cost of repairs for damaged University facilities will be the responsibility of the student or group using them.
- 19. Unauthorized access, theft or other abuse of technology and computers, including but not limited to:
  - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
  - b. Unauthorized transfer of a file;
  - c. Unauthorized use of another individual's identification and password;
  - d. Interference with the work of another student, faculty member, or University official.
  - e. Illegal uploading or downloading and/or use of copyrighted material, including but not limited to copyrighted music, television broadcasts, or motion pictures.

*See the policy statement on "[Technology](#)" for more information.*
- 20. Misuse of the disciplinary procedures, including but not limited to:
  - a. Falsely reporting misconduct knowingly and with intent to harm.
  - b. Failure to respond to the summons of a disciplinary body or University official.
  - c. Falsification, distortion, or misrepresentation of information before a disciplinary body.
  - d. Disruption or interference with the orderly conduct of a disciplinary proceeding.
  - e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary system.
  - f. Attempting to influence the impartiality of a member of a disciplinary body prior to, and/or during the course of, the disciplinary proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a member of a disciplinary body prior to, during, and/or after a disciplinary proceeding.
  - h. Failure to comply with the sanction(s) imposed by a disciplinary body.
- 21. Tampering with, unlawfully activating, or removing fire equipment is a misdemeanor and subject to fines or time in jail. These include automatic door closers, fire extinguishers, smoke detectors, and fire alarms. Violating state and local fire code, and offenses such as pulling of fire alarms, and propping open fire doors (except in case of emergency), are subject to fines or other sanctions.
- 22. Use of skateboards/rollerblades/rollerskates and other similar devices on campus.
- 23. Burning candles or incense without special permission from the Office of Campus Safety or member of the Residence Life staff.
- 24. Possession of fireworks is against campus policy and is also a violation of city ordinances.

### ***ACCOUNTABILITY, DISCIPLINE, APPEALS***

#### ***Student Community Accountability***

While the ideal at Biola is to encourage students to reach the highest level of self-discipline, sometimes peer accountability may be necessary. It is important that as members of a community and concerned for the growth of others, to show concern and, when necessary, to lovingly confront each other. Student community accountability may entail confrontation from a Student Leader, Resident Assistant, Resident Director, Student Development personnel, a professor and/or a Dean. In most cases, accountability will begin at the level closest to the dispute. For commuter students, this may be the Coordinator of Student Care or the Director of

Commuter Life. For resident students, this may be the Resident Assistant. If the Resident Assistant is unable to resolve the issue, the Resident Director (RD) will then be asked to become involved.

### ***Student Discipline***

In certain instances, a suspected violation of the Biola Community standards may be referred to the Student Care Committee (SCC) for appropriate action. The SCC membership shall consist of the Dean of Students; the Associate Dean of Students; the Associate Dean of Residence Life; the Director of Residence Life; the Assistant Director of Residence Life; and the Coordinator of Student Care. At the discretion of the SCC, the matter may be delegated to an Adjudicator; who may be either a Resident Director (RD), or a member of the SCC. Disciplinary sanctions are based upon the nature and severity of the issue. Sanctions issued by an RD shall be limited to warnings, community service, fines, or probation; any of the sanctions may be imposed by a member of the SCC (see section "[Sanctions](#)," below).

The Adjudicator shall gather and review all the relevant information on the situation, make a determination, and notify the student.

It is also important to note that in respect to disciplinary proceedings, formal rules of evidence are not followed, and past conduct may be considered in the discipline process. No particular model of procedural process is required; however, the Adjudicator will attempt to structure the procedure so as to facilitate a reliable determination of the truth and be fair and reasonable.

A separate policy is followed for academic dishonesty/plagiarism/cheating; please contact the Vice Provost for Undergraduate Education at ext. 4713.

### ***Sanctions***

Violation of University policies, including the Biola Community Standards, may result in the imposition of one or more of the sanctions listed below. A sanction is a disciplinary action that requires the student to meet certain expectations and/or complete specific requirements within a stated time frame. Sanctions that may be imposed are not limited to those listed. In certain limited situations, University officials may impose a sanction but suspend or postpone its actual implementation.

Sanctions affecting the conduct of students are based on general principles of fair treatment. Sanctions will take into account the intent of the accused, the effect of the conduct on the victim and/or University community, the student's disciplinary history, whether sanctions such as education and community service are likely to change the student's conduct, and the student's needs and prospects for improvement. While attempting to be consistent in its disciplinary decisions, the University also seeks to be fair and sensitive to the facts and circumstances of each individual case. Some sanctions may need to be more punitive due to the seriousness of the offense.

Therefore, the Student Care Committee and Resident Directors seek to combine a Biblical and developmental approach to the student care process. It is important that we see ourselves as fellow sinners in need of God's grace, and to encourage the whole campus community to remember Christ's example of offering hope rather than condemnation.

**Warning:** A restatement of the Biola Community Standards is made to the student, together with an official warning concerning future behavior. May include loss of or restriction from certain activities or privileges.

**Campus Community Service:** Created to emphasize an educational response toward discipline. Students within the disciplinary process who are deemed good candidates for campus community service, as a means to make restitution for their behavior, are assigned an on-campus service project.

**Fines:** Payment of charges for violation of regulations. These charges will be added to a student's account. These vary according to the violation.

**Probation:** The student is expected to show a development in responsible actions toward Biola and members of the community for a specified period of time. May include limitations in or restriction from certain activities or privileges.

**Restitution:** Payment of financial compensation for loss, damage or injury. Failure to pay such charges may result in additional sanctions (including, but not limited to, denial of re-enrollment or refusal to release official transcripts and records).

**Interim Suspension:** In certain circumstances, the Dean of Students or a designee may immediately impose a University or residence hall suspension. Interim suspension may be imposed:

- a) to ensure the safety and well-being of members of the University community or preservation of University property;
- b) to ensure the student's own physical or emotional safety and well-being; or
- c) if the student poses a credible threat of disruption of or interference with the normal operations of the University.

During the interim suspension, the student will be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Dean of Students or the designee may determine to be appropriate. The interim suspension shall extend only until such time as an adjudication (see above) can be completed and other sanctions (if any) imposed.

**Suspension:** The student is involuntarily separated from the University for a specified length of time. Absences from classes and chapels are not excused and academic work that is missed may not be made up.

**Administrative Withdrawal:** The student is required to withdraw from the University without the privilege of returning until a time specified by the Student Care Committee.

**Expulsion:** The student is permanently separated from the University with a notation of the reasons for the termination in his/her file. No refunds are made and the student will suffer the academic consequences of his/her actions.

When students are suspended or expelled for disciplinary reasons, there will be no refund of tuition or room charges for the semester and financial aid may be canceled. Upon permanent separation from University housing, students may apply to Auxiliary Services for unused board charges.

#### ***Sanctions For Student Organizations***

Student groups and organizations may be charged with violations of these Biola Community Standards. A student group or organization and its officers may be held collectively and/or individually responsible when violations of this code occur either during an event sponsored by the organization or by an individual representing or associated with that organization or group. The following sanctions may be imposed upon groups or organizations: deactivation, warning, reprimand, probation, fines, loss of privileges, restitution, and other educational sanctions. Deactivation includes loss of all privileges, including University recognition, for a specified period of time. Individual students are subject to other sanctions as described above.

#### ***Appeals Process***

When the sanctioned student disputes the outcome of a disciplinary procedure, that student (hereafter called the Appellant) may request, through the Dean of Students, that an Appeal Committee review the decision. Sanctions may or may not be postponed or suspended pending the outcome of this appeal, at the discretion of the Dean. Sanctions imposed by Resident Directors cannot be appealed through this process.

The following are not within the scope of the appeal process:

- a) the interpretation or judgment of University administrators regarding the meaning or implementation of the written regulations, standards, and/or policies of the University;
- b) the written regulations, standards, and/or policies of the University themselves.

To initiate an appeal hearing, the Appellant is to submit the following, in writing, to the Dean:

- a) A request for a hearing to consider the appeal, submitted within five (5) working days from the time the Appellant was informed of the disciplinary decisions.
- b) A statement, which includes all of the relevant issues and evidence to be considered. Issues omitted from this statement will not be considered in the appeal hearing.
- c) A list of material witnesses, if any, and the essence of their proposed contribution to the appeal hearing. Their testimony will be limited to the specified matters.

The Dean will then form an Appeal Committee, made up one of the remaining members of the SCC not directly involved in the disciplinary process, along with two faculty/staff members selected by the Dean. If no remaining members of the SCC are available, the Dean may select a replacement from Biola faculty/staff.

The Appeal Committee will, within 15 working days of the receipt of the appeal request, review and evaluate the original adjudication, as well as the information that the Appellant has presented. Based on the nature of the appeal, the Appeal Committee has the discretion whether or not to call the Appellant and/or his/her witnesses to appear before the Appeal Committee. If the Appellant and/or the witnesses will be called, they will be notified at least two (2) days in advance of the appeal hearing date. The Appeal Committee may tape-record the appeal hearing.

The Appeal Committee will issue its decision in writing to the parties involved within a reasonable time (usually within 10 working days) of the conclusion of the appeal process. The decision of the Appeal Committee will be final and no further appeal is possible.

It is also important to note that in respect to appeal proceedings, formal rules of evidence are not followed, and past conduct may be considered in the appeal process. No particular model of procedural process is required; however, the Appeal Committee will attempt to structure the procedure so as to facilitate a reliable determination of the truth and be fair and reasonable.

During periods other than regular semesters (summer, Christmas, Interterm), the Dean reserves the right to alter the timing of the appeals process as necessary, due to faculty/staff/student availability.

A separate appeal process is followed in cases of academic dishonesty; please see policy on “[Academic Honesty](#)” below.

#### ***Interpretation And Revision***

Any questions regarding interpretation of these Biola Community Standards should be referred to the Dean of Students. In these Standards, the Office of Student Development gratefully acknowledges the use and adaptation of model codes of student conduct published by the National Association of College and University Attorneys in *Student Disciplinary Issues: A Legal Compendium* and *Student Handbook Policies*. Updated policies and regulations may be found under the Student Handbook section of the Biola University Student Life website (URL). New or modified policies are effective upon publication (including online publication); notice of these changes will be posted to the [Student Life webpage](#) and placed in The Chimes student newspaper.

# General Policies & Procedures

## *ABSENCES AND ATTENDANCE*

### *Attendance*

Regular class attendance is expected of all students. Because of the tremendous variety of class size and purpose, specific requirements and final authority for attendance (and any effect it might have upon grades) rests with the individual faculty member. However, students who miss more than 20% of regular class sessions (even if absences are considered ‘excusable’) may be required to drop the course. The specific rules for each course should be made clear on the first day of class.

Visitors and current students may visit a class for a maximum of one week; thereafter, registration in credit or audit status for the course(s) is required.

### *Absences, Medical Reasons*

Students with medical situations that require them to miss a number of class sessions should advise their professors, as well as their RD (for resident students) or the Director of Commuter Life (commuter students), of the situation and seek their guidance. Normally, absences would need to extend beyond one week’s worth of classes before the RD or DCL would become involved; however, they may become involved sooner if a crucial date (such as an exam) will be missed. If the student is too ill, the RD or DCL will advise the faculty of the absences. It must be noted, however, the faculty are the final arbiters of whether an absence is considered ‘excused’ or not. The faculty member has the discretion to require a doctor’s notice as verification. The Health Center will issue such verifications only in very limited situations; for additional information, contact the Health Center at x4841 or (562) 903-4841.

### *Absences, Nonmedical Reasons*

In certain extreme situations, a student may be forced to miss a number of class sessions for nonmedical reasons; family emergency, extreme personal trauma, etc. Such students should advise their professors, as well as their RD (for resident students) or the Director of Commuter Life (commuter students), of the situation and seek their guidance. Normally, absences would need to extend beyond one week’s worth of classes before the RD or DCL would become involved; however, they may become involved sooner if a crucial date (such as an exam) must be missed. If the student is incapable, the RD or DCL will advise the faculty of the absences; however, as noted above, the faculty are the final arbiters of whether an absence is considered ‘excused’ or not.

Mission/ministry/service/performance trips during the semester that require the student to miss class time are discouraged, and such absences will be considered ‘excused’ only at the discretion of each professor.

Jury Duty: while Biola does encourage students to participate in their civic duty as jurors, accepting such service can cause a student to miss excessive class sessions and important material. Biola students are encouraged to request postponements until non-enrolled periods (summer, interterm, etc.). If a postponement is not possible and a student is summoned and not excused, the student’s absence(s) will be considered excused at the discretion of the instructor. The “Report Delay” option (see below) will not be allowed for jury duty. Any exceptions to this policy must be granted through the Office of the Vice-Provost for Undergraduate Education.

### *Report Delayed Process*

The purpose of the Report Delayed notation is to meet the needs of a student who faces unforeseeable emergencies that are beyond his/her control, which are serious enough to prevent the student from finishing his/her course assignments before the semester ends. Examples are extended personal illness or critical family emergency. Report Delays will not be granted for reasons that relate to such matters as excessive employment or over-scheduling. Therefore, the student should plan ahead and:

- Schedule course loads and class assignments in keeping with personal responsibilities to family, employer, and ability to handle class assignments and stress.
- Evaluate course progress and assignments yet to be completed prior to the twelfth week (the last week to drop classes without receiving an “F”—see current catalog for specific date) and drop classes for which the work cannot be completed by course and academic calendar deadlines.

Appeals for a Report Delayed cannot be accepted any earlier than the 12<sup>th</sup> week of the semester. The Report Delayed process is not available for Summer or Interterm courses. Request forms may be obtained from the Office of the Vice-Provost (upstairs Metzger west), and need to be completed by the student in conjunction with the faculty member. All Report Delays require the permission of the faculty member, and need the signature of the Vice-Provost. The instructor will inform the Registrar when the work is completed and a course grade is assigned.

Maximum time extensions are:

- All course requirements must be completed within six weeks of the end of the term.
- If the situation or illness continues past the six-week deadline, an extension may be granted. The final extended deadlines are: for Fall courses, the following August 31; for Spring courses, the following January 31. This extension is contingent upon approval by the faculty member.

As noted above, students who miss more than 20% of regular class sessions (even if absences are considered 'excused') may be required to drop the course.

The Report Delayed is a temporary grade. In cases where the time limit expires, but the student granted an "RD" is still unable to complete the coursework due to circumstances beyond his/her control, the University Registrar will assign a "W" (official withdrawal) for the course grade. This grade does not affect the student's grade point average.

## ***ACADEMIC APPEALS: UNDERGRADUATE***

### ***General Process***

An academic appeal may be made in accordance with this policy when a student believes that an academic decision (e.g., a course grade, admission to a program or major, etc.) involving that student is unfair or erroneous. It is the intent of the University that appeals should be dealt with in a timely manner and moved toward closure with appropriate balance of deliberation and speed. During the regular semesters, the appeal will normally be brought under review by the relevant party within two (2) weeks of its receipt. The process will then move forward to the final decision as rapidly as is reasonably possible. During times between regular semesters (summer, January), review of the appeal may be delayed until the relevant people are available.

Course grades and decisions regarding admission to a major must be appealed within 90 days of the posting of grades or notification to the student of a decision regarding admission to a major.

### ***A. Appeal of Academic Decision by a Faculty Member***

#### ***Step 1: Consultation with Faculty Member***

In order to appeal an academic decision made by a faculty member (e.g., course grade), the student must first interact with the relevant faculty member. This interaction may be made verbally or in writing (letter or email) stating why the student disagrees with the decision. This level of interaction is likely to resolve the issue in most cases.

#### ***Step 2: Appeal to Chair of Department or Dean of School/Division***

If the situation is not resolved in Step 1, the student may appeal the faculty member's decision to the Chair of the faculty member's department or the Dean of the School or Division in which the department resides. This appeal must be in writing and must set forth the reasons for the appeal. The Chair or Dean will contact the student and the faculty member and may seek further information or consultation regarding the merits of the appeal. The Chair's or Dean's decision will be provided to the student in writing.

#### ***Step 3: Appeal to Vice Provost for Undergraduate Education***

If the student is not satisfied with the decision made by the Chair or Dean, the student may appeal the decision in writing to the Vice Provost for Undergraduate Education. The Vice Provost will review the appeal in consultation with the School or Division Dean, contact the relevant parties and gather information pertinent to the matter. The Vice Provost may convene an advisory committee to review and make recommendations to the

Vice Provost. The decision related to the appeal shall be made by the Vice Provost and is final. The Vice Provost's decision will be provided to the student in writing.

### ***B. Appeal of Academic Decision by a Department/Major***

#### ***Step 1: Appeal to Chair of Department***

In order for a student to appeal a decision made by a department or major, the student must first submit the appeal in writing to the Chair of the department setting forth the reasons for the appeal. If the original decision was made by a committee within the department, the Chair will forward the appeal to the relevant committee. The Chair or committee will contact the student to discuss the student's concerns and the relevant departmental policies and practices. In most cases, this interaction will resolve the matter.

#### ***Step 2: Appeal to Vice Provost for Undergraduate Education***

If the situation is not resolved in Step 1, the student may then appeal in writing to the Vice Provost for Undergraduate Education. The Vice Provost will review the appeal in consultation with the School or Division Dean, contact the relevant parties and gather information pertinent to the matter. The Vice Provost may convene an advisory committee to review and make recommendations to the Vice Provost. The decision related to the appeal shall be made by the Vice Provost and is final. The Vice Provost's decision will be provided to the student in writing.

### ***C. Appeal of Academic Decision by the University***

#### ***Step 1: Appeal to Registrar***

In order for a student to appeal an academic decision made by the University (e.g., academic probation or dismissal), the student must submit the appeal in writing to the Registrar setting forth the reasons for the appeal. The appeal must be made within three (3) weeks of the posting of grades. In most cases, this interaction will resolve the concern.

#### ***Step 2: Appeal to Vice Provost for Undergraduate Education***

If the situation is not resolved in Step 1, the student may appeal the decision to the Vice Provost for Undergraduate Education. The Vice Provost will review the appeal, contact the relevant parties and gather information pertinent to the matter. The Vice Provost may convene an advisory committee to review and make recommendations to the Vice Provost. The decision related to the appeal shall be made by the Vice Provost and is final. The Vice Provost's decision will be provided to the student in writing.

## ***ACADEMIC INTEGRITY***

### ***Overview***

We are committed as an institution to ethical practice in teaching, scholarship, and service. We practice academic honesty in our oral and written scholarship. This means that we take care to appropriately acknowledge the contributions of others to our work. This policy defines and provides examples of plagiarism and outlines the disciplinary actions that follow verified acts of academic dishonesty.

### ***Definition***

Academic dishonesty is the deliberate attempt to misrepresent individual efforts, whether in writing, audio-visual representation, or oral presentation. Issues of plagiarism are specific examples of academic dishonesty. Basically, plagiarism is claiming someone else's ideas, words, or information as your own without acknowledgement or citation. In minor cases, it can be the simple quotation of a sentence or two without quotation marks and without a citation, footnote, endnote or inclusive note to indicate the true author. In the most serious cases, plagiarism reproduces a significant fraction of an entire work written by someone else. Examples of plagiarism consist of removal of the true author(s) name(s) and substituting the plagiarist's name. Mere reformatting of a text does not constitute "original" thought, but merely juxtaposing someone else's work and text.

### ***Why is Plagiarism a moral offense?***

The basic Judeo-Christian ethical mandate begins with "thou shalt not steal" (Exodus 20:15). Plagiarism is first and foremost an act of theft and fraud. To claim others' work as your own without acknowledgement or citation is an example of *academic fraud*. Laws in civilized societies protect individual expression as the

property of the original author. Plagiarism—either by verbatim copying or paraphrasing without citation—is *infringement of most nations' copyright laws*. Repeating words or thoughts of other people and claiming that those precise words are original to you is an example of *lying, misrepresentation* and *theft*. Expectations within the academic community assume the production of new knowledge, discoveries of new facts, or new ways of looking at previously known facts. Analysis of data expressed in written form must be attributed to the source of the analysis.

Plagiarism is an especially challenging issue for international students and non-native speakers of English because definitions of acceptable and unacceptable behavior may vary from culture to culture. Culture “A” may say that copying another’s work is “acknowledging the superior mastery and expression of an expert,” while Culture “B” may say that the same behavior is “plagiarism.” This section describes the expectations of the U.S. academic community (and Biola University) regarding plagiarism.

