La Sierra UNIVERSITY

STUDENT HANDBOOK 2023 -2024

WELCOME

Dear Students:
It is my honor to welcome you to La Sierra University. Welcome to the place where the next exciting part of your life journey begins or continues. Welcome to a place where you will experience God's grace, have the opportunity to develop needed competencies, be challenged academically, form new relationships, explore, develop your purpose, and have the opportunity to make your educational dreams a reality.

These past few years have been difficult ones. Many of us experienced the inner turmoil of uncertainty, grief, loss, and despair. But when we look back, we can see how far we have come and the many ways in which

God has blessed us along the way.

The Division of Student Life team looks forward to serving you this year through whole-person care. You have the opportunity to experience ***Residential Life;*** *building community within a safe living and learning environment by intentionally planning spiritual, social, and recreational activities.* ***The Office of Student Involvement*** *supports the Student Government* ***(SALSU)****, all clubs and organizations, and plans creative events that foster student leadership and peer-to-peer connections.* ***The Athletics Department*** *encourages the development of positive values such as sportsmanship, teamwork, leadership, confidence, civility, honesty, fairness, unselfishness, respect, and responsibility.* ***Student Wellness Services;*** *is committed to your mental and physical well-being.* ***Campus Safety and Security*** *support mentoring and scholarship at the university by preserving physical safety and providing assistance, as requested, to each member of the university community.* ***The Office of International Students*** *provides services that meet the La Sierra University international community's diverse needs and offers programs that foster global perspectives, intercultural awareness, and international goodwill within the campus community.* ***The Office of Spiritual Life*** *creates an environment where students, faculty, and staff of the university can: Encounter God (Worship), develop their spiritual relationship (Believe), and provides opportunities for personal experiences where one can Live-out their Faith (Mission).*

I hope that during this centennial year, you will live life out loud as you experience all the good that awaits you here. May you find the encouragment that you need to accomplish the tasks ahead. We are here for you.

MARJORIE V ROBINSON
VICE PRESIDENT OF STUDENT LIFE
wecare@lasierra.edu

La Sierra UNIVERSITY

ADMINISTRATION

RONALD OSBORN
INTERIM PRESIDENT

APRIL SUMMIT
PROVOST

DAVID GERIGUIS
VICE PRESIDENT FOR FINANCIAL ADMINISTRATION

WAYNE DUNBAR
VICE PRESIDENT FOR ENROLLMENT SERVICES

CINDY PARKHURST
SPECIAL ASSISTANT TO THE PRESIDENT FOR CONTINUING CAREER EDUCATION

MARJORIE ROBINSON
VICE PRESIDENT FOR STUDENT LIFE

NORMAN YERGEN
VICE PRESIDENT FOR ADVANCEMENT

SCHOOL DEANS

CHANG-HO JI
DEAN, SCHOOL OF EDUCATION

SAM MCBRIDE
DEAN, COLLEGE OF ARTS & SCIENCES

FRIEDBERT NINOW
DEAN, H.M.S. RICHARDS DIVINITY SCHOOL

JOHN THOMAS
DEAN, ZAPARA SCHOOL OF BUSINESS

CAMPUS MAP

AC	Alumni Center	CC	Campus Safety & Security Patrol	HMA	Hole Memorial Auditorium	OB	Frances Barnard Observatory
AD	Administration			HO	Student/Staff Housing	PH	Palmer Hall
AH	Ambs Hall	CC	Convenience Center	HT	Hamilton Terrace	PP	Physical Plant
AN	Angwin Hall	CH	Cossentine Hall	HUM	Humanities Hall	PSC	T. B. Price Science Complex
AP	Alumni Pavilion	CM	Path of the Just (Campus Mall)	IT	Information Technology	RC	Raley Cottages
APA	Alumni Pavilion Annex	CP	Clough Park	LI	Library	SE	School of Education
APL	Alumni Pavilion Pool	CW	Custodial Warehouse	LM	Library Mall	SF	San Fernando Hall
AR	Archaeology	DC	Dining Commons	LS	La Sierra Hall	SO	South Hall
CA	Calkins Hall	GH	Gladwyn Hall	MH	Matheson Hall	SK	Security Kiosk
		HES	Health & Exercise Science	NF	Natural Foods	SP	San Pasqual Schoolhouse
						ST	Sierra Towers
						SVH	Sierra Vista Hall
						CC	Security
						TC	Tennis Courts
						UC	University Church
						VAC	Visual Arts Center
						ZSB	Tom & Vi Zapara School of Business
						WEL	Welcome Center/ Campus Tours

Updated: 01/05/2022

EMERGENCY

Fire/Police/Paramedics
Dial 9, 911

Campus Safety and Security Patrol
Ext. 2222, (951) 785-2222

Student Wellness Services
Ext. 2200, (951) 785-2200

Campus Pastor
Ext. 2090, (951) 785-2090

Parkview Community Hospital
(951) 354-7404

Loma Linda University Med. Center
(909) 558-1000

Riverside County Rape Crisis Center
(951) 686-7273

To reach other departments on campus, please refer to our Campus Phone Listing found on-line at
lasierra.edu/campus-phone-listing

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INTRODUCTION

The student handbook reviews general policies, guidelines, and resources for student and student organization conduct at La Sierra University. The policies and information in this handbook do not constitute a contract. However, they refer to the expectations and requirements that students need to uphold. The University reserves the right to add, change or modify its programs, regulations, fees, and policies. All students are expected to be familiar with the La Sierra University student handbook, university bulletin, all housing contracts, guide to residential life, official contracts, forms, and notices of the university. Students and organizations must abide by the university's policies, rules, and regulations. Failure to be conscious of policies and procedures outlined therein does not relieve a student or organization from responsibility for such information and does not constitute an excuse in the event a violation of policy or procedure occurs. Maintenance of the electronic Student Handbook allows regular updates throughout the academic year. For the most current version of policies and information, please consult the online version at the lasierra.edu website.

HISTORY OF LA SIERRA UNIVERSITY

La Sierra University is a Seventh-day Adventist institution that began as La Sierra Academy in 1922 on acreage that had been part of an 1846 Mexican land grant known as Rancho La Sierra. It is now part of the city of Riverside. In 1923, the school became La Sierra Academy and Normal School, with additional coursework in preparation for teaching. As the offerings c grew, the school was renamed Southern California Junior College in 1927 and La Sierra College in 1939. Accreditation as a four-year liberal arts college was received in 1946.

In 1967, La Sierra College was merged with Loma Linda University College of Arts and Sciences. The School of Education was organized in 1968. The Zapara School of Business and the Evening Adult Degree Program in 1986, and the School of Religion in 1987. Loma Linda and La Sierra. La Sierra became an institution with three schools and one college (School of Education, Zapara School of Business, H.M.S. Richards Divinity School, and College of Arts and Sciences).

LA SIERRA UNIVERSITY TODAY

La Sierra University is a Seventh-day institution located in the Inland Empire, Southern California. The University offers graduate and undergraduate curricula in applied and liberal arts and sciences, business and management, religion, and programs for professional education in fulfillment of requirements for teaching credentials.

Intellectual pursuits are facilitated by the university's library, museums, observatory, arboretum, Brandstater gallery, testing center, Hancock and Stahl centers, and other campus resources. Physical fitness is encouraged on campus by such activities as intramural and varsity sports, physical education courses, three swimming pools, a fitness center, a track, tennis, basketball, and volleyball courts.
The University buildings are on a gentle slope looking eastward over the Riverside Valley, with its world-famous citrus and walnut groves and palm-lined boulevards. The approximate 150 acres owned by the University allow, during the winter months, the snow-clad peaks of the surrounding ranges to be seen rising above the rolling open fields—a view of rare beauty from the campus, truly a scenic part of the Inland Empire.
The convenient access to Southern California's wide range of both participatory and spectator activities enables the university to offer various cultural and educational experiences appropriate for the responsible student.

MISSION STATEMENT

As members of the diverse La Sierra University community, we are committed to inquiry, learning, and service. Our community is rooted in the Christian gospel and Seventh-day Adventist values and ideals. Our mission is: To seek truth, enlarging human understanding through scholarship; To know God, ourselves, and the world through reflection, instruction, and mentoring; To serve others, contributing to the good of our local and global communities. We pursue this mission with excellence, integrity, compassion, and mutual respect.

ACCREDITATION

The Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC) and the Adventist Accrediting Association (AAA) accredit La Sierra University. Additionally, the California Commission on Teacher Credentialing (CCTC) accredits the School of Education, the Council on Social Work Education(CSWE) accredits the undergraduate program in Social Work, and the National Association of Schools of Music (NASM) accredits music degrees.

The University is a member of the Council for Higher Education Accreditation,the National Association of Independent Colleges and Universities, and the Association of Independent California Colleges and Universities.

AIMS OF THE UNIVERSITY

As a community of learning that is also a community of faith, La Sierra University fulfills its mission by engaging in three kinds of activity. It educates undergraduate and graduate students; it promotes research in the areas in which it offers instruction; and it contributes to the good of the larger society. The University educates its students through a broad offering of studies in the liberal arts and sciences and in selected professional areas. It promotes research through encouraging and facilitating original investigation, critical reflection, and scholarly publication. It serves its various communities through adult education, resource centers, cultural events, non-technical publications, and professional consultation. Among these varied activities, the university maintains as a vital concern the education of its undergraduate students.

Thus this University does the things most other universities do. But it does these things as the fruition of its Adventist heritage and commitment, even as it welcomes students from all religious and cultural backgrounds. The university's religious orientation provides a perspective for its educational programs and projects, a motivation for its intellectual vitality and rigor, a framework for its moral values and lifestyle, and a basis for its social consciousness and public service. Convinced that God is the author of all truth, the University maintains an atmosphere of freedom and openness for intellectual exploration and expression.

As La Sierra University does its work of teaching, research, and service, it strives to exemplify its ideals of educational comprehensiveness, community interaction, and intellectual excellence. The University intends to address the needs of a wide range of students who are both academically qualified for and genuinely interested in the kind of education it offers. It serves Adventists and other high school graduates and transfer students worldwide.

It serves graduate and professional students in business, education, religion, and the liberal arts and sciences. It serves adult students whoWse education has been interrupted and who desire to complete university degree or credential requirements.

Meeting the needs of this wide diversity of students requires a corresponding diversity of educational programs and strategies. The university intends, furthermore, to respond to the needs of students and teachers as whole persons. Accordingly, it seeks to challenge the intellect to acquire the knowledge and skills essential to an effective, productive, and satisfying life in the coming decades. It seeks to engage the spirit in establishing fundamental values and attitudes of moral integrity, intellectual curiosity, religious commitment, and social concern. It seeks to nurture a mature sense of personhood through the development of appropriate self-esteem and self-direction and significant interpersonal relationships. The University seeks to enhance the body by encouraging and facilitating lifelong physical well-being. Believing that all humanity is created in the image of God, the University celebrates the diversity of its students, faculty, and staff concerning race, national origin, gender, and age. The university recognizes this diversity as a valuable asset in preparing all its students for positions of service and leadership in the professions, business, government, the civic community, and the church.

The University intends to interact vigorously with its multidimensional world—including its founding and sponsoring church, its growing urban community in California's Inland Empire, its neighboring educational institutions, and its wider intellectual and cultural environment in the world of the 21st century.

The University intends to teach its students how to make the world a better place in the future by involving them in making it a better place now. For its religious and secular publics, it intends to be a significant influence—a reasoned and relevant, critical and constructive voice; a light on the way to the future; and a source of knowledge and energy for responding to a wide spectrum of human needs.

The University intends to promote intellectual excellence in four complementary ways. It seeks to encourage and enable each student to learn as much as possible. It seeks to draw individual students into the ongoing scholarly conversation in their academic and professional disciplines. It seeks to prepare students both for further education in graduate and professional schools, and for employment, in the world, they will inhabit in the future. It seeks to initiate students into a responsible life that is intelligent, informed, unselfish and involved, open, and growing.

In its drive toward recognized excellence, the University intends to recruit, support, and nurture teacher-scholars who are distinguished for their intellectual competence and vigor; for the breadth and depth of their educational background; for their continuing involvement in research, reflection, and publication; for their integrity and religious commitment; and for their enthusiasm for teaching.

Besides promoting research and publication by faculty and students, the University intends to develop courses and curricula that anticipate its graduates' future opportunities and needs. Although there is room for growth in student enrollment and educational programs, the University intends to maintain the quality of personal relationships among its students, faculty, and staff that energizes and enriches all of its teaching, research and learning, and service activities.

