

student handbook

2009-2010



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President's Welcome

On behalf of the Woodbury University community, I welcome you to the 2009-2010 year.

Along with our esteemed TEACHING faculty and dedicated staff, I am here to ensure you will receive the BEST university education of its kind. We are all ready to help you achieve your goals in higher education and prepare you for your future careers and life.

Woodbury's 125-year history is based on a tradition of teaching excellence and we continue that objective into the 21st century. You will be a part of the University's rich history and you will carry the knowledge you learn here with you into the future.

The Student Handbook is packed with helpful resources. I encourage you to use it to find information about the campus, student life, as well as policies and procedures which affect you on a daily basis.

Thanks for being a part of our family. I wish you success in every area of your life. Let's have a great year together.



Dr. Kenneth R. Nielsen
President, Woodbury University



Associate Vice President's Welcome



Greetings!

It is my pleasure to welcome you to another new academic year at Woodbury University! This year we are especially excited to have a new facility, the Whitten Student Center, named after Ray "Pop" Whitten, the president of Woodbury University when it was located on Wilshire Boulevard.

Providing the students with a nice balance of academic and social experiences was always his focus. Times were often tough during his presidency from 1922 to 1959. Students were going to school while the nation was not only at war but slowly coming out of one of the worst economic disasters, the Depression. Sound familiar? Pop always found a way to make things happen for his students.

It is our goal that you feel and sense the same spirit when you come to meet with any of the Office of Student Development team members. It's a one-stop shop now! The offices of Academic Support, Counseling, Health, and Student Life are all under the same roof along with the Writing Center and the Institute for Excellence in Teaching and Learning. We are here to help you reach the next level of your dreams and aspirations.

We look forward to seeing you at the "Whitt!"
Have a great year,



Dr. Phyllis Cremer,
Associate Vice President
Office of Student Development

Brief History

In 1884, Los Angeles was a rapidly growing city with a population of approximately 11,000. New business enterprises were being established and community leaders looked forward to expansion and growth. Woodbury was established to service this growing business population.

LOCATION

For the first 103 years, Woodbury University was located in central Los Angeles. In 1937, new facilities at 1027 Wilshire Boulevard were occupied, and for 50 years that location served as the University's classroom and administrative building. In 1985, the University acquired a 22.4-acre campus in Burbank and moved to these new facilities in September 1987. In 1998 the institution opened a satellite campus in San Diego which offers the B.Arch. and M.Arch. degrees. An additional off-campus site is located in Hollywood.

ACADEMIC PROGRAM GROWTH

Woodbury Business College (as it was initially named) was founded in 1884 by educator and entrepreneur F.C. Woodbury in response to the needs of the city's growing business community. That historic link between Woodbury and the world of business has been maintained throughout the years.

In 1931, the division of professional arts was established to focus on those fields of design that are closely allied to business. Woodbury then became a college of business administration and design. In 1969, Woodbury introduced a graduate program leading to the Master of Business Administration (MBA). In 1974, Woodbury College became Woodbury University. In 1982, Computer Information Systems was added as a major, followed in 1984 by Architecture. In 1987, the Weekend College program for working adults was established with the aid of grants from the Fletcher Jones Foundation and the William Randolph Hearst Foundation. In 1994 the University formally organized its undergraduate and graduate programs into three schools: the School of Architecture and Design, the School of Arts and Sciences, and the School of Business and Management.

That year three majors in Arts and Sciences came into being: Psychology, Politics & History and Liberal Arts & Business. Additional undergraduate degree programs have been added in the areas of Marketing, Animation Arts, Communication, and Organizational Leadership.

Today, Woodbury's undergraduate and graduate programs are formally organized in four schools: the School of Architecture, the School of Business, the School of Media, Culture and Design, and the Institute of Transdisciplinary Studies.

Woodbury is a specialized, nonprofit, coeducational and nonsectarian university. As we celebrate our 125th year, Woodbury University looks to the past for stability and guidance and welcomes the excitement and challenges of the future.

Mission Statement

Woodbury University is committed to providing the highest level of professional and liberal arts education. The integrated nature of our educational environment cultivates successful students with a strong and enduring sense of personal and social responsibility. We prepare innovative learners who are adept at communicating and willing to cross the boundaries of knowledge in a rapidly changing and complex world.

The community has endorsed the following principles to guide its educational practices:

- Transdisciplinarity
- Social Responsibility

- Innovation and Creativity
 - Communication
 - The Integrated Student
 - Academic Quality
-

Programs

Woodbury University awards the following types of degrees:

- Bachelor of Architecture
- Bachelor of Arts
- Bachelor of Fine Arts
- Master of Architecture
- Master of Architecture in Real Estate Development
- Master of Business Administration
- Master of Organizational Leadership

Evening, weekend and accelerated classes for adult students are available through Woodbury's adult programs.

ACCREDITATION

Western Association of Schools and Colleges

National Architectural Accrediting Board

Council for Interior Design Accreditation (formerly known as the Foundation for Interior Design Education and Research or FIDER)

Association of Collegiate Business Schools and Programs

Campus Resources and Services

Business Office

The Business Office is here to answer any questions you may have about your student account. Working closely with the Financial Aid Office, the Business Office strives to ensure that your student account is financially accurate and that you thoroughly understand your payment responsibilities and options.

Student Account Management

The Business Office offers four convenient methods for you to pay your bill. You can mail your payment in advance of the tuition payment due date, pay in person during normal business hours, phone in your payment to our office, or access and pay your bill on-line 24 hours a day, 7 days a week via IQ web.

The Business Office is pleased to offer you these payment options for your account:

- Check (Personal, Cashier, Money Order)
- ATM/Debit Cards
- Credit Cards (American Express, MasterCard, Visa)

Woodbury University does not accept Discover Card.

Monthly statements and reminder notices are mailed out two to three weeks prior to the tuition payment due date.

Check Cashing/Return Check Policy

The Business Office will cash students' checks and money orders for up to \$100.00 at a time, with proper ID. All checks must be made payable to "Woodbury University."

For more information regarding Business Office services, policies and procedures, please refer to the Woodbury University Portal or stop by the office in Miller Hall.

Financial Aid

Approximately 94% of the students attending Woodbury in this last year received some form of financial aid. The Financial Aid Office is committed to making attending Woodbury an affordable experience for you and your family.

REFUND POLICY FOR STUDENTS RECEIVING STUDENT FINANCIAL ASSISTANCE and WITHDRAWING FROM CLASSES

Woodbury University complies with the Higher Education Amendments of 1998, Public Law 105-244, for students who completely withdraw from the University. Accordingly, a refund if applicable will be calculated based upon the Federal refund methodology. Calculated refunds to Federal Title IV programs are based on the amount of aid unearned at the time of withdrawal and have no relationship to the student's incurred institutional charges for the same period. Consequently, financial aid refunds and tuition charged can represent two independent sources of debt a student may incur.

Financial aid refunds are calculated on a per diem basis (days attended at time of withdrawal) for withdrawals up through the 60% point in time for each semester. After 60% of the semester has elapsed there is no refund calculation for federal aid programs. Non-institutional charges and non-refundable fees are excluded from the refund calculation. Calculated refunds are returned to the appropriate aid programs. CAUTION: you

could owe a repayment to federal aid programs if you have received more aid than you have earned for the payment period and owe money to the university for tuition charges previously paid.

Students withdrawing from the university must follow the procedures for official withdrawal from courses as indicated in this catalog (see 'Withdrawal from Courses'). It is the student's responsibility to indicate the last date of attendance. In the event a student does not comply with the procedures for withdrawal, the last date of attendance will be the later of the withdrawal date recorded by the Registrar or the date recorded by the Office of Residence Life. A student completely withdrawing from the university will be assessed a \$100 administrative fee.

Example: Fall Semester Start date 8/29 End date 12/16
[110 days in length]

Student A

Begins class on 8/29 and attends three weeks before withdrawing from classes for the fall term on 9/13.

Student has attended 16 days of the fall semester.

16 divided by 110 = .15%

Student A has only earned .15% of their aid for the fall semester.

Fall aid package is \$9102

$\$9102 \times .15\% = \1365.30 earned

Based on the days in attendance, student A has only earned \$1365.30 of the aid disbursed to their account. \$7736.40 is refunded to the appropriate programs.

University refund policy states that a student withdrawing from all classes in the third week is eligible for a 50% refund. Tuition charged is \$9102, 50% refund would be \$4551.

Tuition	\$9102	Adjusted tuition	\$4551
Aid	<u>\$9102</u>	Adjusted aid	<u>\$1365.30</u>
	0 balance		\$3185.70 balance owed by student to school

This student now owes the school for tuition once covered by financial aid although they are no longer enrolled.

Satisfactory Academic Progress and Requirements

Satisfactory Academic Progress for students receiving financial assistance is defined in the university catalog, please refer to the catalog for details.

For more information regarding Financial Aid services, policies and procedures, please refer to the Woodbury University Portal or stop by the office in Miller Hall.

Library

The Library provides study areas, a lab with desktop computers, photocopiers, and a scanner. Group study rooms may be reserved through the circulation desk. Wireless internet access is available throughout the facility for students with their own laptops.

To borrow Library materials, you must present a current Woodbury University Card. The card can be obtained in the Library, room 104. It must be updated each semester. There is a \$5 replacement fee for lost cards.

The fine for overdue library materials of a general nature is 25¢ per day. The fine for overdue course reserves materials is 25¢ per hour. If library materials are lost, you will be billed for the current replacement cost and a \$50 processing fee. Unpaid library fees and fines will prevent you from registering for classes or receiving your diploma or transcripts.

A small library collection is maintained at the San Diego campus. The full range of Woodbury University's electronic resources is available to Woodbury San Diego students via the web.

For more information regarding the library's services, policies and procedures, please refer to the Woodbury University website at the current students or academics tab.

Office of Student Development

The Office of Student Development provides students with academic and personal support, and offers opportunities to engage in activities and experiences that compliment your in-class learning.

Bookstore

Returns:

1. All returns and refunds are at the discretion of the Campus Store Manager.
2. Books and software may be returned for a full refund providing the following conditions are met.

Books:

A valid receipt must accompany all returned books. No exceptions will be made. Books that were purchased as new must be returned in same condition, free of any markings. Books may be returned within one week of purchase. A student that buys a book and then drops the class may return the book up to one week after the last day to drop a class provided they have a drop slip for the class. The full text of the returns policy with all the important dates related to deadlines for returning books is posted in the Campus Store each semester.

Refunds:

If a returnable item was paid for with cash, the refund will be made with cash, providing the purchaser meets the criterion above. If a returnable item was paid for by check, a cash refund will be issued after a 10-day check verification period. If a returnable item was paid by credit card, the customer must present a valid receipt and their original copy of the credit card receipt. Credits can only be made to the original credit card account or by a store credit voucher. If a returnable item was paid for with a Woodbury University Voucher, the bookstore will issue a store credit.

Campus Safety

Woodbury University is committed to providing a safe environment for its community members. Private security officers monitor the campus 24 hours a day, seven days a week. A security officer may always be reached by dialing extension 208 from a campus phone or (818) 252-5208 from off campus.

All members of the campus community play an important role in helping to make the campus safe and secure for everyone. By taking reasonable precautions, community members can make themselves less likely to be victimized by crime. Some of these include:

- Always lock residence hall and office doors and windows when you leave, even if it's just for a minute.
- Always lock your car doors and roll up all windows.
- Do not leave valuable items unattended in public areas.

- Do not prop open residence hall doors.
- Keep valuable items out of sight in a closed drawer or other safe place.
- Identify your personal property by engraving it
- Call Campus Safety for an escort to avoid walking alone at night.
- If you see anything suspicious, call Security immediately at extension 208.

Notification of Violent Crimes

Students, faculty and staff are informed periodically about campus security procedures and crime-preventing behavior through the use of University publications and special memos. In the event of a reported crime on campus, the University will provide the community a timely notice in an effort to prevent similar occurrences. Notices will be posted and distributed on campus.

The University cooperates with local police in the investigation of all reported crimes which occur on campus. The University follows federal, state, and local laws with respect to alcohol and drugs. In accordance with the Campus Security/Student Right To Know Act, the University records and publishes these statistics. The Office of Student Development is available to address questions about the University's security policies, crime statistics, or definitions of crimes.

OFFENSE	Year	On Campus Property	**Residential Facilities	NonCampus Property	Public Property
Murder/Non-Negligent Manslaughter	2006	0	0	0	0
	2007	0	0	0	0
	2008	0	0	0	0
Negligent Manslaughter	2006	0	0	0	0
	2007	0	0	0	0
	2008	0	0	0	0
Sex Offenses, Forcible	2006	0	0	0	0
	2007	0	0	0	0
	2008	1	1	0	0
Sex Offenses, Non-Forcible	2006	0	0	0	0
	2007	0	0	0	0
	2008	0	0	0	0
Robbery	2006	0	0	0	0
	2007	0	0	0	0
	2008	0	0	0	0
Aggravated Assault	2006	0	0	0	0
	2007	0	0	0	0
	2008	0	0	0	0
Burglary	2006	7	0	0	0
	2007	4	1	0	0
	2008	0	0	0	0
Motor Vehicle Theft	2006	0	0	0	0
	2007	0	0	0	0
	2008	0	0	0	0
Arson	2006	0	0	0	0
	2007	0	0	0	0
	2008	0	0	0	0

CAMPUS RESOURCES AND SERVICES

Liquor Law Arrests	2006	0	0	0	0
	2007	0	0	0	0
	2008	0	0	0	0
Liquor Law Violations	2006	56	0	0	0
Referred for	2007	16	15	0	0
Disciplinary Action	2008	10	8	0	0
Drug Law Arrests	2006	0	0	0	0
	2007	0	0	0	0
	2008	0	0	0	0
Drug Law Violations	2006	1	0	0	0
Referred for	2007	2	2	0	0
Disciplinary Action	2008	5	3	0	0
Illegal Weapons	2006	0	0	0	0
Possession Arrests	2007	0	0	0	0
	2008	0	0	0	0
Illegal Weapons Possession	2006	0	0	0	0
Violations Referred for	2007	0	0	0	0
Disciplinary Action	2008	0	0	0	0

** Crimes reported in the Residential Facilities column are included in the on-campus category.

Emergency Preparedness

Woodbury University is prepared to respond to any and all emergencies through its Emergency Response Plan, which incorporates an extensive team of professionals trained to deal with potential campus-wide emergencies and coordinate with local and state response agencies. In the event of an emergency, this team will be activated to address whatever contingencies may arise. Details regarding the Emergency Response Plan can be found on the University Portal.

Please remember that emergency preparedness is also an individual responsibility. All students, faculty and staff should become familiar with campus evacuation routes and participate actively in periodic emergency drills.

To report an emergency, call Campus Safety at extension 208 or (818) 252-5208 OR call 911. State: "This is an emergency."

Be prepared to give the dispatcher:

- Your location
- The nature of your emergency
- Phone number from which you are calling
- Your name

Do not hang up until you are sure no further information is required.

Important Phone Numbers

Campus Security 818.252.5208
 Off campus Emergency 911
 Campus Nurse 818.252.5238

Procedures During Emergencies

Please refer to Woodbury University Portal

Emergency Loans

Registered students at Woodbury University are eligible to apply for an Emergency Student Loan. To qualify for an Emergency Student Loan during the summer break, students must be enrolled for the upcoming Fall Semester.

Approval Procedure:

1. The student must complete an Emergency Student Loan Application.
2. Only one Emergency Student Loan will be approved for one student at any given time.
3. Emergency Student Loans will be limited to two loans per semester.
4. If the loan is approved, the student will be given a Student Bank Cash Request for the amount approved by the Office of Student Development (not to exceed \$150).
5. The student will bring the Student Bank Check Request to the Business Office to receive the money for the loan.

Repayment Process:

1. All loans are to be paid in full within thirty days of the date the loan was approved. All payments are processed by the Business Office.
2. Any loan that is not paid in full within by the due date receives a \$5.00 late fee each month payment is late.
3. A one-time repayment date extension may be requested on or before the due date of a loan. Requests for extensions must be made to the Office of Student Development. The extension period will not exceed two weeks.
4. The Business Office is responsible for providing you a payment receipt. It is suggested that you keep this receipt for your records.

Additional Information:

Late payment will result in the loss of eligibility of the next available Emergency Student Loan. Loss of eligibility rolls over to the next semester. Late payments can also cause a student's account to be placed on hold.

Fitness Center

- Guests must show Woodbury University ID or other form of identification.
- Guests must log in on the Fitness Center Visitors Log.
- A trained Fitness Center Attendant must be present at all times.
- Minors may not use the Fitness Center, unless previously authorized by the university and under proper adult supervision. Guests must wear appropriate attire at all times. This includes closed-toed shoes.
- Heavy lifting should be done only if a spotter is present.
- Exercise equipment must be returned to its proper place and should be wiped after each use.
- Inappropriate or unsafe behavior will cause suspension or expulsion from the center.
- Guests should limit the use of each station, especially during busy periods.
- Users are responsible for lost, stolen, or damage personal items.
- Guests are not allowed to bring food or drinks to the Fitness Center. Complimentary water is available.