### ***What must you do to avoid plagiarism?***

You must put others’ words in quotation marks and cite your source(s) and must also give citations when using others’ ideas, even if those ideas are paraphrased in your own words. The “work of someone else” includes: original ideas, strategies, outlines, research, art, graphics, computer programs, music, media examples, and other creative expression. Unpublished source materials such as class lectures or notes, handouts, speeches, other students’ or faculty’s papers, or material from a research service must also be cited to avoid plagiarism. Faculty members who use student assistants for research and writing are required to acknowledge the contribution of the student worker in the citation portion of a faculty member’s academic work.

All students and faculty should be educated in appropriate forms of paraphrase and citation. Cosmetic changes in another work without citation is still plagiarism. Avoid single word substitutions (e.g. “less” for “fewer”), reversing the order of a sentence, or merely using an ellipsis mark (e.g. . . . ). You do not have to cite “common knowledge” facts. That Abraham Lincoln was the U.S. President during the Civil War is common knowledge; that Abraham Lincoln suffered from severe depression and migraine headaches may require a citation to support the claim.

Purchasing a previously written or provided research paper from an on-line computer service and submitting it as your own work is morally reprehensible and constitutes plagiarism. Any time you use information from any source, you must provide a citation of acknowledgement of the original source.

Internet web sites may be referenced for academic work, but cited by the date referenced. It is recommended that no more than one or two Internet web sites be cited in any particular research paper or project.

### ***Examples of Academic Dishonesty and Plagiarism***

- While taking exams, tests, quizzes, work done should be the sole effort of the individual student and should not contain any answers or responses that have been knowingly obtained from someone else.
- Seeking to gain an advantage in an exam by obtaining advanced access to particular questions or advance copies of a professor’s exam.
- Making a public presentation (e.g., speech, lecture, sermon) where elements of the presentation are misrepresented as original thought or work.
- Having someone else write a paper for you and turning it in as your own work, or writing a paper for someone else.
- Submitting as your own work papers, articles, book chapters, reports formerly written by other students, graduate students working with a faculty member or purchased from commercial services.
- Using published materials word for word, without citation or quotation marks, as all or part of work submitted as your own. (This category also includes media examples covered in a separate paragraph.)
- Close, deliberate paraphrase of another’s work, published or unpublished, without acknowledgement.
- Turning in a paper previously written for another course (unless approved by the instructor), or one paper for two current courses, without permission of the instructors.
- Deliberately using false citations to give the appearance of acknowledgement and research.
- Referencing Internet web sites without citation or paraphrase.



### ***Plagiarism in Media and Artistic Expression***

It is Biola University's policy that no copyrighted material may be included in media productions without the written permission of the copyright owner. This pertains to any media production produced by Biola, its students, staff or faculty. Copyrighted material is any material created by someone else that has not come into the public domain, whether or not there is a copyright notice. It is the responsibility of the one producing the media to ascertain if the material is in the public domain, or else to receive written permission.

Some copyright issues can be complex. A Beethoven sonata is in public domain because of its age, but a recording of it is copyrighted. The Grand Canyon is not copyrighted, but a picture of it is.

Performance or exhibition of copyrighted materials falls under different laws than inclusion of material in media productions. In general, copyrighted materials may be shown or viewed in classrooms without violating the law, under the provision of "Fair Use." However, performance rights need to be cleared for material presented in public venues, especially those for which admission is charged.

Quotes or summarization of material from media productions when cited in scholarly papers should be cited in the same way any other material would be.

### ***Detection of Plagiarism***

Biola University authorizes individual professors and students to use any computer search mechanisms to validate and verify examples of plagiarism, prior to disciplinary action. Detection may also include verification of duplicated student work, current or previous.

### ***Disciplinary Results from Plagiarism or Academic Dishonesty***

Ignorance regarding appropriate paraphrase and citation is not an excuse warranting misrepresentation of original work. Individual professors may determine whether an isolated instance of plagiarism was due to faulty citation skills or misrepresentation with intent. In such cases, the professor may allow a student to correct the citation in a final assignment.

Dishonesty in a minor class assignment (e.g. test, short reaction paper, quiz, etc.) will result in a score of zero for the assignment, or possibly a failing grade for the entire course. Dishonesty or plagiarism of a major assignment (e.g. examination, prominent writing submission, term paper, term project, etc.) will result in immediate grade of "F" for the course and will be referred to the Office of Student Development. Individual departments or programs within the university may hold additional requirements for academic dishonesty (e.g., Torrey Honors Institute or a graduate program policy of dismissal from the program).

If a faculty member discovers evidence of plagiarism or academic dishonesty, the instructor should confront the student with the seriousness of the charge and report the infraction to the department or program chair. The disciplinary action by the faculty member should follow the above guidelines. In addition, the faculty member shall provide a written report to the Office of Student Development and the Office of the Registrar. The Office of the Registrar shall place a copy of the report in a sealed, confidential envelope in the student's file. At the receipt of a second report on the same student, the Registrar's Office will notify the program or department major chair, the school dean and the Vice Provost for further disciplinary action. Multiple cases and disciplinary actions for academic dishonesty will result in academic probation or dismissal from the university. For graduate programs a program director will work directly with the School Dean to address any issues of academic dishonesty.

In the case of a student or faculty member denying commitment of academic dishonesty, but not to the satisfaction of the professor or dean, the matter will be referred to a Grievance Committee.

### ***ACTIVITIES, EVENTS, TRAVEL & MISSIONS TRIPS***

An education that consists solely of class time and homework is an incomplete education, and Biola offers a wealth of opportunities for learning, growing, ministering, and playing that go well beyond the classroom. All students are encouraged to become involved in activities, events, and ministry and missions trips. In order to maintain the quality and safety of these programs and their participants, the following policies have been crafted.

## ***General Guidelines***

### **Disclaimers and releases**

All students participating in Biola-sponsored events must consent to (and provide signature so acknowledging) the following statements:

- a) **Liability Release:** In consideration of being permitted to participate in the activity on the specified date, in full recognition and appreciation of the dangers and hazards inherent in this activity including transportation to and from such activity, the student does hereby agree to assume all the risks and responsibilities surrounding my participation in the activity; and, further, does for themselves, their heirs, and personal representative(s) hereby defend, hold harmless, indemnify, release, and forever discharge BIOLA UNIVERSITY, INC. and all its trustees, officers, representatives, agents, and employees from and against any and all claims, demands, actions, or causes of action on account of damage to personal property, or personal injury, or death which may result from the student's participation in the activity, and which result from causes beyond the control of, and without the fault or negligence of, BIOLA UNIVERSITY, INC., its trustees, officers, representatives, agents, or employees.
- b) **Medical Consent:** The signing participant gives his/her consent to receive treatment for illness or injury, medication or immunization deemed advisable through the Biola University Health Service, and to make the necessary referrals to other facilities, if indicated. The participant further consents to any x-ray examination, laboratory test, anesthetic, medical or surgical diagnosis and hospital service that may be rendered under the general or special instruction of any licensed physician, whether such treatment or diagnosis or immunization is rendered at the office of the physician or at a licensed hospital or health department. It is understood that this consent authorizes the physician to exercise his/her best judgment as to what is best for the individual patient. This consent will remain effective throughout the duration of this event unless revoked in writing and delivered to Biola University.
- c) **Statement of Responsibility:** Biola University has established guidelines for the conduct of the Board of Trustees, faculty, staff, and students. These guidelines also apply to non-students participating in Biola sponsored activities. Participants are expected to refrain from the use of alcoholic beverages, tobacco, illegal drugs or the abuse of either prescription or non-prescription drugs and from gambling. Also, Biola does not allow social dancing at University-related or sponsored activities (any activity that involves an identifiable University group, is publicized on campus, and/or has the appearance of being University-related, whether held on or off campus). Further, they are expected to use discernment to abstain from activities that are morally degrading; this includes movies and television programs viewed and other entertainment, recreational, and social activities.

### **Responsibilities of the Advisor**

- a) Every Biola-sponsored event or trip must have an Advisor.
- b) The Advisor (the faculty, chairperson or staff member directing the activity) must be on the payroll of the university as an 01 or 02 employee, either part-time or full-time. No students may be advisors. The choice and selection of an advisor is usually based on the initiative of the student leaders, program requirements or the department chair/director.
- c) The Advisor is ultimately responsible for the completion, accuracy, and submission of all official forms, such as the Student Activity Log. Student leaders may assist but they may not assume final responsibility.
- d) Responsibilities of the Advisor include an active participation in training and team development; supervision of the group and the student leaders (if any), including administrative support; and development and implementation of emergency procedures. Ideally, the Advisor accompanies the team on the trip; at minimum, he/she must be accessible for the duration of the trip for communication and emergency needs.
- e) The Advisor should maintain a team roster and have a completed copy of the Student Activity log (front and back) along with a current itinerary (if the group is traveling).
- f) Advisors or administrative staff involved in the coordination of student activities should be trained in the procedures and use of the Student Activity Log by their respective departments before they are required to use the forms.

### ***On-Campus Events***

Within the University mission of providing a well-rounded, Biblically-centered education, "equipping men and women in mind and spirit to impact the world for the Lord Jesus Christ," it is important to foster an overall sense of well-being by maintaining positive University-student relations and University-public relations. A key factor in this goal is the careful coordination of University co-curricular and externally-sponsored events, to avoid scheduling conflicts that may take a variety of forms (see following: "What if there are problems with a proposed event?")

The Public Events Board (PEB), in cooperation with the Campus Coordinator, is responsible for the approval of all proposed events at Biola University. Proposed events are examined and screened in light of the University mission and calendar. No event may be confirmed and scheduled without the approval of the Public Events Board and the Campus Coordinator. The Public Events Board is appointed by and reports to the University Provost.

### **University Events Scheduling Policy**

Background: The number, variety, scope and complexity of events occurring on the Biola University campus increases *significantly* each year. In order to maximize the success of these events, foster cooperation, resolve conflicts and enhance our overall professionalism, a basic system of coordination and scheduling is imperative. This responsibility is delegated to the Public Events Board (PEB), working in concert with the Campus Coordinator, under a mandate from the Office of the Provost. This document explains the policies and procedures pertaining to events and their scheduling.

What is an "Event"? An "event" is any University-related or University-sponsored activity, on or off campus, that uses University facilities, equipment and/or set-up services, and/or promotional materials. If you have questions regarding what constitutes an "event" requiring approval, please call the Campus Coordinator at ext. 5816.

The "Main Rule" of Event Scheduling: Any office, individual, group or organization planning an event or meeting must submit a scheduling request to the Campus Coordinator via e-mail icon. All events/meetings submitted to Campus Coordination are subject to Public Events Board review and approval. Do not publicize your event or make reservations or other commitments before receiving PEB approval.

### **Scheduling an Event**

1. Any student supervising an event must submit a PEB request form to the Campus Coordinator; the forms are available from the office of Campus Coordination. If the request is submitted by a Faculty or Staff Advisor, they may use the BUBBS Campus Coordination icon, in the Conferences/Departments & Services/Campus Coordination folder.
2. Adequate lead time and specific, detailed setup instructions are required. Requests for event setups are to be submitted in detail to the Campus Coordination office at least three (3) weeks prior to the event (significantly more lead time suggested for larger events). NOTE: There is a \$50 late fee for any initial set-up requests made less than three weeks before your event. Requests are processed on a first-come, first-served basis.
3. After Public Events Board review, you will be notified in a timely manner of your event's approval, or of other decisions regarding your request.

### **What if there are Problems with a Proposed Event?**

Challenges with proposed events generally fall into five categories: (1) the venue for the proposed event is already reserved on that date/time by another group for their event; (2) the proposed event is being marketed to the same audience as another already-approved event, at the same time, thus potentially hindering both events from reaching their desired audience goals; (3) the setup, parking or sound of the proposed event may potentially detract from a scheduled event; (4) the proposed event may potentially create an unmanageable workload for Facilities Services or Campus Safety in terms of setup or security, due to other already-scheduled events on campus; and, (5) the proposed event presents a perceived challenge within context of the mission and/or philosophy of the University, or is potentially "philosophically" incompatible with an already-scheduled event at the same time.

If a proposed event presents challenges within the context of the University's events schedule and plan, the PEB may suggest either relocation or rescheduling of the event, or encourage its modification. If the proposed event presents a perceived challenge within the context of the University mission, the Board may defer this event to the Provost's Office with recommendation for disapproval. In such cases, the PEB's recommendation may be appealed directly to the Provost.

In all decisions, the PEB will keep in mind the need to build relationships within the Biola community and will make its decisions with the success of each event in mind. An unsuccessful event is detrimental to our internal and external public relations.

**After the event is approved:**

1. After you receive a confirmation e-mail from Campus Coordination, you may update your set-up and logistical needs, if necessary.
2. The actual setup of tables, chairs, sound systems, special room arrangements, window black-outs, etc., is performed by personnel of the University's Facilities Services department but must be requested through Campus Coordination. For liability reasons, students and other staff are not allowed to do setups.
3. Late or "last minute" changes in setup requests can be difficult to accommodate. Such requests should be made no later than one (1) week prior to the event. The request(s) are to be made in the same manner as outlined in "Setup Requirements," above.

**Important and helpful tips:**

1. Event and facilities reservation requests are reviewed on a first-come, first-served basis. Requests for facilities are often made months in advance. Wherever possible, academic departments, University departments, and student groups are encouraged to submit their event requests for the following academic year no later than 6 months before the date of the proposed event.
2. Events requiring the use of the gym are subject to its availability. Athletic contests will receive priority even if the event is not on the master calendar.
3. University resources of tables, chairs and AV equipment are limited and are handled on a first-come, first-served basis.
4. The safety and protection of the Biola community and its guests are of the utmost importance. Please note that you may be required to have Campus Safety officers assigned to cover your event. Any questions or concerns related to officer support at an event should be directed to the Campus Safety Administrative Office at x 4877.
5. "Traditional Events" receive "calendar priority."
  - a. What is a "Traditional Event"? Biola University is committed to the development of the whole person in all its programs. Certain annual cultural, social and co-curricular events are considered to be of such value and significance in the life and history of the University that they are accorded special status. These events are called "Traditional Events." Traditional Events usually involve a large segment of the campus community, but do not necessarily appear on the Academic Calendar. Most Traditional Events have at least a ten-year annual history at the University. Current Traditional Events are listed below.
  - b. What is "calendar priority"?
    - i. Traditional Events are de facto on the University Events Schedule. When these events occur on their normal dates, a scheduling request is unnecessary. (Equipment set-up requests are still required, however, and can be made through the Campus Coordination e-mail icon.)
    - ii. Other events may be scheduled concurrently with a Traditional Event. However, such concurrent scheduling may be the exception rather than the rule. As specified in the University Event Scheduling Policy, any event scheduled on the same date and time as a Traditional Event must be approved by the Public Events Board.

- iii. If the date(s) of a Traditional Event needs to be changed, the event planner must submit an event scheduling request, to coordinate the preferred new date(s) with calendar availability.

*The following are Biola University Traditional Events:*

<b>Traditional Events</b>	<b>Traditional Dates</b>	<b>Event Coordinator</b>
Fall Student Orientation Activities	Friday prior to week classes begin	Student Development
Parents Opening Day Luncheon	Saturday prior to week classes begin	Parent Relations
Art Gallery Openings	1st Tuesday of each month	Art Department
Athletic Contests	Per each sport's conference schedule	Athletics
Walk Thru the Bible Class	5th Sat. after fall classes begin	Biblical Studies
Parent/ Family Weekend	2nd weekend of October	Alumni/ Parent Relations
Torrey Conference	3rd week of October	Student Ministries
Lyman Stewart Lectures	Last Tues. and Thurs. of October	Talbot
University Day	1st Thurs.-Sat. of December	Admissions
Christmas Tree Lighting	1st Friday of December	Alumni Relations
Celebrate the Son ( <i>on hiatus</i> )	2nd Fri. and Sat. of December	University Events
Fall Commencement	Third Week of December (M-F)	University Events
Homecoming	3rd Fri. or Sat. of February	Athletics/A.S.
Nursing Commitment Ceremony	2nd Saturday of March	Nursing Department
Missions Conference	3rd week of March	Student Missionary Union
ACSI Science Fair	4th Fri. in March (unless good Fri.)	Science Department
Spring Banquet	3rd Friday after Spring Break	Student Relations
Major Works Concert	2nd Saturday in May	Music Department
Graduation Banquets	3rd Fri. in May/ 2nd Fri. in Dec.	Alumni Relations
Spring Commencement	Full week prior & last Sat. in May	University Events

[Some additional Music Concert Series events are considered traditional in nature, but the annual dates cannot be specified with certainty. These selected events will have the same calendar priority as other traditional events as the Music Department specifies their dates.]

***Travel policies and approval protocol***

In the interest of preserving students' safety and security, students on Biola-sponsored activities are not permitted to travel to locations for which the US Department of State has issued Travel Warnings (available at [http://travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html)). Further, students are not permitted to travel to locations that Biola University, through MARC (the Missions Assessment and Review Committee), designates as dangerous. Students who travel to proscribed locations will be considered to be in violation of university policy and therefore subject to discipline and sanctions, including disqualification from future Biola-sponsored international travel.

### **Protocol for Trip Approval**

- a) MARC will provide current short-term mission (STM) guidelines and a proposal format to the Student Missionary Union (SMU) each spring after the new SMU staff is hired. All Proposals must include the following information:
  - i. Team leader's name and phone number
  - ii. Names of any faculty or staff advisors or leaders that will accompany the team
  - iii. Advisor's name and phone number
  - iv. Location of the trip including specific detail as to the cities that will be visited
  - v. Sponsoring agency including address, phone number, and name of a contact person at both the agency and on site at the ministry location
  - vi. A list of intended activities (e.g., street evangelism, teaching children, conducting worship, building projects, etc.)
  - vii. Initial fundraising plan
  - viii. A list of potential difficulties that the team might encounter (e.g. Language barriers, hostility toward foreigners, remote location, lack of certain resources, etc.)
  - ix. A corresponding list of potential steps to be taken to manage the recognized concerns
- b) MARC will receive and review all proposals for SMU sponsored STM teams. Proposals must be received no later than September 30<sup>th</sup> for Interterm trips, November 30<sup>th</sup> for Spring Break trips, or February 28<sup>th</sup> for Summer trips.
- c) MARC may consult the Liability Task Force regarding legal or liability issues related to a STM.
- d) MARC will either deny, return a proposal for revision, or issue an initial approval for the proposed team within two weeks of submission.
- e) Non-approved teams may resubmit proposals after the requested revisions are made.
- f) A copy of each approved proposal will be forwarded to the supervising dean and to the Provost.
- g) MARC will facilitate the education of SMU and other STM sponsors on the Biola University campus by requiring
  - i. One individual from each team to take INCS 470, Short Term Mission Leadership, or be involved in an alternative form of training.
  - ii. Each team leader to attend a Fundraising training session sponsored by the Department of Development before their fundraising may begin.
- h) MARC maintains the authority to either disapprove or cancel a STM if deemed in the best interest of the University. Reasons for disapproval or cancellation may include but are not limited to:
  - i. Lack of responsible leadership on the part of the team by not adhering to general timeline.
  - ii. An incomplete Student Activity Log (Complete log must include form B both front and back completed, health forms with all requirements completed for all participants, itinerary, and budget.)
  - iii. Loss of a team advisor
  - iv. Lack of financial support
  - v. Loss of a sponsoring agency
  - vi. World unrest determined to be a potential threat in the proposed STM location
  - vii. Current State Department Advisory statements.
  - viii. Any circumstance that may place the university at undue risk.
- i) MARC maintains the authority to recall an STM from the field if deemed in the best interest of the University. Reasons for recall of a team may include but are not limited to:
  - i. Loss of a sponsoring agency
  - ii. World unrest determined to be a potential threat in the STM location
  - iii. Current State Department Advisory statements.
  - iv. Any circumstance that may place the university at undue risk as determined by MARC in consultation with the Liability Task Force.

### **Budgetary policies**

- a) All funds must be secured prior to departure. Biola University does not extend financing to STM teams.

- b) If a cash advance is requested, the individual requesting the advance becomes responsible for the funds. Final check request(s) may be submitted no later than 1 week before departure date.
- c) Completed expense report(s), along with complete set of receipts and any unspent cash, are to be submitted no later than 2 weeks after the ending date of the STM. Failure to submit a complete and accurate expense report in a timely manner may result in financial obligation and/or disciplinary action toward the student.

### **Guests**

A trip may include participants who are not Biola faculty, staff, or students, providing:

- a) The participant agrees to abide by all regulations governing the trip, including the Biola Community standards.
- b) The participant completes a Health Form. For international travel, the participant will obtain both an immunization consult and all required immunizations from his/her own health care provider. The Biola Health Center will not provide consults or immunizations for non-Biola participants.