STATEMENT OF SHARED VALUES

We, the La Sierra University community members, take pride in ourselves and our University. To this end, we are committed to upholding the highest standards of ethics, integrity, and professionalism in all that we do. We recognize that excellence in teaching and learning flourishes in an environment where we are free to express our ideas in ways that recognize and respect our differences. We are committed to celebrating the rich diversity of all members of the campus community and the community at large.

Therefore, to attract and retain exceptional students, faculty, staff, administrators, and trustees, who will continue the wonderful tradition of the University, we actively support behavior that is consistent with the values shared by the La Sierra University community.

DIVERSITY

La Sierra University is committed to building a campus environment that values its diversity among students, faculty, and staff. Diversity encompasses differences in age, color, ethnicity, gender, national origin, disability or handicap, race, religion, socioeconomic background, or unique individual style. This institution is committed to the belief that all persons are valued for their characteristics, talents, skills, and contributions to the campus and the community.

HONESTY

La Sierra promotes an intellectually stimulating environment where all interactions are open, honest, and free of biases, where the responsibility of all individuals is to be straightforward and trustworthy.

RESPECT FOR PERSON

The University embraces the rich diversity and culture of its faculty, staff, students, administrators, and trustees, including but not limited to their race, ethnicity, gender, religion, ability, and socioeconomic status.

RESPECT FOR PROPERTY

The University seeks to provide a safe environment where individual and institutional property is respected and protected. The University also values the integrity of intellectual work that is creative, resourceful, and innovative and, therefore, enforces strict policies against plagiarism, cheating, and the misuse of traditionally published and/or Internet resources

COMMITMENT TO ACHIEVING EXCELLENCE

La Sierra encourages intellectual, personal, professional, social, physical, and spiritual development while fostering a commitment to excellence in teaching, learning, and all aspects of work.

COMMUNITY STANDARDS OF CONDUCT AND WELLNESS

Due to the circumstances surrounding Covid 19 please use the following link for the most updated information and resources. The student social contract can be found on page 54 of the Campus Reopening Protocol:
lasierra.edu/fileadmin/documents/covid-19/campus-reopening-protocol.pdf

As a community of scholarship and faith, we believe that each student must develop a living and learning style consistent with the Seventh-day Adventist Christian standards of La Sierra University. These standards help create an environment respectful of individual rights and responsibilities, where all students are free to pursue academic excellence, and an environment that brings glory to God. To this end, the La Sierra University student is conscious of and sensitive to Christian values pertaining to human relationships, namely politeness, courtesy, patience, respect, kindness, cleanliness, collaboration, cooperation, and morality based on our spiritual values.
Failure to comply with the community standards of conduct can result in disciplinary action. La Sierra students are expected to take responsibility for the consequences of their behavior at all times and to cooperate fully within the University's community standards.

SPIRITUAL DEVELOPMENT

Spiritual growth is most important to La Sierra University and its students. It is the backbone of the christian experience. Because of this, the university offers a variety of spiritual experiences designed to nurture spiritual growth, provide service opportunities for leadership, and share personal journeys of faith. The university comes together on Tuesdays at 11:00 am for Chapel. Other programs, such as Spiritual Emphasis Week, First Service, and residence hall worships, all contribute to the faith community. All undergraduate students taking eight units or more are required to attend Chapel. **Residence hall students under 22 must attend one weekly resident hall worship period.** It may be chosen from residence hall worships, Wednesday night student worships, or small group worships. Petitions for small groups may be obtained in the office of Residential Life.

HEALTH, DIET, AND WELLNESS

All students are encouraged to maintain a healthy lifestyle through proper diet, exercise, use of water, outdoor activities, a balance of work and study, and other healthful practices. Because La Sierra University values the health traditions of the Seventh-day Adventist church, a vegetarian diet is served on campus in the cafeteria and at special events. Additionally, no meat, chicken, or fish is permitted to be prepared in the residence halls or on campus.

SABBATH OBSERVANCE

The seventh-day Sabbath is regarded with reverence as the sign of God's creative and redeeming power. The Sabbath is celebrated from sundown Friday to sundown Saturday. During this time, the La Sierra student is encouraged to enter an attitude of worship, praise and rejuvenation. Everything about the Sabbath is special when time is given for meditation, Bible study, worship, and relationships with others.

COMMUNITY LIVING

To maintain the academic atmosphere of the campus community, students are expected to conduct themselves in a considerate manner with regard to the rights, obligations, and safety needs of others. The University provides trained professional staff to assist students experiencing a temporary emotional crisis or psychological needs. Long-term assistance cannot be expected and must be obtained through local, private resources or community agencies. Students requiring long-term assistance are welcome in the campus community as long as appropriate behavioral expectations are met. Behavior that does not conform to community standards and disrupts the community may result in disciplinary action and/or removal

DECORUM AND LIFESTYLE

Christian decorum assumes that community members deal with one another in a Christ-like manner. Therefore, La Sierra students:

- Respect the community by using appropriate language and refrain from cursing and addressing one another in a derogatory or demeaning manner.
- Respect the community by refraining from inappropriate affection or sexual behavior displays. Maintain Christian standards when decorating their rooms with wall posters and artistic hangings, and avoid offensive material.
- Respect the property of community members and the university by refraining from stealing or cheating.
- Respect others and the University by refraining from lying, plagiarizing, misuse of university computers, and other fraudulent activities.
- Respect others by refraining from using personal computers to demean, threaten, slander, or display material that directly opposes the values of the University.
- Respect oneself by living a healthy lifestyle and refraining from the use of alcohol, tobacco, and drugs.

RECREATION AND ENTERTAINMENT

"Whatever is true... noble... right... pure... lovely... admirable... excellent... and praiseworthy... think about [and] practice these things. And the God of peace will be with you" (Philippians 4:8-9, NIV). This biblical principle guides the La Sierra student in selecting appropriate forms of recreation and entertainment. This being the case, La Sierra students:

- Choose movies, videos, DVDs, television, Internet, computer programs, and music that do not promote violence, nudity, sexually explicit language or behavior, vulgarity, or ideas and behavior not in keeping with christian principles and values.

- Clear all social activities, films, and activities on and off-campus through the Office of Student Involvement.

- Are careful to respect the community by participating in activities that are not intrusive, disruptive, or offensive to others.

- Play music that reflects the university's christian values.

SPIRITUAL LIFE

SPIRITUAL LIFE OFFICE

The Office of Spiritual Life serves students' needs by providing a variety of worship events, mission and outreach activities, small Bible and discussion groups, and spiritual renewal retreats. College is the time when you have the opportunity to explore and deepen your faith. What inspires you? Where do you turn for support when times get tough? As a Christian university, La Sierra gives you many opportunities to study your beliefs and live them out in service to others. On our campus, students will also find a diverse community of believers. While over 65 percent of our students are members of the Seventh-day Adventist Church (SDA), many are from a various denominations. You will be part of a welcoming Christian environment that offers a variety of ways for you to strengthen your faith while growing in your understanding of the beliefs of others. We encourage you to familiarize yourself with the range of opportunities for spiritual growth available. For more information, see our website (lasierra.edu/spiritual-life) or contact the Office of Spiritual Life at (951) 785-2090.

CHAPLAINS

The Chaplains minister to students' spiritual needs by providing spiritual direction, nurturing, and Bible study. All services are confidential. For more information or to make an appointment, contact the Chaplain's office ext 2090.

CORE TENETS OF LA SIERRA UNIVERSITY'S SPIRITUAL LIFE COMMUNITY

JESUS

Jesus Christ is at the heart of La Sierra. His life and teachings are our standards. We measure all societal norms, Biblical texts, and religious doctrines by them. Moreover, we are committed to making Jesus an irresistible option—here in Southern California and in the world.

CORPORATE WORSHIP AND PERSONAL DEVOTION

The La Sierra community is vibrant with various religious backgrounds, ethnicities and world views. When it comes to personal spiritual disciplines, this community is no different from any other community on earth constantly need growth, realignment, and motivation! Teaching and journeying through inward spiritual disciplines like prayer and Bible study strengthens us and satisfies our spiritual longings. In addition, these practices help individuals in our community overcome personal problems that are faced on our campus day to day.

The university community comes together on Tuesday at 11:00 a.m. for Chapel. This is a corporate time of worship, learning, and fellowship. Other programs, such as Week of Spiritual Emphasis and residence hall worships, contribute to the faith community. All undergraduate students taking eight units or more must attend Chapel and meet the requirements outlined in the University Worship attendance policy.

To foster a special spiritual bond within our residence halls, students living in the dorms must attend one additional weekly worship program. To meet this requirement, students may choose from various program options: residence hall worship, the student association worship service (Rendezvous), or small group worship. Petitions for small groups may be obtained in the Office of Residential Life.

INWARD SPIRITUAL DISCIPLINES

Regarding personal spiritual discipline, the La Sierra community is no different from any other community on earth–we are in constant need of realignment and motivation! Teaching and journeying through the inward spiritual disciplines of prayer, Bible study, fasting, and Christian meditation strengthens our inner worlds and satisfies our spiritual longings. In addition, these practices will help individuals in our community overcome personal problems that are faced on our campus day to day.

THE SOCIAL GOSPEL

At La Sierra, we believe that religion is always personal but never private. We believe that God made a special covenant with a community, not an individual. Therefore, we strive to follow the ways of the Old Testament prophets, which evaluated communities in terms of how cared of for the poor, widows, orphans, and resident aliens. We always welcome the challenge of new, innovative, horizon-expanding ways to take better care of the poor, widows, orphans, and resident aliens in our local and global community. Furthering a broad world-view and a social conscience of global awareness by talking about global missions, development and relief agencies, and local charities will help us strive to be the missional people God calls us to be—going into the world and preaching the everlasting gospel.

UNIVERSITY POLICIES

STUDENT CODE OF CONDUCT

THE LA SIERRA STUDENT

Due to the circumstances surrounding Covid 19 please use the following link for the most updated information and resources. The student social contract can be found on page 54 of the Campus Reopening Protocol:
lasierra.edu/fileadmin/documents/covid-19/campus-reopening-protocol.pdf

A La Sierra student values a personal spiritual faith, exhibits a high degree of integrity, shows respect for others, promotes/values physical, mental, and spiritual well-being, and is honorable. The university values the maturation process and places responsibility for behavior on the student, thus making the student accountable for personal choice. Rather than have students governed by external forces, the university prefers to state values and principles and empower students to make personal choices within this framework. The university celebrates individual uniqueness, ethnic background, religion, and culture. These factors contribute to a central community representing a microcosm of the world. The community is composed of sensitive students who deal with others with compassion. They know that individual choice and behavior affect the community and therefore respect the need for order. In this context, La Sierra University empowers students to use good judgment in their academic, social, physical, and spiritual journey. The student code of conduct assists students in providing guidelines that celebrate the community of faith and outline the university's values. The Vice President for Student Life has been designated by the university President to assure that student rights are vigorously upheld and to administer fairly the responsibilities outlined in university policies (university policies or any written regulations of the university as found in, but not limited to, the Student Handbook, Guide to Residence Hall Life, university Vehicle Code, and Graduate/Undergraduate Bulletins) or publicly announced policies. Students who choose La Sierra University make a personal commitment to conduct themselves in a manner that reflects their sense of responsibility for the honor, integrity, and values of the university and themselves as members of its community. They agree to comply with all university values and policies and own the consequences of their behavior.

STUDENT RIGHTS

1. La Sierra University students have the right to a learning environment conducive to full human development. The community respects others through the use of appropriate language, behavior, and compassion.

2. La Sierra University students have the right to expect a Christian university to be a place of spiritual nurture. A Christian learning environment nurtures spiritual growth of all members of its community while teaching the faith and traditions of the Seventh-day Adventist Church.

3. La Sierra University students have the right to privacy. A Christian learning environment respects and ensures the privacy of the individual.

4. La Sierra University students have the right to appropriate, affirming, respectful behavior in their interactions with other university community members. A Christian learning environment supports relationships that are affirming and respectful. Harassment of or violence against others in any form is not compatible with the values of the community.

5. La Sierra University students have the right to compete on a fair and equal basis for appropriate academic recognition. A Chrisian learning environment provides fair and equal access to competition within academic, social, and leadership areas.

6. La Sierra University students have the right to an environment that promotes and protects maximum personal wellness. A Christian learning environment is holistic and therefore promotes spiritual, mental, and social health and wellness.