Food Services

The meal plan program entitles the student to any 8, 10, 12 or 14 of the nineteen meals served each week from Monday breakfast through Sunday dinner. Students on the resident meal plan are entitled to utilize one meal during any single meal period and may use flex dollars anytime New Woody's is open.

Commuter students are encouraged to purchase a Commuter Meal Plan. This plan consists of 5 meals per

week plus \$75.00 in Flex Dollars. This meal plan is available to any Woodbury University student and may be purchased through the Business Office at the time of registration each semester. Information about the meal plan is also available at the Office of Student Development as well as the Business Office.

Lost or Stolen University Cards

If your University Card, which includes your Meal Card, is lost or stolen, you must notify the Manager at New Woody's and the University Library immediately. Until you replace or find your lost University Card, you will be required to pay \$5.00 for each meal you eat. The guidelines for refunding this money are as follows:

- If the ID Card is presented by the end of the week, all money paid during the week will be refunded.
- If the ID Card is not replaced by dinner on Friday, the student will forfeit all money paid for that week.

Fraudulent use of any meal card will immediately be reported to the Office of Student Development for appropriate conduct action.

A Word about Flex Dollars

Additional flex dollars may be purchased at New Woody's. If your University Card is lost or stolen, you should notify the Manager at New Woody's immediately.

Extras

The majority of items in the beverage cooler are not offered as part of the meal plan allowance. However, they may be purchased with flex dollars. Items are appropriately marked.

Retail Items

Items such as large bags of chips or candy bars are not offered as part of the meal plan allowance but may be purchased with flex dollars.

Meal Refunds

No meal refunds will be given under any circumstances. Students missing meals because of work or authorized campus activities are eligible for the sack meal program.

Sack Meals

In the event a campus activity or work schedule prevents a student from eating during regular meal hours, he/she may request a sack meal.

All sack meals must be requested at least 24 hours before they are to be picked up. A University Card must be provided at the time the sack meal is arranged. Any student who does not pick up a pre-arranged sack meal for two days will automatically be dropped from the sack meal plan.

Policy on Sick Trays

All students unable to eat at New Woody's because of illness will be provided a meal by observing the following procedure:

1. A sick tray request must be made by a member of the Residence Life Staff.
2. The University Card of the person who is sick must accompany the sick tray request.
3. The sick tray may be obtained from the Manager or Chef on duty.

Family Visits

New Woody's is happy to provide a meal for a residential student's parents who may be visiting. (Limit: Twice per year.)

Friends Fly Free (on your flex dollars...)

Students may use their flex dollars to purchase meals for friends. Students may not use their meal card to purchase meals for others.

Note: Any meal card used by someone other than the proper owner will be confiscated and turned over to the Office of Student Development for appropriate conduct action.

Health Services

Health Insurance

For detailed information on the Woodbury University sponsored Student Injury & Accident Insurance Plan refer to the health insurance procedure.

For more information regarding Office of Student Development services and programs, please refer to the Woodbury University Portal or stop by the Whitten Student Center.

Registrar's Office

The Registrar's Office provides a variety of academic services to students, faculty, and alumni. Primary functions include assisting students with class registration, maintaining accurate student records and certifying students for graduation.

For information about registration deadlines and procedures, transcripts, withdrawals, concurrent enrollment, and graduation check and requirements, please refer to the university catalog and Woodbury website.

For more information regarding Registrar's Office services, policies and procedures, please refer to the Woodbury University Portal or stop by the office in Miller Hall.

University Card

Within one week of enrollment at the University, students must obtain a University ID Card, which is the official student identification card. The University ID Card also serves as your library card, meal card, and ID card, and gives you access to many university services including the computer labs. All students are required to carry their University ID Card at all times.

New students are issued their University ID Card at the Library by presenting proof of paid registration either during Summer Orientation, Advising and Registration or during Welcome Week. A photograph must be taken at the Library. The Library staff will inform students when to return to the Library to pick up a finished University ID Card. Each semester, students should have the University ID Card updated at the Library by presenting current proof of registration. University ID Cards are only valid when affixed with a sticker indicating the current semester and year. If lost or stolen, University ID Cards can be replaced for a \$5.00 fee.

Community Standards

Academic Honesty Policy

Academic Honesty

Because the integrity of the academic enterprise of any institution of higher education requires honesty in scholarship and research, academic honesty is required at Woodbury University. Academic integrity is important for two reasons. First, independent and original scholarship ensures that students and scholars derive the most from their educational experience and the pursuit of knowledge. Second, academic dishonesty violates the most fundamental values of a community of scholars and depreciates the achievements of the entire university community. Accordingly, Woodbury University views academic dishonesty as one of the most serious offenses that a member of our community can commit. Adherence to the Academic Honesty Policy reflects the commitment of our community to the ideals of learning, research, and scholarship.

Definitions of Academic Dishonesty

Cheating

Cheating is the act or attempted act of deception by which an individual seeks to misrepresent that he/she has mastered information on an exercise that he/she has not mastered.

Examples include but are not limited to:

1. Using books, notes, calculators, conversations with others (including text messages), etc. to complete a test or other assignment when such use is prohibited.
2. Having other people conduct research or work for the student without advance authorization from the instructor. This includes the services of term paper companies (e.g. downloading a paper in whole or in part from the Internet).
3. Reusing previously submitted work in whole or in part for credit or honors without authorization from the instructor.
4. Copying from another student's test paper.
5. Allowing another student to copy from a test paper.
6. Using or possessing specifically prepared materials during a test (e.g., notes, formula lists, notes written on the student's clothing etc.) when such materials have not been authorized.

Fabrication

Fabrication is the use of invented information or the falsification of research or other findings in an academic exercise.

Examples include but are not limited to:

1. Altering and resubmitting returned academic work without notice to the instructor.
2. Citing information not taken from the source indicated.
3. Listing sources in a bibliography not used in the academic exercise.
4. Submitting in a paper, thesis, lab report or other academic exercise falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.

Facilitating Academic Dishonesty

Facilitating academic dishonesty is intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.

Plagiarism

Plagiarism is the submission of another's work as one's own, without adequate attribution. When an individual submits work that includes the words, ideas or data of others, the source of the information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks or indentation as appropriate.

By placing his/her name on work submitted, the author certifies the originality of all work not otherwise identified by appropriate acknowledgements. Plagiarism covers unpublished as well as published sources. Examples of plagiarism include, but are not limited to:

1. Quoting another person's actual words, complete sentences or paragraphs, or entire piece of written work without acknowledgement of the original source.
2. Using another person's idea, opinion or theory even if it is completely paraphrased in one's own words without acknowledgement of the source.
3. Borrowing facts, statistics, or other illustrative materials that are not clearly common knowledge without acknowledgement of the source.
4. Submitting as your own any academic exercises (e.g., written work, printing, sculpture, design, etc.) prepared totally or in part by another.
5. Copying, or allowing another to copy, a computer file that contains another individual's assignment, and submitting it, in part or in its entirety, as one's own.
6. When working with others on an assignment, submitting individual copies of the assignment as one's own individual work.

Note: For design work, it is understood that design strategies are frequently based upon previously published material or other sources of inspiration. However, work claiming to be original but which has any part taken unaltered from media, the internet, or other individuals will not be accepted and will be treated as plagiarism.

Inadequate Citation

Material borrowed from any source, including the Internet, must be acknowledged. Students are urged to consult faculty or recognized published guidelines in their field for appropriate formatting of the following:

Direct quotation. Every direct quotation must be identified by quotation marks or appropriate indentation and must be promptly cited using appropriate referencing protocols as specified by the instructor or the discipline of the course.

Paraphrase. Prompt acknowledgment is required when material from another source is paraphrased or summarized, in whole or part.

"Borrowed" facts or information. Information obtained in one's reading or research that is not common knowledge among students in the course must be acknowledged as specified by the instructor or the discipline of the course.

Academic Misconduct

Academic misconduct includes other academically dishonest acts such as tampering with grades or taking part in obtaining or distributing any part of an unadministered test.

Examples include but are not limited to:

1. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
2. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
3. Bribing any other person to obtain an unadministered test or any information about the test.
4. Entering a building or office for the purpose of obtaining an unadministered test.
5. Continuing to work on an examination or project after the specified time has elapsed.
6. Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other

work for which a grade is given.

7. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of the University that relate to grades.
8. Submitting any academic accomplishment in whole or in part for credit more than once whether in the same course or in different courses without prior consent of the instructors.

Action Taken by Instructors

Note: Academic honesty is expected in all aspects of curricular and co-curricular life. The term "instructor" is used to refer to anyone serving in the role of teacher, facilitator, advisor or supervisor.

- When a violation of the academic honesty policy appears to have occurred within the academic process, the individual instructor discusses the apparent violation with the student as soon as possible and gives the student an opportunity to explain. Instructors are also encouraged to seek the counsel of department chairs, deans, directors and librarians in gaining perspective concerning the severity of an offense.
- If the instructor chooses to continue the complaint, the instructor may impose one or more of the following grade-related sanctions:
 1. An assignment to repeat the work, to be graded on its merits;
 2. A lowered/failing grade on the assignment;
 3. A lowered grade in the course;
 4. A failing grade in the course.

The instructor notifies the student of the charge and the penalty to be imposed. The instructor then completes the Academic Honesty Violation Report Form. The student signs the form as indication of receipt. The student also has the opportunity to comment on the alleged violation as indicated on the form. A student's refusal to sign the form does not negate the charge of academic dishonesty. The instructor gives the student a copy of the form.

- The instructor sends the completed Academic Honesty Violation Report Form to the Chief Conduct Officer for placement in the student's file so that infractions may be monitored in the context of the student's entire disciplinary record. Sanctions above and beyond instructor sanctions may be issued by the Chief Conduct Officer when the student has previously been reported for an Academic Honesty infraction.
- A student may appeal an instructor's decision to impose grade-related and/or course-related sanctions as outlined in the Appeal Process.

Action Taken by the Chief Conduct Officer

- The Chief Conduct Officer meets with students accused of academic dishonesty in cases of repeated violations, in cases where an alleged violation is reported by an individual other than the instructor, or at the request of the student.
- The Chief Conduct Officer may impose any of the following sanctions dependent on the severity and nature of the offense:
 1. Disciplinary warning;
 2. Taking or repeating CO 105, Information Theory and Practice.
 3. Other educational sanctions. A hold is placed on the student's registration and transcripts until the sanction is satisfactorily completed;
 4. Placement on disciplinary probation;
 5. Suspension;
 6. Expulsion.
- Cases in which the sanctions of suspension or expulsion may be levied may be referred to the University

Committee on Student Behavior.

- Decisions made by the Chief Conduct Officer or the University Committee on Student Behavior may be appealed by the student to the Chief Student Affairs Officer as outlined in the Appeal Process.

Appeal Process

- To appeal the decision of an instructor:
 1. Within three business days of official notification of the decision, the student must submit a letter of appeal to the Faculty Academic Policy Appeals Committee via the Registrar's Office. The letter must state the grounds for the appeal.
 2. Grounds for appeal are:
 - a. A violation of due process
 - b. The sanction(s) does/do not relate to the violation.
 - c. New evidence has been discovered.
 3. If the Faculty Academic Policy Appeals Committee determines that there are grounds for an appeal, then the committee will hear the student's case. The decision of the Faculty Academic Policy Appeals Committee replaces that of the instructor.
- To appeal the decision of the Chief Conduct Officer:
 1. Within three business days of official notification of the decision, the student must submit a letter of appeal to the Chief Student Affairs Officer. The letter must state the grounds for the appeal.
 2. Grounds for appeal are:
 - a. A violation of due process
 - b. The sanction(s) does/do not relate to the violation.
 - c. New evidence has been discovered.
 3. If the Chief Student Affairs Officer determines that there are grounds for an appeal, then he or she will rehear the student's case. The decision of the Chief Student Affairs Officer replaces that of the Chief Conduct Officer.
- To appeal the decision of the University Committee on Student Behavior:
 1. Within three business days of official notification of the decision, the student must submit a letter of appeal to the Chief Student Affairs Officer. The letter must state the grounds for the appeal.
 2. Grounds for appeal are:
 - a. A violation of due process
 - b. The sanction(s) does/do not relate to the violation.
 - c. New evidence has been discovered.
 3. If the Chief Student Affairs Officer determines that there are grounds for an appeal, then he or she will convene an Appeals Board to rehear the student's case. The decision of the Appeals Board replaces that of the University Committee on Student Behavior.

The decision rendered as a result of the appeal process is final.

Code of Student Conduct

Introduction:

Woodbury University strives to maintain a community that values academic excellence, institutional integrity and justice, equity and diversity. An individual voluntarily joins the Woodbury University community and thereby assumes the obligation of abiding by its standards. Each member of the Woodbury University community shares responsibility for maintaining conditions that support the University's purpose.

The University, through the Office of Student Development, maintains the exclusive authority to impose sanctions for behaviors that violate the Student Code of Conduct. Any student or student organization charged with alleged violations of the Student Code of Conduct shall be afforded the opportunity to be heard in an educational conduct hearing. However, the University reserves the right, in consultation with the Dean of Students to suspend or expel a student/organization at any time for any reason deemed sufficient by the University.

The University determines, publishes and makes known its rules and regulations concerning student conduct. In addition, the University has the right to determine when its rules are violated, determine the appropriate course of action, and update these policies as needed.

Article I: Rules and Regulations:

University regulations are set forth in writing in order to give students general notice of prohibited conduct. The list is not designed to be all-inclusive but should serve as an example of prohibited conduct and, thus, be read broadly. Any student/organization found to have committed the following misconduct is subject to sanctioning

1. Violation of Federal, State or Local Law. Committing violations of federal, state, or local law on or off campus that adversely affect the University and/or the pursuit of its objectives.
2. Alcoholic Beverages. California state law prohibits the possession, use or distribution of alcohol to any individual under 21 years of age. The unlawful manufacturing, possession, consumption and selling of alcohol is also prohibited. Students age 21 or older are permitted to consume alcohol only at approved campus events in accordance with the University Alcohol Policy.
3. Controlled Substances. Unlawful manufacturing, possession, consumption, selling, transmitting or use of any controlled substance or drug paraphernalia on University premises or at a University-sponsored activity is prohibited.
4. Smoking. In compliance with section 41.5 of the Los Angeles Municipal Code, smoking (designated as smoking of pipes, cigars or cigarettes) is prohibited in all indoor areas. Smoking is allowed in outdoor areas on the campus except within 20 feet of windows or entryways. Hookahs are permitted only at official University events with prior approval from the Office of Student Development.
5. Attempting, Aiding, Abetting. Attempting, aiding, abetting, conspiring, hiring, or being an accessory to any act prohibited by this Code shall be considered to the same extent as completed violations.
6. Physical or Emotional Abuse. Committing acts of physical or emotional abuse or engaging in actions that intimidate, harass, threaten, coerce, or otherwise endanger the health or safety of any person, including self.
7. Sexual Misconduct (See Woodbury University Sexual Misconduct Policy in this Handbook.)
8. Disruptive Behavior. Behavior which disrupts the academic, administrative or residential community, infringes on the rights of others in the community or corrupts the generally accepted sense of public decency and morals within the community are not tolerated. This includes, but is not limited to physically interfering with the use of University premises, buildings or passages.

9. Failure to Comply. Failure to comply with the proper and lawful directions of or obstructing or harassing a University official (including student employees) or public official acting in the performance of their duties.
10. Firearms, Fireworks, Explosives or Weapons. Firearms, fireworks, chemicals of an explosive nature, explosives or explosive devices, or weapons (real or fake) shall not be maintained on the University campus. The term "weapon" includes any object or substance designed to inflict a wound, cause injury or incapacitate.
11. Fire, Health, and Building Safety. Tampering with fire safety equipment such as fire extinguishers, smoke detectors, alarm pull stations or emergency exits. Tampering with any equipment or fixtures used for the purpose of fire, health, or building safety. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
12. Hazing. Hazing encompasses any action taken or situation created which, regardless of location or consent of the participants, recklessly or intentionally endangers mental or physical health, produces mental or physical discomfort or embarrassment, harassment or ridicule, or involves forced consumption of alcohol or other drugs for the purpose of initiation into or affiliation with any organization (official or unofficial) at Woodbury University.
13. Personal Integrity and Acts of Dishonesty. Committing acts of dishonesty including but not limited to the following:
 - a. Furnishing false information to any University official, faculty member or office.
 - b. Forging, altering, or misusing any University document, record, or instrument of identification.
 - c. Tampering with the election of any University recognized student organization.
 - d. Attempting to represent the University, any recognized student organization, or any official University group without the explicit prior consent of the officials of that group.
 - e. Falsification of any official time sheet or record of employment.
14. Violation of the Woodbury University Computer Use Policy as outlined in the General University Policies and Procedures and Resources Section of this handbook. This includes but is not limited to the following:
 - a. Unauthorized entry into a file, to use, read, or change its contents.
 - b. Unauthorized transfers of a file or files.
 - c. Unauthorized use of another person's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or University official.
 - e. Use of computing facilities to send obscene messages.
 - f. Use of computing facilities to interfere with the normal operation of the University computing system.
15. Theft and Property Damage. Engaging or participating in acts of unauthorized possession, use, removal, defacing, tampering, damage, or destruction of University owned or leased property, equipment, programs, or materials, or of property, equipment, programs or materials belonging to any member of the University community, guest, visitor, vendor or contractor.
16. University Card/Student Identification Cards. Students shall be required to obtain a University Card which serves as the official student identification card within one week of enrollment at the University. Students are required to carry their University Card with them at all times, and present it when requested to any University official who makes such a request while in the performance of their duties. The alteration of or misuse of a University Card is prohibited.
17. University Facilities. Unauthorized entry into any University facility, or unauthorized use or abuse of any University building, facility or premise. Students are not permitted on the roofs of any building at any time. The unauthorized possession, duplication or use of any University facility key or code is prohibited.