### ***Student Activity Logs & Emergency procedures***

This policy provides guidelines for the protection and safety of students, and consideration of liability and risk for the University. This policy applies only to pre-approved student activities conducted as described below. The policy applies to particular off-campus student activities in two main categories.

- For class credit within an academic program. Activities include:
  - Service-learning class projects
  - Off-campus studies
  - For credit internships
- For non-credit ministry-related activities. Activities include:
  - Nursing trips to homeless shelters and ministry-related programs to Mexico
  - School/ department retreats for students
  - Ministry-oriented programs, such as short-term missions trips

This policy requires that certain Biola student activities and events be documented and approved through identified University personnel. This policy identifies any student activity organized and conducted by a member of a department (i.e., professor or staff member) as a Biola University sponsored event. This policy provides the forms and related procedures for the process of documentation and approval.

#### **1. Types of Student Activity Log Forms**

##### **a) Student Activities which do not require forms**

Some pre-approved class-related or spontaneous activities held outside the classroom, under the supervision of a professor or staff member, or as course requirements, do not require a Student Activity Log. Activities include:

- Classes or informal gatherings at professors' homes
- Class field trips, e.g. to museums, to beaches, without overnight stay.
- Class field projects, e.g. TV taping crews
- Internships under the supervision of a professor and/or outside professional agency; e.g. hospital or clinic
- Local individual/small group music or church performances

##### **b) Student Activity Log A**

Form A is generally used for simple, one day or less events, or regular and short off-campus activities of low to medium risk<sup>1</sup>. Activities include:

- Class field trips that require medium to high risk activities (e.g. rock climbing) within the course
- Hiking/ biking trips
- Class or Retreats (over-night or 1 day)
- Orientation events that involve traveling off-campus

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<sup>1</sup> Level of risk is defined here in terms of the cumulative exposure of a student to possible dangers from a range of factors. These include distance, location, communication channels available, type of transportation, health, personal safety, types of physical activity, political unrest, terrorist activity, state and federal warnings.

- c) Student Activity Log B  
Form B includes required attachments. It is required for longer (2 or more days), more complex events or a group of related events. More complex events include local and international trips, and ministry-related activities of medium to high risk. Activities include:
- International trips; e.g. Biola England, SMU or Student Ministries trips out of country
  - Music groups on tour; e.g. week-long trips or across country
  - Trips/ events that travel out of state, or over long distances (more than 200 miles).
  - Class or Department Retreats (of more than one overnight stay)
  - Events organized by department or faculty outside of class curriculum, which involve physical activities including water sports, rock-climbing or roller-blading.
2. How to Start a Student Activity Log (SAL)
- a) Obtain a log form from the department chair, director, or secretary.
  - b) The department chair or director should maintain an updated master list of regularly scheduled or annual activities for logs A and B, and provide a copy to the Risk Management Department for reference. All new activities must be assessed by the department chair, with the assistance of the Provost's Liability Advisory Council (PLAC). The department director, chair or advisor should determine the type of form (A or B or none) to use before the event.
  - c) Complete and submit Log A for Administrative Approval signatures at least one week prior to event. Log B must be completed and submitted two weeks prior to event. International trips must submit Log B three weeks prior to departure.
  - d) Use the Checklist on the front of the log to assist in completing the form as necessary.
3. How to complete a Student Activity Log (SAL) form A
- a) Complete the details of the activity as requested. These include type of activity, purpose, location, dates, contact person on site, and Advisor in charge.
  - b) Obtain the signatures of all the students participating in the activity, after they have read the release form on the opposite side of the form. The student leader(s), if there are any, should sign first.
  - c) Check the details, including attachments (if any).
  - d) Submit the form to the Faculty/Staff Advisor for review and signature. The Advisor should also have read and understood the 'Advisor Responsibilities' (see page 4 of this form).
  - e) Through your Advisor, obtain the approval signature from the Director or Department Chair sponsoring the event. This should occur no later than one full week prior to the event/trip.
  - f) Be sure to have the form returned to you once both "Approval" signatures are obtained.
  - g) Send a copy to the Switchboard for reference *prior* to the activity, in case of emergency.
  - h) After the event is over, file the original form with the academic department (for Academic trips) or with the Office of Student Development (for non-Academic trips) for reference and archiving. The completed Student Activity Logs and Student Health forms/ attachments must be kept in a secure location and archived for at least 5 years.
  - i) Any changes of itinerary, or updates of information on this Activity Log, after it has been submitted, must be communicated promptly to the sponsoring department *and* the Switchboard.
4. How to complete a Student Activity Log (SAL) form B
- a) Complete the details of the Activity Log. These include type of activity, purpose, location, dates, contact person on site, and Advisor in charge.
  - b) Obtain the signatures of all the students participating in the activity after they have read the release form on the opposite side of the form.
  - c) Attach the following to the form:
    - i) Itinerary of dates, flight/transportation information, location and contacts on site
    - ii) Student Health Forms for each participant (see pt. 6 below)
    - iii) Emergency procedures and contacts list (see pt. 7 below)
    - iv) Budget sheet (for missions trips; detailing what money is available and how it will be spent)
  - d) Submit the form to the Faculty/Staff Advisor for review and signature. The Advisor should also have read and understood the 'Advisor Responsibilities' section.
  - e) Bring the forms and attachments to Accounting department (Lower Metzger) for "Budget Administrator" and "Risk Management" approval signatures.



- i) the Budget Administrator will assess if the group has sufficient funds to travel (mission/ministry trips).
    - ii) the Risk Management office will assess whether a charge for additional insurance coverage is required.
  - f) Through your Advisor, obtain the approval signature from the respective Dean, Associate Dean, or Department Chair. This should occur no later than 2 weeks prior to the event/trip. International trips should be submitted no later than 3 weeks prior.
  - g) Be sure to have the form returned to you once all “Administrative Approval” signatures are obtained.
  - h) Send one copy to the Switchboard for reference prior to the activity, in case of emergency.
  - i) After the event is over, file the original form with the academic department (for Academic trips) or with the Office of Student Development (for non-Academic trips) for reference and archiving. The completed Student Activity Logs and Student Health forms/ attachments must be kept in a secure location and archived for at least 5 years.
  - j) Any changes of itinerary, or updates of information on this Activity Log, after it has been submitted, must be communicated promptly to the sponsoring department and the Switchboard.
5. Special Procedures for Recurring or Semester-long Activities/Events
- a) The Master list of recurring activities is maintained by the Department Receptionist or Secretary.
  - b) The list should be updated every semester/ year as needed, at the beginning of the semester/ year. Each department should maintain their updated masterlist and provide a copy for Risk Management.
  - c) Advisors for all departments sponsoring activities should provide updates to the department chair of student activities under their supervision at the start of the academic year.
  - d) If there are new activities or changes to existing student activities, the faculty/staff advisor should provide a description of the activity, location and other related details to the department chair to determine the appropriate form to use. The department chair may consult with the Provost’s Liability Advisory Council (PLAC) in assessing the activity and inform the advisor as needed.
  - e) Advisors may be required to provide additional documentation for an activity, if deemed necessary by the chair of the supervising department.
  - f) For Log A activities that occur on a regular basis over the course of a semester with the same participants, the Advisor should fill out one form and attach an itinerary of locations, dates and contact persons and numbers for emergency purposes. Each participant need only sign a release form once for the full semester.
  - g) For Form B activities that occur on a regular basis over the course of a semester with the same participants, the Advisor should fill out one form and attach an itinerary of locations, dates and contact persons and numbers for emergency purposes. The release forms need only be signed once by each participant for the full semester.
  - h) Submit the completed forms, with all necessary signatures and attachments to the chair of the sponsoring department for checking and filing.
  - i) Provide a copy to the Switchboard for reference in case of emergencies.
  - j) Communicate any changes of itinerary or information on the Activity Logs via e-mail or phone, if these occur after they have been submitted, to the department and the Switchboard.
6. Student Health Forms
- a) For General Activities (requiring Student Activity Log B)
    - i. The Advisor must provide a copy of the health form for each participant to complete. Students participating in more than one activity within the school year may give permission for the department to retain their completed Student Health Forms, after having filled it out once.
    - ii. The Advisor is responsible for distribution and collection of all Student Health Forms from team or group members, including copies of insurance cards.
    - iii. Each team member is responsible for completing a Student Health Form.
    - iv. Complete only the front of the form.
    - v. Attach a copy of your health insurance card. Students are responsible for verifying that their health insurance will cover them in the location to which they are traveling.
  - b) For International and/or Special Circumstances groups. In addition to the above, you must:
    - i. The Advisor must contact the Health Center first for a general overview of health needs, including required immunizations for a particular country before completing the health forms.

- ii. Each participant must complete both sides of a Student Health form.
  - iii. Participants must visit the Health Center for completion of the immunization consult. For the well being of the students participating in a program, all immunizations required by the Health Center must be completed in order to participate in the event or trip. Immunizations may be obtained through other health care providers. Immunizations considered 'recommended' are not required but should be taken seriously (see "Immunizations" below).
  - iv. Two appointments are required for each team member, one for a consultation and another for immunizations from the Biola Health Center (or other Health Care Providers) before they can participate in the program.
7. Emergency Procedures and Communication Protocols
- (a) Purpose
- i. Biola has university wide policy in place for steps to take in the event of an emergency or disaster. This policy is intended to standardize and make official specific steps that the Student Missionary Union (SMU) and its advisors will take so that news of the emergency can reach the proper university officials, who are then bound by the existing university policy to pass on information through the appropriate channels (including family members).
  - ii. For the purposes of this policy, an emergency is understood to be a serious, unexpected occurrence or event that necessitates immediate action. Examples include: serious injury or death of a team member, civil unrest or war, natural disaster, stolen passport or money, physical or sexual assault of a team member, etc.
- (b) Preparation
- i. SMU and/or its advisors will provide the Switchboard with a roster of all missions teams that will be sent out (e.g. all teams for Interterm, Spring, etc.).
    - a. The roster will include the names of the teams, the names of the team leaders, the dates of the trips, the name of the faculty advisors, the campus extension of the faculty advisor, and the home phone number of the faculty advisor.
    - b. The roster will also include a condensed version of the information below in the form of an easy to read flow chart.
    - c. The roster will be submitted to the Switchboard at least two weeks before the date of the first team's departure.
  - ii. SMU personnel are available for additional consultation. The SMU positions that would be most informed regarding the contents of this policy include: SMU Director of Logistics, SMU Director of Short-term Missions, and SMU President.
- (c) In the event of an emergency with a team:
- i. Team Members will contact the Team Leaders immediately.
    - a. The Team Leaders are responsible for the team as a whole and need to know what is taking place. Individual team members must follow these procedures and not act on their own (unless for extenuating circumstances the Team Leaders are not able to be contacted), otherwise communication might break down.
    - b. In the event that Team Members are not able to contact their Team Leaders, the Team Members will proceed onto the next step.
  - ii. Team Leaders will contact their local Missionary Organization / Contact.
    - a. The local contact should be able to coordinate activities and communications to allow the team to receive emergency help or transportation to an emergency facility.
    - b. If the Team Leaders are not able to contact their local Missionary Organization / Contact, they will still proceed onto the next step.
  - iii. The Team Leaders will then call the team's Faculty Advisor.
    - a. The Faculty Advisor is the main communication hub for all messages going to or from teams in the field, and will coordinate necessary assistance.
      - The Faculty Advisor will also contact the Administrative Liaison for SMU regarding the emergency.

- The Administrative Liaison for SMU will then contact the SMU Advisor and the SMU President regarding the emergency.
  - b. If the Team Leaders are not able to speak directly with the Faculty Advisor, then they are to leave a voicemail message with a phone number where the team may be contacted with the advisor and then move onto step 4.
  - iv. If the Faculty Advisor is unavailable, then the Team Leaders will call Biola's Switchboard.
    - a. The Switchboard is available 24 hours a day, 7 days a week to take messages. The Switchboard serves as a liaison in case the Faculty Advisor is unavailable. The Switchboard will take down the nature of the emergency, the phone number, and contact information of the team.
    - b. The Switchboard will then attempt to contact the Faculty Advisor.
    - c. If the Faculty Advisor is still not available, then the Switchboard will leave a voicemail message for the Faculty Advisor and will move onto step 5.
  - v. If the Switchboard is unable to contact the Faculty Advisor, then the Switchboard will call the Administrative Liaison for SMU.
    - a. The Administrative Liaison for SMU will have all of the team's information available will be able to coordinate communication and whatever actions might be necessary in the absence of the team's Faculty Advisor.
    - b. If the Administrative Liaison for SMU is not available, then the Switchboard will leave a voicemail message and will move onto step 6.
  - vi. If the Switchboard is unable to contact the Administrative Liaison for SMU, then the Switchboard will call the SMU Advisor.
    - a. The SMU Advisor will also have access to all of the team's information and will similarly be able to coordinate communication and whatever actions might be necessary in the absence of the team's Faculty Advisor.
    - b. If the SMU Advisor is not available, then the Switchboard will leave a voicemail message and will move onto step 7.
  - vii. In the event that the Switchboard cannot contact any of the above personnel, the Switchboard will:
    - a. Wait for one of the above mentioned personnel to respond to the messages that were left by the Switchboard.
    - b. The Switchboard will immediately contact the Chief of Campus Safety for direction.
    - c. The Chief of Campus Safety may contact personnel as deemed necessary to handle the emergency, while keeping the following in mind:
      - Philosophically, SMU desires that the Switchboard serve as a liaison, but should not be placed in the awkward position of orchestrating emergency details with an unfamiliar team of students. It is desired that the responsibility for the coordination of communication between the team and university officials and family members should be handled by one of the previous mentioned personnel.
      - The Switchboard will abide by established university policy.
- (d) In the event that the team needs to be notified about an emergency at home (e.g. illness or death of a family member, serious logistical problems with the team's support, etc.):
- i. The Faculty Advisor will function as the main contact person and will coordinate communication and planning between the team and family members, university officials, etc.
    - a. The Faculty Advisor will also contact the Administrative Liaison for SMU regarding the emergency.
    - b. The Administrative Liaison for SMU will then contact the SMU Advisor and the SMU President regarding the emergency.
  - ii. In the event that the Faculty Advisor is not available, the Administrative Liaison for SMU will function as the main contact person.
  - iii. If the Administrative Liaison for SMU is not available, then the following people (presented in order) will temporally serve in this function:
    - a. SMU Advisor .
  - iv. This step will not apply during the Summer, as this position is not filled during that time.

- v. The SMU Advisor will be contacted at the earliest possible time to be notified about the emergency.

(e) Non-emergency communication

- i. Non-emergency contact requests should be directed to the Faculty/Staff advisor or department chair. If a family member or concerned friend requires information regarding a specific program or student in a program, the Biola switchboard operator will direct all inquiries to the Advisor or department chair.
- ii. Inform caller (the family member or friend) that we will convey their message to the individual and ask them to return the call as soon as possible. Also explain that we are unable to release information at the present time<sup>3</sup>.
- iii. Relay the message to the Advisor or department chair.
- iv. Refer to the Student Activity Log (participant list, itinerary and contact information) to locate and contact the relevant student. The Advisor or chair should ensure that the caller receives a response within 24 hours if possible. The Advisor or chair will contact the student or group and facilitate their timely response as appropriate.
- v. Direct any follow up phone calls from the family member or friend to the Advisor or chair.

***Immunizations***

For the well being of the students participating in a program, all immunizations required by the Health Center must be completed in order to participate in the event or trip. Immunizations may be obtained through other health care providers.

Biola Health Center requirements are based on information from the Centers for Disease Control. In the event of differences in recommendations between Biola Health Center and other Health Care providers, the Biola Health Center will take precedence.

An Advisor may petition to the appropriate Dean, on behalf of the team, for an exemption from required immunizations. The Dean shall consult with the Director of the Biola Health Center and the doctor in residence to determine whether these may be waived for the group. The Biola Health Center has the final decision-making authority whether the exemption may be granted. Individual student team members may not request exemptions directly from the Health Center.

Immunization disclaimers and releases:

- The participant agrees to take full responsibility for the implementation of required immunizations. These immunizations are available at the Student Health Center, but may also be acquired through a private physician or clinic. Required immunizations must be completed one month before travel and the participant acknowledges that if he/she has not received the required immunizations within the required time, they will not be allowed to participate in the activity.
- The participant also understands that, in planning to participate in this planned activity, there may be recommended immunizations for the activity. The participant will take full responsibility for his or her own decision to receive, or not receive, any of the recommended immunizations. Further, the participant understands that refusing recommended immunizations or medications could result in serious medical illness. The participant will not hold Biola University or the Student Health Center responsible for contracting diseases, which could have been prevented through receiving recommended immunizations and/or prophylaxis for malaria.

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<sup>3</sup> No information pertaining to students over the age of 17 can legally be released to outside parties except in the case of an emergency. Information regarding students aged 17 and under can be released to parents or legal guardians only.

**ADVERTISING, POSTING and SOLICITATION**  
*Rev. Feb 2010*

***Advertising & Selling On Campus***

Student Development will not allow the posting or distribution of any materials that are contrary, in appearance or content, to the Doctrinal Statement and Standards of the University. The decision of the Dean of Students, or his designee, on these issues will be final.

In addition, the following agencies, organizations, or persons will **not** be allowed to advertise or solicit on the Biola campus through any means:

- day care services,
- credit card companies (except for those offered by banks during Orientation Week),
- political groups or organizations not sponsored by a Biola department or recognized Biola student group or club,
- religious or other groups not in accord with the mission, purpose, and doctrinal statement of the University.
- housing/rental opportunities: Due to potential liability risks, Biola does **not** allow any soliciting of off-campus housing by homeowners, landlords, managers, etc. Rental opportunities may be registered with the Office of Auxiliary Services at the front desk.

***Solicitation/Selling On Campus***

To ensure the safety and privacy of all residents, solicitors (including students) are not permitted to canvass or market any product on campus without prior approval from the Director of the Bookstore, which controls all commercial sales on campus. Solicitors are never allowed into Residence facilities, including apartment complexes.

Items sold as part of fundraising for Biola departments or registered student clubs or organizations are allowed, as long as University protocols are followed (see "[Fundraising Projects](#)"). However, food sales as fundraisers are limited: health department regulations require that food sales either be pre-packaged or sold by a registered, approved food vendor.

***Political Advertising***

For additional information on political/partisan soliciting and posting, please see the [Political Activity](#) policy.

***Posting Policy:***

**Who May Post**

For posting purposes, advertisers are divided into either commercial or non-commercial categories:

- a) Commercial ventures may only advertise in the Chimes, on Biola radio and/or in the Biolan, at the discretion of those organizations. This includes banks, restaurants and coffeehouses, theaters or other entertainment establishments, housing rentals and merchants. Such for-profit endeavors may **not** post material on campus.
- b) Non-commercial ventures may advertise through campus flyers and posters. This includes Biola club, hall, or team sponsored functions; University based/sponsored events; churches; government sponsored events; faculty/staff/student-club sponsored political groups and organizations; and charitable organizations.

**Approval Process**

All flyer/poster(s) must be submitted to the Office of Student Development 24 hours in advance of desired posting date(s). Each copy of the flyer/poster(s) must be stamped with both an "Approved" stamp and an expiration date before posting. Any flyer/poster(s) found posted without official Student Development approval will be removed and discarded. Only official Biola departmental postings are exempt from this requirement.

One copy of the poster will be retained by Student Development, along with the name and phone number of the person/agency posting. A maximum of 50 copies of any one flyer may be posted; a maximum of 5 posters (larger than 24" x 36") may be posted; a maximum of 6 placards (posters staked into the ground) may be posted (see "Placard Policy" below).

## **Removal**

All flyers/posters/etc. shall be displayed no longer than 14 days or until the date of the event being advertised, whichever comes first. It is the responsibility of the person or organization posting to remove the material(s) before the expiration date or two days after the event, whichever comes first. The posting mechanism (tacks/pushpins/tape/stakes, etc.) must also be removed. Organizations that do not remove their signs by the deadline will be subject to disciplinary process, including paying restitution to Facilities Services for the cost of sign removal.

## **Materials Used**

Poster putty or duct tape/packing tape/shipping tape are not to be used. Use tacks/pushpins and/or masking tape only, which may be purchased at the University Bookstore. Organizations causing damage to University property, facilities, equipment, furnishings, or landscaping will be billed for repairs and/or repainting. Additional information regarding placards (posters staked into the ground) is below (see "Placard Policy").