7. La Sierra University students have the right to expect the campus to be a place of personal safety. A Christian learning environment is a place of personal safety, free of alcohol, tobacco, drugs, weapons, and all forms of violence.

8. La Sierra University students have the right to form, hold membership, and seek office in student organizations and clubs, that are appropriate to their academic, spiritual, social, or cultural needs and interests and are consistent with university objectives and mission. A Christian learning environment supports student organizations, promoting diverse, healthy leadership opportunites, spiritual growth, academic exploration, cultural awareness, and social recreation.

9. La Sierra University students have the right to freely and without fear of reprisal express their opinions, beliefs, and questions, including expressions about university student life and academic experiences. A Christian learning environment supports the respectful expression of diverse ideas through appropriate means.

10. La Sierra University students have the right to impartial discipline appropriate to infract university policies. A Christian learning environment respects and supports the individual.

11. La Sierra University Students have the right to join, as members, any social or academic club on campus. La Sierra University values the community by prohibiting exclusive and divisive organizations.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The La Sierra University Student Records Policy was developed following the Family Education Rights and Privacy Act (FERPA), commonly referred to as the Buckley Amendment. This law was enacted to protect students' privacy and provide the right to inspect and review educational records. Except as noted in the University Bulletin, no student information will be given without the student's consent. Any questions concerning this amendment may be directed to the Office of Student Life.

Further information about the Family Educational Rights and Privacy Act of 1974, subsequent amendments, and HEW guidelines are available in the Office of Student Life and the offices of each college/school dean.

UNIVERSITY TO STUDENT

The university regards the student from a cosmopolitan and comprehensive point of view: (a) cosmopolitan in that historically the university's global mission has promoted bonds and opportunities in education and service without regard to sex, national or racial origin, or geographical line; and (b) comprehensive in that the university's concern for the welfare of the student has been traditionally an integrated concern for assisting the student in the balanced development of the intellectual, emotional, physical, spiritual, and societal potentialities. La Sierra University recognizes both the rights and the responsibilities of all those who are members of the university community. The expected conduct of faculty, administrators, and staff are detailed in the university's employee handbooks.

The rights and responsibilities of students, expressed in, but not limited to, university policies, are discussed in this section of the Student Handbook. The university defines a "student" as any person taking courses both full-time and part-time, pursuing undergraduate, graduate, or professional studies, and those who attend post-secondary educational institutions other than La Sierra University and who reside in a university residence hall. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the university are considered "students" (e.g., a summer student employee) and enrolled in online courses and volunteers. As a Seventh-day Adventist university, La Sierra is fully committed to the total development of its students. It seeks to provide opportunities through which students can become responsible, mature adults able to function in later years as autonomous, self-actualized human beings. La Sierra University endeavors to teach that membership in an academic community assumes a willingness on the part of the individual to accept certain responsibilities and obligations; otherwise, the community cannot survive. Responsible membership in the La Sierra community necessitates personal and academic honesty, respect for each individual's rights and well-being, and respect for personal and university property. A student who fails to meet these standards of conduct will be subject to the judicial policies and procedures the university has established to preserve the rights and freedoms of its constituent members. It shall be understood that, under the Bylaws of the university, the following regulations operate within the ultimate administrative authority, which rests with the president and the Board of Trustees. La Sierra University students are both citizens and members of an academic community. Citizens enjoy the same constitutional freedoms as others and are subject to criminal and civil law. As members of the university community, however, they assume additional obligations. They are responsible for preserving a collegiate environment that encourages the maximum development of themselves and their fellow students. All university students are expected to conduct themselves maturely and responsibly. The rights and property of all persons are to be respected regardless of time or place. Failure to comply with university, city, state, or federal laws and regulations can result in disciplinary action by the university and civil or criminal disciplinary action by a state or federal court. La Sierra University reserves the right to hold students accountable for violating the students' code of conduct **both on and off campus.** The student code of conduct applies to students from matriculating until they have completed the required units, applied for candidacy, and received their diplomas unless their enrollment at the university is terminated for other reasons. The Social Code applies to both individuals and groups. The case may be considered corporate if an incident implicates a group of students or a student organization. Each member of the group and/or the group itself may be held responsible. Violations of the student code of conduct include, but are not limited to:

1. OFFENSES AGAINST PERSONS

- Theft, damage, destruction, or unauthorized use of the property of another.
- Unauthorized use of another's signature.
- Harassment is defined as any behavior that causes unnecessary
- trouble worry or torment, including but not limited to sexual harassment.
- Physical abuse, assault, or any act of violence.
- Sex offense as defined in the Sexual Misconduct Policy (see below).
- Threats against others of harm.
- Bullying or intimidating.

2. OFFENSES AGAINST PROPERTY

The theft, damage, destruction, or unauthorized use of another's property and/or the facilities through which La Sierra conducts its educational enterprise, including, but not limited to, academic buildings, laboratories and equipment, the library and its contents, the La Sierra University bookstore and its contents, the computing facilities, the Student Center, the Dining Commons facilities, the residence halls, athletic equipment and all other property of the university and student organizations.

3. OFFENSES AGAINST THE COMMUNITY

Any action that infringes on the rights guaranteed to citizens under federal and state constitutions and statutes, including, but not limited to, privacy, free speech, freedom of the press, freedom of religion, freedom of petition, freedom of assembly, and protection against based on age, color, disability, gender, gender identity, national or ethnic-origin, race, religion, veteran status, or any other basis protected by applicable federal, state or local laws.

Disorderly Conduct–conduct which causes public inconvenience, annoyance or alarm, or recklessly creates a risk by:

- engaging in fighting or threatening, or violent or tumultuous behavior;
- making unreasonable noise;
- using obscene language, or making an obscene gesture or inappropriate dress;
- creating a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor (e.g., pranks).

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4. OTHER OFFENSES

Failure to comply with other policies and regulations governing social conduct and failure to comply with a university official.

5. OFFENSES AGAINST THE DISCIPLINE PROCESS

Offenses Against the Discipline Process include, but are not limited to:

a. Refusing to comply with the university's established procedures to enforce academic and social regulations, including, but not limited to, campus safety investigation procedures and the discipline process. False or willfully misleading testimony, or falsification or misrepresentation of evidence, to a university official.

b. Interference with the orderly conduct of disciplinary proceedings.

c. Institution of proceedings under the student code of conduct knowingly without cause.

d. Harassment and/or intimidation of a witness or member of a discipline committee prior to, during, and/or after a proceeding conducted under these regulations.

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c. Institution of proceedings under the student code of conduct knowingly without cause.

d. Harassment and/or intimidation of a witness or member of a discipline committee prior to, during, and/or after a proceeding conducted under these regulations.

e. Failure to comply with a request by an authorized university official acting in their official capacities or failing to identify oneself to these persons when requested to do so, including failure of a student to present his/her university identification card when requested by an authorized university official.

6. OFFENSES AGAINST THE STATE OF CALIFORNIA AND THEIR AGENCIES, AND THE ORDINANCES AND REGULATIONS OF LOCAL GOVERNMENTS.

Infractions of this student code of conduct may be handled through administrative and/or other disciplinary channels. Alleged violations of university policies including policies applicable to alcohol, illegal drugs/substances and sex offenses, are governed by the rules and procedures applicable to student code of conduct violations.

Activities of students may, upon occasion, result in a violation of the law. In such cases students are responsible for their actions and any consequences incurred by authorities outside the university. When student behavior violates the law and the university's student code of conduct, the university will reserve the right to administer disciplinary action independent of action by civil or governmental agencies. Considering the case's circumstances, the university may elect to delay on-campus disciplinary action pending the resolution of criminal charges. The university will report illegal activities to the proper authorities.

DRESS CODE

La Sierra University's dress code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities is a critical factor in the total educational process. Understanding and employing these behaviors not only improve the quality of one's life but also contribute to optimum morale and embellish the overall campus image. They also play a significant role in instilling a sense of integrity and an appreciation for the values of modesty, personal decorum, cleanliness, respect for others, and ethical behavior. The continuous demonstration of appropriate manners and dress ensures that La Sierra University students meet the very minimum standards of quality achievement in their lives' social, spiritual, physical, moral, and educational aspects essential areas of development necessary for propelling students toward successful careers.

LEWD, INDECENT, AND/OR OBSCENE BEHAVIOR, PDA

Lewd, indecent, and/or obscene behavior will not be tolerated and will result in disciplinary action. This includes but is not limited to the possession and display of pornographic material on university- owned premises, online, dress, speech, hand and/or body gestures, inappropriate sexual behavior, etc. La Sierra University expects its students to act appropriately for the occasion and environment; limiting the public display of affection to modest and self-respecting behavior. The residence hall lobbies, classrooms, lawns, Dining Commons,

FOOD AND DRINK IN CLASSROOMS, UNIVERSITY CHURCH, AND OTHER FACILITIES

As part of La Sierra University's efforts to maintain clean university facilities and teaching environments, students are asked not to bring food or drinks into classrooms, the University Church, the Alumni Pavilion, or any other university facility without prior permission from the instructor or the program coordinator. Under no circumstances should food or drink be brought into the University

PERSONAL PROPERTY POLICY

La Sierra University is not responsible for any loss of or damage to students' personal property. It is suggested that students or their parents carry appropriate insurance coverage on personal belongings brought to the campus. This includes items brought and stored in residence hall rooms. Parents may wish to review their current homeowner's policy for possible coverage. Students may consider obtaining renters insurance. If you own an electronic device, be aware that there are apps that allow you to find your devices if they are lost/stolen. If you would like to make use of them this

VANDALISM

Any damage incurred to any campus property carries restitution of damages, fines, and possible criminal prosecution. Vandalism may result in dismissal from the university.

ON-CAMPUS Students and their campus guests are encouraged to wear clothing appropriate to the occasion. They will be denied admission to campus, classrooms, and various functions if their manner of dress is inappropriate. Shirts/ tops and shoes must be worn at all times in public or common areas of the university. Examples of inappropriate dress and/ or appearance include but are not limited to:

- Dress and grooming that disrupts the teaching/learning process or causes undue attention to an individual student.
- Bare feet in classrooms, offices, Dining Commons, Student Center, or La Sierra University Church.
- All students and visitors must wear shoes, boots, or footwear made for outdoor wear.
- Gang-related clothing or paraphernalia.
- Clothing with derogatory, offensive &/or lewd messages. Logos, pictures & wording on clothes should be in harmony with Christian principles.
- Clothing that allows undergarments to be visually observed is not permitted. Sports bras and undergarments must be covered.
- Swim-wear. Bathing suits, including bathing suits and tops other than in designated swimming areas.
- Pajamas, stocking caps, hair rollers and bedroom slippers shall not be worn in public or common area of the University. Sleep wear is not to be worn on campus except in private residence hall rooms.
- Because the campus is multi-functional, specific areas may have an expanded dress code conforming to the work or function of the department, e.g., appropriate swimwear for the university pool, or work clothing for the Physical Plant.

EXTRACURRICULAR ACTIVITIES Additional dress regulations may be imposed upon students participating in extracurricular activities. Students are expected to dress modestly for all formal or themed events. Anything excessively tight, backless, see-through, low in the neckline, pants that reveal underwear or clothing revealing the midriff is unacceptable. backless, see-through, low in the neckline, pants that reveal underwear, or clothing revealing the midriff is unacceptable.

SKATEBOARDING/SCOOTERS/ ROLLER-SKATES/MINI BIKES

Using non-pedestrian devices, such as skateboards or roller skates/blades, in any university building or on university roadways is prohibited. These devices are prohibited on all campus sidewalks, pedestrian thoroughfares, roadways, stairs, athletic tracks, or other university property. Longboards are permitted for transportation for students.

GAMBLING

The university does not permit gambling anywhere on campus (including online). Social card games are permitted in the residence halls and the student center. Students may not gamble, play pyramid games, or sell lottery tickets.

STEALING

Stealing is considered to be a serious offense. Students found stealing attempting to steal university or private property on campus, or knowingly receiving stolen university property or private property on campus (including through the internet) will be subject to discipline and possible suspension. Criminal charges may be filed against the suspect. The university is not responsible for items taken. Stealing also includes clocking in for work and not working.

VIOLENCE

Physical violence, both threat and actual, toward another person (student, faculty, employee, visitor, or general person) on the La Sierra University campus or university property is prohibited. Any violence will result in disciplinary action. City, state, or federal prosecution may result.