18. Abuse of the Conduct System. Including but not limited to:
 - a. Attempting to influence, intimidate or harass any hearing officer or body prior to, during or after a conduct proceeding.
 - b. Failure to respond to a conduct notification and/or failing to comply with the sanction(s) imposed.
 - c. Misrepresentation or falsification of information given as part of the conduct record.
 - d. Disrupting or interfering with the orderly conduct of a conduct proceeding.
 - e. Attempting to discourage an individual's proper participation in a conduct proceeding.
 - f. Instituting a conduct complaint knowingly without cause.
19. Committing violations of rules and regulations duly established and disseminated by other University departments and offices.

Article II: Conduct Process

A. Conduct Authority:

1. The Dean of Students serves as the Chief Conduct Officer and will develop policies for the administration of the conduct process and procedural rules for hearings.
2. Decisions made by the Dean of Students or other conduct body shall be final contingent upon the appeal process outlined below.

B. Conduct Officers

1. The Dean of Students will refer alleged violations of the Student Code of Conduct to the appropriate hearing officer or board.
2. Generally, violations of University regulations by officially recognized student organizations are handled by the Coordinator for Student Involvement and Leadership, but if needed may be referred to the Dean of Students or designee.
3. In cases involving possible suspension, expulsion and/or severe violations of the Student Code of Conduct, the Dean of Students or designee may elect for adjudication through the University Committee on Student Behavior.

C. Charges and Hearings

1. Any student, faculty or staff member or community member may submit to the Dean of Students a complaint against any student/organization for alleged misconduct.
2. The Dean of Students shall make every effort to have alleged student misconduct matters considered as expeditiously as possible in order to remove any question of a student's/organization's continuance at the University, in some instances however, it is possible that charges are not brought up during the current semester or academic year.
3. The assigned hearing body will collect all relevant and available information to determine if the complaints have merit.
4. If the student withdraws from the University before the matter is resolved, reentry shall not occur until the matter is resolved and an official hold will be placed on the student's academic transcript until the complaint is resolved to the satisfaction of the University.
5. If the complaint has merit, all charges will be presented in writing to the accused student/organization at least five business days prior to the educational hearing. Notification will be attempted to either an on-campus residence address, or to the last address provided by the student to the University. In the case of student organizations, notification will be made to the organization's president. It is incumbent upon the student to notify the University in the event of a change in his/her address.

6. If the student/organization fails to appear for a meeting the hearing body, on the basis of the information available, may make a determination of a violation of the Student Code of Conduct and may impose a sanction for such violation in the student's/organization's absence.
7. This decision shall be given in writing to the student/organization within five business days of the decision

D. Hearings shall be conducted according to the following guidelines:

1. Hearings on alleged violations of the Student Code of Conduct shall be confidential.
2. Admission of any person to the hearing shall be at the discretion of the hearing body. The student/organization is responsible for presenting their own information; therefore, while the student/organization may have an advisor present, the advisor is not permitted to participate directly in the hearing. In the case of student organizations, the advisor must be the organization's advisor of record.
3. In hearings involving more than one charged student/organization, each hearing will be conducted separately.
4. The complainant, the charged student/organization and the hearing body shall have the privilege of presenting witnesses, subject to cross questioning. Witnesses shall be present in a hearing only during the offerings of their information.
5. All procedural questions are subject to the discretion of the hearing body.
6. The student/organization shall be informed that the hearing is for the purpose of discussing the charges of alleged violation(s) of the Student Code of Conduct. Further, the student/organization shall be:
 - a. afforded the privilege to present witnesses of fact and information on their behalf;
 - b. informed that any oral or written statements the student/organization may make pertaining to the alleged violation may be presented in any subsequent proceedings;
 - c. afforded the privilege to prepare a written statement concerning the alleged violation;
 - d. presumed not responsible unless and until a violation is determined;
 - e. afforded the privilege to appeal a decision.
7. After the hearing, the hearing body shall determine whether the student/organization has violated the Student Code of Conduct.
 - a. The hearing body's determination shall be made on the basis of whether it is more likely than not that the charged student/organization violated the Student Code of Conduct. The findings shall be made by an examination of the evidence and statements offered by the charged and the complainant in the hearing.
 - b. If the student/organization is found to have violated the Student Code of Conduct, the hearing body shall determine a sanction to be imposed and inform the student/organization at the conclusion of the hearing or in subsequent communication.
 - c. A student's/organization's prior record (legal or conduct) shall not be used to determine or substantiate an alleged violation of the Student Code of Conduct. However, a prior record may be considered in determining appropriate sanctions if the hearing body has determined a violation occurred.

E. Sanctions for Individual Students: The following sanctions are among those which may be imposed upon any student determined to have violated the Student Code of Conduct. These include but are not limited to:

1. Disciplinary Warning. A written notice that the student's behavior violated University regulations.
2. Probation. A strong statement of disapproval for violation of University regulations and the imposition of a specified period of time and includes the probability of more severe disciplinary sanctions if the student is found in violation of any University regulations(s) during the probationary period. A student on probation is deemed "not in good standing" with the University which includes the following requirements:

- a. Forfeit the privilege to represent the University in any event, competition, or other manner;
- b. Forfeit the privilege of holding an office in any student organization recognized by the University or of any elected or appointed student office or University community assignment.
3. Restriction. Denial of specific privileges for a definite period of time but without the additional stipulations contained in probation. Restrictions will be clearly defined.
4. Fines. Appropriate fines may be imposed.
5. Restitution. Compensation for damage, loss, theft, or injury. The hearing body shall set the amount and form of restitution which shall not exceed the fair amount of damage, loss, theft, or injury incurred.
6. Educational Projects. Such sanctions include, but are not limited to, writing assignments, service to the University/community or other educational requirements directly related to the violation. The assignment will be clearly defined.
7. Residence Hall Probation. A strong statement of disapproval for a violation of residential housing policies and/or University regulations. Imposed for a specified period of time, hall probation includes the probability of more severe conduct sanctions, including removal from University housing, if the student is found in violation during the probationary period.
8. Residence Hall Suspension. Removal from University housing for a definite period of time. Conditions for return to housing may be specified. Students suspended from University housing are not permitted to visit any housing facilities during the period of their suspension.
9. Residence Hall or Facility Ban. Restricting the privilege of a student to enter or visit a residence hall or specific facility on campus for a specified period of time.
10. Suspension. Termination of the student's enrollment and exclusion of the student from the University for a specified period of time. During suspension, the student shall not be permitted to enroll in any courses offered by the University nor shall credit be given by the University for academic work taken at another institution, or be permitted to enter any University facility, or be on the property of the University, during the term of their suspension. Conditions for readmission may be specified.
11. Expulsion. Termination of the student's enrollment and exclusion of the student from the University for an indefinite period of time, which in no instance shall be less than two calendar years from the date of the imposition of this sanction. Students expelled from the University are not permitted to enter any University facility or be on the property of the University. Violators of this sanction may be subject to arrest for trespassing. This sanction includes the same restrictions listed for Suspension.
12. Enrollment Block. The student may not register for classes when enrollment has been blocked for a disciplinary matter. This may be effected retroactively as warranted.
13. Transcript Notation. An official notation on the student's academic transcript indicating probation, suspension or expulsion for conduct reasons.
14. Parent Notification: Notification of a parent or legal guardian may occur for violations pertaining to substance abuse such as alcohol and/or drugs if the student is under the age of 21.

More than one of the sanctions listed above may be imposed for any single violation.

Interim Suspension. In certain circumstances, the Dean of Students or designee may impose a University or housing suspension prior to a student's conduct hearing. Interim suspension may be imposed only:

- (a) to ensure the safety and well-being of members of the University community;
- (b) to ensure the student's own physical or emotional safety and well-being; or

- (c) if the student poses a threat of disruption of or interference with the normal operations of the University. During interim suspension, the student shall be denied access to University housing and/or 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 may determine to be appropriate.

Departure From Campus Following Suspension or Expulsion and Request for Reinstatement.

1. Any student who has been required to withdraw from the University for conduct reasons shall leave the premises immediately after being notified unless permission to remain longer is obtained from the Dean of Students.
2. Any student required to withdraw from the University for conduct reasons and who desires to be readmitted shall present his/her request in writing to the Dean of Students at least four weeks prior to the beginning of the semester for which readmission is being requested.

The status of any student resuming studies at the University after suspension or expulsion for disciplinary reasons shall be on Disciplinary Probation for the first semester of re-enrollment.

3. After obtaining clearance for readmission, students must comply with deadlines and/or requirements of the University Catalog in effect at the time of their reentry.
4. Any residential student who is required to withdraw from the University for conduct reasons shall not be eligible for a refund of residential charges and/or fees as in accordance with their Housing Contract.

F. Sanctions for Student Organizations: The following sanctions are among those which may be imposed upon any student organization determined to have violated the Student Code of Conduct. They include but are not limited to:

1. Probationary status for a designated amount of time. Probation for an organization may include but is not limited to the restriction of select group activities such as social events, membership drives, and alcohol use at future events.
2. Educational Projects.
3. Community Service Projects.
4. Restricted campus posting privileges.
5. Suspension of the student organization's charter and/or campus recognition for a designated period of time.
6. Suspension of a student organization includes but is not limited to activities such as membership drives, social functions, officer elections, use of the organization's offices, or prohibited use of University facilities.

Article III: University Committee on Student Behavior:

1. The Dean of Students shall determine the composition of the University Committee on Student Behavior (UCSB) which shall include one faculty member, one staff member, one student and one additional member who shall serve as Chair.
2. The UCSB shall not be obligated to hear cases ready for adjudication in the last week of classes, before final examinations of an academic term, or during the summer, or any other time at which the UCSB is unable to gather a quorum. In such instances, the Dean of Students or designee shall have authority to hear all cases.
3. The proceedings of UCSB hearings shall be tape-recorded by the University, and the recording maintained by the Dean of Students. The recordings of the proceedings will be maintained for a length of time equal to 5 years, after which the recordings of the proceedings will be removed from the record. The student may review the recording in the presence of the Dean of Students or designee. No copies of the recording may be made.

Article IV: Appeals:

1. Should a student/organization choose to file an appeal, the sanction(s) shall be upheld while the appeal is pending unless otherwise stated by the appeals officer.
2. A decision reached or a sanction imposed by the Coordinator of Residential Communities or the Coordinator of Student Involvement and Leadership may be appealed to the Dean of Students. A decision reached or a sanction imposed by the Dean of Students or a hearing board may be appealed to the Associate Vice President for Student Development.
 - a. Appeal requests shall be in writing and shall be delivered to the appeals officer within five business days of receipt of the decision.
 - b. In appealing a conduct decision, the appeal must fall into one of the following categories:
 - (1) The student/organization has new evidence available that was not available prior to the original hearing.
 - (2) The conduct process as outlined was not adhered to during the student's/organization's original hearing and the break in process was substantial enough to have possibly affected the outcome.
 - (3) The sanctions do not relate appropriately to the violation for which the student/organization has been found to have committed.
3. Upon receipt of the appeal request, the appeals officers may either:
 - a. Uphold the hearing body's decision; or
 - b. Uphold the appeal and vacate all or part of the hearing body's decision; or
 - c. Alter the sanctions listed in the original sanction letter.
4. The decision of the appeals officer shall be the final appeal authority for the University for all cases of a conduct nature.

Article V: Standard of Evidence:

1. The standard of evidence used in an educational conduct hearing shall be that it is "more likely than not" that the charged student/organization violated the Student Code of Conduct.
2. The relevance of evidence or information presented for consideration shall be at the discretion of the hearing body.

Article VI: Conduct Files and Records:

1. Case referrals may result in the development of a conduct file in the name of the charged student/organization. Other than University suspension or expulsion, conduct sanctions shall not be made part of the student's academic record, but shall become part of the student's confidential educational record. Student organization conduct records will not be reflected in any individual student's educational record.
 - a. Records of conduct proceedings for students/organizations found to have violated the Student Code of Conduct shall be retained as a conduct record by the Office of Student Development for a minimum of five years.
 - b. Students/organizations may request to view (not possess) their conduct records. Such requests should be made in writing to the Dean of Students. Students/organizations will only be granted access to written reports and sanction letters contained in their conduct file.
2. In all such cases where the charged student/organization is found not in violation of the Student Code of Conduct, such findings shall be clearly noted in the file.

Computer Use

Scope

This policy is applicable to all members of the university community, whether being on the university campus, on university property, or elsewhere for a university-related purpose and refers to all computer hardware, software, and data resources whether shared, stand alone, portable, or networked. The University views the use of university computers, networks, and Internet access as a privilege, not a right, and seeks to protect legitimate computer users by imposing on those who abuse the privilege. Violations of Computer Use policies will be referred to the student conduct system or to the appropriate department head for action.

Woodbury University honors and respects the academic freedom of its members and strives to permit maximum freedom of computer use consistent with current university policy and state and federal laws. Within that guideline, the university expects responsible behavior when using computer technology in terms of behavior that is:

- Respectful of fellow students.
- Preserves security.
- Law abiding.
- Ethical.
- Preserves computer system and network reliability.

Expectations

Fellow students

- Respect the differing standards of others but understand that the privileges provided by the First Amendment and by academic freedom do not extend to messages or images that would be considered
 - obscene or patently offensive
 - libelous
 - threats of violence
 - demeaning, or harassing to individuals or groups
 - disruptive to the academic environment (introducing viruses)Messages or images of this nature are a violation of university policy and may result in criminal prosecution and/or civil liability as well.
- Respect the specific rules regulating computer use, access, and hours for individual departments and labs. These rules exist to allow as much computer time for as many students as possible. If the rules are not explicit or you are unsure what the rules are, please ask for information.
- Respect the classroom. Excessively large and lengthy Internet downloads could disrupt classes in session using the Internet. Any unusually large downloads should be done when no classes are being held.

Security

- Respect yourself. As a user, you are responsible for any use or misuse of any login by yourself or others using your computer or your account. Therefore, take all reasonable precautions to ensure that unauthorized use of your account is prevented:
 - Never leave your terminal or personal computer unattended once you have logged onto your account: always logoff your workstation upon leaving.
 - Never share your password, but do frequently change your password.

Laws

- Respect the legal protection provided by copyright and licensing of all materials including movies, images, music, software, data, and other sources of information that is copyrighted or licensed: do not download, distribute or make copies of these without a license or without the permission of the copyright holder.
- Respect the intended usage of systems to be only lawful, university related electronic information exchange, including electronic mail:
 - Do not send forged electronic mail
 - Do not use the campus network for electronic chain letters
 - Do not use the University computing and network resources for unlawful purposes or to promote commercial or profit making activities or for unsanctioned, non-university activities.
- Respect the laws governing the use of computer technology:
 - Do not engage in any computer “hacking” activity such as using any programs, transactions, data or processes that infiltrate a system, that damage or alter software or data, or that crash systems or networks.
 - Do not introduce or intentionally spread computer viruses.
 - Do not load illegally obtained software on any computers or networks.

NOTE: The University will not engage in monitoring of e-mail or computer files except for cause.

Ethics

- Respect the fact that everyone must behave ethically:
 - Do not seek ways to circumvent the system to avoid paying for things that are used and must be paid for such as copying and printing on campus.
- Respect the privacy of others:
 - Do not seek information on, obtain copies of, or modify files, data, tapes or passwords belonging to others without explicit authorization.

Computer System and Network Reliability

- Respect the integrity of the network:
 - Do not alter any system software or operating system.
 - Do not install, uninstall, or modify any university hardware or software without explicit authorization from the appropriate service provider.
 - Do not alter in any way university network cables or jacks.
 - Do not install network cables or any network sharing devices such as hubs or wireless access points.
 - Do not leave unused/no longer used files on university hard drives.
 - Do not load software on university computers.
 - Do not lock lab computers without proper authorization. Lab staff have the authority to unlock unattended lab computers for others that need to use it.
 - Do not write to any network folder except to your own or to an instructor-authorized folder.

Disabilities Policy

It is the policy at Woodbury University to comply with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and state and local regulations regarding students and applicants with disabilities. Pursuant to these laws, no qualified individual with a disability shall unlawfully be denied access to, participation in, or benefits from any services, programs, or activities of Woodbury University. The University is

strongly committed to promoting and achieving equitable learning opportunities and participation for students with disabilities.