## **Placard Policy [new: effective Feb 1, 2010]**

Placards (laminated signs mounted to stakes and inserted in the ground) may be posted only in the 6 approved posting areas around campus. See the "placard posting map" [bottom of this section] for these locations.

Only one placard per group or event may be posted in each approved posting area. The placard must be inserted into the ground within 1 foot from the adjacent sidewalk containing the "APPROVED POSTING AREA" sign. Placards must not protrude into sidewalks or be higher than 36" off the ground at their top edge.

Placards placed in areas other than the approved posting areas will be removed by university staff. Additional placards for the same group/event will be removed by university staff. Placards that are not laminated will be removed by university staff.

## **Posting Locations**

Posting of flyers/posters is allowed on bulletin boards or other designated areas. Posting is **not** permitted in restrooms, on windows, glass, pillars, light or sign poles, bollards, signage, and/or on the outside of buildings. For safety reasons, posting horizontally on sidewalks, roads or other walking surfaces is **not** allowed.

Bell Tower - No posting is allowed.

Bookstore - No posting is allowed.

Café - Cafe management must approve posting of materials inside the dining hall. Student Development may approve posting in the lobby but "No Posting" areas must be observed.

Chase Gymnasium - No posting is allowed.

Crowell Hall - See Music Department secretary for additional approval, ext. 4892. Limited posting.

Rose Hall - Posting is allowed on the bulletin boards located on the two pillars outside the front door.

Metzger - Bulletin boards are located near the stairwell, ground floor.

Myers & Feinberg Halls - Posting must be approved in advance and stamped "Approved" by the Talbot receptionist, ext. 5500. Posting on official bulletin boards only. No materials of any kind may be posted on interior or exterior walls or windows.

Residence Halls - Resident Directors must approve location of posting (see below).

Rosemead Office - See dean of administration for approval.

On Directional or Street Signs - No posting is allowed.

Student Services - See secretary for additional approval. Limited posting.

Student Union Building (SUB) – Approval from the Office of Associated Students required for posting on or in the SUB.

Sutherland Hall - Bulletin boards are located on exterior pillars. Interior bulletin boards are for official department postings only.

*Exceptions to these restrictions must be approved in advance by the Office of Student Development.*

## **Posting in Residence Halls**

Posting is allowed in Residence Halls with the permission and oversight of the Resident Director, with the following instructions:

Adhesives: postings may be hung only by poster putty, masking tape, or painter's tape.

Locations: postings may not be hung on fire doors or building entrance/exit doors.

### **Chalking**

Chalking on sidewalks is permitted under limited circumstances, and is subject to removal at the discretion of the Director of Student Communications, Office of Student Development:

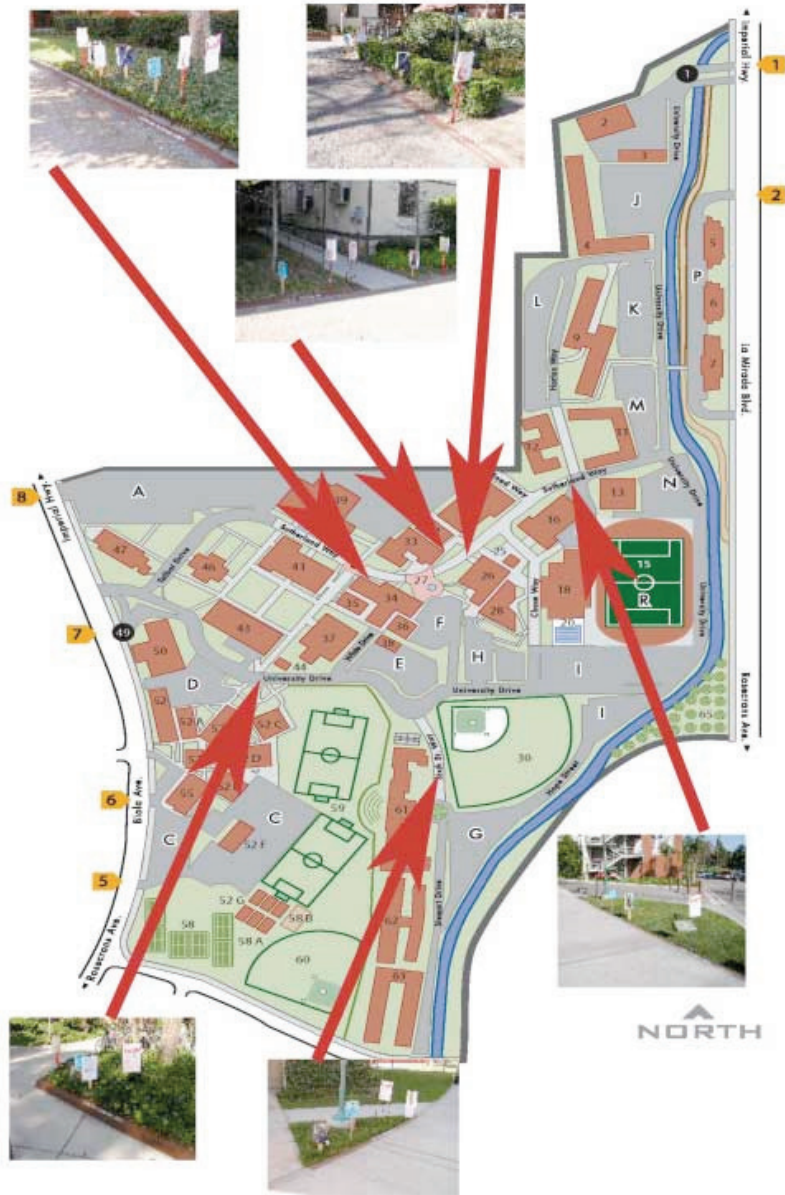
Media: Only 'sidewalk chalk' or other temporary, washable chalk may be used.

Grounds: Only cement sidewalks may be chalked. Blacktop or pavers may not be chalked.

Locations: Only exterior sidewalks in 'residential' and 'recreational' areas may be chalked, such as areas around residence halls or near the SUB. Sidewalks surrounding academic or administrative buildings are not eligible. In cases of uncertainty, contact the Director of Student Communications, at ext. 4874. Interior surfaces are never to be chalked.

Removal: Correctly applied chalkings will either wear off or be removed after a few days during regular maintenance by Biola staff. If chalking is incorrectly applied, the student(s) or organization involved will bear the responsibility and cost of having the chalk removed.

Approved Placard Posting Areas





## ***ALCOHOL, TOBACCO AND OTHER DRUGS POLICY***

### ***Philosophy***

Biola 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 on 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 unlawful use, possession or distribution of alcoholic beverages or illicit drugs by students and employees of Biola is prohibited and violates this policy as well as the University's standard of conduct. Biola University is operating in conformity with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-336) and Drug-Free Workplace Act of 1988. The following summarizes Biola's policy and program:

### ***Health & Lifestyle 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 and 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.

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

Students or employees violating this policy are subject to disciplinary actions up to and including suspension or dismissal from the University in accordance with university policies and procedures. The University will involve local law enforcement officials when appropriate. Illegal possession, use, or distribution of illicit drugs, or illegal use or possession of alcohol is punishable under applicable local, state, and federal law. The California Penal Code states that "Every person who possesses any controlled substance shall be punished by imprisonment in the state prison" (CPC 11350), and, "Every person who possesses for sale, or purchases for sale, any controlled substance shall be punished by imprisonment in the state prison for two, three or four years" (CPC 11351). In addition, the purchase, possession, or use of alcoholic beverages is illegal for those under the age of 21 in the State of California and constitutes a misdemeanor under B & P Code 25658, 25658.5 and 25662.

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

If you need help or know someone with a drug-related problem, please know that the Counseling Center, the Health Center, our resident directors, deans, faculty, and all other university personnel will provide assistance to those who come forward seeking help. The Counseling Center provides confidential consultations with trained psychologists and marriage & family therapists, at extremely low cost, and also makes referrals to outside counseling and treatment services.

### ***Regulations 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 school officials, students may be referred for prosecution and University sanctions will 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. It is a violation to promote, distribute, sell, possess, or use of alcohol or narcotics or other controlled substances either on- or off-campus regardless of the student's age.

2. It is a violation to be in the company of others who are drinking alcohol, using a controlled substance, or displaying alcohol containers or drug-related paraphernalia on University property or in vehicles parked on campus.
3. It is a violation to misrepresent one's age for the purposes of purchasing or consuming alcohol. This includes possessing a fraudulent ID. Possessing a fake ID may result in University probation on the first offense.
4. Operating a motor vehicle 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 should expect to be permanently dismissed.
5. The attempt to obtain, use, possess, distribute, or sell, any amount of any potentially harmful or illegal drug (including marijuana) or drug-related paraphernalia is strictly prohibited. Anyone involved in the sale or distribution of drugs on or off-campus should expect to be permanently dismissed.
6. It is a violation to possess or use non-alcoholic beers on-campus.
7. 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. No displays of any kind that promote a lifestyle of drinking or drug use are permitted, including in vehicles parked on campus. Examples include: alcohol brand advertisements or clothing; pictures or posters of drugs or alcohol; alcohol-carrying containers or bottle caps.
8. Any student or student organization found supplying alcohol at University-sponsored off-campus events will be subject to disciplinary action.
9. Hosting or in any way assisting or promoting an off-campus gathering that includes drinking or drunkenness is a violation of University policy and may result, minimally, in suspension.
10. 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.
11. Any student who sexually assaults another person who is intoxicated is subject to immediate dismissal.

### ***Smoking And Tobacco Use Policy***

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 increased risk of illness. In the interest of creating a safe and healthy environment, Biola University has adopted the following policy. This policy applies to all University facilities on the La Mirada campus. All persons using the facilities of the University are subject to this policy.

1. Students smoking (on or off campus), possessing and/or using any tobacco products (e.g. cigarettes, snuff, cigars, pipe tobacco, chewing tobacco) are in violation of University policy.
2. Smoking is prohibited on all University facilities, either inside buildings or outside.
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.
5. Clothing, posters, containers or other materials displaying tobacco product logos or trademarks are prohibited on campus.

## ***CHAPEL ATTENDANCE & ACCOUNTABILITY***

***Rev. May 2008***

*Mission Statement:* "Chapels bring together the entire Biola undergraduate community for a directed time of worship and instruction, focused on developing mature disciples of Jesus Christ." The overall Chapel program brings a unique distinction to the ethos of Biola as a Christian university. Due to the central and significant nature of that ethos, attendance is required for chapel and conference sessions, which form a part of your required academic classes. It is the University's intent that chapels be a key component of your overall education experience.

*When and where are the chapels held?*

- 9:30am to 10:20 a.m. daily.
- Mon-Wed-Fri 9:30 a.m. in Chase Gymnasium.

- Thursday @ 9:30 a.m. in Calvary Chapel.
- Tuesday @ 9:30 am, Talbot School of Theology holds their chapel. Undergraduates are welcome and credit is recorded.
- Various other chapel alternative opportunities each semester as publicized across the University.

### ***Chapel Attendance/Accountability Policy***

*Is chapel attendance mandatory?*

- Yes, for all full and part-time, resident or commuter undergraduate students

*How many chapels must I attend?*

- Full-time students are required to attend a minimum of 30 chapels each semester; plus a minimum of 8 sessions during each of the 3-day Torrey and Missions Conferences. Actual physical attendance at 15 of these Chapels (and 4 Conference sessions) is required.
- Part-time students (enrolled in 7-11 units) are required to attend a minimum of 20 chapel sessions and a minimum of 5 sessions during Torrey and Missions Conference. Actual physical attendance at 10 of these Chapels (and 3 Conference sessions) is required.
- **SPECIAL NOTE:** Torrey or Missions Conference attendance that goes above the minimum requirement will also apply toward chapel credit; however, extra chapel attendance does NOT apply toward Torrey or Missions Conferences.

*Are there considerations to the minimum chapel requirements?*

- Students enrolled in less than 7 units are encouraged, but not required, to attend chapel.
- Students in their final graduating semester are encouraged, but not required, to attend chapel. *NOTE: This policy is under reconsideration, so students should check with Chapel Accountability at the start of their final semester.*
- Students involved in off-campus academic activities (i.e. required internship for major) may receive a chapel modification (see details below).
- Students experiencing extended absences from the University due to medical, personal or family difficulties that prevent class/chapel attendance may receive a chapel modification (see details below).

*How do I process a modification to chapel requirements?*

- Students involved in off-campus academic activities are to check with their academic department to determine eligibility. Academic departments process modifications through the Chapel Accountability Coordinator at 3854.
- Students who have an approved academic Report Delay through the Provost's Office due to extreme medical, personal, or family difficulties may receive a chapel requirement modification.
- Chapel modifications beyond the aforementioned examples will not be granted.

*How is my attendance recorded?*

- Records are generated from bar code readers activated by your ID card, between 9:15am-9:40am at each scheduled chapel location. Students manually entering their ID numbers will not be given credit for the session.

*What if I lose my ID card?*

- Attendance credit will not be given to those students without IDs. Bring your newly purchased ID card to the Chapel Accountability Coordinator to receive credit.

*What if my card is not being read properly?*

- Bring your ID card to the Chapel Accountability Coordinator for evaluation and recommendation.

*What are my options for making up missed Chapels?*

- Students may make up missed chapels by attending officially announced alternative chapels to receive credit toward their minimum requirements. Card readers are used at most alternate sessions.
- Summer and winter interterm chapels may be used for make-up credits to be applied to the next semester only (i.e., summer chapels count toward Fall). Card readers are not used for interterm

- chapels. To receive credit students need to fill out an official attendance form received from and submitted to Student Development.
- Chapel Make-up MP3s are the final alternative to meet chapel requirements.
    - Download makeup MP3s along with make-up session forms from the Chapel webpage (<http://studentlife.biola.edu/makeups>).
    - Conscientiously listen to the recordings and complete the make-up forms.
    - Submit make-up forms to Student Development.
    - For full-time students, **no more than 15** chapel make-up forms (and no more than 4 conference makeup forms) will be accepted each semester. For part-time students, no more than 10 chapel make-up forms (or 2 conferences makeup forms) will be accepted each semester.
    - Credit(s) for Chapel make-ups will be applied within 24 hours

*What are the consequences for not meeting the Chapel requirement?*

- If you fail to comply with the Spiritual Development requirement of chapels & conferences you will be placed on Chapel Probation.

*What exactly is Chapel Probation?*

- This is a probationary period in which students must comply with the usual chapel/conference requirements for that probationary semester. (Your previous semester's failure to achieve the physical requirement is 'forgiven.'; the chapels you failed to attend or make-up in the previous semester do not 'roll over' as additional requirements for your next semester.)

*What if I fail my Chapel Probationary period?*

- If you fail to meet the chapel requirement during your probationary semester, you will only be allowed to register for 12 units of coursework in the following semester.
- You will also be required to meet with someone from the office of the Dean of Students.
- This is a temporary policy in place as we revise our chapel requirement policies. (The previous policy stated that students who failed probation were not allowed to register for any classes the following semester. This policy has been temporarily changed to a 12-unit limit.)

### ***DANCING***

Choreographed and/or performance dancing is allowed on campus. University sponsored dances are not permitted. Each member of the Biola community is expected to exercise individual judgment, and with full recognition that some dancing is morally degrading.

### ***DISCRIMINATION & SEXUAL HARASSMENT***

#### ***Compliance With Non-Discrimination Laws And Regulations***

The University deplores the unfair treatment of individuals based on race, gender, socio-economic status, age, physical disability, or cultural differences, as well as attempts at humor that aim to elicit laughter at the expense of an individual or any group of individuals. Rather, members of the student body should embrace the expectation of Scripture to love God with all their being and their neighbors as themselves.

Biola University operates in compliance with all applicable federal and state non-discrimination laws and regulations in conducting its programs and activities and in its employment decisions. As a religious institution, the University is exempted from certain regulations relating to laws and discrimination on the basis of religion. Such laws and regulations include:

1. Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, and national origin in the programs and activities of the University. This policy of non-discrimination also complies with Internal Revenue Service Revenue Ruling 71-447 required for maintaining the University's tax-exempt status.
2. Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination based on sex, race, color, or national origin.
3. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff and the operation of its programs and activities.

4. The Americans with Disabilities Act of 1990 (Public Law 101-336), the purpose of which is to afford the disabled equal opportunity and full participation in life activities and to prohibit discrimination based on disability in employment, public service, public accommodations, telecommunications, and transportation.
5. The Age Discrimination Act of 1975, which prohibits age-based discrimination against persons of all ages in programs and activities of the University.
6. The Age Discrimination in Employment Act of 1967, which prohibits discrimination against persons aged 40 and over regarding employment decisions.
7. Title IX of the Education Amendments of 1972, which prohibits all forms of discrimination on the basis of gender (including sexual harassment) in programs and activities of the University, except where the University has been granted exemptions based on its religious tenets.

### ***Sexual Harassment Policy***

It is the policy of Biola University to maintain the university environment as a Christian Community that provides a place for spiritual growth, work and study free of all forms of sexual intimidation and exploitation. All students, staff and faculty should be aware that the university is prepared to take action to prevent such intimidation and exploitation, and that individuals who engage in such behavior are subject to discipline.

Sexual harassment can vary with particular circumstances, but, generally, it is defined as unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature, or objectionable physical contact. None of these reflect a Christian attitude or commitment and all adversely affect the working or learning environment. Coercive behavior, including suggestions that academic or employment reprisals or rewards will follow the refusal or granting of sexual favors, or conduct that unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment; constitutes a violation of the University's spiritual and/or educational standards, objectives and goals; and such misconduct will not be tolerated.

Under the direction of the appropriate administrator, the University will fully and effectively investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is found to have violated this prohibition against harassment. The reporting student will be informed of the action taken. These university officials will also take action to protect the reporting student, to prevent further harassment or retaliation, and as appropriate, to redress any harm done.

It is the policy of the university not to tolerate sexual harassment, and appropriate disciplinary action will be taken whenever such harassment is demonstrated. Any individuals engaging in such conduct contrary to the university policy may be personally liable in any case brought against them.

A student who feels that he or she has been sexually harassed may meet with a person officially designated to receive reports of discrimination, and to work for resolution in such situations. This reporting procedure is outlined below.

### ***Procedure for Processing Complaints of Unlawful Discrimination and/or Harassment***

#### ***I. Intent of the Procedure***

Biola University is committed to maintaining the university environment as a Christian community that provides a place for spiritual growth, work, and study free of all forms of unlawful discrimination and sexual harassment. The intent of this procedure is to implement all appropriate civil rights legislation and to make a good faith effort to ensure that no person shall, on the basis of race, ethnic group identification, national origin, age, sex, color, or physical or mental disability, be unlawfully subjected to discrimination under any program or activity offered under the control of Biola University. Complaints of sexual harassment are included in the discrimination complaint procedures described below.

#### ***II. General Provisions***

##### ***A. Coverage:***

These procedures apply to the processing of complaints arising from alleged unlawful discriminatory actions including sexual harassment. Any student, applicant for admission, employee or applicant for employment (administrative staff or faculty) who believes that he or she is a victim of discriminatory action may file a complaint under these procedures. Student or employee complaints based on grounds other than discrimination

should be pursued under the grievance and appeal procedures contained in the student handbook, faculty handbook, staff handbook, or other applicable mechanism.

***B. Definitions:***

1. Complainant: The complainant is an individual or group of individuals who believe that unlawful discrimination or sexual harassment may have or has occurred.
2. Respondent: The respondent is an individual or group of individuals against whom an allegation of unlawful discrimination or sexual harassment is made.
3. Complaint: A complaint is an allegation that a student, employee or applicant for admission or employment has been subjected to unlawful discrimination or sexual harassment.

***C. Responsible Officer:***

The designated individuals (“Responsible Officer”) to receive and process complaints under this procedure are as follows:

1. For student (or applicant) complainants: Dean of Students, Danny Paschall (Student Development, x4874) or Coordinator of Student Care, DeAnn Decker (Student Development Office, x4874).
2. If the complainant does not meet requirements of the procedure, the Responsible Officer shall immediately notify the complainant of the specific deficiencies of the complaint.

***D. Retaliation Prohibited:***

Any retaliatory action of any kind by an employee or student of the University against any other employee or student of the University as a result of that person’s seeking redress under these procedures, cooperating with an investigation, or other participation in these procedures is prohibited and may be regarded as the basis for disciplinary action.

***E. Privacy:***

The privacy and confidentiality of the parties shall be maintained to the extent possible during the processing of a complaint.