DISCIPLINE

STUDENT DISCIPLINE POLICY

The discipline philosophy at La Sierra University is based on the assumption that disciplinary procedures, when required, should be an educational process. Disciplinary sanctions are imposed to help students develop individual responsibility, encourage self-discipline, foster respect for the rights of others, and protect the rights, freedoms, and safety of members of the University community. The university's approach is restorative and educational as it seeks to transform students.

Violation of national, state or local laws makes a student subject not only to university disciplinary actions but also to action by the appropriate court of law. The university's disciplinary procedures do not replace civil law or make students immune from legal or judicial processes. All regulations announced in the residence halls, school assemblies and worships or published have the same significance as those published in university publications.

Student behavior on and off campus shall reflect the values of La Sierra University. This means that university policies apply to student behavior both on and off campus. The Vice President for Student Life, or his or her designee, may suspend a student or take other disciplinary action pending judicial committee action. Behaviors requiring disciplinary action include those listed below and other disrespectful behavior. These behaviors are not permitted and do not support the student code of conduct.

Behaviors requiring disciplinary action might include, but are not limited to use, sale, and/or possession of:

- Alcohol
- Bullying
- Cheating/Academic Integrity
- Cyber-bullying
- Harassment
- Lewd & indecent language & behavior
- Lying/Dishonesty
- Stalking
- Stealing/Theft
- Threatening language or be havior
- Use and/or Sale of Drugs
- Vandalism
- Hazing
- Inappropriate sexual conduct
- Smoking tobacco
- Violence
- Other disrespectful behavior

DISCIPLINARY SANCTIONS

Discipline sanctions may not always proceed consecutively through each of the levels listed below; the University may proceed directly to any of the disciplinary sanctions with one or more supporting behavioral actions

DISCIPLINARY SANCTIONS:

Verbal Warning - Cautionary admonition, usually given verbally.

Letter of Censure - Reproof for an infraction. This is the first level of discipline and represents a very strong warning that a behavior is unacceptable. A letter of censure is retained in the student's disciplinary file.

Citizenship Probation - Disciplinary status indicating that a student is in serious violation of policy, and a permanent file will be kept.

Critical Citizenship Probation - Disciplinary status indicates that any further violations may result in automatic dismissal without further committee action.

Dismissal - Immediate exclusion from the university for an indefinite period.
Withdraw of Admissions - Withdrawing admission to a student.

Termination at the end of the Quarter - Actual dismissal but permission to complete the courses in progress, provided the student's conduct is acceptable during the interim.

SUPPORTING BEHAVIORAL ACTIONS:

Behavior Contract - When a violation occurs that does not warrant dismissal, and a student remains on campus with other disciplinary sanctions, an individualized behavior contract may be arranged between the student and the university. This contract will outline specific behavioral goals and requirements for a student. In the case of substance abuse, random drug tests may be required. By agreeing to the behavior contract, the student further agrees to release the results of the tests to the Vice President of Student Life, Dean of Students, and/or their designee(s).

Contributed Service - Contribution of service to the university or a designated community agency consistent with the infraction committed.

Restitution - Reimbursements to the university or a member of the university community.

Fines - Financial assessment in a particular dollar amount. Loss of privileges. Limitation on university related activities.

Suspension - Exclusion from the university campus and all academic programs for a specific period. While under suspension, a student may not return to the campus without specific permission from the Vice President for Student Life or Dean of Students. Suspension means that students may not be on campus, use university facilities, or work on campus. At times a student may be suspended and remain in the residence hall because the distance to their homes makes it impossible for them to leave the campus. In this case, they remain in the residence halls and go to the cafeteria for meals but may not go to class, work, or use other university facilities. More than one of the above sanctions may be imposed for any single violation.

Once a violation of the Student Code of Conduct has occured and been reported to the Office of Student Life, the following process will occur:

The students inolved in the incident will meet with the Dean of Students.

The Dean of Students will advise the student(s) that there has been a violation of the student code of conduct and the Judicial Committee will meet to review the case. Student(s) will submit to the Dean of Students a written statement and any other evidence pertinent to their case to be reviewed by the Judicial Committee. Student/s will submit to the Dean of Students a written statement and any other evidence that is pertinent to their case to be reviewed by the Judicial Committe.

The case will then be referred to the Judicial Committee

The Judicial Committee is comprised of two faculty members, and three staff members.

The Judicial Committee will review the case, vote on recommendations for student resources, and vote on the disciplinary sanctions.

The student(s) involved will then be notified in writing of the outcome, and a letter outlining the decision and disciplinary sanctions will be kept on file in the Office

Usually, disciplinary action will not affect recommendations forwarded to any admissions committee or another institution if the particular item is an isolated out-of-character development with no recurring pattern. The pattern of one's citizenship record may determine the recommendation forwarded to any other institution to which the student applies. Probation, suspension, and dismissal are of major significance, and in general, parents of undergraduate students will not necessarily be involved in the discipline at this point. Probationary status remains on a student's record permanently unless the student requests that his/ her file to be expunged. One year from the date of the violation, a student who has had no further disciplinary problems may appeal to the Student Life Committee to have the matter expunged from their record.

VIOLATIONS BY STUDENT ORGANIZATIONS

Student organizations found by the campus judicial process to have violated a university policy shall, at a minimum, be subject to the following sanctions. Other, more serious disciplinary measures may also be taken, at the discretion of the Vice President for Student Life or the Dean of Students, where warranted.

SOCIAL PROBATION: A status between "good standing" and social suspension during which subsequent violations of policies will lead to more severe sanctions.

SOCIAL SUSPENSION: A period during which an organization may not sponsor any social events, on or off campus.

RECOGNITION PROBATION: A period of review during which an organization will be notified of specific concerns and must comply with requests for remediation by a specific date.

RECOGNITION SUSPENSION: A period during which an organization is no longer recognized by or registered with La Sierra University; is not entitled to the benefits, services, and programs afforded recognized student organizations; and may not use La Sierra University's name.

DISCIPLINARY APPEALS PROCESS

The appeal will be considered valid only if it meets one of the following criteria, and is submitted within three business days:

- The student under disciplinary review does not believe that the evidence supports a finding of violation of the Student Conduct Code or other university policy.
- The decision embodies a sanction that is unreasonable in light of the offense.
- The Student Discipline Policy was not followed correctly.
- New evidence has been discovered that was not available at the time of the committee's decision and which may reasonably be considered to have changed the outcome of the case if it had been presented to the Committee.

PROCESS OF APPEAL

There are two levels of appeal, one to the Vice President of Student Life, through the Student Life Committee, and lastly, an appeal to the provost.

First Level: A student may only appeal the disciplinary decisions of the Judicial Committee through a letter to the Student Life Committee. The Vice President for Student Life or assigned designee is responsible for presenting to the Student Life Committee all relevant materials and documentation regarding the student and the facts leading to the discipline. If the student so requests, the Vice President for Student Life will invite a faculty or staff member of the student's choice to participate in the presentation of the appeal.

Second Level: A student may only appeal the disciplinary decision of the Student Life Committee through a letter to the Provost. The Provost shall review the case to determine whether or not a proper process and protocol were followed in handling of the case. After making that determination, the Provost will respond to the student requesting the appeal, in writing, granting, or denying the appeal. The decision of the Provost shall be final.

ACADEMIC EXPECTATIONS

ACADEMIC AUTHORITY

Within each of the schools of the university, the Office of the Dean is the final authority in all academic matters and is charged with the interpretation and enforcement of academic requirements. Any exceptions or changes in academic requirements, graduation requirements, test schedules, and grades are invalid unless by the school's or college dean. Any actions taken by individual faculty members regarding to these matters are advisory only and are binding neither on the school nor the university unless approved by the dean. As a chief academic officer, the provost oversees the implementation of the university's academic mission, ensures that the schools maintain acceptable university standards, monitors the uniform application of the university's policies, and is the direct supervisor of the University Studies Program and Honors Program. The Academic Integrity Committee, which processes and/or adjudicates violations involving academic integrity and honesty, reports to the Office of the Provost.

RESPONSIBILITY OF STUDENTS

It is the responsibility of the students to avoid both dishonest practices and the appearance of dishonesty. Students should make the necessary effort to ensure that other students do not use their work. They are responsible for protecting the integrity of their academic work by doing all they can to stop the dishonest practices of others.

RESPONSIBILITY OF FACULTY

The faculty's responsibility is to aid students in developing honest academic habits by reporting all instances of academic dishonesty. Faculty requiring independent work (e.g., take-home tests, research papers) as part of the student's grade should take appropriate precautions (e.g., teacher-student conferences, examination of research notes.) to ensure that the work represents the student's efforts. It's recommended that faculty avoid basing an excessive amount (over 20%) of the student's grade on such work where adequate supervision & controls are not possible.

ACADEMIC INTEGRITY AND HONESTY

Academic honesty is the cornerstone of institutional integrity. On the other hand academic dishonesty threatens the intellectual fabric of an academic community. It is perhaps, the most serious violation of trust that can occur in a community of scholars and educators.

It is part of the mission of this University to provide its students not only with excellent technical skills that will contribute to the success of each graduate but also to encourage in each student an appreciation of the importance of high standards of ethical behavior, without which all else will have little or no meaning. La Sierra University expects high standards of integrity from all members of its community. Therefore, the faculty and academic administrators in the University are urged to demonstrate clear, strong, and consistent codes of ethics in all aspects of institutional life. It is also legitimate and appropriate to hold students to the highest standards of behavior in their academic work. Applied to the arena of academic performance, these standards preclude all acts of dishonesty including cheating on assignments or examinations; dishonest conduct; plagiarism; self-plagiarism; collusion; forgery of signatures or falsification of data; unauthorized access to University files or accounts; and removal, mutilation or deliberate concealment of materials belonging to the University. Students who commit any offense against academic integrity and honesty will be held accountable to the policies and processes of the Code of Academic Integrity and Honesty.

CODE OF ACADEMIC INTEGRITY AND HONESTY

Academic Integrity and Honesty Reference: Faculty Handbook, Section 4.7 (Edition: 09/2014)

La Sierra University is committed to education for character, community, and culture. Embracing the principles of academic integrity is an important part of that commitment and provides a vital foundation for this community of scholars and its larger society. The following guidelines define academic integrity and establish a process to restore the community when violations occur. The university believes that education is fundamentally a place for scholars to work, learn, and grow in an atmosphere of trust and appreciation while providing fair and just corrective procedures to deal with those who breach such trust. Details of this policy, including examples of violations and specific consequences, may be found in such places as the university bulletins and the Student Handbook.

a) ACADEMIC INTEGRITY STATEMENT: All members of the community of scholars (students and faculty) at the university must agree to the following Academic Integrity Statement: I will act with integrity and responsibility in my activities as a La Sierra University student or faculty member. I will not participate in violations of academic integrity, including plagiarism, cheating, or fabricating information. I will not stand by when others do these things. I will follow the academic integrity policy.

b) ACADEMIC INTEGRITY COMMITTEE: The Academic Integrity Committee (AIC), composed of students and faculty, has the responsibility of promoting academic integrity on campus, investigating and adjudicating appeals and violations, and issuing reports of its decisions to the appropriate campus administrators.

c) VIOLATIONS OF ACADEMIC INTEGRITY: Violations of academic integrity include behaviors such as the following:

1. PLAGIARISM: When a writer appropriates another's ideas without proper acknowledgement of the source or uses another's words without indicating that fact through the use of quotation marks.

2. SELF-PLAGIARISM: When a writer appropriates ideas from a previous work without proper acknowledgement of the source or without indicating that it is a direct copy through the use of quotation marks.

3. CHEATING: Cheating is the use of unauthorized materials, information or study aids in an academic exercise as well as collusion in visual or oral form.

4. FABRICATION: It is the falsification or invention of any information or citation in an academic exercise. This includes lying to any member of the campus community.

5. FACILITATING ACADEMIC DISHONESTY: The facilitation of academic dishonesty occurs when someone knowingly or negligently aids others or allows their work to be used in a dishonest academic manner. Such a person is as guilty of violating academic integrity as the recipient.

d) LEVELS OF ACADEMIC DISHONESTY AND CONSEQUENCES

In cases where academic integrity is violated, there are multiple goals that must be balanced: The desire to ensure consequences that will preserve the integrity of the community of scholars; the hope that the violation can be an opportunity for those involved to learn honesty, respect, and responsibility; and the desire to allow for forgiveness and restoration. The following classifications are used as rules of practice for faculty, administration, and the AIC in balancing these goals. The general descriptions of the levels apply to violations of academic integrity for students. Consequences for violations of academic integrity will be proportionate to the level of violation, with Level Four violations generally resulting in dismissal.