The University will make reasonable accommodations to students with documented disabilities which substantially limit a major life activity. These may include, but are not limited to, modifications of course load, exam accommodations (quiet place, additional time, word processor) books on tape, note takers, and peer tutors. Accommodations which fundamentally alter the nature of the course or program are not appropriate. The University does not provide personal assistants or individual personal tutors.

At the beginning of each semester, students wishing to have accommodations should schedule a brief appointment with the Associate Vice President, Student Development. It is the student's responsibility to make their needs known to the Associate Vice President. In order to aid students in securing timely provision of appropriate services, the student must provide the proper documentation. The initial documentation for accommodations cannot be more than five years old.

Once students have met with the Associate Vice President and formally documented and registered their disability accommodations will be arranged. Faculty, advisors and/or staff will be notified about the accommodation arrangements by the Associate Vice President. It is the student's responsibility to keep all parties informed.

Discrimination Policy

Woodbury University is a community of diverse racial, ethnic and class backgrounds, national origins, religious beliefs, physical abilities and sexual orientations. Our activities are enriched by our acceptance of one another and we must strive to learn from each other in an atmosphere of supportive engagement and mutual respect.

Woodbury University admits students regardless of race, color, gender, nationality, religion, age, sexual orientation, or disability and makes available to them all rights, privileges, programs, and activities provided by the University. The University does not discriminate against people in the administration of its educational policies, admission policies, or scholarship and loan programs.

Furthermore, the University will not permit or tolerate prejudice in any form on its campus or in its programs or affairs. This includes but is not limited to discriminatory harassment. Discriminatory harassment is verbal, emotional or physical abuse to persons or property or the threat of such abuse, theft or non-accidental damages to property, obstruction or disruption of campus functions, or other behavior judged to constitute harassment by the University's administration or agents authorized under the Campus Conduct System to consider such matters when such harassment is based upon or related to an individual's race, color, gender, nationality, religion, age, sexual orientation, or disability.

Facility Reservation and Event Authorizations

Student organizations, campus offices and University departments planning a function on or off campus must have the facility reserved and the event approved by the Office of Student Development. University facilities may be reserved for approved University events only. Only student organizations, faculty and staff may reserve space on campus (unless approved by the Office of Student Development). Individual students may not reserve University facilities.

The following guidelines address the procedures for reserving campus facilities and obtaining event authorization.

1. The Facility Reservation and Event Authorization Form must be completed and submitted to the Office of Student Development. Event Coordinators should follow all procedures as indicated on the Form. Questions regarding facility reservations or event planning should be directed to the Office of Student Development.
2. Submission of a Facility Reservation and Event Authorization Form does not guarantee use of the facility or equipment requested. Facilities and equipment are available on a limited basis. Any equipment needs must be indicated on the Form.
3. The Coordinator of Student Involvement and Leadership gives final approval for all events. Student organization events involving alcohol must follow the policy as indicated in the Guidelines for a Student Organization Event with Alcohol.
4. Bon Appetit shall have the exclusive right to provide food service for any events taking place in Woody's. Any requests for Bon Appetit food service should be made directly through the Woody's Manager.
5. Events with special electrical/water needs or where special safety precautions are needed may be required to have a pre-event walk through by a Maintenance department staff member. At this time, the Event Coordinator will be required to address safety concerns and modify their event setup if necessary.
6. Use of any flammable decorations may require clearance from Maintenance, Student Development and/or the Fire Department.
7. An Event Coordinator is defined as a Woodbury University faculty or staff member, or student organization active member (must be a current Woodbury student).
8. Any facility used for an event must be cleaned upon completion of the event. The Event Coordinator or student organization indicated on the Facility Reservation and Event Authorization Form may be held responsible for any damage to the requested facility and/or equipment as a direct result of their use of the reserved facility and/or equipment.
9. Non-academic events will be limited during Finals Week.
10. Student organizations must have their advisor present at student events on or off-campus as deemed necessary by the Coordinator of Student Involvement and Leadership.
11. Student use of facilities on the San Diego campus is coordinated by the Administrative Office at the San Diego campus.
12. If a problem with an event arises, the Event Coordinator listed on the Facility Reservation and Event Authorization Form will be contacted.
13. The Event Coordinator is responsible for informing the Office of Student Development of any changes in plans or cancellation of events. Failure to inform the Office of Student Development of cancellations may result in the loss of facility reservation or event approval privileges.
14. Security may be required for events without alcohol.
15. Amplified music is permitted during the 12-1pm lunch hour in the Alumni Quad. Loud noise or music outside of this timeframe or location will need prior approval by the Coordinator of Student Involvement and Leadership.

Family Educational Rights & Privacy Act (FERPA)

On June 17, 1976, the rules and regulations applying to the Family Educational Rights and Privacy Act of 1974, section 438 of the General Education Provisions Act, became final. The Act deals with students' rights to

access their official educational records. Basically, the legislation gives any student or former student of Woodbury University the right to inspect and review his or her permanent records. At Woodbury University, the permanent records covered by the Act include: the student's application for admission; high school and/or previous college transcript; test scores; correspondence with our Office of Admissions; documents pertaining to grade reports, dates of attendance, approval of leaves of absence; correspondence with the Deans.

The Act includes a list of types of records not open to student inspection. These are parents; financial statements; confidential letters and recommendations written before January 1, 1975; letters and recommendations written after January 1, 1975 but specifically designated as confidential; ancillary records of instructional, supervisory and administrative personnel; confidential law enforcement records; and records written by physicians, psychiatrists, psychologists, and other recognized professionals or paraprofessionals. Students and former students may request a doctor of their choice to review their medical records.

Colleges are allowed to publish "directory information" including the student's name, address, ID photos, telephone number, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees received, and the most recent previous educational institution attended. Woodbury University does not publish directory information, however we will release information to certain third parties such as prospective employers or other educational institutions.

If any current Woodbury University student does not want such directory information to be disclosed under any circumstances, he or she must notify the Registrar's Office in writing of the specific information not to be released.

Woodbury University administrators, faculty, and members of established college committees who have legitimate educational interest may have access to students' and former students' files without prior consent. Specific federal, state and local officials and educational agencies conducting studies are also permitted access for definite reasons provided that personally identifiable data are not transferred to anyone else. In addition, proper parties concerning application for or receipt of financial aid have access. Woodbury University will forward a student's education records on written request to another school in which the student seeks or intends to enroll. Prior consent for disclosure of personally identifiable information is not required when the information is needed in connection with a health or safety emergency; or is to comply with a judicial order or lawfully issued a subpoena after a reasonable effort to notify the student is made.

Except as described above, Woodbury University must obtain written consent of the student before disclosing personally identifiable information from the educational records. Such consent must be signed and dated by the student. It must include a specification of the records to be disclosed, the purpose or purposes of the disclosure, and the party or class of parties to whom the disclosure may be made. The institution is required to maintain a record of all non-exempted requests for and disclosures of personally identifiable information from the education records of all students. The affected student may inspect this record of disclosure.

A student, former student, or applicant for admission may waive any of his or her rights under the Act by executing a written signed waiver. Such a waiver may be revoked with respect to any action occurring after the revocation. The revocation must be in writing and signed by the student.

Grievance Policy

This grievance policy will be used to resolve grievances against decisions or actions of University faculty, staff, and agents affiliated with the University that create a hostile environment for teaching and learning.

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

Students cannot undo what has been decided by the following administrative systems:

- Code of Student Conduct violations, because there is a separate procedure administered by the Office of Student Development;
- Formal complaints of sexual harassment, because there is a separate procedure administered by Human Resources;
- Exceptions to Academic Policies and Procedures, because there is a separate procedure administered by the Faculty Academic Policy Appeals Committee.

Informal Resolution

The student is encouraged to discuss the matter of dispute with the person whom they have a grievance against, and seek a mutual resolution. If this does not resolve the issue, the student should pursue the matter with the department chair in the case of a faculty grievance.

If the dispute is unable to be resolved at this level, the student should contact any of the following individuals for assistance in determining appropriate next steps such as mediation or further discussion with the department chair or supervisor:

Dean of Faculty

Dean of Students

Director of the Institute for Excellence in Teaching & Learning

The University believes that most grievances can be resolved informally.

Formal Resolution

If the informal resolution process was not able to remediate the situation, then a student has the right to file a formal grievance.

Procedure

1. The student must submit the grievance in writing to the Dean of Faculty for grievances against faculty and to the Office of Human Resources for grievances against staff. Students are invited to seek consultation from the Dean of Students or Director of the Institute for Excellence in Teaching & Learning in preparing their written statement.
2. The person against whom the grievance is filed has an opportunity to review and respond to the written allegations.
3. The Dean of Faculty/Human Resource Officer will begin an investigation within 24 hours of receipt of the written grievance.
4. The Dean of Faculty/Human Resource Officer will convene a panel which will consist of the following:
 - a. For grievances against faculty – Another faculty from the same school, one faculty from a different school, one staff member, and one student. The Dean of Faculty will serve as the non-voting panel chair.
 - b. For grievances against staff – Another staff member from the same department, one staff member from a different department, one faculty, and one student. The Human Resource Officer will serve as the non-voting panel chair.
5. The panel will convene within five business days of completion of the investigation.
6. A decision will be communicated to the student within two business days of the panel review.
7. Appeals may be made if one or more of the following circumstances exist:
 - a. Evidence is available that was not available prior to the original panel review;
 - b. The process outlined here was not adhered to during the review process.

Appeals must be submitted in writing to the Chief Academic Officer within five days of notification of the outcome of the panel review. The Chief Academic Officer will convene an ad hoc committee to serve as the appeal panel.

Health Insurance

Mandatory eligibility:

All mandatory eligible students are required to have health insurance in order to reduce the financial risk to the student and to insure that, in the case of an accident or illness, the student receives quality medical care. Woodbury University requires the following groups of students show proof of current health insurance coverage at the start of each semester:

- All traditional undergraduate students
- All students residing in University-operated housing (including graduate students)
- All International students on an F-1 or J-1 visa (including those who reside off campus)

All mandatory eligible students are billed for the Woodbury's Student Accident & Sickness Insurance Plan on a per semester basis unless an approved waiver form and proof of comparable insurance coverage are provided to the Business Office by the established deadline dates each semester. The Waiver must accompany evidence of insurance coverage in writing, which is considered an insurance identification card or a policy statement. Alternate comparable coverage must be for the entire academic semester. Students who do not have comparable coverage must purchase the University-sponsored Student Injury & Sickness Insurance Plan. Only those students who will graduate in December may purchase just the Fall semester health insurance plan. International students should not purchase insurance from their home country, as it will not fulfill the University's requirement.

If a mandatory eligible student has a private health insurance plan or is covered by a family health insurance policy, refer to the procedure to waive the University sponsored Student Accident & Sickness Insurance Plan.

Voluntary eligibility:

All students enrolled in a degree-granting program (Accelerated Degree Programs and/or Weekend College) taking 6 or more credit units and all Graduates students enrolled in 3 or more credits who attend classes on campus are eligible to enroll in the University-sponsored student health insurance plan on a voluntary basis. Payment and an enrollment form must be submitted to the Business Office in order to purchase the University sponsored health insurance plan. We maintain the right to investigate eligibility status and attendance records to verify eligibility requirements are met. If we discover the eligibility requirements are not met, our only obligation is to refund any unused premium paid for that person.

Procedure to waive the Woodbury's Student Accident & Sickness Insurance Plan:

1. Woodbury University requires that all mandatory eligible student participate in the Student Health Insurance Plan unless proof of comparable coverage is submitted to the Business Office prior to the add/drop deadline each semester.
2. Waiver forms are available at the Health Services Office, Business Office or from the Administrator's Office in San Diego.
3. In order to waive Woodbury's Student Accident & Sickness Insurance Plan the mandatory eligible student must submit a completed waiver form and show proof of coverage to the Business Office prior to each semester's add/drop period.

4. Proof of Coverage must accompany the waiver form. Acceptable proof must be:
 - A. Enlarged copy of front and back of current Health Insurance Identification card; or
 - B. Copy of your health insurance policy. If your parent/guardian has coverage through their employer, you could obtain a copy from the employer; or
 - C. Copy of front and back of Military I.D. card.

The Business Office must receive the waiver forms and proof of coverage by 6 PM on the following semester deadline dates:

- Deadline for Fall 2009 waiver submission is on the add/drop deadline of September 10, 2009.
- Deadline for Spring 2010 waiver submission is on the add/drop deadline date of January 25, 2010.

No waivers will be accepted after deadline and no refund of premium will be made.

Contact the Health Services Office for all questions pertaining to the waiver application.

Health Insurance Payment:

The Student Accident & Sickness Insurance Plan charges are billed to the student's account on a per semester basis. Your payment for the Fall 2009 semester provides coverage from August 20, 2009 to January 4, 2010. Your payment for the Spring 2010 semester covers both the Spring/ Summer 2010 semesters and coverage is from January 5, 2010 to August 20, 2010.

Health Insurance Cards:

If you need to verify health insurance coverage prior to the add/drop deadline you must contact the Health Services Office for instructions.

After the add/drop period has passed the Insurance Plan will send all Student Accident & Sickness Insurance Plan cards to the Health Services Office for distribution.

Students must pick up their insurance card(s) in person at the Health Services Office or from the Administrator's Office at the San Diego campus. Be prepared to show verification via a picture ID and sign for your card(s).

Mail cards: To have your health insurance card(s) mailed to your current address you must email requests to: Health.Office@Woodbury.edu. The email must include your complete name, current address, including apartment number, city and zip code and your phone number.

If you do not receive your insurance card(s) or if you lose your insurance card(s), contact the Health Services Office for a replacement card(s).

In the event of an Injury or Sickness:

In the event of an emergency call 9-1-1. For non-emergency injuries or sickness, students are advised to go to the Health Services Office during the Health Services Office Hours of Operation. The Campus Nurse will assist the student and/or provide them with a referral.

If during business hours the Health Services Office is closed students are advised to go to the Office of Student Development (Cabrini 102) for assistance.

Weekend or evening students may contact Security for assistance or call 9-1-1 for emergencies.

San Diego Students are advised to report to the Administration Office immediately.

In the event of a medical emergency, when not in school, students should go to the nearest hospital.

Procedures to submit a claim:

1. Student who have the University Sponsored Student Injury & Sickness Insurance Plan must complete and submit a claim form for each accident, sickness or for prescription reimbursement. Insurance claim forms can

be obtained from the Health Services Office, the Office of Student Development, or from the Administrator's Office at the San Diego Campus.

2. A student must complete and sign the Student Injury & Sickness Insurance Plan claim form for each doctor's visit, emergency room, urgent care visit, lab or diagnostic testing visits in order for the Plan Administrator to consider reimbursement/payment to the healthcare provider.
 3. The claim form must be submitted to the Plan Administrator within 90 days after an injury or sickness in order for the claim to be considered for reimbursement/payment.
 4. Students needing assistance with the claim process should contact the Health Services Office, the Local Servicing Broker of the Insurance Plan or Plan Administrator.
 5. Students are advised to make a copy for their records of all forms, claims and receipts submitted to the Plan Administrator.
 6. If the student receives a bill from any healthcare provider, contact the Health Services Office immediately for instructions.
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HIV/AIDS and Related Conditions Policy

A. Assumptions

1. The primary role and response of Woodbury University is educational.
2. The goal of Woodbury University is to focus on prevention.
3. Current medical evidence is that HIV/AIDS is not transmitted by casual contact.
4. Any policy needs to be flexible to allow for case-by-case analysis without surrendering consistency for purpose.

B. Education

1. The Health Services Office shall assure that current, comprehensive information about HIV/AIDS is available on campus.
2. Workshops, lectures, and/or training sessions regarding the prevention, detection, and treatment of HIV and other sexually transmitted diseases will be organized for the University's students and employees.

C. Medical and Counseling Policy

1. The campus nurse will serve as the primary HIV/AIDS resource person to provide information and referrals to anyone who seeks them. The Director of Counseling Services will serve as the primary confidential counselor regarding HIV/AIDS.
2. The Health Services Office in conjunction with an outside agency will provide free to low cost HIV/AIDS screenings at least once per academic semester.

D. Residence Life

1. As long as there is no pressing medical reason to inform others living in University housing of the presence of any student with an HIV/AIDS-related condition, the medical condition of such students will be treated as confidential.
2. The University is responsible for logistical decisions regarding housing and will exercise reasonable judgment in the interests of the individual's and community's well-being.

E. Employment

1. Any student employee of the University having an HIV/AIDS-related condition will be allowed to

continue working as long as s/he is able to perform the duties of the job.

F. Harassment

1. The University condemns and will not tolerate any incidents of harassment of persons known to have or suspected of carrying the AIDS virus. Complaints regarding such harassment should be directed to the Associate Vice President for Student Development or the Dean of Students.