***F. Resolution Options:***

Individuals are encouraged to use this procedure to resolve their complaints of unlawful discrimination or sexual harassment. However, they may also file a complaint at the beginning, during or after use of Biola’s complaint procedure with:

U.S. Department of Education  
Office of Civil Rights  
50 United Nations Plaza  
Room 239  
San Francisco, CA 94102; or

U.S. Equal Employment  
Opportunity Commission  
111 N. Market Street  
Suite 810  
San Jose, CA 95113

***III. Processing of a Complaint***

Any person who believes he/she has been discriminated against or sexually harassed may file a complaint with the Responsible Officer. In order for a complaint to be processed, the complaint must be filed within 120 days of the alleged unlawful discriminatory action or sexual harassment, or within 120 days of the complainant learning of the discriminatory action or sexual harassment.

***IV. Informal Procedures***

The University has established the following informal process to resolve charges of unlawful discrimination or sexual harassment within thirty (30) calendar days:

- A. The complainant or person who would like assistance in determining whether unlawful discrimination or sexual harassment has occurred should be referred to the appropriate Responsible Officer.

- B. The Responsible Officer shall meet with the concerned individual to:
  - 1. understand the nature of the concern;
  - 2. give to complainant a copy of the Biola University policy and procedure concerning unlawful discrimination and sexual harassment and inform complainant of his or her rights under any relevant complaint procedure or policy;
  - 3. assist the individual in any way advisable.
- C. If deemed appropriate, the Responsible Officer shall meet with the Respondent to inform him/her of the nature of the concern.
- D. If the parties agree to a proposed resolution that does not include disciplinary action, the resolution shall be implemented and the informal process shall be concluded. At any time, during the informal process the complainant may initiate a formal complaint.
  - 1. Whether or not the complainant files a formal complaint and/or the parties reach a resolution, if the Responsible Officer determines that circumstances so warrant, the Responsible Officer shall initiate a formal investigation and take appropriate actions as necessary to fully remedy any harm that occurred as a result of unlawful discrimination or sexual harassment and to prevent any further unlawful discrimination or sexual harassment.
- E. The Responsible Officer shall keep a written log of discussions and a record of the resolution. This information shall become part of the official investigation file if the complainant initiates a formal complaint. A letter summarizing the informal investigation and the resolution agreed upon shall be sent to the complainant and the respondent and kept as part of the record.
- F. Once a complaint is put in writing and signed by the complainant, the complaint is considered to be formal and the formal complaint procedures should be followed.

#### ***V. Formal Procedures***

Where informal complaint procedures are not possible or appropriate or fail to satisfactorily resolve the matter, the complainant may file a formal written complaint with the Responsible Officer.

- A. On the Unlawful Discrimination Complaint, the complainant shall describe in detail such alleged unlawful discrimination or sexual harassment and the action the complainant requests to resolve the matter. All written complaints shall be signed and dated by the complainant and, where known, shall contain at least the name(s) of the individual(s) involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged unlawful discrimination or sexual harassment. Names, addresses and phone numbers of witnesses or potential witnesses should also be included, if possible.
- B. Within five (5) working days after the receipt of the signed complaint, the Responsible Officer will review the complaint to determine whether it describes the kind of unlawful discrimination or sexual harassment which is prohibited under these procedures, and whether the complaint sufficiently describes the facts of the alleged misconduct. If the complaint does not describe the kind of prohibited conduct the University investigates under these procedures, the complainant will be notified and will be referred to the appropriate process. If the complaint does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding the alleged misconduct, the complaint will be returned and the complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.
- C. Within ten (10) working days of receiving the complaint or amended complaint, the Responsible Officer shall act as investigator or shall appoint one or more investigators to act alone, together or in conjunction with the Responsible Officer to investigate the charges, and shall notify the appropriate Vice-President and the respondent that a written complaint has been received and a formal investigation has begun.
- D. The investigator(s) shall within ten (10) working days of the complainant's referral to the formal complaint process, commence an investigation of the alleged unlawful discrimination or sexual harassment. The investigator(s) shall meet with the complainant to review the nature of the complaint and identify the scope and nature of the investigation. The investigator(s) shall also meet with the respondent to present a copy of the complaint and this policy, to receive the respondent's answer to the complaint and to review with the respondent the scope and nature of the investigation.
- E. The investigator(s) shall thoroughly investigate the complaint. Prior to completing the investigation, the investigator(s) shall meet again with the complainant and the respondent separately to give an overview of the steps taken during the investigation, to ask the complainant and the respondent for the names of any others the investigator(s) should speak with, and to request any additional information.

- F. After completion of the investigation, the investigator(s) shall meet with the Provost if either party involved in the complaint is a student or faculty member. The investigator(s) shall meet with the Vice-President of the applicable administrative division of the University if the complaint involves only administrative staff members. The Provost or other appropriate Vice-President shall be responsible for reviewing the report of the investigator(s), making factual determinations, and reaching a conclusion regarding the charges and appropriate disciplinary sanction, if any.
- G. Within ninety (90) calendar days of receiving the complaint, the investigation shall be completed and a determination shall be made. The Provost or other appropriate Vice-President shall forward to the complainant and respondent all of the following:
  - 1. a summary of the investigative report;
  - 2. a written notice setting forth:
    - a. the findings of the Provost or other appropriate Vice-President as to whether unlawful discrimination or sexual harassment did or did not occur with respect to each allegation in the complaint;
    - b. a description of actions taken, if any, to remedy any unlawful discrimination or sexual harassment that occurred, and to prevent similar problems from occurring in the future;
    - c. the complainant's and respondent's right to appeal the determination either as to the finding or to the appropriateness of the recommended actions.

#### ***VI. Appeal Rights***

- A. If the complainant or respondent is not satisfied with the results of the formal level administrative decision, the complainant or respondent may appeal the determination by submitting written objections to the University President within ten (10) calendar days of the receipt of the determination.
- B. The appeal shall be considered by a committee comprised of five (5) persons selected from a standing list of faculty, administrative staff and students available for such purpose. The complainant and respondent shall each select one committee member. The two members so chosen shall select a faculty member (from the standing list) who shall be the third committee member. The Provost or other appropriate Vice-President and the Responsible Officer involved in the matter shall each select one committee member. The committee members chosen shall select one member to be the voting Chairperson for the committee.
- C. Within thirty (30) calendar days of receiving the appeal, the committee shall consider the objections presented, review and evaluate the investigative report and findings of the Provost or other appropriate Vice-President and any actions taken, and reach its conclusion (by majority vote) and communicate its conclusion in the form of an advisory recommendation to the President.
- D. The President shall issue a decision in writing to the complainant and respondent within ten (10) calendar days of the receipt of the committee's recommendation, which shall be the final decision of the University in the matter.

#### ***ENTERTAINMENT CHOICES***

Because film, television, and music are the principal forms of art and entertainment in American culture, the University encourages students to think seriously about the artistic merits as well as the moral and philosophical implications of the material. Discernment must be exercised in avoiding all activities that are spiritually or morally harmful. Individual decisions regarding movies, television programs, music, video games, and all forms of electronic media and other activities are expected to reflect this moral commitment. Biola University does not presume to be a censoring agency for all activities; it does, however, expect tangible evidence of maturing Christian convictions and discerning judgment.

Although the University discourages the use of the industry rating code as a guide in determining which films and programs are "acceptable" for Christians, films with an "R" rating are not permitted for viewing in public places on campus, nor are television programs rated "MA." Students are admonished to select films and programs of aesthetic and ethical interest that offer an important perspective on contemporary culture, and will show discretion not only in the content of the material viewed, but in the amount of time spent in such activity.



## **FEDERAL DISCLOSURES & COMPLIANCE**

### ***Student Right-To-Know Act Of 1990***

This Act requires colleges and universities receiving student federal financial aid to disclose graduate or completion rates for the student body in general and athletes in particular, allowing students and parents to make informed choices in selecting an institution of higher education. The University will provide such information to students and prospective students upon request.

### ***1976 Amendments to Higher Education Act of 1965***

The Amendments require colleges to disseminate information on financial aid, tuition and academic programs as well as exit counseling to student borrowers. This information is disseminated through its catalog and other publications and mailings and is also made available to students upon request.

Other Disclosures and Compliance notices are found elsewhere in this Handbook; see Index and Table of Contents.

## **HAZING POLICY**

The law of California makes it a criminal offense for anyone to participate in hazing. Biola policy is based upon the proposition that students are entitled to be treated with consideration and respect. Biola regulations on hazing are synonymous with state law as stated below (Calif. Penal Code §245.6):

(a) It shall be unlawful to engage in hazing, as defined in this section.

(b) "Hazing" means 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. The term "hazing" does not include customary athletic events or school-sanctioned events.

(c) A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.

(d) Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment in the state prison.

(e) The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.

(f) Prosecution under this section shall not prohibit prosecution under any other provision of law.

## **HEALTH REQUIREMENTS**

All Biola undergraduate students enrolled for seven units or more, or living in a university residence, are required upon admission to have an entrance physical exam completed by a physician or licensed healthcare provider, using the standardized Biola University physical exam form. For additional information regarding student health issues, visit or call the Health Center at x4841.

All Biola undergraduate students enrolled for seven units or more, or living in a university residence, are required to furnish verification of adequate health and accident insurance. Verification must be provided each year. Biola offers a catastrophic accident and illness policy for those students who do not have an insurance plan. The cost of this policy is subject to change; for information regarding student health and/or health insurance, visit or call the Health Center at x4841.

Students participating in programs or activities (such as missions trips) that require international travel may be required to receive certain immunizations as a condition of participation. See the policy on "[Activities, Events, and Missions Trips.](#)"

### ***IDENTIFICATION CARD POLICY***

Each student is issued an official identification card that must be carried at all times; a current semester sticker for the card is issued at the beginning of each semester. This card is required for entry into various University facilities, as well as for participation in University services and functions, such as the food serves, library, Convocation/Chapel, and student elections.

The identification card is designed to last the duration of four academic school years. If a card is lost, damaged, or stolen, the cost of replacement is \$20. If a card is malfunctioning because of normal wear and tear or electronic failure, a replacement fee is not charged. The Department of Auxiliary Services makes and replaces identification cards. The replacement fee must be paid by cash or check and cannot be charged to a student account.

ID cards are the property of Biola University and are non-transferable. Unauthorized use or altering of the card in any way, including using another student's card, or allowing someone else to use your card, will result in disciplinary action. Further, this card must be presented for identification purposes to any University official upon request. The card becomes void upon termination or interruption of enrollment and must be returned to the University.

### ***MAIL SERVICES USE & PRIVACY POLICY***

The Mail Services office is located on the south end of the Bookstore Plaza (next to Common Grounds). An auxiliary office, including student mailboxes, is located just north of the Student Union Building. Mail Services is for the convenience of the university and is not part of the U.S. Postal Service.

This system includes "Campus Mail" (in-house, internal mailings), and "Outside Mail" (USPS mail, delivery services such as UPS or FedEx).

Since important material and communication are often distributed through student mailboxes, students are required to check their mailboxes regularly. Tampering with another person's mail is a federal offense as well as a violation of University policy.

#### ***Purpose and Use Restrictions***

Use of "Campus Mail" must be in accord with University policy and applicable law. Campus Mail will be accepted only from current and emeritus Biola employees and students, and from university departments and recognized student organizations. Campus Mail service is restricted to those mailings directly related to (a) official university business, and (b) personal communication between members of the Biola community. It is not available to outside agencies, organizations, and commercial firms for activities not directly sponsored or conducted by the university. Also, use of Mail Services for the personal and private business of university students, faculty, and staff members is subject to the discretion of the Mail Services office. This policy is designed to ensure compliance with federal regulations and university guidelines relating to the use of U.S. and Biola Mail Services.

#### ***Privacy***

Once "Outside Mail" comes to Biola University from the USPS or other delivery service, Biola University is acting as an agent for the recipient (not as a "contract employee" of the USPS) and, as such, inspection and delivery by Biola University is subject to the following provisions.

Biola University reserves the right to inspect the contents of any item, whether Campus Mail or Outside Mail, and to withhold delivery of any inappropriate or suspicious items. While Biola Mail Services will not routinely open mail, items will be opened by authorized Mail Services supervisory personnel when:

- no other means can be used to determine recipient or, in the case of mail that must be returned, when the sender cannot be determined.
- material that is inappropriate or suspected to be inappropriate is found. Such material is subject to being opened. Mail Services personnel will withhold delivery of such material and notify the Office of Student Development if mail items contain substances, materials or communication that violate the mission and policies of Biola University.

- suspicious mail items are found. Mail Services personnel will withhold delivery of such material; safety authorities may be called to investigate and these items may be opened to determine the contents.

Material is considered inappropriate or objectionable which (among other things) depicts, expresses or deals with matters of nudity, sexual activity, sex, drug misuse or addiction, crime, cruelty or violence in a manner that conflicts with the stated mission, standards, and policies of Biola University. Final determination of inappropriateness shall rest with the Dean of Students or his/her designee.

### **MODESTY STANDARD**

*(Created by the Associated Students' Modesty Committee and the Office of Residence Life and approved by the Associate Dean of Student Development; Rev. Aug. 2003)*

Biola University seeks to maintain a vital Christian community and witness through its appearance, in particular our standards of dress. As members of a community pursuing authentic relationships in order to provide a place of growth in our knowledge and love of Christ, we have the calling to avoid being a hindrance to one another's growth in all areas of life. As representatives of this community even while outside the Biola campus, we have the desire to present a holistic witness that includes modesty.

With a dress standard, our specific interest is to create an environment that promotes a Christ-centered community and a Christian witness to the world on the Biola campus. As adults we recognize there is freedom for personal choice; however our commitment to this community should reflect our pursuit of modesty in dress—that is, dressing in such a way not to draw another's attention.

Students should be aware that the standards of modest dress are applicable to both men and women.

#### ***Inappropriate Attire***

Regardless of intent the following items may be perceived as sexually provocative and therefore inappropriate on campus:

- \* short shorts,
- \* halter tops,
- \* short or tight dresses and skirts, including mini-skirts,
- \* tight, strapless, backless, or low-cut shirts,
- \* visible undergarments.

Shirts must be worn at all times, with the exception of pool areas, areas designated for sunbathing, and during sports activities. Sunbathing is only appropriate at the swimming pool and Alpha Chi sun deck and Biola-owned apartments. T-shirts and cover-ups should be worn to and from these places. These standards will be enforced by all members of the community.

As brothers and sisters in Christ, it is our responsibility to hold one another accountable to the aforementioned standards of dress in a manner of genuine love and concern. We acknowledge modesty runs deeper than a dress standard, and begins with remaining pure in mind and heart regardless of the way another is dressed.

### **PEACEFUL ASSEMBLY POLICY**

It is the desire of Biola University to promote appropriate expression of views that do not conflict with the mission/identity of our unique Christian higher education community. To accomplish this, provision is made for peaceful assemblies and forums by members of the Biola community, rather than protests or demonstrations.

The policy of Biola University with respect to peaceful assembly and forums on all campuses, is as follows:

Time, manner, and place are subject to the approval of the office of the Dean of Students or designee. A request by a Biola student group to assemble or hold any event that could be otherwise construed as an assembly or forum must be submitted (form is available on the Student Life website), and written approval from the office

of the Dean of Students must be in possession of those in charge at the time and at the location of the assembly/forum. Only sound amplification that is officially authorized is permitted.

***Time and Place Guidelines: (subject to change)***

- Time: Limited between the hours of 8:00 a.m. and 8:00 p.m., Monday-Friday (excluding Chapel periods; M-W-F 9:15-10:30 a.m.)
- Place: The walkway between the Café and the gymnasium (or other approved locations) upon submission of request and written permission from the Dean of Students or designee.

Such activities may not interfere or disrupt the orderly conduct of university business, events, or infringe on the rights of others. If an activity becomes disruptive, the university will take appropriate action to limit or terminate the activity. In the event the area is not restored to its original condition, the organizer will bear fiscal accountability.

Persons who are not students of Biola or otherwise affiliated with Biola may not participate in such assemblies or forums on campus.

Assemblies or forums that do not conform to these provisions may subject participants to temporary or permanent suspension from the university or other sanctions as outlined in the Student Handbook.

***STUDENT POLITICAL ACTIVITY***  
*(policy enacted October 29 2008; revised Jan 14 2009)*

As noted elsewhere, Biola University is a unique environment committed to following Christ. By enrolling at Biola, students have vouched that they have made a personal commitment to Christ; further, Biola University has a strongly evangelical Christian commitment and requires that to be accepted, the applicant must be an evangelical believer.

While we hold these things in common, we recognize that within this community there may be a wide diversity of ideas and opinions on issues of the day, including, but not limited to, political perspectives. As part of our stated goal of “equipping men and women in mind and character to impact the world for Jesus Christ,” the University supports student efforts to be aware and become involved in the political process and campaign-related activities, both within the University community, and off-campus.

***Important Limitations***

However, as a non-profit, private institution of higher education whose activities are regulated in part by Section 501(c) (3) of the Internal Revenue Code, the University is prohibited from engaging in partisan political activity or permitting its resources to be used for support of such activities.

When endorsing or opposing a candidate for political office or taking a position on an issue, students and student groups within Biola University should undertake to make it clear that they are speaking only for themselves and are not stating a University position. Administrative officers, faculty, students and staff of the University are free to express their individual and collective political views provided they understand and make clear they are not speaking for or in the name of University.

Neither the University name nor that of any University entity (supported in part or whole by University funds), nor University insignia may appear on stationery or any other material used or intended for political purposes.

***Political Postings and Advertising***

Any and all political or partisan postings on campus are subject to the university [Advertising and Posting](#) policy, including but not limited to: posting locations, number of postings, approval process, etc. Placements of such postings shall be done by Biola students only.

Any and all political or partisan online communications are subject to the university [Technology](#) policy; including but not limited to: unsolicited emails, etc.

Display tables for political or partisan purpose are subject to the university [Advertising and Posting](#) policy. At least one Biola student must staff the table while it is in operation.

### ***Political Disagreement***

It is important to note that political discourse at Biola must be conducted in an atmosphere of civility and respect, an atmosphere that may be in stark contrast to the way politics are conducted elsewhere. Our eternal bonds as brothers and sisters in Christ cannot be set aside during the heat of partisan conflict; we can openly discuss and debate, civilly persuade and plead, but always aware that what we say must be said in love, and cognizant that at the end of the day we must be willing to respectfully ‘agree to disagree.’

Therefore, actions disrespectful to others, whether connected to political disagreement or not, will not be tolerated, including (but not limited to) the following:

- Personal attacks, whether in person, print, or online;
- Heckling, spamming, trolling, or other disruptions of another’s events or online communications;
- Removing or vandalizing others’ posters, flyers, or other signage. Signage that is in violation of Biola policies should be reported to the Office of Student Development, who will be responsible for its removal.

Such behavior by students or student groups is subject to disciplinary policies as outlined elsewhere in this Handbook.

### ***Non-Partisan Political Activities***

Certain nonpartisan political activities (such as properly organized voter registration activities, voter education programs, and candidate debates) are encouraged, but only if they do not evidence a preference for or opposition to a political party, candidates, or current ballot measure.

In order to ensure that all legal and University requirements are followed, advance approval for these events must be obtained from the Office of Student Development, which will, if necessary, provide further guidance to the organizer.

Electronic resources may also be used for non-partisan voter education purposes. For example, a university web page with current election information may include a link to candidates’ web sites, if the web page (a) includes all legally qualified candidates and (b) excludes any commentary in support or against a candidate, express or implied. Again, a statement should be given that the university does not endorse nor oppose any of the candidates.

### ***On-campus appearances by candidates, their representatives, and/or ballot-measure advocates:***

As an important part of their educational experience, student clubs may invite speakers to campus representing a diverse range of views. In terms of political or partisan issues, it is important for all members of the University community to adhere to certain standards applicable to appearances on campus by candidates, representatives of candidates, and other representatives of political parties or political action committees.

If candidates or their representatives are invited on campus, all legally qualified candidates for the same office must be invited and given an equal opportunity to speak and participate. Therefore, all such appearances must be coordinated with the Office of the President, specifically the Senior Advisor for Communications, who will help ensure that opportunities to appear on campus are extended to all viable candidates running for a particular public office.

Appearance of a candidate for public office (or their representative) on campus must be for an educational or informational talk to the university community and must be sponsored by a registered student organization and/or academic department. The speaker’s appearance must constitute a speech, question and answer session, debate, or similar communication in an academic setting, and must not be conducted as a campaign rally or event. The appearance or presentation shall not be used to collect campaign or other political contributions or commitments from members of the audience.