LEVEL 1 Level One violations involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. Cases involving Level One are primarily viewed as teaching opportunities and are therefore to be handled by the instructor in consultation with the student and subsequently reported to the AIC chair. In cases where no resolution is reached, the instructor or student may refer the case to the AIC. Students may appeal the decision of the AIC to the Discipline Committee.

LEVEL 2 Level Two violations are characterized by dishonesty of a more serious nature or dishonesty that affects a more significant aspect or portion of the course work. Cases involving Level Two are still primarily viewed as teaching opportunities and are therefore to be handled by the instructor in consultation with the student and subsequently reported to the AIC chair. In cases where no resolution is reached, the instructor or student may refer the case to the AIC. Students may appeal the decision of the AIC to the Discipline Committee.

LEVEL 3 Level Three violations include dishonesty that affects a major or essential portion of work done to meet course requirements, or involves premeditation. All cases involving Level Three violations are heard by the AIC. Students may appeal the decision of the AIC to the Discipline Committee.

LEVEL 4 Level Four violations represent the most serious breaches of intellectual honesty. All such cases are heard by the AIC. Students may appeal the decision of the AIC to the Discipline Committee.

STUDENT ACADEMIC APPEALS

A student who believes that he or she has been academically unfairly treated or disciplined may enter into an academic appeal process as set forth below (excluding situations involving academic integrity or honesty, which are handled via the appeals processes as outlined at www.lasierra.edu/academics/academic-integrity/).

(A) GENERAL CONSIDERATIONS

1. An academic decision is one regarding such things as a grade on an assignment or in a course; academic standing; or eligibility to participate in an academic program or to receive an academic honor, certificate, or degree.

2. An academic decision may be posted in several ways, e.g., the return of a graded assignment or exam, the response to a request for variance, the posting of course grades on the University web site, or the delivery of a certified letter.

3. The appeal of an academic decision must claim one or more of the following or similar reasons for the alteration of an academic decision:

(i) The decision rests on an inaccurate factual claim.

(ii) The decision rests on a misinterpretation of a university policy.

(iii) The decision rests on an inconsistent application of a university policy.

(iv) The decision flows appropriately from a general university policy, but there is good reason in the particular case in question to grant an exception to this policy.

Where an appeal claims a factual inaccuracy or challenges the interpretation or application of a university policy, it is the responsibility of the student to demonstrate that the decision was clearly in error or that the entity that made the decision abused its discretion. It is also the responsibility of the student to comply fully with all aspects of the appeals process, including providing information in a timely fashion as requested by each entity hearing an appeal.

A student who wishes to appeal an academic decision must do so within fifteen school days (defined as the days within academic terms) after the decision is posted. The appeal must be in writing and should specify specific reason(s), as outlined in (2) above, in support of the appeal for an alteration of the earlier decision. The student should attach all available supporting documentation and should, if appropriate, identify persons who can provide evidence relevant to the appeal.

(B) STEPS FOR APPEALING A DECISION INITIALLY MADE BY AN ISTRUCTOR REGARDING A PARTICULAR COURSE:

1. Step One: The student shall first discuss the decision with the instructor in an informal conference immediately after its occurrence but no later than fifteen school days after the decision is posted.

2. Step Two: If the student is dissatisfied with the results of Step One, he or she may submit a written appeal to the department chair and/or program director whose (1) department and/or program offers the particular course within fifteen school days of the conference accomplished in Step One. The department chair and/or program director in consultation with the instructor shall reply in writing within fifteen school days of receipt of the written appeal and shall state and affirm the decision, modify the decision, or overturn the decision based on information received subsequent to the conference. This reply will be reported to all persons currently involved—the student and the instructor—and will be filed in the permanent files of the department and/or program.

3. Step Three: If the student is dissatisfied with the results of Step Two, he or she may submit a written appeal of the decision from Step Two within fifteen school days of receipt of the written decision of Step Two to the dean of the college, school, or division. The dean must consider the student's claims carefully. When the interests of justice so require, the dean or the Office of the Provost may decide to convene an appeal panel to review the appeal and report on its merit, the department and/or program.

(i) If a panel is convened, the panel will comprise three faculty members: one chosen by the student, one chosen by the instructor, and one—who will function as the panel chair—chosen by the dean or the Office of the Provost. The appeal shall be considered at a meeting of the appointed panel. This shall be commenced within fifteen school days following receipt of the appeal by the dean or Office of the Provost. The panel shall report to the dean or the Office of the Provost within fifteen school days of its initial meeting. The dean or the Office of the Provost shall reply to the student in writing within fifteen school days of receiving the panel's report and shall state the decision of Step Two and affirm, modify, or overturn the decision.

(ii) If a panel is not convened, the dean or the Office of the Provost shall reply in writing within fifteen school days of receiving the appeal and shall state the decision of Step Two and affirm, modify, or overturn the decision. The decision of the dean or the Office of the Provost is final. The reply generated in (i) or (ii) above will be reported to all persons currently involved—the student, the instructor, the department chair and/or program director, the dean, the dean's Executive Committee, and, if convened, the panel members. The reply must also be reported to other campus entities as appropriate (e.g., the Office of the Registrar, the Office of Admissions, and the Office of Student Life). This reply will be filed in the permanent files of the department and/or program and the office of the dean or the Office of the Provost.

(C) STEPS FOR APPEALING A DECISION INITIALLY MADE WITHIN THE OFFICE OF THE DEAN OF A SCHOOL:

(i) If a panel is convened, the panel will comprise three faculty members: one chosen by the student, one chosen by the dean, and one—who will function as the panel chair—chosen by the Office of the Provost. The appeal shall be considered at a meeting of the appointed panel. This shall be commenced within fifteen school days following receipt of the appeal by the Office of the Provost. The panel shall report to the Office of the Provost within fifteen school days of its initial meeting. The Office of the Provost shall reply to the student in writing within fifteen school days of the receipt of the panel's report and shall state the decision of Step One and affirm, modify, or overturn the decision.

(ii) If a panel is not convened, the Office of the Provost shall reply in writing within fifteen school days of the receipt of the appeal and shall state the decision of Step One and affirm, modify, or overturn the decision. The decision of the Office of the Provost is final. The reply generated in (i) or (ii) above will be reported to
all persons currently involved--the student, the dean, the dean's executive committee, and if convened, the panel members. The reply must also be reported to other campus entities as appropriate (e.g., the Office of the Registrar, the Office of Admissions, and the Office of Student Life). This reply will be filed in the permanent files of the dean's offices and the provost's office.

ACADEMIC PROGRESS

ACCEPTABLE ACADEMIC PROGRESS

For the undergraduate student, acceptable academic progress is considered to be the removal of all remedial requirements with a grade of C (2.00) or above during the 12 calendar months following initial enrollment, the maintenance of both a cumulative grade point average and a La Sierra University cumulative grade point average of C (2.00) or better and a term grade point average of at least 1.00, and the completion satisfactorily of all requirements for a bachelor's degree within eight years.

CONSEQUENCES OF FAILURE TO MAKE ACCEPTABLE ACADEMIC PROGRESS:

An undergraduate student failing to make acceptable academic progress is subject to restrictions (as determined by the dean of his or her school or college) on enrollment status and university-related activities as follows:

1. ACADEMIC WARNING: A student whose cumulative and La Sierra University grade point average (GPA) remains at 2.00 or higher but whose quarter grade point average falls between 1.00 and 1.99, is placed on academic warning and will receive a letter indicating this status. Students in this category are considered to be in regular standing.

2. ACADEMIC PROBATION: A student whose cumulative and/or La Sierra University grade point average falls below 2.00 or whose term quarter grade point average falls below 1.00, is placed on academic probation the next quarter. A student on academic probation is subject to a restricted course load, and to restrictions on participation in university activities requiring off-campus travel (musical, dramatic, athletic, recruiting, etc.), and is expected to work with university entities (Learning Center, advisors, counseling, etc.) who can supplement the educational experience in order to improve the student's academic performance. A student may not be on academic probation for more than one quarter, consecutively.

3. CRITICAL ACADEMIC PROBATION: A student on academic probation who fails to raise his/her cumulative and La Sierra University grade point average to 2.00 or above, or who earns a quarter grade point average below 1.00 is placed on critical academic probation with restrictions on course load, on participation in university activities requiring off-campus travel, and on time devoted to work and other personal non-academic activities. The student will have a contract with the dean stipulating a working with university entities (Learning Center, advisors, counseling, etc.) who can supplement the educational experience in order to improve their academic performance. A new or transfer student designated as Provisional (One Quarter Basis) is considered to be on critical academic probation.

4. ACADEMIC DISQUALIFICATION: A student on Critical Academic Probation who does not raise his/her cumulative and La Sierra University grade point average to 2.00 or above, or who earns a quarter grade point average below 1.00 during the quarter of critical academic probation, or a student admitted as Provisional (One Quarter Basis) who fails to fulfill his/her admission contract is placed on academic disqualification. The Office of Admissions is so notified. The student is not permitted to register for further coursework at the university without readmission. A student on academic disqualification wishing to return to La Sierra University must show evidence of academic improvement by taking at least 24 quarter units of transferable college coursework from another institution of higher learning, Earning a C (2.00) or better in each course making up the 24 units, raising his/her cumulative grade point average to 2.00 or above, and completing any remedial requirements in English and/or mathematics. A student who has fulfilled the expectations above may reapply for readmission through the Office of Admissions. Non-degree status at La Sierra University is not available during this time of disqualification. A student who is Academically Disqualified for a second time will not be readmitted to the university.

ENROLLMENT STATUS

FULL-TIME STATUS

An undergraduate student carrying 12 or more units per quarter is considered to be a full-time student. A graduate student carrying 6 units or more is considered a full-time student.

PART-TIME STATUS

Fractions of a load for part-time students (1/4, 1/2, 3/4) are based on 12 quarter units for undergraduate students and on 6 units for graduate students.

NON-DEGREE STATUS

Though for the undergraduate student there is currently no limit to the number of courses that may be taken as a non-degree student, such courses do not guarantee acceptance into a degree or preprofessional program, nor is there a guarantee that these courses will transfer into any type of program if the student is admitted therein. Non-degree status will be reflected on the transcript. This status is not available to a former student who has been denied readmission.

STUDENT TEACHER
The directed teaching experience is considered a full academic load. A student will be allowed to take an additional course only in exceptional cases and by permission of the coordinator of student teaching.

CLASS STANDING
Undergraduate students in the university are accorded class standing on the basis of the amount of coursework completed as follows:

- Freshman less than 44 units
- Sophomore 44-87 units
- Junior 88-135 units
- Senior 136 or more units

ATTENDANCE EXPECTATIONS

CLASS ATTENDANCE Class attendance is required beginning with the first day of each session. Regular attendance at all appointments is expected. It is the prerogative of the instructor to establish a reasonable attendance policy for each class taught and to make this known in writing to the students at the beginning of the quarter. When there is no stated policy by the instructor, students who are absent for as much as 20 percent of the class hours should not expect to receive credit.
It is assumed that a student in residence the first quarter and returning for any succeeding quarter will return at the close of the quarter break. Professors expect individuals who are university students to regard the class as priority business. Work, dental, and medical appointments should be arranged so as not to require missing classes.

ABSENCES–ILLNESSES When illness necessitates missing a class or field trip, the student is to notify personally the teacher involved, obtain assignments, and make the necessary arrangements for make-up work.
A resident student who is too ill to attend class should report in person to the Health Service. If the severity of the illness prevents this, the residence hall dean should be notified. Health Service does not provide class absence excuses except in the case of long term documented illnesses.

EXPECTATIONS

CHAPEL DECORUM
Student's whose behavior is disruptive or disrespectful will be disciplined and lose attendance credit. During Chapel students will refrain from studying, the use of portable electronics (computers, headphones, cellphones, etc.), loud conversations, and any other inappropriate behavior that will be disruptive to the worshiping community.