G. Class Attendance

1. Any affected students will be permitted to continue their education in an unrestricted manner until their medical condition prevents them from pursuing their educational responsibility within acceptable performance and attendance standards.
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Involuntary Leave of Absence Policy

Woodbury University provides a range of services to support and address the mental and/or physical health needs of students including assessment, short-term care as appropriate, and referrals. Our first concern is for the health and welfare of each individual in our community. Our goal is to enable all of our students to participate fully as members of Woodbury's academic community.

However, the University may require a student to take a leave of absence if, in the judgment of the Dean of Students (or designee), the student: (a) poses a threat to the lives or safety of himself or herself or other members of the Woodbury University community, or (b) has evidenced a medical condition or behavior that seriously interferes with the student's ability to function and/or seriously interferes with the educational pursuits of other members of the Woodbury University community.

When a student exhibits any of the behaviors described above, an assessment by either the Counseling Center or a designated licensed mental health professional may be required. Based on the assessment, the Dean of Students will determine which of the following courses of action is appropriate:

- That the student remain enrolled with no conditions;
- That the student remain enrolled subject to certain conditions; or
- That the student be placed on an involuntary leave of absence.

If the Dean of Students' decision is to place the student on an involuntary leave of absence, the decision will also indicate the length of the leave and describe the conditions under which the student may seek re-enrollment. The student will be informed, in writing, of the involuntary leave, the effective date of that leave, and conditions for return. If the student is permitted to remain enrolled subject to certain conditions, the student will be informed of the effective date and the duration of the conditions.

Students seeking re-enrollment after an involuntary leave of absence must petition in writing to the Dean of Students. Re-enrollment will be contingent upon requirements outlined by the Dean of Students at the time of the leave. The leave of absence may not exceed three semesters, excluding summer. If a student does not re-enroll by the fourth semester he or she must apply for re-admission to the University.

Students have the right to appeal the decision of the Dean of Students within five business days of its receipt. The appeal must be submitted in writing to the Associate Vice President for Student Development and include the basis for the appeal.

As with all other types of leaves, the policy on refunds contained in the Woodbury University Catalog under "Financial Information" will apply.

Movie Screenings

A public viewing license must be purchased for all movies screened on campus for showings that are other than personal viewing. For more information on how to obtain a public viewing license, contact the Coordinator of Student Involvement and Leadership.

Off-Campus Travel

Instructions for Trip Coordinators:

1. The guidelines below and applicable forms should be distributed to students prior to the date of departure to provide ample time for them to be reviewed and completed.
2. Not all travel forms are required for every type of off-campus travel.
 - a. Travel Authorization for Student Trips – Always required. To be completed by the appropriate Trip Coordinator (Woodbury Employee) and obtain the necessary approval.
 - b. Liability Release & Indemnification and Student Medical Information and Release Form – Required for off-campus travel that is overnight and/or involves risk. Each student is to complete this form.
 - c. Student Driver Safety Regulations and Agreement – Only required when a student drives his or herself or others for a Woodbury University off-campus activity. Each student driver must complete this form and attach a copy of his/her driver's license. This form must be completed regardless of ownership of the vehicle driven.
3. The Trip Coordinator should keep copies of forms to take on the trip and submit the originals to the Office of Student Development 3 days prior to the date of departure.

Travel Authorization for Student Trips

The trip coordinator must complete the Travel Authorization for Student Trips Form for any Woodbury University trips off-campus with students. The list of authorized travelers must be attached. A faculty member may submit a class roster to fulfill this if the roster is 100% reflective of the individuals traveling.

Liability Release & Indemnification and Student Medical Information and Release Form

Students must fill out a Liability Release & Indemnification and Student Medical Information and Release Form prior to the off-campus travel and/or activity. Any student who has a potential medical issue should inform the responsible Woodbury employee. It is the student's responsibility to insure that any necessary medications are available to him/her when needed. Woodbury University requires students to sign the Liability Release & Indemnification and Student Medical Information and Release Form for any activity that involves risk (e.g. skiing, construction, white water rafting, backpacking, etc.) and/or overnight trips.

Health Insurance

Woodbury University requires that all students have medical insurance. Students may not take part in an off-campus activity if they have not purchased insurance or filed proof of insurance.

Attendance

Students participating in any off-campus activities are expected to attend all scheduled events. A student is required to reimburse the University for fees and/or expenses should he or she fail to attend events as scheduled.

Transportation

When taking students on trips, it is the University's recommendation to provide transportation so all students are in one place and driven by a trusted driver. Vehicles rented by the University should be driven in lieu of personal vehicles. Only a Woodbury University staff or faculty member is permitted to drive a vehicle rented by the University. Student drivers must sign and abide by the Student Driver Safety Regulations and Agreement Form. A copy of the student's driver's license must be attached to the form.

Lodging

In the event that field activities outside of class require an overnight stay, students are expected to reside in living accommodations arranged prior to the event. Students may share a room only with members of the same sex. A student is responsible for any damages or any expenses (phone calls, room service, etc.) incurred beyond the cost of lodging.

Alcohol and Controlled Substances

Students are expected to obey local, state, and federal laws regarding the use of alcohol and controlled substances. Additionally, students are expected to conform to policies of the University as well as the event itself.

Conduct

Students are expected to conduct themselves in a manner consistent with the policies of the University, as published in the Student Code of Conduct. Students who exhibit inappropriate behavior may be required to return to the University prematurely and at their own expense. In addition, inappropriate behavior will be addressed through the University's conduct process.

Policy for On-Campus Demonstrations

Woodbury University supports the right of individual students, faculty, staff and student organizations to demonstrate and leaflet, provided such activities do not disrupt normal campus activities, scheduled events or infringe upon the rights of others. The University will not condone behavior that violates the freedom of speech, choice, assembly or movement of other individuals or organizations. The responsible dissent carries with it sensitivity for the civil rights of others.

The University maintains the right to define the time, place, and manner in which activities occur on campus. The safety and well-being of members of the campus community must be protected at all times. Only registered University organizations, current students, and full/part time faculty and staff may request a space through the FREA process within two weeks of the event. The FREA form is available in the Whitten Student Center.

The organization and individual students involved in the demonstration are accountable to comply with the Student Code of Conduct. Failure to abide by the Code may result in conduct charges and appropriate sanctions. Please refer to the Conduct Process section of this handbook for further details.

Religious Life Policy

Woodbury University is a secular school. Individuals within the University community may form religiously-oriented clubs in accordance with campus regulations on student organizations. No proselytizing is allowed on the part of any religious group or individual on University property. Material of religious nature may be posted according to the University's Policy on Publicity Materials.

Residence Hall Community Living Standards

Alcohol

Alcohol is not allowed in the residence halls or in Woodbury University sponsored off-campus apartments. Empty alcohol bottles are also prohibited in the residence halls, even for decorative purposes.

Bathrooms

Male residents and male guests must use residence hall bathrooms designated for men. Female residents and female guests must use residence hall bathrooms designated for females.

Bicycles

Bicycles may not be ridden in the residence halls. Bicycles may not be parked in walkways, hallways, stairways, or entrances. Bicycles should only be locked to bicycle racks.

Community Damages

A community area is defined as any area other than individual student rooms. For example: bathrooms, hallways, lounges, exterior doors, stairwells, balconies, etc. Charges for damage to community areas in a residence hall will be the responsibility of:

- 1.Any individual who accepts responsibility for or is found to be responsible for the damage; or
- 2.All of the residents of a particular wing, hall, floor, or building where the damage occurs. The Coordinator of Residential Communities, in consultation with the Maintenance Department, shall determine this charge.

Controlled Substances

(See Student Code of Conduct, Article I, section 3.)

Cooking

Cooking in rooms is strictly prohibited. Cooking appliances with exposed heating elements (except for microwaves and MicroFridges) are not permitted in residents' rooms. Other than basic microwave use, all cooking must take place in the residence hall community kitchens. When cooking in community kitchens, all cooking devices must be attended while in use. Unwashed or abandoned dishes, cooking utensils, or food may be discarded to prevent pests.

Disruptive Behavior

Behavior which disrupts the residential community; including but not limited to:

- Throwing items in the hallways;
- Bouncing balls on the floor/hallways;
- Throwing objects from windows;
- Standing, sitting on, or jumping off rooftops and balcony ledges;
- Disrupting other student attempts to study or sleep;
- Fighting, including water fights;
- Acts that breach the peace or are lewd, indecent or obscene;
- Nuisance, obscene phone calls, excessive noise, exhibitionism, and fighting

Electrical Appliances

The following appliances are not permitted in the residence halls: any appliance requiring 220 volts or 1500 watts, hot plates, air conditioners, or any appliance with an exposed heating element. Residents may have one

small (3.0 cubic feet or smaller capacity, 1.5 amps or smaller rating, Energy Star Qualified) refrigerator and/or one microwave, rated less than 700 watts, in each room. Use of all other appliances is prohibited.

Fire Safety

1. Arson or the setting of fire, tampering with safety- Students are permitted from tampering with fire alarm doors, smoke detectors, pull stations, fire extinguishers, sprinkler heads, etc. Students pulling false fire alarms, stopping existing fire alarms, or failing to immediately evacuate during a fire alarms are violating state fire codes. Immediate evacuation when an alarm sounds is mandatory and re-entry into a building before the alarm is silenced is prohibited.
2. Food on stove or in oven- Leaving items unattended on a residence hall stove or in an oven at any time is prohibited.
3. Cooking appliances- Only University approved appliances are prohibited. See Cooking policies for more information.
4. Candles and incense- Candles and incense are prohibited in the residence halls, even for decorative purposes
5. Air conditioners- Installation of air conditioners and ceiling fans in residence halls rooms is prohibited.
6. Christmas trees- Live cut Christmas trees and wreaths are prohibited in student rooms.
7. Barbecue grills- The use of grills is not permitted in the under any landings or on or near balconies. Grills are prohibited in residence hall rooms.
8. Halogen lamps- Halogen lamps are strictly prohibited in residence halls rooms.
9. Smoking- Smoking in any residence hall room is permitted.

Guests

A "guest" is defined as any individual who does not live on campus. Residents are allowed to have overnight guests in their rooms for three consecutive nights under the following circumstances:

All non-Woodbury overnight guests must be registered with a Residential Communities staff member.

If a resident has a roommate, the roommate's consent is needed.

Residents assume responsibility for their guests. Guests are subject to the same rules, regulations and expectations as their host and their host is responsible for informing the guest of the rules, regulations and expectations in advance.

Guests can stay for a maximum of 3 consecutive nights, not to exceed 15 nights per semester. Additional nights will require written permission from the Coordinator of Residential Communities.

Guests must respect the privacy of other students. Violation of University policies or abuse of the guest policy will result in revocation of the resident's guest privileges.

Guests must carry identification with them at all times and show it upon request to Residential Communities Staff members, Student Development Staff, or Campus Security.

Guests should be accompanied in the residence hall community at all times.

Guests must leave the building at the request of Residential Communities Staff members, Student Development Staff, or Campus Security.

Male guest must use the residence halls bathrooms designated for men. Female guests must use the bathrooms designated for women.

Hallways

Students must remove all personal belongings from the hallways. Items left in the Hallways, including room furniture, are considered fire hazards. Any items left in the hallways may be discarded.

Health Insurance

Students are required to have health insurance. In the event of illness or injury, the University is authorized to contract emergency care on behalf of and at the expense of the student.

Keys

Residents will be issued keys to their mailbox, room and exterior doors, which they are expected to use responsibly. The effectiveness of our safety precautions is dependent upon members of the community.

Students are not to loan their keys to others at any time.

Tampering with any lock is strictly prohibited.

Keys are the property of the University and must be returned when a student checks out of the room or at the request of the Office of Residence Life.

No keys may be duplicated. Residents caught duplicating University keys are subject to conduct action as well as the cost of replacing the residence hall's locks and keys.

Should a key be lost or stolen, the resident is responsible for immediately reporting this to the Residential Communities Staff so that appropriate steps can be taken to prevent illegal entry. There will be a mandatory lock and key replacement fee to be determined by the locksmith. Arrangements for a new lock and/or key must be made with the Coordinator of Residential Communities.

Musical Instruments

Practicing musical instruments in residence halls is prohibited if it can be heard outside of the room.

Noise/ Quiet Hours

Noise can be very disruptive to a community and therefore courtesy hours are in effect twenty four hours a day, seven days a week. If someone asks a resident to reduce the volume of his or her stereo, voice, etc., the request should be honored. Residents are expected to anticipate and respect the needs of other residents; specifically the need to live in an environment with minimum annoyances to pursue academic goals and promote student wellness. In the spirit of community consideration, stereo speakers and stereos must not be directed out of windows/doors or used outside the living unit. Stereos should be played at levels that do not disturb others. Music, talking, or other sounds are too loud if the sound can be heard by neighbors, in the corridor, or outside the building. Repeated disregard for appropriate sound levels will result in the removal of the equipment from the student room.

In addition to courtesy hours, quiet hours are in effect during the following times:

Sunday - Thursday: 10pm to 8am

Friday - Saturday: Midnight to 9am

During exam periods quiet hours will be in effect 24 hours a day.

Personal Furnishings

Woodbury encourages residents to personalize their residence hall rooms, however there are certain guidelines that should be followed:

A surge protector should be used with all stereo, computer, television or other sensitive electronic equipment. The University is not responsible for any damages that occur due to electrical surges.

Waterbeds are not permitted.

Pets

Animals, except for fish, are not allowed in the residence halls at any time, including brief visits by family or

friends. Fish, and fish alone swimming in the confines of the tank, are allowed in the residence halls with a maximum tank size of 10 gallons. The resident is responsible for any water damage caused by the tank. All electrical fish tank equipment must be unplugged during times when the halls are closed.

Rightful Occupancy

The University's rooms are designed for occupancy by one, two, three, or four students (as assigned). Students may not sublet a University room to another person.

Residence hall rooms are for the exclusive use of full-time Woodbury University students, and not intended for families, spouses, and/or domestic partners.

Roofs, Ledges, Windows, and Balconies

Students are prohibited from jumping, standing, or sitting on residence hall roofs, ledges, and balconies. Students are prohibited from throwing objects from roofs, ledges, windows, and balconies.

Room Personalization

Residents are encouraged to make their residence hall room their home by personalizing their rooms. The following rules should be kept in mind when decorating to avoid damage charges:

Building alterations, additions or changes to rooms may not be made. Alterations may result in charges to return the room to its original condition.

Damage to wall surfaces can be prevented. When hanging things on walls avoid using nails and/or tape. By using a product such as "Sticky Tac", "Hold It", or "Blu-Tac" you can minimize damage to walls. Scotch and duct tape will also remove paint and damage walls. Students will be charged for damaged walls regardless if steps were taken to repair such damage.

The University reserves the right to dispose of all stored items not properly claimed or for items left in rooms after student has vacated the assigned space.

Furniture: The University provides each resident with a bed frame or loft, mattress, desk, chair, chest of drawers and closet space. No University owned furniture may be removed from the room that it is assigned without authorization from the Coordinator of Residential Communities. Residents may rearrange the furniture inside their room provided it is returned in its original condition and location at the time of checkout. Furniture from any vacant room or community area may not be moved into another room. Students who are found to be in possession of University furniture not assigned to that specific room may be subject to conduct action.

Non-University Furniture: Upholstered furniture used in University residence halls must have fabrics that meet the criteria of California Flammability Bulletin 117. Only furniture that meets this fire retardant code will be allowed in University residences. It is the student's responsibility to ensure that any furniture he/she brings onto campus meets these codes. This automatically eliminates vinyl furniture such as bean bag chairs and upholstered furniture that is not classified as being fire retardant. Students bringing furniture on to campus must have written verification that the furniture is up to code.

Lofts: In buildings where homemade or rented lofts are permitted, lofts must meet all fire retardant and safety codes. Wood material used must either be pre-treated wood and stamped indicating that it is flame resistant material or be coated with a UL flame retardant coating that has been rated for flame spread of 25 or less or has a zero flash point. All surfaces must be treated. All lofts must be inspected and approved by an authorized representative of the Residential Communities staff member within 24 hours of being set up. Lofts which do not pass inspection must be removed from the premises within 24 hours. Students failing to comply with these requirements may be subject to conduct action or penalty.

Skateboards, Roller Skates, In-Line Skates, and Scooters

Skateboards, roller skates, in-line skates and scooters may not be ridden in the residence halls.

Smoking

In accordance with Section 41.5 of the Los Angeles Municipal Code, smoking is prohibited in the University residence halls. This includes individual rooms, lobbies, lounges, corridors, bathrooms, etc. Smoking is also not permitted within twenty feet of any doorway, window, or air circulation unit.

Solicitation and Posting

No advertising, selling or commercial soliciting is permitted in the residence halls. The Coordinator of Residential Communities must approve the posting flyers in the residence halls. No sign, banner, signal, advertisement, aerial or other equipment or illumination may be exposed on, or at, any window or other part of the residence halls.

Student Housing License Agreement

The Student Housing License Agreement is a legally binding document between the University and the student. This License Agreement is valid for one full academic year and additional copies are available from the Coordinator of Residential Communities. All on-campus residents must sign a License Agreement before they can move in. When a student signs the aforementioned agreement, the student agrees to certain stated conditions regarding the usage of the residence hall facilities and the rights of others who live there. The student is responsible and accountable for upholding her/his part of the License Agreement.