The event moderator should make it clear that the institution does not support or oppose any candidate. At the beginning of each political event, after the event is fully convened, a moderator from the sponsoring University unit must deliver the following spoken disclaimer:

*“This event is sponsored by \_\_\_\_\_. The use of the University’s facilities for this event does not constitute an endorsement by the University. The University does not endorse these candidates or organizations or any other candidates or organizations in connection with this or any other political campaign or election.”*

Admission to speaker appearances must be open to the entire University community and, if the sponsoring organization chooses (in compliance with other applicable University policies), the general public, without regard to the attendees' party affiliations or support of any particular candidate. Admission may not be controlled by speakers, campaign staff, or any other person or organization not affiliated with the University.

The University may choose to allow representatives of the news media to be present during a speaker's appearance, but only if access is permitted in a politically neutral manner. Media coverage may not be directed or controlled by speakers, campaign staff, or any other person or organization not affiliated with the University. Press conferences and other election-related media events managed by candidates and their campaign staffs generally are not permitted on University premises. Sponsoring groups anticipating or seeking media coverage are responsible for contacting the Office of the President, specifically the Senior Advisor for Communications, in advance of any appearance.

#### ***Use of University Facilities and Resources***

University-related organizations composed solely of members of the University community may utilize available University building space (University facilities regularly reserved for student use and other University space such as lecture halls and meeting rooms) to engage in partisan political campaign activities within the University community, provided that such organizations follow the standard University procedures for reserving such facilities, without preference or hindrance, and pay in full any rental fees for the use of such facilities that they would otherwise be charged. All use of University properties are subject to University policies regarding time, place, and manner.

Organizations that are composed of non-University members, participants or employees, in whole or in part, are ineligible for use of University space to engage in partisan political campaign activities, except in contracted facility-rental situations under the auspices and policies of Conference Services.

*Example: a meeting on campus with an organizer for a specific candidate or ballot measure that is focused on recruiting campaign workers from the student population would be a violation of these guidelines. On the other hand, a Biola graduate now working for a particular candidate speaking on campus to a group of students about what it has been like to be in the political arena, and what her/his particular experience has been, would be allowable.*

Campus organizations and departments may use campus communications to announce political forums and discussions sponsored by officially constituted campus groups. However, use of campus communications -- including those provided by University postal services, phone system, or its website(s) and computer networks - - for partisan political activity is not allowed.

All on-campus political activities, including services and materials, must be paid for with non-University funds. Per the U.S. Supreme Court (*Rosenberger v. Rectors & Visitors of UVA, 1995*), student ‘activity’ fees are not considered ‘University funds.’

Further, the following will not be used for political or partisan purposes:

- University-provided office supplies, office telephones, facsimile machines, copiers, etc. Residence hall room telephones are exempt from this restriction.
- University mailing lists-including the addresses and e-mail addresses of departmental offices or the offices of faculty or other employees;
- The University's sales tax exemption for purchases of goods and services.

- University office addresses and e-mail addresses may not be used as a return mailing address for partisan political mailings.

### ***Fund-Raising***

Funds or contributions for political candidates or campaigns may **not** under any circumstances be solicited in the name of University or on campus, and University resources may not be used in soliciting such funds. If University students, faculty, or staff make political contributions, they must do so as individuals and not on behalf of University.

Student groups may not use their student-fee allocations to make direct gifts, contributions, or donations to political campaigns or candidates. Student organizations may, however, choose to use their allocations to support their own expressive activities and views on public policy issues and other interests, within the bounds of this policy.

### ***In-Class Involvement***

University students may be asked to participate in political campaign-related activities as part of for-credit class coursework only to the extent that (a) such activities are genuinely aimed at educating students with respect to the electoral process, and (b) no student is required to be active in a campaign for a candidate or cause she or he does not support.

## ***SAFETY AND SECURITY***

Biola University's security policies and procedures are aimed at safety and welfare. Help maintain safety by following all security policies and by using common sense safety practices. It is the responsibility of each Biola community member to refrain from criminal activities and any other form of behavior that might endanger the safety and welfare of any community member.

### ***Campus Safety***

The Department of Campus Safety has the responsibility and authority to administer safety and law enforcement policy for the institution. This function is defined in part as the supervision of all activities that lead to the prevention, apprehension, and investigation of crimes and criminal activity on University property. Campus Safety enforces a variety of criminal statutes originating from the federal, state, and municipal levels of government, and is also responsible for enforcing several areas of student behavior under the university code of conduct. Campus Safety may impose selected administrative fines in addition to criminal prosecution or academic discipline imposed by the Division of Student Development. Additional information about safety and security policies is available in the Campus Safety handbook ([http://www.biola.edu/admin/Campus\\_Safety/handbook\\_index.cfm](http://www.biola.edu/admin/Campus_Safety/handbook_index.cfm)) or on the Campus Safety website ([http://www.biola.edu/admin/campus\\_safety/index.cfm](http://www.biola.edu/admin/campus_safety/index.cfm)).

### ***The Crime Awareness and Campus Security Act Of 1990***

Public Law 101-883, the "Student Right-To-Know" and "Campus Crime Act" requires colleges and universities receiving federal funds to make available yearly campus security policies, crime prevention programs, and specific campus crime statistics to current students and employees, as well as to any applicant for enrollment or employment, upon request. This includes making the community aware of crimes committed on campus within a reasonable amount of time. When crimes do occur, the campus community will be notified by one or more of the following methods: Campus Safety Alert Notices posted at all common building entry points, the Chimes, Inside Story, and E-Mail. In addition, all these policies and statistics are available at the Campus Safety Office.

## ***SELF HARM POLICY***

Biola University endeavors to provide a safe and orderly environment, insofar as possible, in which all students are able to pursue their academic and social development. In doing so, it reserves the right to implement a disciplinary process, which may culminate in the suspension or dismissal of any student who does not meet minimal and reasonable behavioral standards. The University also expects that the actions of any student not pose an objective danger to self, not pose a direct threat to the health and/or safety of others, and not significantly jeopardize the educational process of other students.

### ***Danger To Self***

Danger to self is defined as any direct act, or planned act, that places a person at reasonable risk of self-induced bodily harm or loss of life (see also policy on "[Suicide Assessment](#)"). This would include actual and/or planned acts of suicide, self-mutilation, substance overdoses, consistent purging, unhealthy dietary restriction, etc. Additionally, students posing danger to themselves through the use of weapons and/or substances may face other sanctions as imposed by the University and/or by law enforcement agencies.

### ***Danger To Others***

Danger to the health or safety of others is defined as any act, or planned act, that places another student, member of the faculty or staff, or any campus visitor at reasonable risk of bodily harm, exposure to illness, loss of life, or destruction of property. Further, a student may be considered to pose a direct threat to the health of others if current medical information indicates that the student's behavior and/or medical condition could reasonably expose others to illness or disease. This exposure risk must exceed that commonly found in community environments and would include a student's possession of a presently contagious illness or disease and/or failure to maintain appropriate hygiene.

### ***Jeopardizing the Educational Process***

Jeopardizing the educational process of others is defined as any disruptive act that within reason impedes another student's functioning within an academic or community life setting. A violation may include a single disruptive act or ongoing acts and will usually involve complaints from students, faculty, or staff. In determining violations, an assessment will be made of the nature of the disruption, the content and frequency of the complaint(s), and the number of complainants.

### ***University Response***

While Biola University expects all students to meet the behavioral standards, it recognizes that some students possess medical or psychological conditions that may affect functioning within the behavioral rules of the University. Additionally, students may not be discriminated against on the basis of verified physical or psychological disability as determined with regard to applicable federal and/or state law provided that they remain otherwise qualified, which is defined as being able to meet the fundamental academic and behavioral standards of the University. The University thus reserves the right to determine whether medical or psychological intervention (e.g. medication, counseling) is necessary in order for the student to meet the minimal behavioral standards.

If medical or psychological intervention is needed to assist the student in meeting the behavioral standards, the University may choose to offer the student the opportunity to comply with an intervention plan as a partial or complete substitute for disciplinary action. The student may also be placed on a contract that clearly identifies the behaviors of concern, the accompanying behavioral expectations, and the length of contract. If the student does not meet the behavioral standards after assenting to an intervention plan, or if the student violates the contract, the University may take disciplinary action up to, and including, suspension or dismissal.

### ***Suicide Assessment Program***

To assist in facilitating student safety and community wellness, Student Development administrates a formal program of suicide assessment for students who evidence substantial suicidal ideation or behavior. The Student Development Care Committee will evaluate incidents on a case by case basis and will require students who evidence substantial suicidal ideation or behavior to undergo a required assessment through the Biola Counseling Center. Students who are required to participate in the program will not be subject to disciplinary action unless violations of other behavioral or community life standards have occurred, or unless the student fails to complete the assessment program. More complete information regarding this policy can be obtained from Student Development or from the Biola Counseling Center.

## ***SEXUAL ASSAULT POLICY***

Sexual assault is a criminal act that violates the standards of our community and is unacceptable at the University. Sexual assault can be devastating to the person who experiences it directly and can be traumatic to the person's family, friends, and larger community as well. This policy pertains to incidents of sexual assault between students as well as sexual assaults against students by non-student perpetrators. To report a violation of this policy, follow the procedures outlined below.



For reference, sexual harassment is defined as unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature, or objectionable physical contact. In some cases, sexual assault may also constitute sexual harassment. For information regarding reporting issues of sexual harassment, as opposed to sexual assault, see the University's Sexual Harassment policy.

***Definition:***

Sexual Assault (Category I) is defined as engaging in sexual intercourse with any person without that person's consent. Sexual intercourse is the penetration, however slight, of the vagina, or anus with any object or body part and of the mouth with a sexual body part or sexual object.

Sexual Assault (Category II) is defined as the act of making sexual contact with the intimate body part of another person without that person's consent. Intimate body parts include the sexual organs, the anus, the groin or buttocks of any person, or the breasts of a female. Sexual contact can occur over clothing.

Consent is defined as an unambiguous and willful participation or cooperation in an act or as an attitude that is commonly understood to be consistent with the exercise of free will. Consent requires participants who are fully conscious, are equally free to act, have clearly communicated their willingness, cooperation, or permission to participate in a specific sexual activity, are positive and clear in their desires, and are able to cease ongoing consensual activity at any time. Refusal to consent does not have to be verbal; it can be expressed with gestures, body language or attitude. A prior sexual history between the complainant and respondent does not constitute consent. Consent is not freely given if one of the following applies:

- a) The individual is unable to make an informed decision as a result of alcohol or other drugs (including but not limited to predatory drugs or prescribed medications); or
- b) The individual is unconscious, asleep, or suffering from shock; or
- c) The individual is under the age of eighteen and therefore legally unable to give consent; or
- d) The individual has a known mental disorder or developmental or physical disability, and therefore legally unable to give consent.

It is important to note that in the University process, use of alcohol does not diminish personal responsibility or act as a mitigating factor in disciplinary sanctions should a violation be found to have occurred.

***College and Community Resources:***

The needs of someone who has been sexually assaulted vary from person to person and may vary over time. The University offers services and external resources, many of which may be accessed 24 hours a day, so that a person may choose what she or he would find most helpful and healing.

The University urges anyone who has been sexually assaulted to seek professional support as soon as possible to minimize and treat physical harm, assist with processing the unique and complex emotional aftermath, and help preserve and understand options for legal recourse including criminal prosecution and/or civil litigation. Even if the victim does not wish to report the event to the police or pursue civil litigation or formal University action, seeking medical attention as soon as possible is important. At any point that an individual is ready to come forward, Biola is prepared to help her or him.

The University offers educational resources to the campus community through the Division of Student Development, the Department of Campus Safety and the Physical Education Department (Rape and Aggression Defense system.)

***Biola Sexual Assault Crisis Response Team:***

The University's Sexual Assault Crisis Response Team is available for referral and support services. Members of the team are trained to assist victims by providing information and discussing available resources and options (medical, legal, emotional, and academic), by making referrals and providing access to appropriate University and community services as needed, and providing on-going follow-up to the victim.

The contact members are:

Matthew Hooper, Associate Dean of Students x5839  
Krista Roberts, Assistant Director of Residence Life x5872

Students who believe they have experienced a violation of the Sexual Assault Policy are encouraged to contact the Sexual Assault Crisis Response Team for assistance.

***Other Available Resources:***

Biola Counseling Center: 562.903.4800  
Information and resource referral, Professional Building

Biola Health Center: 562.903.4841  
Medical and information resource, next to Library

Coordinator of Student Care  
Information about the sexual assault policy, Student Services building

Biola Campus Safety Department: 5111  
Emergency Response

Biola external emergency line: 562.777.4000

National Sexual Assault Hotline: 1.800.656.HOPE

Sexual Assault Crisis Hotline 24 hour: 714-957-2737

Local hospitals that have a SART (Sexual Assault Response Team):

Whittier Presbyterian Intercommunity Hospital  
12401 Washington Blvd.  
Whittier, CA 90602  
562-698-0811

Long Beach Community Hospital  
1720 Termino Ave.  
Long Beach, CA 90804  
562-498-1000

***Reporting:***

Individuals are strongly encouraged to report alleged incidents of sexual assault immediately to the department of Campus Safety and/or other local law enforcement. Campus Safety personnel will assist and advise regarding the importance of preserving evidence for the proof of a criminal offense and to whom the alleged offense should be reported. However, it is the individual's decision whether or not to file a police report. Individuals will have access to support and referral services on-campus regardless of whether or not she/he decides to report the incident to local law enforcement. All reports of alleged violations of this policy received outside of the procedures described in the paragraph below will be investigated and appropriate disciplinary action will be taken regardless of whether a police report has been filed.

The University will evaluate allegations of sexual assault and, when appropriate, will take disciplinary action in accordance with the sexual assault hearing process set forth in this policy. Reports can be made directly to the Student Development office. If the alleged perpetrator is a University employee, reports should be made directly to the Director of Human Resources and further investigation with Student Development according to applicable faculty and/or staff personnel policies.

***The Process:***

The process described below applies to alleged sexual assault perpetrated against a student ("complainant") by another student ("respondent") (for all other alleged violations of the Biola Community Standards or other

University policy, refer to the general policies and procedures section of the Student Handbook). Upon receipt of a report or complaint, whether oral or written, of an alleged violation, the Dean of Students (which, for all purposes described in this section, includes his or her designee) as well as the Chief of Campus Safety will begin a preliminary investigation of the incident. The Dean of Students in conjunction with the Chief of Campus Safety will meet with the complainant and the respondent separately to explain the process and obtain from each a written statement and list of witnesses, if any, who have information pertinent to the incident.

A preliminary investigation by the Chief of Campus Safety will be conducted. The information associated with the investigation will be forwarded to the Dean of Students who will determine whether “interim sanctions” should be invoked. This process seeks to assess the need to remove any person from campus deemed an immediate threat or danger to any member of the campus community or to take other temporary actions to protect the safety of the complainant.

Upon receipt of the investigation, and allegations, a determination will be made by the Dean of Students as to whether or not there is a sufficient basis to conduct a sexual assault hearing. Insufficient basis to conduct a hearing does not necessarily dispute the accuracy of the charges, but instead reflects the strength of the evidence available and does not imply that there is not a victim or there was no sexual assault.

If the Dean determines that a sufficient basis exists to conduct a hearing, he or she will gather all relevant information and prepare the matter to be heard by the Sexual Assault Hearing Committee (SAHC). The complainant and respondent will generally be given at least twenty-four (24) hour advance notice of the scheduled meeting time for the SAHC Hearing.

Students are expected to participate in the hearing process when they are called as a complainant, respondent, or witness to a hearing. Should a student fail to appear for a hearing or fail to provide a written statement when proper notification has been given, the hearing will proceed without benefit of that student’s input.

All individuals participating in the sexual assault hearing process are expected to tell the full and complete truth. In order to ensure this outcome, individuals participating in said hearings should expect the committee to exercise discernment and discretion regarding how to appropriately respond to other violations of the Biola Community Standards or University policy that may arise in the hearing process. Victims of sexual assault should not let fear of “getting in trouble” because of alcohol use keep them from reporting a sexual assault.

#### ***Rights of the Individual Alleging the Violation (Complainant)***

The Complainant has:

- The right to make a complaint that will initiate the hearing process.
- The right to a timely hearing after filing a complaint (cases reported just prior to the end of a semester may be delayed by the semester break period).
- The right to an advisor (defined later in this policy) of her or his choice, in consultation with the Dean (or the Dean’s designee) who will assist the individual through the student discipline process.
- The right to confront opposing evidence.
- The right to provide witnesses and evidence pertaining to the case.
- The right to be informed as soon as possible of the outcome of the hearing.
- The right to confidentiality of the student hearing process to the extent possible.
- The right to request academic schedule adjustments or other academic assistance for missed classes or exams, or help with rearranging coursework.
- The right to request a change of on-campus housing if both you and the accused live on campus, or you may request that the accused be moved pending a sexual assault hearing.
- The right to request an ‘on-campus, no contact order’ for the respondent as an interim measure.
- The right to on-campus emergency counseling sessions with a member of the Biola Counseling Center staff.
- The right to seek off-campus medical and counseling services.
- The right to seek assistance from the Sexual Assault Crisis Response Team, a member of the Biola Counseling Center staff in a client relationship, or the Associate Dean of Spiritual Development in a confessor relationship.

- The right to file a police report and/or take legal civil action separate from and/or in addition to student discipline action.

***Rights of the Individual Accused of Sexual Assault (Respondent)***

The Respondent has:

- The right to receive written notice of the charges.
- The right to a timely hearing after being notified of the complaint (cases reported just prior to the end of a semester may be delayed by the semester break period).
- The right to an advisor of her or his choice, in consultation with the Dean (or the Dean's designee) who will assist the individual through the student hearing process.
- The right to pursue his or her educational experience while the hearing process is still pending free from harassment by the complainant or individuals connected to the complainant. Anyone who feels the complainant has inappropriately contacted them or individuals connected to the complainant should immediately contact Campus Safety.
- The right to not be required to give incriminating evidence (the University may make negative inferences from the accused student's decision to not give testimony).
- The right to confront opposing evidence.
- The right to provide witnesses and evidence pertaining to the case.
- The right to be informed as soon as possible of the outcome of the hearing.
- The right to confidentiality of the hearing process to the extent possible.
- The right to on-campus emergency counseling sessions with a member of the Biola Counseling Center staff.
- The right to seek confidential assistance from a member of the Biola Counseling Center staff in a client relationship, or the Associate Dean of Spiritual Development in a confessor relationship.
- The right to seek outside counseling support.

***Advisors:***

Both the complainant and the respondent involved in the hearing process have the option of choosing — in consultation with the Dean of Students — a faculty or staff member as an advisor to accompany them through the process. The advisor may not be a student, parent, relative, an attorney, or representative of an attorney. Members of the SAHC or individuals who will be serving as a witness in the case may not serve as an advisor. The advisor is not an advocate for the student in the proceedings and may not address the SAHC or speak on behalf of the student. The advisor may speak with the student privately and in a manner that is not disruptive to the hearing process. The respective student's advisor may be present at any time at which the student they are advising is meeting with the SAHC or other member of the University staff regarding the hearing process and at which the student wishes for them to be present.

The advisor is obligated to maintain the confidentiality of the nature of the allegation(s), the content of the hearing process, and the privacy of the complainant, respondent, and any witnesses known to the advisor.

***Sexual Assault Hearing Committee:***

The sexual assault hearing committee is comprised of the \*Dean of Student Development (Chair), Associate Dean of Residence Life or the Director of Residence Life, the Director of the Learning Center, the Chief of Campus Safety and one faculty member. At least four members must be present to convene the committee. The Dean of Students (or designee) serves as the discipline process facilitator for all sexual assault cases and may be present during the hearing. The facilitator's role is to assist the Chair and to ensure compliance with the process and procedures outlined below.

It is expected that SAHC members will exhibit the highest ethical standards and disqualify themselves if they believe they cannot be impartial or fulfill their obligation to maintain the confidentiality of the process and the dignity and privacy of the respondent, the complainant, and any witnesses before, during, and/or after the hearing. Both the respondent and complainant may raise issues of concern about the impartiality of a member of the SAHC convened for a particular case. The Dean of Students has the sole discretion to decide whether a SAHC member can be impartial and will remove anyone whom he/she determines is unable to be impartial and/or respectful of the confidentiality of the process and privacy of the individuals involved.