REQUIREMENTS

- Chapel meets every week, except during exam week and University-approved breaks (Thanksgiving Break, Christmas Break, and Spring Break, Summer).
- Chapel will meet ten times a quarter on Tuesdays at 11:00 a.m in the La Sierra University Church. In addition students are required to attend two extra corporate worships for Spiritual Emphasis week (Wednesday 11a.m. and Thursday 11 a.m. in addition to the regularly scheduled Tuesday service).
- Week of Spiritual Emphasis programs will be held during Fall, Winter and Spring quarters. Three meetings are scheduled for Tuesday, Wednesday, and Thursday, at 11:00 a.m. in the La Sierra University Church. Dates are printed in the university's calendar. Students who have no class prior to 12:00 p.m on Chapel (and Spiritual Emphasis Week) days will automatically be excused for those meetings.
- Students are required to attend 10 of the 12 Chapel programs scheduled each quarter. All undergraduate students (regardless of age) taking eight units or more are required to attend.
- Any student arriving more than 10 minutes past the starting time will not receive credit for that Chapel program. Likewise, any student leaving prior to Chapel program's dismissal will not receive credit.

ATTENDANCE REGISTRATION

Attendance for Chapel is registered when you swipe your ID card at one of the computers in the church lobby. Remember to swipe in and out to register your chapel attendance between 10:50 a.m. and 11:10 a.m. Each individual student must return the card at end of the service to be counted as present. Attendance is not registered for any student arriving after 11:10 a.m. or leaving before the completion of the service.

EXEMPTIONS AND EXCEPTIONS

The University grants date specific exemptions and full quarter exceptions under the following grounds listed below. All undergraduate students are required to participate in the Chapel program. Exemptions can take place for the following reasons:

- Students who have no class prior to 12:00 p.m. on Chapel days (including Spiritual Emphasis days) will automatically be excused for those meetings.
- Students fulfilling mandatory student teaching requirements, observation assignments, or internships. Please note: You will not be cleared if your department has not given Student Life notification prior to your assignment.
- Severe medical conditions that temporarily affects chapel attendance. Condition must be verified in writing by an attending physician, from the Health Services Department, or Office of Disability Services.
- Students away from campus on an authorized academic field trip. Please note: You will not be cleared if the professor has not notified Student Life.
- Family emergencies. Please submit a petition by e-mail within one week of the requested absence to be excused.
- Students who are parents and are responsible for caring for their child(ren) during the corporate Chapel program. Parents must supply a copy of the birth certificate to Student Life.
- Graduate students, Evening Adults Degree Program (EADP) students, ESL students, students who have already been awarded a bachelor's degree, and students taking less than 8 units are automatically exempt from attending the required Chapel programs (although they are welcome to participate at any time).

▪ Work conflicts can be petitioned when financial need can be demonstrated. Exemptions for volunteer work, lunch, running errands, class meetings, homework, or other personal business may not be granted. Work petitions need to be submitted on corporate letterhead from the employer stating hours of work and inability to take part in Chapel. The Chapel Committee will review all petitions for exemptions and exceptions. In private or other unusual circumstances, a student may petition directly with the Associate Vice President for Student Life to discuss having such absences excused. Date – specific exemptions must be applied for within the first two weeks of the quarter. Requests are good for one quarter only. A new request must be submitted each quarter. The process and required forms for exemptions are available on the Chapel website (lasierra.edu/chapel).

MONITORING ATTENDANCE

It is the student's responsibility to treat Chapel as any other required class. Students can monitor their attendance records through my campus portal under the Spiritual Life tab (portal.lasierra.edu). If a discrepancy is noted, it is the responsibility of the student to resolve this discrepancy with the Office of Student Life within two weeks. All questions and concerns pertaining to chapel attendance should be emailed to chapelrecords@lasierra.edu.

CHAPEL NONCOMPLIANCE SANCTIONS

Students who do not fulfill applicable requirements will be subject to a three-step compliance policy. The steps include: 1) Letter of Censure 2) Citizenship Probation 3) Critical Citizenship Probation.

1. LETTER OF CENSURE A student choosing not to comply with the university's Chapel attendance policy during any given quarter will be issued a Letter of Censure. This letter serves as a disciplinary warning and will be documented in the students' chapel file. Students will be notified of their Letter of Censure by email the week following the end of the quarter. A student may have his/her Letter of Censure status nullified after two consecutive quarters of compliance.

2. CITIZENSHIP PROBATION If a student again violates the Chapel attendance policy during a future quarter, he/she will be immediately placed on "Citizenship Probation" status. Students who are on "Citizenship Probation" will have a discipline file on record in Student Life and be subject to all activity restrictions that apply. Under the Family Educational Rights and Privacy Act (FERPA), La Sierra University is permitted to share student discipline files with school officials with legitimate educational interest; other schools to which a student is transferring (including graduate schools) and employers seeking recommendations (with student consent). Students will need to petition to have their "Citizenship Probation" status expunged with the Dean of Students/Associate Vice President. A discipline file for non-compliance to the Chapel attendance policy will be expunged after two consecutive quarters of satisfactory chapel attendance. Petitions will be presented to the Vice President for Student Life for consideration.

3. CRITICAL CITIZENSHIP PROBATION Following third quarter of non-compliance with the Chapel attendance policy students will be placed on Critical Citizenship Probation. Students will need to petition to have their "Critical Citizenship Probation" status expunged with the Dean of Students/Associate Vice President. A discipline file for non-compliance to the Chapel attendance policy will be expunged after two consecutive quarters of satisfactory chapel attendance. Seniors violating this policy will be required to wait one year after graduation to request that their file be expunged. Petitions will be presented to the Vice President for Student Life for consideration.

CHAPEL ATTENDANCE APPEALS PROCESS

Students who feel their record does not correctly reflect their chapel attendance may send an e-mail to chapelrecords@lasierra.edu or visit the Student Life Office and speak to the chapel records manager.

The student who is under disciplinary review, and does not believe the disciplinary action is fair, has the right to request the Dean of Students/Associate Vice President for Student Life in writing for the disciplinary action to be reviewed by Vice President of Student Life. All appeals must be made prior to the end of the quarter. Please refer to the Disciplinary Appeals Process as outlined in the Student Handbook on page 18. One year from the date of the violation, a student who has had no further disciplinary problems may appeal to the Student Life Committee to have the matter expunged from their record.

TECHNOLOGY

COMPUTER & TECHNOLOGY USAGE

PURPOPSE

This policy governs the use of Information Technology (IT) systems and electronic resources at La Sierra University (referred to hereafter as 'La Sierra'/ or the University).

The Acceptable Use Policies for Information Technology at La Sierra University promotes the efficient, secure, ethical, and lawful use of the University's information technology resources. The University's computing systems, networks, data, and associated facilities (hereafter "Systems") are intended to support its mission and to enhance the educational environment. Therefore, any use of these resources deemed inconsistent with the mission and purpose of the University will be considered a violation.

SCOPE

This policy shall apply to all students, staff, faculty, and contractors/vendors who have access to or who are responsible for any University system account at any University facility, as well as anyone who has access to the University network, which stores electronically any non-public information on University resources, or who use a University-owned desktop, laptop or tablet computer (defined hereafter as "users"). By using or accessing the University's information technology resources, all users agree to the rules, regulations, and guidelines contained in this Acceptable Use Policy.

POLICY STATEMENT

Information technology systems and electronic resources are managed by the Office of Information Technology (OIT) and are provided to the members of the University community with the understanding that they will use them with mutual respect, co-operation and collaboration, and in compliance with all applicable policies, laws, and regulations.

Information technology resources are finite, but their usage is growing and expanding; these resources must be shared generally. Furthermore, with any interconnection of electronic resources, one individual can dramatically affect others within the network. Therefore, the use of the network and other electronic resources is a revocable privilege.

All constituents will benefit if all users of the electronic systems avoid any activities that cause problems for other users. The University reserves the right to monitor, limit, and restrict electronic messages, network/systems traffic, and the public or private information stored on computers owned, maintained, or managed by the University. Email, voice mail, web pages, and other digital content stored or transmitted on-campus resources are subject to archival, monitoring, review, and or disclosure by those other than the intended recipient.

TECHNOLOGY SYSTEMS AND ELECTRONIC RESOURCES

The University requires access to its Information Technology Systems to be authorized and pre-approved, and that users understand that laws currently exist that prohibit the following:

1. Electronic libel or defamation
2. Sending/posting/broadcasting messages that incite hate or violence
3. Transmitting repeated unwanted personal advances
4. Falsifying information or impersonation
5. Unauthorized use, distribution, or copying of the protected intellectual or copyrighted property

UNIVERSITY NETWORK

The University network is a private network separate and distinct from the public internet. Therefore, access to and use of this network must comply with all University policies, rules and regulations, and all local, state, and federal laws. Examples of prohibited activities outside of prescribed course or business-related activities include but are not limited to:

1. Posting or transmission of confidential information
2. Use of offensive or discriminatory language
3. Transmission or display of graphic images, sounds, or text that is sexual or offensive
4. Unauthorized use of other 'users' passwords or accounts
5. Use of the Systems for personal profit or gain
6. Use of the Systems to harass, threaten, or otherwise invade the privacy of others
7. The installation or use of any servers, routers, switches, or wireless access points on the network not expressly approved by the Office of Information Technology
8. Deliberate attempts to cause breaches of the network, servers, telecommunications systems, or security or to examine network traffic
9. Initiation of activities that unduly consume computing or network resources
10. Use of applications, for example, P2P, to receive and or distribute copyrighted materials, such as movies, music, and video
11. Tampering with computer files, software, or knowingly introducing a virus or malicious code to the University systems
12. Unauthorized changes to University web pages
13. Playing games in computer labs for entertainment
14. Excessive use of network bandwidth, storage, and any computer resources for purposes unrelated to University activities

VIRTUAL PRIVATE NETWORK (VPN)

The University's remote access Virtual Private Network (VPN) service allows University and contractor computers to connect to the La Sierra University data network from off-campus, thereby granting those computers the same access, rights, and privileges as computers attached to the campus network directly. Users and machines connected to the VPN must have a valid business need to connect to the VPN and abide by all information technology policies of the University. It is the responsibility of supervisors and department heads to determine under what circumstances it is appropriate for an employee to use the VPN to conduct University business.

1. Only VPN clients provided by the OIT may be used to connect to the VPN.
2. It is the responsibility of all VPN users to keep secure all files, keys, and passwords required to connect to the VPN.
3. It is the responsibility of users with VPN privileges to ensure that unauthorized users are not allowed access to La Sierra's internal networks.
4. Personally-owned computers will not be allowed access to the VPN.

PROVISIONS FOR PRIVATE COMPUTERS CONNECTED TO THE UNIVERSITY NETWORK

The following applies to anyone connecting a private computer to the University network via the University housing network (ResNet), a wireless LAN connection, a regular network connection in an office, or any other network connection. The computer owner is responsible for the behavior of all users on the computer, and all network traffic to and from the computer, whether or not the owner is aware of the traffic generated. A private computer connected to the network may not provide network access for anyone who is not authorized to use the University systems. A personal computer may not be used as a router or bridge between the University network and external networks, such as those of an Internet Service Provider (ISP). Should OIT staff have any reason to believe that a private computer connected to the University network is misusing the resources, network traffic to and from that computer will be monitored. If justified, the system will be disconnected from the network, and action will be taken with the appropriate authorities.

Any residential student with an authorized network account may use the in-room ResNet connection for scholarly purposes, for official University business, and personal use, so long as the usage (1) does not violate any law or regulation; (2) does not involve extraordinarily high utilization of University resources or substantially interfere with the performance of the University network; (3) does not result in commercial gain or profit; and (4) is not in violation of any other part of this policy.

Users are responsible for the security and integrity of their systems. In cases where a computer is compromised, the user shall either shut down the system or remove it from the campus network as soon as possible to localize any potential damage and to stop the attack from spreading. If users suspect electronic intrusion or hacking of a personal computer system and would like assistance, they can immediately contact the OIT.

Personal servers and networking equipment shall never be connected to the University network without prior authorization from the OIT.

PASSWORDS

Passwords are an essential aspect of computer security. They are the front line of protection for user accounts and system integrity. A poorly chosen password can result in the compromise of the University's entire network.

A password authenticates the holder as an authorized user of the 'University's computer system that uses the institution's Active Directory for authentication, authorization, and auditing must be protected. Each user is responsible for the security of their password(s). It must not be shared with others and may only be used by the person for whom the password was created. Therefore, a password may not be posted in a place accessible by others and must not be inserted into email messages or other forms of electronic communication.