Trash

Residents are responsible for keeping their rooms and community areas clean and free from litter. Trash must be taken to trash dumpsters located outside of the building. Trash may not be taken to or left in lounges, kitchens, bathrooms or other community areas.

Unauthorized Entry

Only residents, their escorted guests and authorized persons are allowed in the residence halls. Only authorized persons are allowed to enter restricted areas in the residence hall. These areas include but are not limited to storage rooms, electrical rooms and boxes, maintenance and housekeeping closets, and roof areas.

University Breaks

The Residence Halls are closed during Winter Break. All residents must leave their rooms by the designated closing time and may not return until the residence halls re-open. Residents who do not vacate the residence halls by checkout time will be assessed a \$100 Failure to Vacate Fee.

Windows and Window Screens

Tampering with or removing window screens is prohibited. Residents will be billed for the repair or replacement of damaged screens. Students are prohibited from climbing in or out of residence hall windows.

Sexual Harassment/Discrimination Involving University Employees Policy:

Woodbury University is committed to creating and maintaining a community where all persons who partici-

pate in university programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Every member of the community should be aware that the university is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by policy. The university will respond promptly and effectively to any report of sexual harassment and will take appropriate disciplinary action up to and including termination.

Any member of the university community can report conduct that may constitute sexual and/or other unlawful harassment under this policy. In addition, supervisors, faculty and other employees of authority are responsible for taking whatever action is necessary to prevent sexual harassment, to correct it when it occurs, and to report it promptly to the individuals designated to handle discrimination complaints.

Definition:

Sexual harassment does not refer to occasional complaints generally accepted as not offensive or other generally accepted social behavior. It refers to an intimate assault on another's personhood and is prohibited by the EEOC (Equal Employment Opportunity Commission) regulations. Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct is made explicitly or implicitly a term or condition of employment, is used as a basis for employment decisions, or has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or demeaning employment or learning environment (refer to #3 below).

Title VII of the 1964 Civil Rights Act bans discrimination by employers on the basis of race, color, religion, sex or national origin in hiring, compensation, conditions of employment and dismissals. Title VII as construed by the EEOC and the courts, prohibits sexual harassment in the workplace.

Examples of sexual harassment may include such conduct as the following:

- Physical assault;

- Direct or implied threats that submission to sexual advances will affect evaluation, employment, or status;

- Direct propositions of a sexual nature;

- Repeated requests for private meetings without an academic or work-related purpose;

- Comments of a sexual nature;

- Sexually explicit statements, questions, jokes or anecdotes;

- Unnecessary touching, petting, hugging or brushing against a person's body;

- Remarks of a sexual nature about a person's clothing or body, whether or not intended to be complimentary;

- Remarks about sexual activity or speculations about previous sexual experience;

- Letters, notes or electronic mail containing comments, words or images as described above;

- Visual displays of suggestive, erotic or degrading sexually oriented images that are unconnected with legitimate academic interests; and

- Behavior by a third party that could be construed as sexual harassment.

Procedures:

Individuals subject to harassment can often stop or prevent sexual or other unlawful behaviors by immediately and directly expressing their disapproval of the individual's inappropriate attention or conduct. If resolution is not possible, a formal process should be pursued as follows:

Step One: Any member of the Woodbury community who, in his or her opinion, has been subjected to sexual harassment should report an incident of inappropriate sexual or harassing conduct as soon as possible to the immediate supervisor of the harasser or to Human Resources. This report may be verbal and does not have to be in written form.

Step Two: Any supervisor who receives a complaint is charged with pursuing the matter in consultation with Human Resources. Depending on the circumstances, either a formal or informal process may be pursued.

1. Informal Process:

The supervisor meets with the harasser (respondent) to discuss the reported incident toward resolution as follows:

WARNING: In many instances, an informal warning by the respondent's supervisor combined with appropriate follow-up supervision and monitoring of the harasser's behavior may be sufficient to prevent or stop the harassment.

MEDIATION: Such complaints can be resolved through informal mediation between the two parties. A department chair/dean, other Faculty Senate appointed faculty member and/or Human Resources may facilitate mediation.

In cases where sexual or unlawful harassment is admitted or proven as a result of the informal process, the following steps should be taken:

- (a) The respondent should state that the harassing behavior will cease and that he/she will not engage in any behavior that could be construed as a further violation of university policy.
- (b) A form of relief should be made to the complainant in the form of an apology or an agreement of non-communication, etc.
- (c) The respondent must understand there can be no retaliation against the complainant.
- (d) The mediator shall monitor compliance to these terms.
- (e) The settlement agreement shall be in writing, signed by both parties, and approved by the Faculty Senate member and/or Human Resources.

2. Formal Process:

Step One-Written Complaint:

To initiate a formal investigation into an alleged violation of this policy by an employee of Woodbury University, complaints should be filed in writing with Human Resources as soon as possible after an incident of alleged harassment. If the complaint is student-to-student, the complaint should be filed with Student Development, who will investigate the complaint in accordance with policies outlined in the Student Handbook.

The written complaint should provide as much of the following information as possible:

The name, department and position of the person or persons allegedly causing the harassment;

A description of the incident(s), including the date(s), location(s), and the presence of any witnesses;

The alleged effect of the incident(s) on the complainant's learning environment and/or conditions of employment;

The names of other employees and/or students who may have been subjected to the same or similar harassment;

The steps the complainant has taken to attempt to stop the harassment, if any; and

Any other information the complainant believes to be relevant to the harassment complaint.

Step Two-Human Resources Investigation:

Upon receiving a complaint for discrimination and/or harassment based on race, sex, color, religion, national origin, gender, age, disability, marital status, veteran status, sexual orientation and sexual harassment, the Office of Human Resources begins an investigation. Investigators may not disclose information regarding an investigation to anyone not involved in the investigation other than in accordance with or as required by law.

The following guidelines are offered to assist the investigator as appropriate to the nature of the complaint and circumstances involved according to his/her discretion:

The investigation should commence as soon as possible.

In cases dealing with sexual harassment, the investigation should be conducted with a male-female team if possible.

Investigators should interview individuals who have information relevant to the case.

The investigator may not represent or promise to the person being interviewed that either his/her name or the information provided will remain confidential or that the interview will be "off the record." Although confidentiality will be maintained to the extent practical and appropriate under the circumstances, applicable law requires that certain information be made available to the complainant and accused. Moreover, should legal proceedings follow, such information may be discoverable.

When first interviewing the accused and as appropriate with other witnesses, the investigator will remind him/her of the university's policy against retaliation for making a discrimination/harassment complaint or participating in investigation of such a complaint.

When interviewing a complainant, the investigator will do the following:

- (a) Determine the exact nature of the conduct that is alleged to constitute discrimination/harassment;
- (b) Ascertain the specific context(s) in which the conduct occurred;
 - Find out if there are witnesses who observed the conduct which is the subject of the complaint;
 - Develop a thorough understanding of the professional relationship, degree of control and amount of interacting between the complainant and the accused;
 - Determine whether the accused has carried out any threats or promises directed at the complainant;
 - Inquire whether the complainant knows or suspects there are others who have been discriminated against or harassed by the accused;
 - Discover whether the complainant previously informed other supervisors or persons of authority of the situation and if so, what was the response; and
 - Ask the complainant what action he/she would like the university to take as a consequence of the alleged discrimination/harassment, but do not make promises or commitments as to an outcome or possible remedy.

When interviewing the accused, the investigator will do the following:

- (a) Describe the behavior or conduct that has been alleged and ask if it has occurred;
- (b) Obtain the accused's side of the story. If an adverse employment/academic action was taken against the complainant, ascertain the accused's reason(s) for such action and obtain any information or documentation that would bear on legitimacy of the reason(s) given; and
- (c) Request the names of persons who can corroborate or support the accused's version of events.

When interviewing other witnesses, the investigator shall:

- (a) NOT ask whether the witness has seen or experienced "discrimination" or harassment," ask instead about specific conduct or behavior that the witness has observed;
- (b) Ask if there are others who might be able to comment on the conduct or behavior issue; and
- (c) Ask if the complainant complained to the witness about the conduct or behavior that is subject of the complaint and how the witness responded.

Step Three-Investigator(s) Report and Recommendations:

The investigators shall prepare a written report and recommendation immediately and no later than 15 working days following the completion of the investigation. The report must include:

- (a) A summary of the complaint;
- (b) A summary of the response by the individual charged with harassment;
- (c) A summary of the statements and evidence obtained during the investigation;
- (d) A finding of whether a violation of university policy occurred. If a violation occurred, the finding must include a statement about the severity of the violation; and

- (e) A recommendation of sanctions, if appropriate.

Step Four-Consideration of Report and Recommendations:

The report and recommendations are sent simultaneously to Human Resources and the respondent's immediate supervisor. After joint deliberation, both must agree to one (1) of the three (3) following actions:

- (a) Order further investigation. Investigation should be for a period not to exceed 10 working days and will require a supplementary report.
- (b) Dismiss the complaint. The complaint will be dismissed if it is found to be without merit. If the investigators found the complaint was reckless, frivolous, or vexatious, discipline must be imposed on the plaintiff.
- (c) Sustain the complaint. If the complaint is sustained, the University will take all of the following actions: order the harassment to stop, impose appropriate sanctions on the harasser, and provide any other relief necessary to remedy the situation.

3. Penalty Guidelines:

The University will seek to impose appropriate penalties for harassment as follows:

For unwelcome verbal comments or assaults, gestures, sexually graphic materials, offensive sexual jokes, the University will impose a range of penalties from an informal reprimand to dismissal.

For indecent exposure or for repeated touching in areas other than those described in "c" below, the University will impose a range of penalties from a formal reprimand to dismissal.

For physical assaults, touching of breasts, buttocks or genital areas, the University will impose a range of penalties from suspension without pay to dismissal and criminal prosecution.

Either party may respond in writing to the report and decision within 10 working days to begin an appeal process.

4. State Offices Dealing With Harassment:

Statewide: Affirmative Action Coordinator
 1020 N Street, Room 522
 Sacramento, CA 95814
 (916) 227-0551
 Website: www.dfeh.ca.gov

Los Angeles: Fair Employment and Housing Department
 322 West First Street
 Los Angeles, CA 90012
 (800) 884-1684

Sexual Misconduct Policy

Woodbury University is strongly committed to providing an educational and employment environment that is free from discrimination, harassment, and exploitation. In addition to the University's policies and federal and state laws, each of us has a responsibility to foster a community in which people are safe, are able to pursue their responsibilities free of inappropriate interpersonal behavior, and are able to perform to the best of their abilities.

Woodbury University will not tolerate sexual offenses under any circumstances. Any Woodbury University student, faculty member or staff member (this includes University vendors and its employees) who commits a sexual offense will be subject to University disciplinary procedures, which, depending on the nature of the offense, can result in suspension, expulsion, or termination of employment. Those who commit a sexual offense may additionally be subject to legal prosecution.

Sexual offenses are defined as any sexual act directed against another person, forcibly or against that person's will, or where the victim is incapable of giving consent. Any act defined as a sexual offense by the California Penal Code is considered a sexual offense at Woodbury University. The act of voyeurism, defined by the California State Penal Code in section 647k, is also considered a sexual offense at Woodbury University. Sexual offenses also include acts of unlawful, non-forcible sexual intercourse such as incest and unlawful sex with a minor.

Sexual Offenses (from California State Penal Code)

Rape is an act of sexual intercourse accomplished with a person under any of the following circumstances:

- Where a person is incapable, through unsoundness of mind, whether temporary or permanent, of giving legal consent.
- Against a person's will by means of force or fear of immediate and unlawful bodily injury on the person or another.
- Where a person is prevented from resisting by any intoxicating, narcotic, or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have known by the accused.
- Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat.

Sodomy is sexual conduct consisting of contact between the penis of one person and the anus of another.

Any sexual penetration, however slight, is sufficient to complete the act of sodomy.

Oral copulation is the act of copulating the mouth of one person with the sexual organ or anus of another.

Penetration of genital or anal openings by foreign or unknown objects is penetration, however slight, of the genital or anal openings of another person, by any foreign object, substance, instrument or device. "Foreign object, substance, instrument, or device" shall include any part of the body except a sexual organ.

Sexual Battery is the touching of an intimate part against the will of another for the purpose of sexual arousal, gratification, or abuse.

Voyeurism is looking through an opening, or otherwise viewing the interior of any area in which the occupant has a reasonable expectation of privacy, with the intent to invade the privacy of a person or persons inside.

Terminology

- Consent is informed and freely and actively given with mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. A current or previous dating or marital relationship shall not be sufficient to constitute consent. Sexual activity in which consent was not obtained or was obtained under coercive conditions is considered sexual assault.
- Incapacitation means being in a state where a person lacks the capacity to appreciate the fact that the situation is sexual, or cannot appreciate (rationally and reasonably) the nature and/or extent of that situation.
- Sexual Touching is any contact with the breast, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or any of these body parts
- Intimate parts include the breast, buttocks, groin or genitals.

Woodbury University Procedures for Handling a Sexual Offense

Students who are victims of a sexual offense are encouraged to notify a member of the Student Development staff, one of the Campus Sexual Assault Victim Advocates or Campus Security. Students also have the option to notify a local law enforcement agency and the option to be assisted by campus personnel in notifying these authorities. Students should note that physical evidence collected soon after the offense may be necessary for the proof of criminal sexual assault.

Students who are victims of sexual offenses are further encouraged to seek appropriate medical attention and

to get help and support such as counseling from the Counseling Center. For detailed information regarding steps to take if you have been sexually assaulted, please refer to the "Sexual Assault Awareness Procedures and Programs" information section of the Woodbury University Student Life webpage at www.woodbury.edu.

By federal law, incidents of sexual assault that are known to any member of the staff or faculty or Woodbury University (except counselors in the Counseling Center) must be reported to the Office of Student Development. This report is for statistical purposes and contains only the nature of the incident and the location. No names are involved, unless the victim chooses to make such a report.

A victim or anyone assisting the victim should complete an Anonymous Sexual Assault Report Form. This form asks the victim to share details about the assault in an anonymous manner. The information can assist campus officials in improving prevention efforts. This form should be completed with the consent of the victim. If the victim will not allow the Anonymous Sexual Assault Report Form to be filed, staff and faculty of Woodbury University are still required, under federal law, to report the following information to the Office of Student Development: the nature of the sexual offense and the date, time and location of its occurrence. This report is used for statistical purposes and contains only the nature of the incident and the location. No names are involved unless the victim chooses to make a report.

Woodbury University Procedures for Handling On-Campus Disciplinary Action

Students

Allegations of sexual offenses by students will be adjudicated through the Office of Student Development following the procedures outlined in the Conduct Process section of the Woodbury University Student Handbook. Violators are subject to sanctions outlined in the Woodbury University Student Handbook, up to and including suspension and expulsion from the University.

In any on-campus disciplinary action, the accuser and the accused are entitled to the same opportunities to have others present during the proceedings. Both the accuser and the accused shall be informed of the outcome of any formal proceedings. If the student who has filed the complaint requests a change in academic, living or work arrangements as a result of the alleged offense, the University will make every effort to accommodate such requests.

Faculty and Staff

Allegations of sexual offenses by faculty members will be adjudicated through the Senior Vice President. Allegations of sexual offenses by staff members will be adjudicated through the Director of Human Resources.

Allegations made against faculty members or staff members are subject to the applicable provisions and procedures of their contracts, which include, but may not be limited to, provisions related to disciplinary and discharge actions.

Education of the Campus Community

The Office of Student Development offers educational programs for students, faculty and staff that promote open discussion of rape, acquaintance rape and other sexual offenses, encourage reporting, and provide information regarding prevention. Educational material including brochures, videotapes and articles are available. The Office of Student Development also publishes procedures that inform victims of sexual assault of services and support available to them. All members of the university community are encouraged to become familiar with the different resources available on campus and in the local community. Student Development personnel receive annual training about appropriate responses to allegations of sexual offense.

Solicitation Policy

Definition

Solicitation is defined as urging, inciting, requesting, promoting or advertising to a person or persons to purchase merchandise and/or services for personal profit or organizational gain. For the purposes of this policy, solicitation also includes any form of fundraising or posting of printed materials.

Solicitation Guidelines

1. Any person(s) or organization wanting to conduct solicitation on the Woodbury campus must request permission by using the Solicitation Request Application available from the Office of Student Development.
2. At that time a location will be assigned.
3. Approval for solicitation will be granted by the Office of Student Development. A confirmation will be issued within four working days.
4. The fee must be paid in advance to the Office of Student Development. The fee is \$75.00 per day with a two-day maximum per semester. Fee may be adjusted at the discretion of the Dean of Students.
5. Solicitation Sponsorship: When a student organization sponsors an individual or for-profit company, it is suggested that ten percent of the gross sales will be paid to the student organization. Student organizations, faculty and staff are cautioned against any solicitation sponsorship without adequate research into the background and business track record of any company or individual seeking such sponsorship. Refer to event approval procedures for additional information.
6. Posting Policy: All materials to be posted must be submitted to the Office of Student Development for approval.