*\*The Dean of Student Development and Dean of Students are two separate positions.*

**Outline of Hearing:**

1. SAHC proceedings are closed to all parties except the individual student(s), the SAHC members, the Dean of Students or designee, witnesses, and the respective student's advisor. The complainant and respondent will be absent from the room while the other party and any witnesses appear before the SAHC.
2. The Chair will convene the SAHC.
3. The Chair will introduce the SAHC members to the complainant and explain the process.
4. The complainant will be asked to make a statement and respond to questions from the SAHC members. The complainant will be excused until recalled for further questions and/or a final statement.
5. The Chair will invite the respondent into the hearing and will introduce the SAHC members to the respondent and explain the process.
6. The respondent will be asked to make a statement and answer questions from the SAHC members. The respondent will be excused until recalled for further questions and/or a final statement.
7. Any witnesses will individually be asked to make a statement and respond to questions from the SAHC.
8. All participants must be available for recall by the SAHC for additional questioning until the chair excuses them.
9. The Chair will give members of the committee the opportunity to ask the respondent any follow-up questions, and will give the respondent an opportunity to make a final statement to the SAHC. The respondent is then excused from the proceedings.
10. The Chair will give members of the committee the opportunity to ask the complainant any follow-up questions, and will give the complainant an opportunity to make a final statement to the SAHC. The complainant is then excused from the proceedings.
11. The SAHC will deliberate in private and weighing all of the evidence, the SAHC must determine whether it is more likely than not that a sexual assault occurred. This level of proof is commonly referred to as a "preponderance of the evidence." This level is a lesser level than that in the criminal justice system, which requires that a case be established "beyond a reasonable doubt." The SAHC will determine one of the following appropriate findings by majority vote:
  - a. It is more likely than not that the alleged violation occurred and the respondent is responsible and impose sanctions, as appropriate; or
  - b. It is more likely than not that the alleged violation did not occur and the respondent is not responsible; or
  - c. There is not sufficient information available to make a determination.

*Note: In the event of a finding of (b) or (c) is reached by the team, the finding is not necessarily based on the accuracy of the charges, but rather on the strength of the evidence available. The Chair of the SAHC and the Dean of Students will communicate the finding of the SAHC to the respondent and the complainant in writing and/or in person generally within seven (7) business days. Unavoidable delay in providing notice of outcome is not grounds for an appeal.*

**Sanctions:**

Students found responsible for having committed a sexual assault (both category I and II) will be suspended for a minimum of one (1) semester and may be subject to other sanctions up to and including expulsion from the University.

**Confidentiality:**

The University will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information related to sexual assault. The degree to which confidentiality can be protected, however, depends upon the professional role of the person being consulted. The professional being consulted should make these limits clear before any disclosure of facts. An individual can speak confidentially with certain persons in legally protected roles. They include counselors at the Biola Counseling Center, medical clinicians, clergy and sexual assault counselors. Exceptions to maintaining confidentiality are set by law; for example, physicians and nurses who treat a physical injury sustained during sexual assault are required to report to law enforcement. Also, physicians, nurses, psychologists, psychiatrists and social workers must report a sexual assault committed against a person under 18 years of age to a child protective agency. Information shared with other individuals is not legally protected from being disclosed. For example, the Dean or the

Associate Dean of Students or a Resident Director or Assistant may need to inform other individuals to protect their safety or rights, in fairness to the persons involved, or in response to legal requirements.

The University may issue a safety awareness alert, which is a brief description including time and location, to notify the community about the occurrence of a serious crime or pattern of crimes that might put the public at risk. As required by law, all disclosures to any University employee of an on-campus sexual assault must be reported for statistical purposes only (without personal identifiers) to the Campus Safety Department, which has the responsibility for annually tabulating and publishing sexual assault and other crime statistics.

The confidentiality of disciplinary proceedings deserves special mention. Honoring the confidentiality of sexual assault proceedings and their outcomes is the responsibility of the accused, the victim, the institution, and all others participating in or privy to those proceedings. Unless disclosure is authorized by law, failure to respect the confidentiality of the proceedings and their outcome may result in disciplinary consequences within the University.

Because sexual assault is a serious crime that may threaten the community as a whole, the University may be obliged to pursue an alleged sexual assault through internal disciplinary procedures without the cooperation of the victim. In such instances, the University will inform the victim of its obligation to address a community safety issue.

***Appeal Process:***

This process applies to an appeal of a decision made by the SAHC. The complainant and/or respondent may submit an appeal of a SAHC decision.

Appeals must be in writing and submitted to the Vice President of Student Development's office (or his or her designee) within five (5) business days of when the decision is communicated to the parties. An appeal must be in writing and consist of a statement outlining and supporting the specific grounds on which the student is appealing.

An appeal must be based on one or more of the following grounds:

1. A process or procedural error was made that was significantly prejudicial to the outcome of the hearing as it affects the student appealing.
2. New information that was not available or known to the student appealing at the time of the hearing has arisen which, when considered, may materially alter the outcome. Note: Information that the appealing student chose not to present at the time of the hearing is not considered new information.

If an appeal is received from either the complainant or the respondent, the Vice President of Student Development will notify, in writing, the non-appealing student within five (5) business days of receipt of the appeal that an appeal has been filed and the ground(s) upon which the appeal has been made. Within five (5) business days of such notification, the non-appealing student may submit a written statement to the Vice President of Student Development that he/she wishes to be considered.

During the consideration of an appeal, the Vice President of Student Development will determine if sanctions imposed by the SAHC will be temporarily suspended or modified.

The Vice President will consider the merits of an appeal on the basis of the information provided in the student's written statement, all the material or testimony previously presented, or a written summary of the previous proceedings. The Vice President will review appeals to determine whether the original decision is supported by substantial evidence. The Vice President will communicate his or her decision on the student's appeal in writing no later than seven (7) days following receipt of the appeal. The Vice President of Student Development's decision on the appeal is final and no other office will accept or review appeals.

*We want to acknowledge The University of Chicago and Westmont College for allowing their institutions' sexual assault policies to be primary sources of reference in creating this revised [May 2009] policy.*

### ***SEXUALITY & RELATIONSHIPS POLICY***

In keeping with Biola University's mission and its commitment to evangelical Christianity, all members of the University community are expected to follow the teachings of Scripture. Therefore, Biola 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. Further, behavior promoting such relations (i.e., nudity, lying in bed together clothed, cohabitation, etc.) is also considered unacceptable. 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.

Sexual misconduct, depending on the facts and circumstances of each case, will result in disciplinary action. 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.

#### ***Faculty-Student or Staff-Student Relationships***

A dating relationship between a professor and a student enrolled in his/her class, or an advisor and an advisee, is generally prohibited. Dating relationships between faculty and students not currently enrolled in their classes, or between supervisors and subordinates or student workers, are generally deemed unwise. Such consensual relationships may create an environment in which power differences may be unfairly exploited, the respect and trust given someone in authority may be violated, and pressure may be subtly or inadvertently exerted on those in a vulnerable position (*from the Faculty Handbook, section 9.4, 2/1/95*). Any inappropriate or unwelcome contact initiated by a faculty or staff member should be dealt with under the Discrimination & Sexual Harassment policy ([above](#)).

#### ***Pornography***

University policy forbids exhibition, possession, or distribution of material or representations deemed to be obscene or contrary to the moral standards and/or mission of the University, including, but not limited to, pornography. Further, the use of institutional or personal computers for the viewing, transmission, retrieval and/or storage of such material is a violation of University community standards and will result in disciplinary action.

As with other sexual conduct outside the confines of marriage, viewing of pornography is inconsistent with the teaching of Scripture. As with other sexual misconduct, 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.

#### ***Pregnancy Issues***

The University wants to assist those involved in an unplanned pregnancy while at Biola to consider the options available to them within the Christian moral framework. These include marriage of the parents, single parenthood, or offering the child for adoption. Because the Bible is clear in its teaching on the sanctity of human life, life begins at conception; we abhor the destruction of innocent life through abortion-on-demand. Student Development stands ready to help those involved to cope effectively with the complexity of needs that a crisis pregnancy presents. Additional support is available through the Biola Counseling Center, the Health Center, along with academic and other support services. While some students in these circumstances may choose to leave the University temporarily, it is our hope that any student who chooses to continue in classes during the pregnancy will find Biola to be a supportive and redemptive community during this crucial time.

### ***STUDENT ORGANIZATIONS AND CLUBS POLICY***

Biola University desires to empower student leadership and initiative and thus encourages the formation of student clubs on the Biola University Campus. Along with opportunities for growth provided by such organizations comes the responsible of faithful management of both University resources and reputation.

All clubs have a range of freedom to be creative and to develop new programs within the guidelines of various University Policies, the University Doctrinal Statement, the Biola University Mission, the Biola Community Standards, as well as State and Federal laws and regulations. With this in mind the following policy has been set in place to guide the formation and operation of student-run clubs on the Biola University campus.

1. All Club Officers and Advisors must read through and be familiar with the Club Registration Packet and fill out new registration materials each year. Registration materials include a club name, Officer and Advisor contact information, purpose statement, description of intended activities, and a proposed budget.
2. All clubs must have an Advisor who is a current member of the faculty, staff or administration. The Advisor must be regularly updated regarding all club meetings, activities, bylaws, fundraising efforts, membership rosters, officer contact information, financial records and other pertinent information.
3. In order to be approved, an official club must be in support of all University Policies, the University Doctrinal Statement, the Mission of Biola University, the Biola Community Standards, as well as State and Federal laws and regulations (see elsewhere in this Handbook and the University Catalog for details).
  - a. In no case shall any student organization be given official recognition whose beliefs are contradictory to the University's Doctrinal Statement or whose functions or activities are contradictory to the Biola Community Standards.
  - b. The Director of Leadership Development has the right to deny the recognition and formation of a club based on the University's Mission, the Doctrinal Statement, Biola Community Standards, liability concerns, or any other related University policy.
  - c. No organization shall be chartered or given official recognition by the University that describes itself as "Fraternity" or "Sorority" or may be identified as such by advertising or related activities.
4. All officers of sanctioned student clubs must receive fundraising training and comply with all fundraising policies set forth by University Development. A Pre-proposal form must be completed and approved before the commencement of fundraising (See the Club Registration Packet for the Fundraising Policy and the Pre-proposal form).
5. All student organizations must complete a Student Activity Log and accompanying paperwork before the commencement of any off-campus event or any on-campus event where risk related elements are present. Determination of risk will be made by the Department of Risk Management (See the Club Registration Packet for copies of the Student Activity Log Form A and Form B, as well as section above [Activities, Events, & Missions Trips](#)).
6. Club Officers are required to attend a Financial Management Training session before using their club's account.
7. All budget deficits and outstanding bills will be the sole responsibility of the student club and not the responsibility of Biola University. The Club President and Vice President are responsible for replenishment of any account deficit. Club accounts may be temporarily frozen or permanently closed, if deficits are not taken care of in a timely manner.
8. No student organization shall sponsor any events that directly or indirectly violates any University Policy or has the appearance of violating policy (including, but not limited to: raffles, games that could be construed as gambling or betting, beverages in containers that resemble alcoholic beverages, events that include social dancing or dance-related themes).
9. To avoid interference with worship services, all student organizations are prohibited from hosting any activity during the following times: Sunday mornings through noon; Monday-Wednesday-Friday 9:30-10:20 a.m.
10. Any concerns related to the chartering of a student club should be directed initially to the Associated Students Club Director at x5898 or via email to "AS Club Director."
11. Should a student organization or club be in violation of any University policy, the Dean of Students or his/her designee will assign appropriate consequences (including, but not limited to, deactivation) in consultation with the Director of Leadership Development. See the "Biola Community Standards" [elsewhere](#) in this Handbook.
12. For questions regarding this policy, please contact the Director of Leadership Development at x5840.



### ***STUDENT RECORDS POLICY***

Students are advised that the University maintains school and student records for no longer than a five-year period beyond the student's final term of enrollment, with the exception of the transcripts and the academic record.

#### ***The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended***

This act and provisions of the California Education Code set out requirements designed to govern the access to, and release of, educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA Office (U.S. Dept. of Education) concerning alleged failures by Biola to comply with provisions of FERPA. Biola University has adopted policies and procedures concerning implementation of FERPA on campus. Copies of the policy are available in the Registrar's Office.

#### ***Release of Student Directory Information under FERPA***

Students who choose the "privacy" option regarding their records need to approve any releases of information about themselves, with the exception of certifying a student's loan or deferment of a loan that the student themselves initiated since that release is "in the best interest of the students and a benefit to the student." Even these forms would normally only be processed if the loan form was received in the mail from the loan agency for enrollment verification or if the form was brought in by the student for processing.

Students who do not choose "privacy" can still only have limited information released. The only thing that can be released concerning "non-privacy" students is "directory release information," consisting of Photo; Name; Address; Telephone Number (though this is to be avoided when possible); Date and Place of Birth; Major Field of Study; Degrees awarded and dates received.

### ***OTHER UNIVERSITY POLICIES***

#### ***Child Care (On Campus)***

Because of liability risks and insurance limitations, facilitating on-campus childcare is not permitted.

#### ***Dissent And Disruption***

In certain circumstances, when a student's presence or conduct on campus may cause a disruption of the educational process or be considered a threat to individuals, to the community or to University property, the University reserves the right to restrict a student's access to campus. Students have a right to ask questions, seek information and assistance or to express dissent, but this right must be exercised in a manner consistent with the Biola Community Standards. It must not be practiced in a way that violates the rights of others and the educational mission of the University.

#### ***Fundraising Projects***

To ensure that the integrity of Biola University is maintained, and that our fundraising efforts are well coordinated, it is important that all fundraising activities be approved by the University Advancement department and all other responsible parties before any contact is made with potential donors. A Fundraising Information Packet and Pre-Proposal/Approval Form are available from Constituency Records; to obtain a packet or additional information, please contact them at ext. 5364.

#### ***Research Policy***

Any educational research/survey investigator requesting the participation of students, either on and/or off-campus, must request permission from the Office of the Dean of Student Development, ext. 4871. All research surveys must be approved by the Protection of Human Rights in Research Committee (PHRRC) prior to requesting permission from the Student Development office. Written protocols for the PHRRC are available from the Rosemead School of Psychology, Receptionist Desk.

Research assigned by faculty as part of an undergraduate class curriculum does not require this approval; the faculty in charge is responsible and expected to exercise wise discretion and awareness of such protocols.

***Residency Requirement***

All unmarried full-time enrolled freshmen and sophomores (under 21 years of age) who are not living with parents or a legal guardian must live on campus. Applications for a request for residency or housing contract exemption are available at the Student Services Reception Desk.

***Right Of Entry***

University personnel can enter rooms in an emergency, for health and safety inspections, to enforce rules and regulations, and to show partial vacancies to prospective students.

***Technology: Network Usage Policy***

This policy is a guide to the acceptable use of the Biola network. It is intended to address issues involved in the use of Biola's wired and wireless networks, as well as the Internet for transfer of information. This includes but is not limited to e-mail, file transfer, or use of applications which utilize the networks. In the case where electronic information is carried across other networks (i.e., outside Biola), users are advised that acceptable use policies of those networks also apply and may further limit use. Biola employees may be subject to additional guidelines as specified in the Biola University Employee Handbook.

The Technology & Network Usage Policy is maintained by the Information Services department and is available at <http://offices.biola.edu/it/services/network/network-usage-policy/>

***Vehicle Policy***

The use of a motor vehicle at Biola University must be considered a privilege with accompanying responsibilities. The safety of our campus community and the University's relationship with the La Mirada community may be improved or hampered by the thoughtfulness or lack of it displayed by those who drive. Policies regarding possession, operation, and parking of vehicles (motor and other) can be found in the Campus Safety Handbook at [http://www.biola.edu/offices/campus\\_safety/faq/](http://www.biola.edu/offices/campus_safety/faq/)

# Emergency Procedures

## *Emergency Number*

For all emergencies such as FIRE, AMBULANCE, or SHERIFF, dial the Dept. of Campus Safety, x5111. In the event of an emergency, please call the Department of Campus Safety at x5111. Residents should also contact their 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 Campus Safety. The following is a list of other emergency procedures.

## *General Information*

Biola recognizes that parents and students may have concerns about safety given the events of September 11, 2001 and the possible threat of terrorist activities within our borders. In light of these concerns, Biola Campus Safety has taken steps to address these concerns in cooperation with local law enforcement. Biola University has adopted a comprehensive Disaster Plan to handle various kinds of disaster, accidents, and crimes. This plan includes coordination with local and state emergency response agencies.

The Biola University Disaster Plan incorporates an extensive team of professionals trained to deal with potential campus-wide emergencies. In the event of an emergency this team will be activated to address whatever contingencies may arise. The University maintains a mutual aid agreement with the City of La Mirada. Biola Campus Safety and Residence Life staff maintains a supply of stores necessary in the event of a disaster. Campus Safety also can provide educational materials addressing various kinds of emergency. Biola community members are encouraged to consult the Biola Campus Safety Handbook or website for information regarding disaster response.

Biola Campus Safety continues to monitor local and national news reports and will respond appropriately should the need arise. Biola's emergency plans include contingencies for housing and feeding all of our students, if necessary. Biola maintains full-time medical emergency response staff as well as a full-time doctor and counseling resources. The Biola Power Plant has the ability to keep the campus self-sufficient in the event of a power failure, and maintains on-call Facilities Services personnel to respond in an emergency. Biola Campus Safety is developing a specific Disaster Website to keep parents and students informed in the event of an emergency. **Information is also available on Biola's recorded Disaster Update Hotline. That number is (562) 903-4724.**

## *Are You Prepared?*

This handbook is intended to help staff, faculty and students respond to emergency situations that may occur on the Biola campus. Such emergencies can occur at any time and without warning, but their effects can be minimized if proper emergency procedures are established and followed.

Biola University is committed to the safety and security of all members of the campus community. In times of emergency, the University will provide an appropriate campus-wide response to assure life safety and minimize losses.

Emergency preparedness is also an individual responsibility. This handbook will serve as a quick reference for efficient action during emergencies, and should be kept in an easily-accessible location at all times. All staff, faculty and students should take the time now to read and become familiar with the contents of this guide before an emergency occurs.

## *Reporting an Emergency*

To report an emergency, call Campus Safety:

**5111.....if you are on campus**

**911.....if you are off campus**

**State: "THIS IS AN EMERGENCY."**

Give the dispatcher:

- your location

- the nature of the emergency
- phone number from which you are calling
- your name

**Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety.**

After notifying emergency personnel, notify building staff. Watch for the arrival of emergency personnel and assist in directing them to the appropriate location.

#### *Emergency Contacts:*

**5111 (all emergencies)**

**(Also, if any off-campus incident involves university property, please call Campus Safety.)**

**General Security/Safety Problems**

Campus Safety Administrative Office 903-4877

Campus Safety Field Office 903-4812

**Student Health**

Health Center 903-4841

**Office for Disabilities**

Student Development 903-4874

Human Resources 903-4757

**Title IX Coordinators for Discrimination**

Student Development 903-4874

Human Resources 903-4757

**Facilities Problems**

Facilities Services 903-4898

Facilities Planning 903-4790

**Alcohol/Drug Problems**

Student Development 903-4874

Human Resources 903-4757

**Crisis Intervention**

Biola Counseling Center 903-4800

Residence Life 903-4874

#### *Medical Emergency*

Report all on-campus medical emergencies immediately to Campus Safety (5111). Report the nature of the medical problem, the location of the victim and your name. The dispatcher will call paramedics, Safety Officers and Health Center personnel where applicable. Safety Officers are trained in CPR and basic first aid.

- DO NOT MOVE VICTIM UNLESS AN IMMINENT HAZARD MAKES IT UNAVOIDABLE.
- Keep the victim comfortable.
- Have someone meet and escort security staff and medical personnel to the victim. Provide all requested information.
- University employees should report injuries to their supervisor as soon as possible.
- All staff and students should attend a first aid training course (contact Student Health Center).
- Keep a first-aid kit and instruction book nearby for reference.

#### *Crime in Progress*

Call Campus Safety (5111). Give your location, nature of the crime, name and department. Advise them of the situation, and remain where you are [if safe] until contacted by an officer.

Do not attempt to apprehend or interfere with the criminal except in case of self-protection.

If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, age, sex, race, hair and eye color, tattoos or facial hair, clothing, weapons if used, method and direction of travel and name if

known. If the criminal is entering a vehicle, note the license plate number, make and model, color and outstanding characteristics.

#### ***Crime Prevention Tips***

- Avoid walking alone.
- Do not open residence hall doors to strangers.
- Keep all doors closed and locked, and do not leave valuables unattended.
- Do not leave doors propped open.
- At night, LOOK inside your car before entering.
- Be aware of your surroundings.
- Stay in your car if you feel threatened when strangers are present.