User accounts with system-level privileges granted through group memberships must have a unique password from all other accounts held by that user. Generic or shared usernames/passwords are not authorized, except for limited Departmental email accounts

La Sierra employees shall not use any La Sierra University Active Directory username and password as a means to access IT systems or online services not owned and or managed by the La Sierra University. Any exceptions to this rule must be approved by the requesting employee's respective Vice President or designee.

All La Sierra employees and students will register and update their passwords in the self-service password reset portal located at https://my.lasierra.edu.

ACTIVE DIRECTORY PASSWORD CONSTRUCTION

Users must select passwords that contain at least eight (12) alphanumeric characters and characters from three of the following four categories:

1. English uppercase characters (A through Z)
2. English lowercase characters (a through z)
3. Base 10 digits (0 through 9)
4. Non-alphanumeric characters (for example,!, $, #, %)

Active Directory/Single Sign-On Password Changes

All users who are staff/faculty or vendors/contractors and have user-level passwords (e.g., network, domain, email, desktop computer, etc.) must change their passwords every 180 days.

All users who are students and have user-level passwords (e.g., network, domain, email, desktop computer, etc.) must change their passwords every 180 days.

User-level passwords must be unique for 24 consecutive password changes, i.e., a password cannot be reused for 24 password changes.

All users will receive an automated pop-up notification when logging in to a University computer and or portal, notifying them when their password will expire within 14 days and, if necessary, that their password will expire in 1 day. Suppose the current password is not changed before it expires. In that case, a password change will be prompted upon the user's first login attempt after the expiration date, and the user will not be able to log in to the University resource until the password is changed.

EMAIL

E-MAIL RETENTION AND ARCHIVAL POLICY

- In the event of a system failure, La Sierra University will attempt to restore all users' e-mail accounts to their status at the time of the last backup. La Sierra University will not be able to restore messages that arrived after the last backup and the university cannot guarantee that any or all messages can be restored.
- La Sierra University will not restore individual messages to a user's home directory. It is the user's responsibility to make backup copies of the e-mail they receive.

E-MAIL ABUSE AND SPAM POLICY & HOW TO REPORT ABUSE AND SPAM

La Sierra University will take commercially reasonable steps to prevent e-mail abuse and SPAM whenever practicable. When reporting both abuse and SPAM, users should forward the complete message to abuse@lasierra.edu. Violations of the "E-mail Policy" will lead to disciplinary action, which may result in e-mail account suspension. La Sierra University policy prohibits the theft or other abuse of computer resources. These prohibitions apply to e-mail services as well and include but are not limited to:

- Unauthorized entry, use, transfer, and tampering with the accounts and files of others, and interference with the work of others and with other computing facilities or services.
- Making available any content which is unlawful, harmful, threatening, abusive, harassing, wrongful, defamatory, vulgar, obscene, libelous, sexually explicit, pornographic, or racially, ethnically or otherwise objectionable.
- Manipulating headers to disguise the origin, original author, or to falsify any content transmitted to or through La Sierra University computer systems.
- Providing or setting up personal outgoing SMTP servers other than the La Sierra University-provided mail servers.
- Disruption or interference with other users' ability to receive e-mail including: the sending or forwarding of "chain letters"; "SPAM," that is, to exploit mail servers or similar broadcast systems for purposes beyond their intended scope, or to amplify the widespread distribution of unsolicited e-mail; and "letter bombs," that is, to re-send the same e-mail repeatedly to one or more recipients to interfere with the recipient's use of e-mail.
- Using your La Sierra University e-mail for commercial activities or personal gain.
- Using your e-mail to conduct activities that violate local, state, federal, or international laws.

All e-mail abuse must be reported to the Director of Information Technology or abuse@lasierra.edu. Offending messages should be saved for evidence of abuse. All reports of abuse will be investigated and dealt with appropriately.

PENALTIES FOR E-MAIL ACCOUNT ABUSE:

All violations of La Sierra University's "E-mail Policy" will be referred to the Director of Information Technology for disciplinary action. Disciplinary actions may include the following:

First offense: The user's account will be temporarily suspended and the user's manager or, in the case of students, the Dean of Students will be informed. The account will be reactivated only after the user meets with the System Administrator.

Second offense: The user's account will again be temporarily suspended and the user's supervising manager or, in the case of students, the Dean of Students will be informed. The account will not be reactivated until the user has met with the System Administrator and their department manager or the Dean of Students.

Third offense: The user's account will be immediately suspended and he/she will undergo disciplinary review by the university.

E-MAIL ACCOUNT REMOVAL

E-mail account deactivation and removal will proceed according to one of the following two scenarios:

1. Upon determination that the user of the account is not eligible for an account, the following actions will be taken:

a. Account holders will be notified that they have lost eligibility and will be given a date at which the account will be disabled. This notification may include information about how to have future e-mails forwarded or install an automatic response message.

2. b. The e-mail account will be locked. c. If after one calendar year the account holder has not returned to eligible status, the account and e-mail address will be removed from our system(s). The e-mail address will not be reassigned for one (1) year after it is removed. This is done to minimize the possibility of any con fusion in e-mail delivery.

3. E-mail accounts may be locked, deactivated, or removed completely from the system(s) upon the request of the departing user, by Human Resources, or by the Vice President for Student Life.

MAILING LISTS

Mailing lists may be utilized for class work, clubs, discussions, news dissemination, and administrative announcements. Mailing lists at La Sierra University are based on the "Opt-In" system where those who wish to be a part of the mailing list must subscribe to that mailing list. This is true for all mailing lists in use by the University except for:

- La Sierra University business as defined by the La Sierra University business policy.
- Mailing lists that must be subscribed to as a part of taking a course.

Procedures and requirements for requesting the creation of a mailing list:

- Users may request a mailing list be created by submitting the completed Mailing List Application form.
- Mailing lists may have "-list" appended to any name to denote that it is a mailing list.
- Mailing lists must have at least one faculty or staff manager who is responsible for the daily activities of the list.
- Explanation of how a user can remove him/herself from the list must remain intact and attached to every message sent by the mailing list.

A mailing list manager is responsible for the following:

- Maintaining compliance with the "Acceptable Use of Information Technology Resources Policy." To report any violations, please contact "sysadmin@lasierra.edu."

- Monitoring list content to ensure that the rules for the list are followed and that the list stays on the topic for which it was initially created.
- Performing maintenance on the mailing list membership by ensuring that people who do not wish to be on this list are removed or given detailed instructions about the web-based removal process.
- Maintaining one or more individuals as backup list managers so that if the primary mailing list manager is unavailable a backup manager can step in.
- Immediately contacting the System Administrator in the event error messages occur.
- Informing the System Administrator when the list is no longer needed so that it may be deleted. Lists that remain inactive for more than one quarter may be deleted.

Subscribers of La Sierra University mailing lists should do the following:

- Unsubscribe or modify their delivery options to that of "No Mail" if they will be going on vacation or extended leave.
- Refrain from sending attachments to the list that are over 80K in size.

RES NET USAGE POLICY

PURPOSE

The ResNet is a courtesy to La Sierra University's residents in the Residence Halls. It is intended to facilitate the exchange of information for academics, education, research, and communication.

SECURITY

La Sierra University requires all Residential Hall computers to log into the network and be scanned for viruses and Windows updates. Network access will not be granted to computers that fail the scan or aren't properly logged into the network. Guest access is allowed but limited to web browsing and a 30-minute time limit. Users are directed to log in using their La Sierra e-mail user name and password. Students experiencing problems should call the network administrator.

INTERFERENCE

Users' ResNet usage must not interfere with other users' ResNet usage ability. Additionally, users' ResNet usage must not interfere with the functionality of the remainder of the campus-wide network infrastructure. Interference can be constituted by, but not limited to connecting or installing a server onto the ResNet such as peer-to-peer network clients; FTP servers; World Wide Web servers; Streaming media servers; Mail or news servers; DNS servers. Use more than one network device per network drop, including any switch, proxy server, or access point.

MALICE

ResNet usage with malicious intent is prohibited. Actions constituting maliciousness include, but aren't limited to:

- Deliberate interference with the intent to cause a denial of service to other network devices on the campus-wide network infrastructure or any other non-La Sierra University network device connected to the Internet.
- Attempts to access, decode, and/or disclose confidential data and/or passwords stored on any network device on the campus-wide network infrastructure, or any other non-La Sierra University network devices on the Internet.
- Attempts to crash any network device or corrupt data on any network device connected to the campus-wide network infrastructure or any other non-La Sierra University network devices on the Internet.

- Willful propagation of worms, viruses, or other destructive content.
- Any ResNet usage for the purpose of any form of harassment is forbidden. Harassment may include the following: ResNet usage to broadcast obscene, defamatory, or threatening messages; the intent to impersonate or misrepresent an individual or organization; sexual harassment.

COMMERCE

ResNet usage for commercial purposes is strictly prohibited. Some examples of the breach of this policy follow:

- ResNet usage to conduct a personal business enterprise.
- ResNet usage to gain personal profit.

SANCTIONS

Penalties assessed for the violation of any of the above policies may take the form of any of the following and may occur at any time:
1st offense: Temporary suspension of user's account.
2nd offense: User's account will again be suspended, and the Dean of Students will be informed. The account will not be reactivated until the user has met with the network administrator and the Dean of Students.
3rd offense: The user's account will be immediately suspended and will undergo disciplinary review by the university.

FALSIFICATION OF DOCUMENTS & OTHER ACTS OF DISHONESTY

Any student found to have falsified any document submitted to the university will be subjected to disciplinary action. Such acts include, but are not limited to, the following:

- Furnishing false information to any university official, faculty or staff member, or office.
- Forging, altering, or misusing any university document, record, or instrument of identification.
- Fraudulent police calls, setting off false alarms, or similar conduct.
- Fraudulent use of the university phone system or phones.
- Fraudulent use of university computers, web sites and e-mail systems.

ADVERTISING AND SELLING

ADVERTISEMENTS (BANNERS, FLAGS, FLYERS, ETC.)

All materials distributed, posted, or displayed on the La Sierra University campus must be approved by the Office of Student Involvement and bear the official Eagle Stamp (obtained at OSI) prior to being distributed or posted anywhere on campus. Student Organizations must complete an event form via Eagle Connect before posting any promotional material. Please allow for 3-5 days for approval (Mon-Fri).

ALL POSTER/BANNERS MUST CLEARLY IDENTIFY:

- The sponsoring organization
- Date and time of event
- Contact information

Distribution of pamphlets, flyers, note cards, etc., and canvassing, sales, or solicitation on the grounds or within any property owned or operated by La Sierra University is governed by the "Flyers, Handbills, Flags, Banners, Signs, and Other Signage" policies of the University. Approval must be obtained in advance through the Office of Studenrt Involvement. Promoters are encouraged to apply at least ten (10) days in advance of need.

Posters and announcements may be placed on campus bulletin boards only bearing the "Eagle Stamp Approved Location," which is located in the bottom right hand corner of all approved bulletin boards. **THEY ARE NOT PERMITTED ON TREES AND SHRUBBERY OR THE WINDOWS, DOORS, SIDEWALKS, OR EXTERIORS OF ANY CAMPUS BUILDING. MATERIALS SHOULD BE POSTED WITH THUMBTACKS. HEAVY TAPE (SUCH AS MASKING TAPE AND DUCT TAPE), GLUE, OR STAPLES SHOULD NOT BE USED.** Sponsoring Organization will be responsible for damage occurred due to displaying banners in non-approved locations on campus.

A group wishing to erect a banner on the Campus Mall stage must first reserve the space. To reserve space contact Tracy Tyler (951) 785-2511. Persons wishing to erect banners may obtain a list of approved locations from the Office of Student Involvement. Signage posted without the official stamp or signs with forged stamps will be removed and the sponsoring organization will be given a fine of $10. The fine must be paid before future posters will be stamped.

All materials must be taken down or picked up within twenty-four hours after the event has taken place. The organization hanging or distributing the materials is responsible for removing them. Failure to do so may result in the restriction of future promotions and/or a fine of $10. Failure to comply with the approved placement of advertisements and addition to the damage occurred due to displaying advertisements in non-approved locations the sponsoring group will be given:

- First Offense: A written warning.
- Second Offense: A fine of $10.
- Third Offense: A fine of $20 and will be restricted to poster placement.
- Fourth Offense: Complete loss of posting privileges.