Limitations:

1. No person or organization given approval to solicit on Woodbury University's Campus may:
 - a. interrupt the day-to-day academic and operational functions of the University or commit intentional acts that obstruct, disrupt, or physically interfere with the use of University premises, buildings or passages.
 - b. engage in actions which intimidate, harass, threaten or coerce any student, staff, faculty, vendor or guest of the University.
 - c. solicit in residence halls.
 - d. post materials on vehicles parked on campus.
2. Incentives, give-aways, etc. may not be given in exchange for action.
3. Approval will be given if activities do not violate or conflict with the University mission statement or University policies, guidelines or other applicable laws; do not result in a breach of University contracts or compete with University or University-contracted operations; do not jeopardize public or individual safety; and are covered by insurance as deemed necessary by the University.
4. The Office of Student Development may deny approval for solicitation on any University facilities or grounds.
5. The University reserves the right to restrict access or immediately order the removal of any person(s) or vendor, sponsoring organization, etc. that is believed to behave in a manner not acceptable to the University community or if attempting to conduct business without prior approval.
6. The Office of Student Development may establish additional guidelines as needed for the facilitation of the vendors' activities.

Student Involvement

The educational experience at Woodbury extends beyond classroom work. Student organizations allow opportunities to develop leadership skills, meet new people, have fun, and in many groups provide professional development and networking. Student interest drives the development of each organization. We are confident that you will find one that matches your interests, and you are even welcome to start a new organization.

All student organizations using the Woodbury University name in any capacity are required to minimally be registered with the Office of Student Development.

Privileges of a Registered and Recognized Student Organization

- Present ideas, information, and suggestions on topics of concern to the University faculty, students, administration and Board of Trustees.
- Request funding for events from the Associated Student Government in accordance with Organization Allocations Committee Guidelines.
- Pursue activities and directions that are of interest to their members, as long as they are legal, ethical, and not in violation of any University policy or procedure and/or state/federal law.
- Advertise and promote their group and its activities on campus and in campus publications with approval from the Office of Student Development.
- Hold membership drives on campus.
- Have limited use of campus copying and duplicating services with approval of the Office of Student Development for materials related to student organization business.
- Have the use of a mailbox on campus for mail and messages.
- Hold fundraisers for the organization's use or charitable causes. Fundraising off campus must be approved by the Office of Student Development.
- Reserve campus facilities for meetings and events through the Office of Student Development.
- Create a student organization website, linked to the Woodbury University website according to University procedures (see Student Development office). Organizations are also given authority over their University Portal site for internal community functions.

Responsibilities of a Registered and Recognized Student Organization

- Adhere to all federal, state, and local laws.
- Read, understand, and adhere to all University policies and procedures.
- Understand and follow all University procedures for the use of campus services such as printing, mailing, posting, facility reservations, financial services, etc.
- Maintain an account in the Business Office where funds may be deposited and withdrawn according to University procedures. The Office of Student Development may revoke privileges of those organizations in debt.
- Promote and foster the educational and developmental mission of the University and the Office of Student Development.
- Respect the rights and privacy of other groups or individuals in pursuit of their plans, goals, and activities.
- Keep in mind the interests and needs of the total membership of the organization as well as the entire University community in all of its activities.
- Organizations must have a minimum of four active officers (a President and Treasurer and two other officers of the organization's choosing) in addition to a membership body. This is to ensure organization's longevity,

reduce officer burnout, and increase involvement and buy-in from the student body.

- Students may not hold an office in a student organization if he/she is on student conduct probation, academic probation or has been on academic warning for two or more consecutive semesters.
- Organizations are required to have regular meetings for their membership registered through the Facility Reservation and Event Authorization process.
- Participate in official campus-wide events including, but not limited to, Welcome Week, Founders' Week, and the Organization Fair.
- Be responsible for themselves and their guests at all group functions and at University events in which the group participates.
- Have a full-time (includes participating adjuncts) faculty/staff advisor. Organizations must consult regularly with their advisor(s) and keep them informed of all relevant plans and activities. The advisor's signature is required on all requests for ASG funding, financial transactions and Facility Reservation and Event Authorizations.
- Pay all financial obligations in a timely manner from the organization's available funds.
- Have representation at Student Organization Orientations, organized through the Office of Student Development.
- Have representation at appropriate ASG meetings (i.e. Organization Allocation Committee Training).
- Meet with the Coordinator of Student Involvement and Leadership as appropriate.

Violation by a Recognized Student Organization

1. In the event of an alleged violation, the Coordinator of Student Involvement and Leadership will contact the organization's president and advisor(s).
2. It is possible that a governing student council (such as Greek Council or ASG) may hold its own concurrent hearing separate from the University conduct process.
3. An individual in an organization may face charges independent of the student organization.
4. Refer to "Conduct Process" in the *Policies and Procedures* section of this Handbook for further information regarding Code of Conduct violations by a recognized student organization.

Reinstatement of Inactive Student Organizations

Those student organizations that fail to renew and re-register themselves in the Spring semester are deemed inactive by the Office of Student Development and ASG. Reinstatement allows inactive student organizations to become active again if the student organization was inactive for no more than 12 months as of the date it was last deemed active.

If a student organization wishes to seek reinstatement, the group must to complete the current year's Student Organization Registration Renewal Form and submit it to the Office of Student Development. The student organization will then be eligible for ASG OAC funding as well as access to the student organization account with the Business Office, and assumes all debts and credits associated.

If a student organization has been inactive for over 12 months the student organization, the organization must go through the new student organization recognition process again.

New Student Organizations

If a number of students have an interest or concern not met by one of the existing student organizations, it is possible to start a new group. The first step in this process is for a student to identify several students with the same interest. Then the group should meet with the Coordinator of Student Involvement and Leadership to

begin developing a constitution and complete necessary registration forms. The Coordinator will work with the students to develop a foundational constitution, mission, leadership and purpose. Once the registration has been approved, the new student organization may seek official recognition through the ASG.

Student Organization Fundraising

Guidelines for Fundraising

1. Any fundraising efforts performed on campus must be planned, sponsored, and coordinated by a registered student organization.
2. Advertising of any fundraising event must comply with the University's Publicity Policy and clearly state the name of the organization sponsoring the fundraising event.
3. All organizations are expected to obey applicable federal, state and local laws. It is the responsibility of the sponsoring organization to meet state health and sanitary standard for food handlers and food preparation.
4. Register the event through the Facility Reservation and Event Authorization process.
5. If utilizing the quad area, the permanent green Woody's Quad tables may not be used.
 - a. Placement of the tables in the quad must be indicated on the Facility Reservation and Event Authorization form and will be available on a first-come, first-serve basis.
 - b. No limit will be set on the number of organizations that will be allowed to fundraise in the Alumni Quad at any one time. Notification of potential conflicts may be given via student organization mailboxes. It is up to the organizations to determine whether conflicts will occur.
 - c. Failure to properly request and utilize tables and chairs may result in the immediate closure of your fundraising event.
6. Fundraising by sponsoring an individual or a for-profit company must follow the Solicitation Policy.
7. Failure to comply with this policy may result in the loss of fundraising privileges.
8. Approval for student organization fundraising must be obtained from the Office of Student Development through the Facility Reservation and Event Authorization Procedure. Fundraising in the residence halls must be approved by the Coordinator of Residential Communities.

Guidelines for a Student Organization Event with Alcohol

Woodbury University is committed to creating a campus environment conducive to education, work, study and personal development. The University's alcohol policy creates a campus environment where students have the opportunity to learn how to deal responsibly, both individually and socially, with alcoholic beverages. In order to create an atmosphere in which these goals can be pursued, the following policy has been adopted regarding student use of alcohol at University events:

A. Procedure to Apply for an Event with Alcohol:

1. University recognized organizations that wish to have alcohol at an organization sponsored event (on or off campus) must submit a "Petition for a Student Function with Alcohol" available in the Office of Student Development.
2. For events requiring ASG Funds, the "Petition for a Student Function with Alcohol" and "Facility Reservation and Event Authorization Form" must be completed and submitted prior to the Associated Student Government Organizational Allocations Committee meeting at the beginning of each semester. For events not requiring ASG Funds, the "Petition for a Student Function with Alcohol" and "Facility Reservation and Event Authorization Form" must be submitted at least three weeks prior to the event.

3. After the "Petition for a Student Function with Alcohol" is submitted, it is the responsibility of the student organization to schedule a meeting to discuss and plan the event with the Coordinator of Student Involvement and Leadership no later than three weeks prior to the event date. This meeting must be attended by the event coordinator, and may require the attendance of the student organization President.
 4. If the "Petition for a Student Function with Alcohol" is approved it will be the responsibility of the student organization to schedule a second meeting with the Coordinator of Student Involvement and Leadership to finalize all plans and arrangements for the approved event. This meeting must be attended by the student organization event coordinator, and the organization's advisor(s).
 5. The Coordinator of Student Involvement and Leadership may request additional meetings to discuss details of events with alcohol if necessary information is not available during the original meeting.
- B. Woodbury University Student Organization Events with Alcohol Guidelines:
1. In accordance with California State Law, only persons 21 years of age or older may consume alcoholic beverages in California.
 2. No alcohol shall be possessed or consumed by students or guests at a student organization event without an approved "Petition for a Student Function with Alcohol."
 3. No University campus activity fees or OAC funds may be used to purchase alcohol.
 4. Sale of alcohol by the University or any student, visitor or organization is prohibited.
 5. Tickets to an event may not be redeemable for alcoholic beverages.
 6. Alcoholic beverages are prohibited at student organization recruitment events.
 7. Any exceptions to these guidelines require the written permission of the Coordinator of Student Involvement and Leadership.
 8. A student organization that sponsors an event with alcoholic beverages is responsible for adherence to California State laws and University regulations.
 9. Student organizations are not allowed to provide alcohol at events they sponsor without prior approval from the Coordinator of Student Involvement and Leadership through the petition process.
 10. All types of large containers or punch bowl style containers of beverages are prohibited during events with alcohol.
 11. Whenever alcoholic beverages are served at an event, sufficient amounts of non-alcoholic beverages and food must be provided throughout the event.
 12. At student functions where alcohol is served, Security must be present.
 13. The sponsoring organization is responsible for the supervision of the event.
 14. The University parking lot is not a designated event location and no alcohol may be consumed in this area at any time.
- C. During the Event:
1. Student organization events with alcohol have a maximum duration of six hours, with the event concluding no later than 2:00 a.m. Members of the organization may stay up to two hours after the conclusion of the event for cleaning purposes.
 2. Alcoholic beverages may be consumed only during the time of the registered event and may not be served during the final hour of the event. Only non-alcoholic beverages may be served the last hour.
 3. The maximum number of alcoholic beverages a guest may consume during an event is 2 drinks per hour, not to exceed 6 drinks total.

4. The University and/or student organization has the right to deny entrance to any individual who they believe may cause a disruption to the event or may be providing false identification.
5. Any person intending to consume alcohol during the event must produce a valid driver's license or other valid picture identification card to Security to verify they are at least 21 years of age.
6. Security or the student organization advisor will issue a wristband to any individual approved to consume alcohol at the event. Only University-issued wristbands may be used. Wristbands have a designated number of tabs attached based on the number of drinks each individual may consume during the event. The bartender will remove a tab from the guest's wristband each time the guest receives an alcoholic beverage. Alcoholic beverages will be dispensed one at a time.
7. The student organization will maintain a legible and accurate guest log of all event attendees and will verify with a picture ID. This guest log should include guests' first and last names, and indicate if they are a student at Woodbury University. The log must be submitted to the Coordinator of Student Involvement and Leadership on the next business day. This guest log will be maintained as an official document in the Office of Student Development for up to one year following the event.
8. The consumption of alcohol is permitted only in the designated event location.
9. All forms of "drinking contests" are prohibited.
10. Students and organizations who violate these rules are subject to conduct charges.

D.Events On Campus

Event on campus with alcohol must be BYOB (Bring Your Own Beer) Events:

1. Individual servings of beer or malted beverages are permitted in sealed individual serving (not to exceed 16 fluid ounces) containers.
2. The number of beverages a guest may bring is limited according to C-3.
3. Upon entering the event the guest must check his/her alcohol in with the bartender. The bartender will have guests label their alcohol.
4. An approved bartending service will be used to distribute alcohol to the respective guest. Student organizations may hire a bartender for an event on campus through Bon Appetit. The student organization will incur the cost of the bartending service. (To avoid an extra fee, cancellation of this service must be no less than 72 hours prior to the event.)
5. A guest may obtain one of his/her alcoholic beverages from the bartender during the event. The bartender will pour the contents of one beer container into a cup for the guest and dispose of the empty container appropriately. The student organization is responsible for providing suitable cups for the event.
6. All un-served alcohol will be disposed of at the end of the event under the supervision of Security and the bartending service. No alcohol shall be returned to guests at the end of the event.

E.Security for Events On Campus with Alcohol:

1. The sponsoring group incurs the cost of the University Security Officers during the time they are needed for the event. The number of University Security Officers will be determined based on individual events. This decision will be made by the Director of Community Services or designee in consultation with the sponsoring organization and Coordinator of Student Involvement and Leadership.
2. The Office of Student Development will provide a written estimate of the cost to provide security officers at the scheduled event at least one week prior to the event date.
3. The organization will be responsible for paying the Security company within two weeks of receipt of the

Security company's invoice. In addition, any additional security charges incurred due to unforeseen circumstances will be billed to the organization.

4. University Security must be present throughout the event and, if necessary, after the event to ensure the parking lot and other areas of campus are vacated.
5. The sponsoring group may incur the cost for any service or enforcement needed of any State, Local or Federal officers.
6. Organizations are encouraged to institute a designated driver or key collection program for their event in consultation with the Coordinator of Student Involvement and Leadership.

F. Events Off Campus

1. All contracts with venues for events with alcohol must be signed by the Coordinator of Student Involvement and Leadership. Student organizations should not make any payments until the Coordinator has reviewed and signed their contract.
2. To ensure that the off-campus hosting establishment (venue) conforms to local and state laws, the organization must submit copies of the following documentation to the Coordinator of Student Involvement and Leadership prior to posting publicity for the event:
 - a. A valid Liquor License.
 - b. Liability and Insurance Coverage.
3. The vendor (party hall, bartending service, etc.) assumes the responsibility for serving alcohol in compliance with California State law.
4. The Coordinator of Student Involvement and Leadership may determine that the sponsoring student organization must provide transportation for off-campus events at the cost of the organization. Individual students may be charged for the cost of transportation.

G. Security for Events Off Campus with Alcohol:

1. Organizations may utilize security provided by off-campus venues. The contract must describe the number of security provided. Additionally, the venue's security must agree to abide by all University policies and procedures regarding events with alcohol.
2. Events held at venues that do not provide their own security must utilize University Security. Please refer to Section E for this process.

H. Organization Advisor(s):

1. Student organization advisor(s') presence is expected at events with alcohol in addition to security. Advisors are required to attend the event for the full duration and may be asked to assist the organization by arriving earlier or staying later.
2. Advisors are expected to attend at least one planning meeting with the event coordinator and the Coordinator of Student Involvement and Leadership. Additionally, the student organization should keep the advisor apprised of developments in the planning process.
3. Advisors should work in consultation with the organization's Event Coordinator and event security to address issues that arise during the event.
4. Advisors will be issued wristbands for the event before the event takes place. The advisor will also be responsible for returning any remaining wristbands the next business day. Wristbands may be in the possession of the advisor or security only.

I. Publicity for any University or organization event where alcoholic beverages will be served must not focus on

the presence of alcohol at the event. Because of the concerns involving crowd control the following policies have been developed:

1. Campus events where alcohol will be served may be publicized off campus only through invitations to individuals and groups with approval from the Coordinator of Student Involvement and Leadership. Specific groups include, but are not limited to, recognized organizations at other area universities.
2. No outside group or individual may advertise the event on behalf of the organization (including but not limited to professional promoters).
3. There may not be any publicity through general announcements to the public such as radio, internet or newspaper advertising, or flyers posted in public places without prior approval of the Coordinator of Student Involvement and Leadership.
4. Refer to the general Publicity Policy for more guidance on promoting events on and off campus.

J. Guest Responsibility:

1. A guest is defined as any person attending an event as a Woodbury University student or a member of the outside community.
2. The sponsoring organization is responsible for and may be held accountable for the actions and behaviors of their guests.

Campus Publicity

For the purpose of this policy, "publicity" is defined as items affixed to bulletin boards, walls, or other surfaces and poster stands and items handed out or otherwise distributed. Publicity items include but are not limited to the following: Flyers, posters, table tents, banners and chalk art. Individuals or organizations violating this policy may be subject to University conduct action, which may include loss of privileges.