#### ***Bomb Threat***

#### **IMPORTANT: REPORT ALL BOMB THREATS TO CAMPUS SAFETY: Dial x5111**

All bomb threats must be taken seriously. After safety personnel have been notified, evacuation may be necessary. When there has been a threat, if you see a package or unknown object in an unusual place, **DON'T TOUCH IT.**

If you receive a bomb-threat call, try to obtain the following information:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb? Why?
7. What is your name?

Sex of caller \_\_\_\_\_ Age \_\_\_\_\_  
Speech pattern/ accent \_\_\_\_\_  
Background noises \_\_\_\_\_  
Number at which call was received \_\_\_\_\_  
Date and Time \_\_\_\_\_

#### ***Chemical Spill***

- Any chemical spill should be reported to Campus Safety (dial x5111) and to the Industrial Safety Office at 903-6000, ext. 5207. Do not attempt to clean up a spill until it has been assessed by trained personnel. Offensive odors from ventilation systems should be reported to the Industrial Safety Office and to Facilities Services (903-6000 Ext. 5207, 903-4897).
- Be prepared to evacuate the building. Following evacuation, stay up wind of the spill, evacuation of the campus may be necessary. Be prepared to cooperate with traffic-control officials. For further information, see the Campus Safety Emergency Flip File located visibly on the walls in several departments on campus.
- All laboratory personnel should be prepared to assist in assessment of spills within their area following a major earthquake. Steps should be taken now to restrain all chemical containers and gas cylinders against the effects of earthquake shaking.

#### ***Fire***

ALL ALARMS SHOULD BE TAKEN SERIOUSLY. If you hear a fire alarm, evacuate. IF YOU DISCOVER A FIRE:

- ACTIVATE FIRE ALARM.
- Call Campus Safety (5111 or 903-6000) report type and location of fire.

#### **Fire Extinguisher Instructions**

**P** PULL safety pin from handle.

- A** AIM at base of the fires.
- S** SQUEEZE the trigger handle.
- S** SWEEP from side to side.

- In the event of a fire, alert others and GET OUT. Move everyone away from area of fire; close (but do not lock) all doors as you move in order to slow down spread of fire.
- Walk, do not run. Keep noise to a minimum. Walk carefully to avoid tripping.
- Do not use elevator.
- On stairways, use handrails and keep to right. Check all doors for heat (top and bottom) with back of hand. If hot, do not open.
- Assist people with disabilities (refer to section on [persons with disabilities](#)).
- If you are caught in smoke, drop to hands and knees and crawl; breathe shallowly through nose and use blouse, shirt or jacket as filter.
- Assist those leaving the building to move to safe areas away from falling debris.
- If you have relocated away from the building, do not return until you are notified that it is safe to do so.
- If your clothing catches fire, DO NOT RUN. STOP. . . DROP. . . ROLL.

#### **If Trapped By Fire In Room**

- Place (moist, if possible) cloth material around/under door to prevent smoke from entering.
- RETREAT-close as many doors as possible between you and fire. Be prepared to signal from windows, but do not break glass unless absolutely necessary. (Outside smoke may be drawn in.)

#### **Prepare In Advance**

- Thoroughly familiarize yourself now with all possible routes you could take to exit your building during a fire. Practice walking through alternate exit routes. Remember, during a fire, smoke may obscure normally visible exit signs.
- Avoid creating fire hazards. Do not store things in corridors, overload electrical circuits, put up flammable decorations or prop open doors. Report any problems with smoke detectors, fire alarms, or fire hazards to Campus Safety.

### *Utility Failure*

#### **Gas Leak**

- When there is a possible gas leak within any building on campus, it should be reported immediately to Campus Safety (5111 or 903-6000). Personnel specifically trained in gas shut-off procedures will respond immediately. Do not light matches or turn on lights, and evacuate the building.
- Facilities Services personnel will recommend response procedures once they have confirmed the leak. Building occupants should evacuate if recommended by Facilities Services or Campus Safety. Windows should be opened to allow ventilation.

#### **Elevator Failure**

- If you are in an elevator that has stopped functioning, use the elevator phone or alarm button to call for help, and facilities personnel will respond.
- If the elevator has stopped functioning in an earthquake, the phone may not work. Emergency plans have been developed for such an event, and Campus Safety personnel will respond.
- If the elevator has stopped functioning in an earthquake, the phone may not work. Emergency plans have been developed for such an event, and facilities personnel will be automatically dispatched to check on all elevators.
- Never attempt to pry open the doors or overhead hatch of a stopped elevator. Such actions by unskilled personnel may result in injury. Specially trained elevator mechanics will take care of the problem.

#### **Plumbing Failure/Flooding**

- Alert Campus Safety and then call Facilities Services Work Order Office, ext. 4898.
- Report power failures immediately to the Facilities Services Work Order Office.
- Avoid any contact with electrical equipment or lines.

- During outdoor flooding, use caution when driving on flooded streets.

### *Earthquake Response*

#### **During The Shaking**

1. Remain calm. Do not rush outside. Many earthquake injuries occur due to falling debris just outside doorways near outside walls.
2. Duck, cover and hold. If indoors, take cover under a desk or table, and hold on. Stay away from windows, tall objects and overhead lights. If no cover is available, duck and hold near an interior wall. Shield your head and face from falling debris.
3. If outdoors, move away from buildings, utility wires, trees and all other overhead obstructions.
4. If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside your car. If you continue driving, watch for hazards such as damaged roadways, fallen objects and downed power lines.
5. Laboratory occupants should seek shelter in hallways to escape possible toxic vapors.

#### **After The Shaking Stops**

1. Be prepared for aftershocks. Move cautiously. Wear enclosed shoes to avoid injury from broken glass or other debris.
2. Check for injuries. Administer first aid if necessary. Do not move seriously-injured individuals unless absolutely necessary. Do not use elevators. Do not use telephones except in a lifesaving emergency.
3. Note any facility damage. If safe to do so, extinguish small fires. If you smell gas, turn off any gas appliances, and do not light a match or turn on lights. Report all problems to university emergency response personnel.
4. Evacuate if the building is badly damaged, if there are gas leaks or fires or if directed to do so (see below, Evacuation Plans and Assembly Points. During evacuation, close all doors, and turn off all electrical equipment. Bring your personal emergency kit with you, and use the stairway. Assist all individuals with disabilities (refer to section on [persons with disabilities](#)).
5. Move away from the building to an open area free from overhead hazards. Do not return to the building until it has been determined to be safe by a competent judge of building safety. Keep streets and walkways clear for emergency equipment and personnel. Use extreme caution in rescue attempts if others are trapped. If possible, wait for trained university personnel to guide rescue efforts.
6. Make note of any individuals who are missing. Provide all requested information to security and other response personnel. Turn on your radio for emergency information.
7. Assist those individuals who experience anxiety in the aftermath of the earthquake. You will be helpful to them if you are sympathetic, yet positive. It may be calming for such individuals to be involved in helping others.

#### **Earthquake Preparedness**

Scientists project that a major earthquake will occur in Southern California's near future. Living with earthquakes requires preparation. Take simple steps now to minimize the potential for injury.

1. **BE FAMILIAR WITH APPROPRIATE EMERGENCY PLANS AND PROCEDURES.**  
Familiarize yourself and others with the response steps listed above. Take a few moments now to identify evacuation routes and potential hazards to avoid. Identify the phone number of a contact person outside Southern California to act as a communication link with your family.
2. **PUT TOGETHER A PERSONAL EMERGENCY KIT, INCLUDING:** Food and water, plastic eating utensils, basic first-aid supplies, flashlight, whistle, radio, spare batteries, change of clothes, enclosed shoes, gloves, spare eyeglasses, prescription medicine, plastic garbage bags, a blanket and personal hygiene items. Maintain a reserve of cash in case bank services are disrupted. Keep a mini-survival kit in your car and adequate fuel in your car in case gas stations are damaged.
3. **MAINTAIN AN EARTHQUAKE-SAFE ENVIRONMENT.**
  - a. Move heavy objects down from high shelves.
  - b. Restrain tall bookcases and cabinets firmly to wall studs.
  - c. Anchor desk-top computers down with anchor pads or Velcro.

- d. Cover glass windows with protective film.
- e. Relocate office desks away from windows.

### ***Persons With Disabilities***

Students, faculty and staff with disabilities have special needs and problems in the event of an emergency. Preparation is the key. Assign someone now to provide assistance for such individuals in the event of an earthquake, fire or bomb threat. Urge individuals with disabilities to maintain an extra supply of medications and spare equipment or supplies needed to cope with their disability.

Experience in past emergencies has shown that chances of survival for disabled individuals are usually quite good due to the fact that they have often learned to cope with obstacles on a daily basis. The campus community can help by assuring that disabled individuals receive emergency warnings and are not forgotten during the response effort. During evacuations, those with disabilities must not use elevators, but must be assisted to evacuate using stairways.

#### **Wheelchair Users**

Frequently, wheelchair users have respiratory complications. Remove them from smoke or fumes immediately. Wheelchairs should not be used in stairwells, if at all possible.

Consult wheelchair users in advance as to their preference with regard to ways of being removed from the wheelchair, the number of people necessary for assistance, whether to extend or move extremities when lifting, whether a cushion or pad should be brought along, how they are carried on a flight of stairs, and after-care if removed from the wheelchair.

Individuals using crutches, canes or walkers should be treated as if they were injured for evacuation purposes. They can be carried using a two-person lock-arm position or sitting in a sturdy chair, preferably with arms.

#### **Visually Impaired Persons**

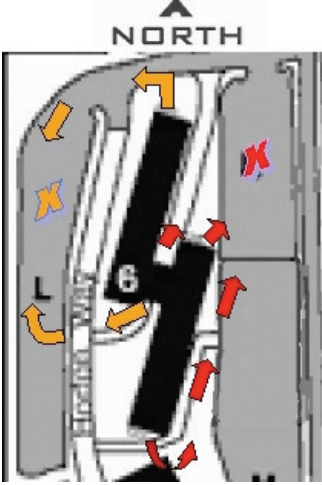

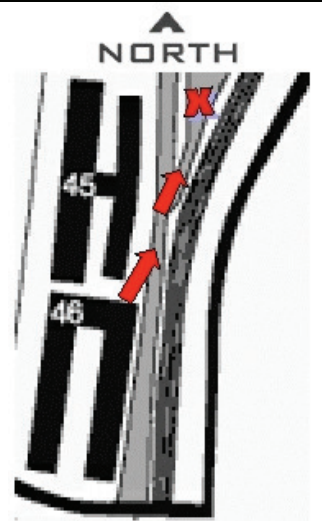
In the event of an emergency, tell a visually-impaired person the nature of the emergency and offer to guide him/her. As you walk, tell them where you are and advise of any obstacles. When you have reached safety, orient them to where they are and ask if any further assistance is needed. Remain with them as long as you are needed.

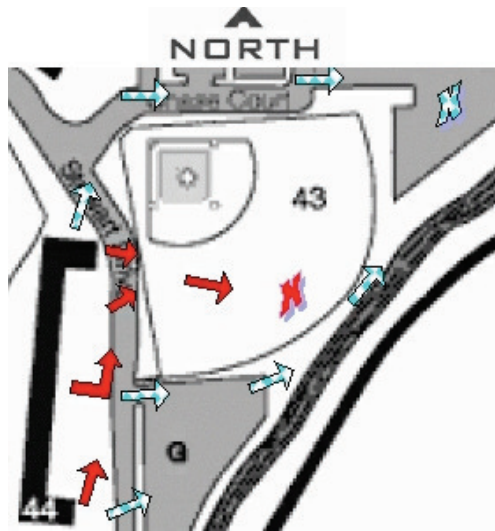
#### **Hearing Impaired Persons**

Persons with impaired hearing may not be aware of emergency alarms and an alternative warning technique may be required. It may be necessary to get the individual's attention by writing a note or turning the light switch on and off, then indicating through gestures or in writing what is happening and what to do.



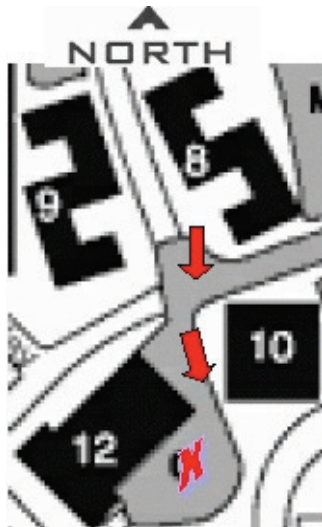
*Evacuation Plans and Assembly Points*

 <p>A site plan showing the Alpha Chi building (a long, narrow structure) with yellow arrows indicating evacuation routes from the building to Lot L and Lot K. A red 'X' marks an assembly point in Lot K. A north arrow is at the top.</p>	<p><b><i>ALPHA CHI</i></b></p> <p>Residents of Alpha West should exit the building and evacuate to the wider portion of the roadway in Lot L. Residents of Alpha East should exit the building and evacuate to the middle of Lot K.</p>
 <p>A site plan showing Emerson Hall (a large, irregular building) with red arrows indicating evacuation routes to the area by the Cafeteria and the front of Crowell Hall. A red 'X' marks an assembly point. A north arrow is at the top.</p>	<p><b><i>EMERSON HALL</i></b></p> <p>Residents should exit the building and evacuate to the area by the Cafeteria that is by the front of Crowell Hall.</p>
 <p>A site plan showing Hart Hall (a long, narrow building) with red arrows indicating evacuation routes to the southern portion of Lot G. A red 'X' marks an assembly point. A north arrow is at the top.</p>	<p><b><i>HART HALL</i></b></p> <p>Residents should exit the building and evacuate to the area in the more southern portion of Lot G.</p>



***HOPE HALL***

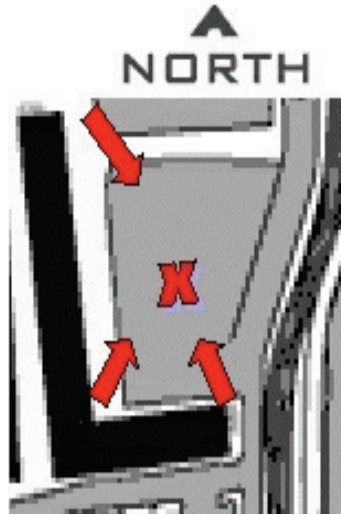
Residents should exit the building and evacuate to center of the baseball outfield. The alternate site is behind the baseball field, located in the upper portion of Lot I. This site will be used in the event that the field is occupied during a drill. Occupants located on the NORTH side of the building should relocate via Chase Court and go behind the Baseball backstop. Occupants located on the SOUTH side of the building should relocate via Lot G and the roadway behind the Baseball field.



***HORTON HALL***

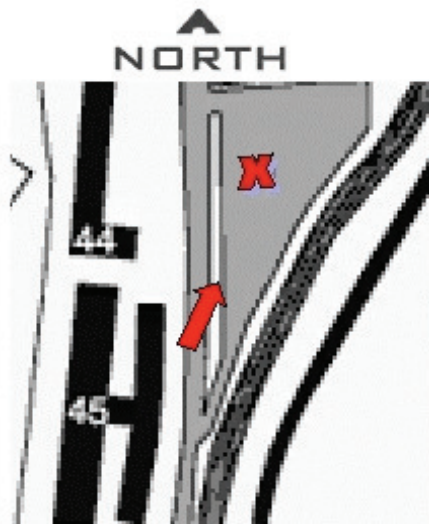
Residents should exit the building and evacuate to the middle of Lot O.

	<p style="text-align: center;"><b><i>LI APARTMENTS</i></b></p> <p>The residents of Li Apartments should exit the building and evacuate to the area just north of the bridge on the horse trail.</p>
	<p style="text-align: center;"><b><i>LIDO APARTMENTS</i></b></p> <p>Residents should exit the building and evacuate to the area on Bora Rd, north of Lido Mirada Apartments.</p>
	<p style="text-align: center;"><b><i>ROSECRANS APARTMENTS</i></b></p> <p>Residents should exit the apartment buildings and evacuate east to Trinity Reformed Baptist Church. This is on the corner of Estero Road, and evacuees should relocate to the lawn area and remain out of the street.</p>



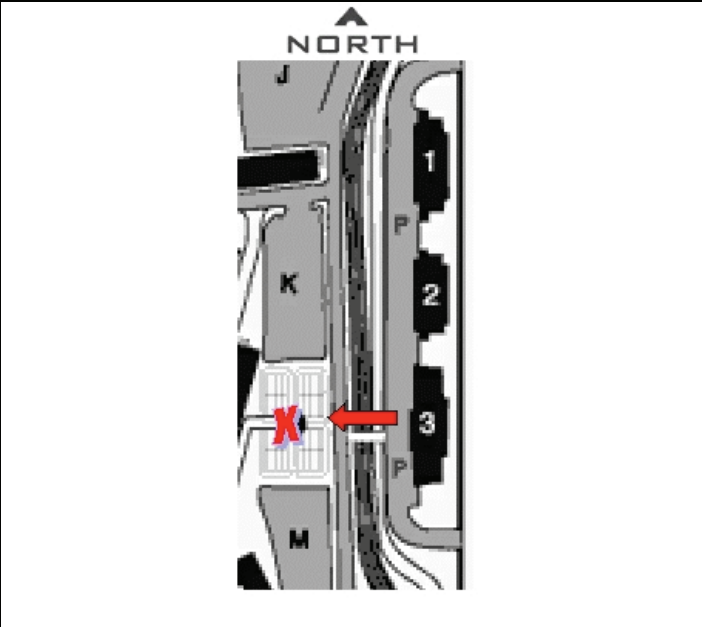
***SIGMA CHI***

Residents should exit the building and evacuate to the area in the middle of Lot J.



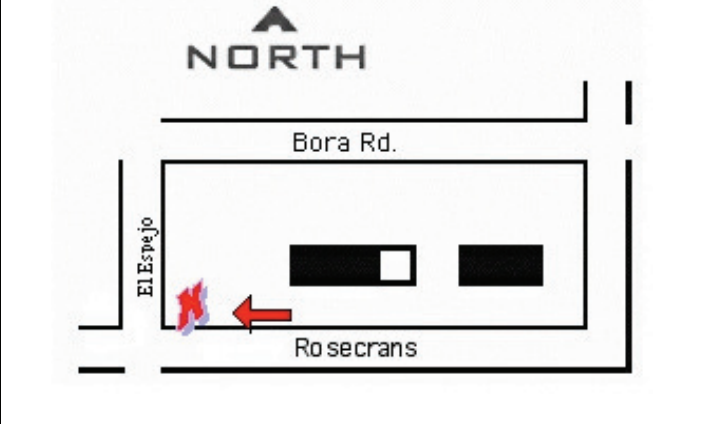
***STEWART HALL***

Residents should exit the building and evacuate to the area in the back portion of Lot G.



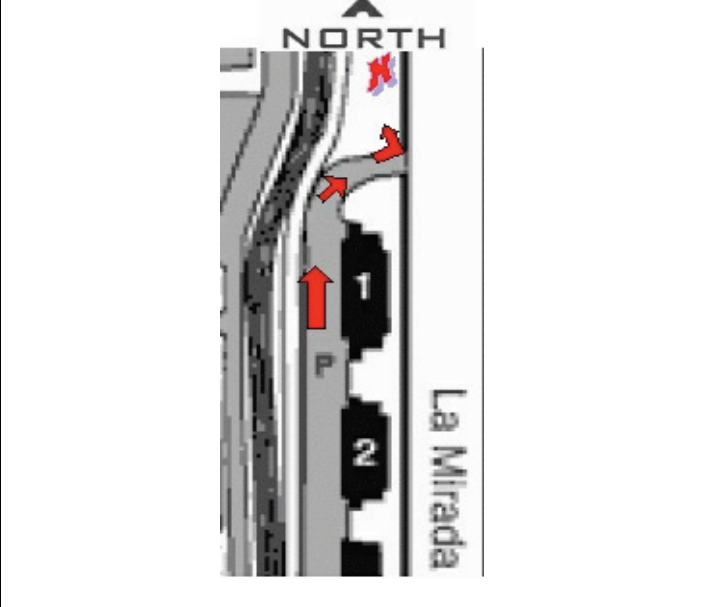
***THOMPSON HALL***

The residents of Thompson Hall should exit the building and evacuate to the area where parking lot M has been extended.



***TROPICANA RESIDENTS***

Residents should exit the building and evacuate to the area by the corner of El Espejo and Rosecrans Ave.



***WELCH***

The residents of Welch Apartments should exit the building and evacuate North to the cart service road that runs parallel to La Mirada Blvd.