Publicity Specifications:

1. Banners:
 - a. Paper banners may not exceed three feet by ten feet.
 - b. Commercially printed vinyl or cloth banners must also be approved by the Office of Student Development and will be hung by Maintenance at the earliest convenience.
 - c. Due to space constraints, banners will be limited to one banner per organization. A maximum of five banners will be approved for posting at any one time in the Woody's Quad area.
 - d. One banner per event may be hung at North Hall, South Hall and the Architecture Quad. Any other possible space for a banner must receive special approval from the Office of Student Development.
 - e. Banners may be hung only on cement and brick surfaces with the exception of North and South Hall where they may be hung from railings.
 - f. Approved banners shall be posted for a maximum of two weeks.
2. Table Tents:
 - a. Table tents shall be no larger than 3x5 inches.
 - b. Only one table tent may be placed per table.
 - c. Table tents inside of New Woody's must receive approval from both the Office of Student Development and the Woody's Manager.
 - d. Approved table tents must be secured to outside tables, without applying tape to the tables, to ensure that the table tents do not fly off the tables creating litter around campus.
3. Chalk Art:

- a. A sketch of the proposed chalk art must be presented to the Office of Student Development at the time of the request and include location, size, and quantity.
 - b. Only chalk that can be removed with water may be used. No charcoal, crayon or any other material that cannot be removed with water is allowed.
 - c. No chalk art is allowed on walls or other raised surfaces.
4. Posters:
- a. A publicity item is considered a poster when it is larger than 8 x 14 inches.
 - b. Approved posters may be placed in poster stands or other locations in accordance with the Guidelines for Posting in this policy.
 - c. Poster stands are available from Maintenance on a first come-first served basis. Use the Event Planning and Authorization Form to request these and indicate desired location.
5. Flyers:
- a. A publicity item is considered a flyer when it is 8 x 14 inches or smaller.
6. Woody's Electronic Screen:
- a. Organizations and departments wishing to have publicity images uploaded onto the electronic screen inside of New Woody's must email the document to publicity@woodbury.edu. Documents to be uploaded must be in jpeg format.
7. Online publicity:
- a. Organizations and departments may advertise their events on the homepage of the Portal by emailing a short description (plain text, not to exceed 100 words), and additional information in paragraph form and/or any attachments to the Coordinator of Student Involvement and Leadership.
 - b. The Office of Student Development may retroactively require student organizations to alter or remove any promotional material from online venues if an event has not been approved, information is inaccurate, or it is not in accordance with the values of Woodbury University or the Office of Student Development.

Publicity Approval Process:

1. The Office of Student Development must approve all publicity to be posted or distributed on campus. This is intended to avoid calendar conflicts, keep the campus free of clutter, and uphold University standards of content. University departments wishing to post or distribute announcements directly related to their functional areas do not need to have those materials approved, with the exception of publicity for University-sponsored events.
2. Publicity for an event sponsored by a student organization or university department will be reviewed for approval after an Facility Reservation and Event Authorization Form has been submitted and approved.
3. All publicity material should be grammatically correct, and contain accurate and timely information for approval.
4. Publicity for any University or organization event where alcoholic beverages will be served must not focus on the presence of alcohol at the event.
5. Only publicity items with the required stamp may be posted or distributed on campus, with the exception of departmental publicity as indicated in #1 above. No copies shall be made beyond those approved by the Office of Student Development.
6. Woodbury University and the Office of Student Development are not responsible for the damage or loss of any publicity items.

Guidelines For Posting:

1. No more than fifteen publicity items (excluding banners) may be posted in the Woody's Quad for any single event.
2. Publicity items may not be posted on the following areas: windows, doors, steps, ground, painted surfaces, administrative bulletin boards, fire alarms or cars parked on campus.
3. Publicity items that compromise safety will be removed. This includes, but is not limited to, items hung from trees and items posted on the ground or on steps.
4. Approved posters and flyers may be posted on general campus bulletin boards and unpainted brick or concrete surfaces only.
5. Posting on bulletin boards must meet the following guidelines:
 - a. Only one poster or flyer may be posted per bulletin board.
 - b. Publicity must be tacked or stapled to bulletin boards. Tape is not allowed.
 - c. Publicity is permitted on bulletin boards designated for Student Development use.
6. Publicity items may not be posted over other current publicity.
7. Caution should be used by students, student organizations and/or individuals posting banners or other forms of publicity on campus.

Removal of Publicity:

The Office of Student Development reserves the right to remove publicity at any time without notice.

1. Recognized student organizations and University departments are responsible for removing all publicity items one business day following the publicized event or within two weeks of posting, whichever comes first.
2. The University reserves the right to remove any publicity item that is unauthorized, defaced, improperly posted, or deemed unfit.
3. Student organizations will be assessed a \$25 Publicity Removal Fine by the Office of Student Development for failure to remove outdated publicity items or improper posting of publicity.
4. Approval of future forms of publicity shall be suspended until outdated publicity items have been removed and/or when fines are paid.

Publicity for Off-Campus Events:

1. Off-campus events may be publicized on campus after permission is obtained from the Office of Student Development and after the publicity item is approved. This includes but is not limited to both University sponsored and non-University sponsored events.
2. Publicity for any University or organization event where alcoholic beverages will be served may not focus on alcohol.
3. Campus events where alcohol will be served may be publicized off campus only through invitations to individuals and groups with Student Development approval. Specific groups include but are not limited to recognized organizations at other area universities.
4. No outside group or individual may advertise the event on behalf of the organization.
5. There may not be any publicity through general announcements to the public such as radio, internet or newspaper advertising or flyers posted in public places without prior approval of the Coordinator of Student Involvement and Leadership.

Student Right-to-Know Act

Woodbury University is in compliance with federal legislation known as the Student Right-to-Know Act. The legislation requires institutions to make available to prospective students, currently enrolled students, and interested parties information about campus safety policies and procedures, established safety programs, and statistics concerning crimes that have taken place on campus. More information regarding the Student Right-to-Know Act is available from the Office of Student Development.

Studio Policy

Purpose

The intent of this policy is to establish guidelines and controls to enhance the protection of Woodbury University studios and their contents such as equipment, electronic or otherwise. The policy has also been developed with the intent to protect users of these buildings and their property.

Scope

This policy outlines specific requirements or rules that must be met by students, faculty, staff, and others who have any connection to and/or use the studios at Woodbury University. Refer to specific department policies for department-specific information.

Policy

In any given studio section, every student is entitled to an equal amount of studio space and a learning and working environment that is conducive to receiving instruction, studying, and production. Students should foster a collegial and professional working environment at all times they are present in studio, whether or not a faculty member is present. This means not only displaying courteous behavior in respect to the gender, ethnicity, sexual orientation, and religion of other students but also responding to the restrictions that working in close quarters naturally implies. Thus, music or other possible acoustic distractions are not allowed during class time and headphones should be used when listening to music during non-studio hours.

The following are additional procedures, rights, and responsibilities to be followed:

- Exterior doors must be kept closed and locked 24/7.
- Authorized students are provided with studio access codes or keys.
- Students should exercise appropriate caution and responsibility for their own safety and well-being as well as that of their fellow students.
- Taking or using the belongings of others without permission is not allowed.
- Under no circumstances are students to consider the studio as their primary residence. Beds, clothing storage units, portable heaters, microwave ovens, and other domestic furnishings are not allowed in studio. Cooking and other activities and/or devices that may create a fire hazard are not allowed in the studios.
- Drinking alcohol, smoking, and using illegal substances is not allowed in studios.
- Power tools and other devices that may be used as weapons or to destroy or damage property, are prohibited in the studios.
- Minimum 3'8" clear aisles must be maintained throughout the studio.
- A minimum of 18" clear space must be maintained in front of all electrical panels.
- Students are responsible for cleaning out their workspaces and removing all personal belongings no later than 24 hours after the last day of studio finals.

- Cabinets, personal drawing tables and chairs left in studio spaces for the proceeding academic term, must be approved by the department Chair and must be clearly marked as such and clearly identified with student's name, mailing address and contact information.
- The University will dispose of everything left in studio spaces after that date unless clearly marked as stated above. The university assumes no responsibility for damaged, lost, or missing items left in studios after this deadline.

Enforcement

Students suspected of any of the following actions will be subject to the process of the Woodbury University conduct system:

- Unauthorized attempt to gain access to the studios after specified deadline or during times when studios are "dead".
- Attempt to prop doors open, tamper with, or modify door lock mechanisms at any time.
- Allowing unauthorized persons in the studios.
- Unauthorized use or possession of university resources.
- Unauthorized use or possession of property owned by university employees, students, or guests.

Controls

- Studios will be re-keyed and/or access codes will be changed at the end of the semester or the end of the academic year.
- Notices will be posted to ensure that students and instructors are aware of closure schedules.
- No access to studios is allowed at all during the winter break (December 24 through first business day after the New Year holiday).
- Woodbury studios are to be conducted with respect and professionalism.
- Students are responsible for cleaning out their work spaces and removing all personal belongings by the last day of the final examination period of each semester. Anything left in studio spaces after that date will be disposed of.
- Dividers or partitions within the studio are strongly discouraged, and must not in any case extend higher than 4 feet.
- No more than one computer storage cabinet per student is allowed. No excess or unauthorized equipment or belongings are to be stored in studio.
- No overhead structures are allowed.
- Power tools may not be used in studio.
- Under no circumstances are students to consider the studio as their primary residence.
- Beds, clothing storage units, and other domestic furnishings are not allowed in studio.
- Cooking is not allowed in the studio.

Studio Etiquette: Ethical Conduct and Personal Safety

Students and faculty are expected to foster a collegial and professional working environment at all times in studio by displaying courteous comportment in respect to the gender, ethnicity, sexual orientation, and religion of other students and faculty.

- Music and other acoustic distractions are not allowed during class time. Courteous sound levels and/or headphones must be used when listening to music or other media during non-class hours. Students expect each other to respond to the first request from another student to lower the volume of music. Students and faculty alike are urged to enforce this policy.
- Students should exercise appropriate caution and responsibility for their own safety, well-being, and property as well as that of their fellow students.

- Taking or using the belongings of others without their permission is not allowed. This includes using someone else's desk.
- Drinking alcohol or using illegal substances is not allowed in studio.
- Exterior doors are to be kept closed and locked as appropriate.
- Studio keys are not to be duplicated nor door access codes shared.

Smoking Policy

In compliance with Section 41.5 of the Los Angeles Municipal Code, the campus smoking policy is as follows:

- Smoking (designated as smoking of pipe, cigars, and cigarettes) is prohibited in all indoor areas.
- Smoking is allowed in outdoor areas on the campus except within 20 feet of windows or entryways.

Traffic and Parking Policies

General Provisions:

For the safety and convenience of all members of the Woodbury University community, university parking regulations are in effect and enforced 24 hours a day, 365 days a year. All motor vehicles operated by students must be registered with the Business Office and must display a current, valid parking permit. This includes full-time, part-time, day, evening, weekend, Intensive Programs, summer, residential, and commuting students. Motorcycle operators and drivers with handicap placards/license plates must register their vehicles, display a current parking permit, and park in the proper parking spaces on campus. Failure to register a vehicle and purchase a parking permit will result in denied entry to parking lots or citation and fine. Woodbury University has approximately one parking space for every three registered vehicles. Accordingly, possession of a parking permit only provides drivers the opportunity to look for a parking space on campus- it does not guarantee that a space will be available. All vehicles driven or parked on campus must be covered by liability and property damage insurance in accordance with the California Vehicle Code. The registered operator of a motor vehicle is responsible for its operation on campus at all times. The university assumes no responsibility for the care or protection of any vehicle or its contents at any time, including the time when it is parked in designated university parking areas. The San Diego campus is an urban campus in downtown San Diego, directly accessible by public transportation. Students are encouraged to use public transportation. The University provides subsidized trolley passes for students registered at the San Diego campus. These can be obtained in the Administrative Office. There are no parking spaces available for student use at the San Diego campus. Students may load and unload materials curbside at the entrance to the parking lot on 8th Street. Please coordinate the delivery with the guard station before leaving a vehicle unattended.

Registration

To receive a parking permit, vehicles must be registered with the Business Office according to the following schedule:

Day and evening students	By Friday of the first week of classes (grace period may extend to Add/Drop date if advertised on special signage by main gate).
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Masters level students and other non-traditional degree program students must purchase and display current parking permit by the first day of classes.

Student parking permits cost \$70 and are valid for one registered vehicle for one semester. Summer session parking permits cost \$45.

Parking permits for students who drive a motorcycle exclusively cost \$35.00. Students who purchase permits in fall or spring may continue to use those through summer at no extra charge. Students who operate more than one vehicle must purchase a separate parking permit for each vehicle. Parking tags must be hung from rearview mirror so that the entire permit is visible. Displaying the permit in any other location, or failure to display the permit will result in citation and fine. Motorcycle drivers are responsible for keeping the parking permit handy to show to university officials as needed.

The university has five parking areas at the Burbank campus. Parking is open in all parking lots for all students. Access to North Hall parking lot is limited to students and staff or faculty members who have a gate clicker. Students who reside in North Hall and those who need to park in North Hall can obtain a clicker from the Business Office. The Business office collects a \$35.00 deposit for each clicker issued to students. The gate code is changed every year so clickers previously issued and not returned, will not provide access to the campus past the end of the academic year. To avoid interruption, please bring clicker to the Business Office in Miller Hall to have it re-programmed at the beginning of the academic year.

Designated Parking Spaces:

Motorcycle operators and drivers with disabled placards or license plates must register their vehicles and park in assigned spaces on campus. Parking zones violations fines and/or loss of parking privileges are strictly enforced.

Vehicle Operation:

The speed limit on campus is 10 miles per hour. Vehicle use is limited to driveways and parking lots. Driving on lawns, sidewalks, and walkways is prohibited and will result in citation and fine. Unsafe operation of vehicles, including reckless driving and driving the wrong way on one-way driveways, is prohibited and will result in citation and fine.

Removal of Vehicles:

In accordance with California State Law the following vehicles may be towed away at the owner's expense: Abandoned, inoperative, or unregistered* vehicles, vehicles parked in fire lanes, red zones, disabled spaces, or blue zones, vehicles blocking gates or driveways, vehicles parked in temporary no parking zones where signs are posted

* Unregistered vehicles are vehicles not registered with Woodbury's Business Office and/or vehicles with expired state license plates.

Parking Citations and Fines

Vehicle operators will be cited and fined for any of the following violations:

Permit not displayed as required	\$25.00
Expired permit	\$25.00
Parking in a no parking zone	\$25.00
Parking in visitor parking without proper visitor permit	\$25.00
Parking in reserved spaces	\$25.00
Parking outside the marked stall	\$25.00
Parking in an area not designated for parking	\$25.00
Parking in the Security parking area	\$25.00

Blocking other vehicles, gates, driveways, walkways	\$40.00
Exceeding the posted time in a loading/unloading zone	\$40.00
Parking in a disabled space/blue zone	\$100.00
Parking in a fire lane/red zone	\$100.00
Driving the wrong way on a one-way driveway	\$75.00
Driving on lawns, sidewalks, and walkways.	\$75.00
Reckless driving	\$75.00
Exceeding speed limit	\$75.00

A parking permit or disabled placard that is not properly displayed and readily visible will be regarded as having no parking permit or disabled placard. Drivers with disabled placards that are not properly displayed will be cited and fined if they park in a disabled zone. Fines incurred by students are automatically charged to the student's account. Students may pay this assessment by mailing a check to the Business Office or may pay upon receipt of financial statement from the Business Office. Unpaid fines assume the same status as any other college debt. Students who do not pay parking tickets may be put on financial hold and may be blocked from registering for the subsequent term and denied transcript requests. An Incident Report will be filed for students who receive three or more parking citations within a term; such students will be subject to conduct sanctions.

Appeal:

Parking violations may be contested by filling out and submitting an appeal form, available in the Office of Student Development.

Conduct Charges:

Conduct charges will be assessed to students who:

- Duplicate or reproduce valid parking permits
 - Create or generate illegal parking permits
 - Use or distribute any illegally obtained or illegally created parking permits
 - Receive three or more parking violations in one term.
 - Commit moving violations.
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Withdrawal from the University

Students withdrawing from the University must complete the formal withdrawal process. A petition form must be obtained from the Registrar's Office and the process completed before leaving the University. Students who withdraw from the University and decide to return at a later date must reapply for admission under the degree requirements in effect at the time of readmission.

Withdrawals due to U.S. Armed Forces military mobilization

Any current student who has been ordered to service due to emergency or other declared U.S. Armed Forces military mobilizations and must withdraw from the University will be given special consideration as follows:

Registration

- a) Complete withdrawal from the term/s without penalty. A letter grade of 'WM' indicating withdrawal due to military service will be assigned.
- b) The student can petition course credit based on work completed. The decision to grant credit will be at the discretion of the instructor and chair.

- c) Degrees will be awarded if credit is granted in those courses that meet the completion (graduation) requirements for the program.

Refunds

Students will receive full refunds of tuition and pro-rated refunds of room and board, without any penalty charges, in those circumstances in which course credit is not awarded.

Re-entry

The two-year leave of absence for persons on active duty will be extended by up to six months following return to inactive service.