PETITIONS/SURVEYS/QUESTIONNAIRES/ EXPERIMENTS/POSTINGS

The Vice President for Student Life is to approve all nonacademic material (including political, religious, and business flyers/ leaflets, petitions, and surveys to be signed by students, faculty, staff, administration, or community members) before distribution on campus property. All materials posted on campus must be submitted to the office of Student Involvement for approval via the Eagle Communications form. Upon approval, a digital stamp will be sent to the submitter. This stamp must be placed on the materials before distribution. Before distribution or participation, the provost and the Institutional Research board must approve all academic material (class project questionnaires and surveys, experiments, etc.)

SALES AND SOLICITATIONS

La Sierra University feels that student organizations should be provided with opportunities to raise their program funds through fundraising activities. In order to protect the university, student organizations, and each member of the university community from undue intrusion and provide fair access to legitimate activities, the following guidelines and restrictions have been approved.

1. All on-campus or off-campus sales and solicitations must be registered with Student Life. All requests must be submitted at least two weeks before the date of the proposed sale/solicitation date. Blank contract forms for off-campus vendors are available in the Office of Student Involvement.
2. All sales/solicitations involving non-campus vendors must be sponsored by a university office, department, or approved organization. Vendors will be charged a $20/ table/day administrative fee to the university and a 20% gross sales commission to the sponsoring organization. These fees and commissions are to be paid before the vendor leaves campus on the sale's day. Campus organizations providing their sale items will not be charged these fees.

3. The sale of items directly competing with the La Sierra University bookstore will not be permitted. Requests for sales in or around the bookstore must be submitted to the Office of Student Life for approval.
4. Sales/solicitations on campus may only occur in specified, approved locations. Any sales/solicitations in the residence halls require the pre-approval of Residential Life using the request form available in the Office of Student Involvement(see #1). There will be no sales/solicitations in the residence halls after 11:00 p.m.
5. Sales/solicitation to off-campus constituencies (i.e., parents) require pre-approval of the organization's Faculty Advisor, Student Life, and University Advancement with presubmission and approval of the solicitation letter/ form before mailing. Address labels may only be requested through the Registrar's Office by the organization's faculty advisor after approval has been granted by Administration.
6. Sales/solicitation of "games of chance" (i.e., raffles) must be approved by the Division of Student Life.
7. Door-to-door sales/solicitations are not permitted within the classroom/office buildings, auditoriums, or residence halls.
8. The sales/solicitation of drugs, tobacco, and/or alcoholic beverages is not permitted.
9. The sales/solicitation of items identified with or containing the name or logo of La Sierra University must be approved by Student Life and Public Relations prior to manufacture and sale/solicitation of such items.

SAFETY

CAMPUS SAFETY AND SECURITY PATROL

The Campus Safety and Security Patrols Office safeguards the campus community, including property and the facilities' integrity. Its responsibilities include fire prevention and detection, traffic control, and maintaining campus peace and order. Security performs multiple functions on university property, such as:

- Patrolling the campus 24 hours a day in cars, carts,bicycles, and foot
- Secrity K9 unit does drug and building searches for contraband and intruders
- Answering calls 24/7 for assistance and emergencies
- Preparing incident and traffic collision reports
- Reporting crimes and other emergencies
- Offers an online parking registration system for all vehicles that come on campus
- Controlling traffic and parking
- Providing escort services
- Providing vehicle assists (i.e., open-ups, jump-starts, tire changes)
- Moitoring intrusion alarms
- Assisting with building open-ups
- Provides an online form for Access Control building requests
- Assisting with student conduct issues
- Coordinating the Air Quality Management District rideshare program

If a security officer requests a university ID of a student, the student is expected to cooperate. All persons coming and going after the closing time are routinely checked. Every student is encouraged to regard the University Security as a service organization, provided to be of help to the campus community. University Security is committed to dealing with each student in a pleasant, helpful and friendly manner. The residence hall deans, the director of security, the Dean of Students, or the Vice President of Student Life will receive student complaints.

Permits for vehicles and parking are available online for students, faculty, and staff. Visitor permits are available through the main entrance kiosk on Riverwalk Parkway and at the Campus Safety & Security Patrol office in the convenience center. Additional information is available in the office of Campus Safety & Security Patrols (located in the Convenience Center) or (951) 785-2222 or online at: www.lasierra.edu/security for the most up-to-date Campus Safety and Security Patrol Student Right to Know Brochure visit: http://lasierra.edu/security/student-rights-to-know/

PERSONAL SAFETY TIPS

- Trust your instincts. If you suspect that something is wrong, or a situation seems dangerous, you may be right! Do not ignore suspicious people, cars, or situations. Report them to Security and/or the police immediately.
- Avoid dangerous situations. Use your best judgment about where to go and what to do.
- Be aware of your surroundings and any nearby individuals as you approach your vehicle. keep your keys in your hand and look inside your vehicle before getting into it.
- Always lock your car. Never leave your car parked, running, and unattended. Keep valuables out of sight, locked in the trunk or glove compartment.
- Be aware of bushes and tight corners you cannot see around.
- If you feel uncomfortable walking alone at night, call Security for an escort, or walk with a friend.
- If someone attempts to rape, assault, or abduct you, attract attention by any means. Blow a whistle, scream, run, hit, bite, or employ any other form of self-defense. Do whatever comes naturally, and do it immediately! Your ultimate goal is to escape and survive the attack. Keep this in mind as you act and react. Remember, each emergency is different and only YOU can decide what action is best.
- If someone attempts to rape, assault, or abduct you, attract attention by any means. Blow a whistle, scream, run, hit, bite, or employ any other form of self-defense. Do whatever comes naturally, and do it immediately! Your ultimate goal is to escape and survive the attack. Keep this in mind as you act and react. Remember, each emergency is different and only YOU can decide what action is best.
- If a crime does happen, report it to Security and the police as soon as possible. Important information to remember: time of the incident, person's appearance (height, weight, clothing, scars, hair, etc.), a car's make, model, color, and \ license number.
- When leaving your office (if applicable), close and lock windows and doors. Do not leave purses unattended or unsecured.
- If you are in immediate danger and have access to a cell phone please call 951-785-2222 and 911. You may also use one of the campus call boxes to contact Campus Safety and Security Patrol.

9-1-1 PROTOCOL

In case of a SERIOUS crisis on campus, where any student has symptoms that require immediate medical attention (e.g., loss of consciousness, seizures, inability to move, excessive bleeding, emotional distress), Student Health Services and Campus Safety & Security Patrol will be notified, and 9-1-1 will be called so that paramedics, the fire department and/or police department can evaluate the student's health and assess the situation on campus. Your cooperation with these entities is greatly appreciated.

HARM TO SELF

La Sierra University is concerned about the well-being of all students. Any behavior, including non-privileged verbal statements that tend to demonstrate a student's intent or desire to inflict harm upon himself, herself, or another is considered a serious matter. Such behavior demonstrates that the student's well-being may be in jeopardy and interferes with the educational efforts of other students and with La Sierra University's mission to educate all students.

Any student who (a) states an intent or desire to harm himself, herself or another, or (b) attempts to harm himself, herself, or another, or (c) harms himself, herself, or another may not live in university residential facilities or participate in university academic programs until cleared to do so by the Dean of Students in consultation with a credited health care provider. In most cases, the student will be required to submit a clearance form for re-entry into the residence halls and other university programs, a treatment plan, and maintain its requirements. The student may also be placed on a university behavior contract for a while. The prohibition against living in university residential facilities and participation in university academic programs is not disciplinary.The fact that such a prohibition has been imposed will not be entered into the student's disciplinary records. However, suppose the student engages in disruptive behavior (which may include, but is not limited to, the behavior that caused processing under this policy) or fails to comply with the terms of the clearance procedure. The student may be subject to disciplinary action under the student disciplinary procedure.

VEHICLE CODE

All persons entering the La Sierra University campus must comply with the California Vehicle Code and the parking regulations of the campus. The policies governing parking on the campus are established by the University. La Sierra University assumes no responsibility for any vehicle or its contents while it is operated or parked on campus premises.

All parking on campus requires a valid student, staff, faculty or guest permit at all times. Parking permits are available online and at the Security Office. Copies of the current parking regulations are also available at Security and online. Enforcement of parking regulations is carried out by university personnel and the Riverside Police Department. Unpaid parking fines may result in the placement of a hold on the student's registration. The accumulation of two or more unpaid parking citations may result in vehicle booting/towing and storage of the student's vehicle until the citations are cleared at the owner's expense.

Parking is authorized only in designated lots and spaces according to the class of permit on the individual's online parking account. Students must be sure to check signs at the entrances of parking lots plus interior signs and surface stencils to ensure that they are parking in an authorized space. A map showing the type of parking authorized in the various spaces can be found online. Red zones are emergency access lanes and must be kept clear at all times. Vehicles parked in red zones will be towed at the owner's expense. Timed zones and posted areas are enforced at all times. Physically disabled students must obtain temporary or permanent handicapped place cards from DMV in order to use disabled parking spaces. Complete traffic and parking policies can be found at the Security Office and on-line at https://lasierra.edu/security/.

Bicycles must be registered on-line and a bicycle permit sticker displayed on it.

VIOLATION FEES (all fees subject to change):

- $5.00 - $15.00 for miscellaneous violations, such as not displaying decal, for a late fee, etc.
- $15.00 for parking violations
- $25.00 for moving violations
- $25.00 for blocking access areas
- $25.00 for failure to register vehicle
- $100.00 for tampering/transferring license plates, VIN, etc.
- $250.00 for parking in handicapped spot (you may also be cited by RPD for this)

REGISTERING YOUR VEHICLE

1. Go to www.lasierra.edu/parking, or use the shortcut to Parking through My Portal.
2. If you are a new student, select Sign Up as a Student.
3. If you are a returning student, please enter the email and password you used when you set up your account. If you don't remember your password, simply click on the link: Forgot your password? Get a new one!
4. Enter all the information required. Be sure to read the regulations.
5. Pay attention to any emails you receive from OPS. These will give you your lot assignment, the basic rules to remember, and your registration expiration date. To ensure you don't miss anything important, you can forward your campus email to the address you use the most. If you aren't receiving emails, please check your spam folder.

RULES TO REMEMBER

1. At 4:00 p.m., students registered with OPS can park in any student lot (except for dorm lots, which are exclusively for residential students). There is no parking after 1:00 a.m. without a permit for a designated overnight parking area.
2. At 6:00 p.m., students registered with OPS can park in any faculty/staff parking lots.
3. All visitor, timed, department, or reserved parking areas are enforced 24 hours a day. Any re-parking in timed areas may result in one or more citation violations.
4. Timed areas are for guests of La Sierra University, not students.
5. All visitor and 2-hour spaces behind the Library are not for students. There is no student parking in the Library parking lot, unless you assigned specifically to that lot.

FIRE SAFETY AND PREVENTION

A. FIRE ALARMS AND EQUIPMENT

1. Fire equipment is to be used only as necessary in the case of a fire. Its use and misuse must be reported to the Office of Residential Life, Risk Management, and/or Campus Safety and Security Patrols immediately to restore its useful condition with no unnecessary delay.

2. Fire equipment includes (but is not necessarily limited to) fire bells, pull stations, alarms, extinguishers, hoses, exit signs, smoke detectors, sprinkler systems, instruction signs, equipment cases, and electrical panels.

3. Students face fines and disciplinary action for needlessly discharging, stealing, or improperly using fire alarms and/or equipment.

4. When the person responsible for tampering with fire alarms and/or equipment cannot be identified, individuals residing within the residence hall will be billed the cost of the entire fine plus maintenance charges under the university damage assessment procedures.

5. Students who tamper with fire alarms and/or equipment are subject to arrest and prosecution by the City of Riverside in addition to university disciplinary action, fines, and/or reassignment.

6. The university reserves the right to issue sanctions ranging from fines to expulsion.

7. Failure to evacuate a building during a fire alarm may result in disciplinary action and/or fines.

B. FIRE PREVENTION

1. Students are expected to be alert at all times to the hazards and dangers of fire in their area, exercise all proper precautions to prevent fire, notify proper authorities of any potential fire and safety hazards, and promptly report a fire.
2. Students are expected to help prevent false alarms and report any tampering with the alarm system to Campus Safety and Security Patrols.
3. Flammable substances and solids, such as gasoline, benzene, naphtha, cleaning fluids, explosives, charcoal lighter fluid, and fireworks, may not be used or stored in residence halls. Lighted candles, incense, kerosene lamps, halogen lamps, and student-installed electric heaters may not be used in the residence halls.
4. All cooking must be confined to designated cooking areas. Use of electrical appliances such as hot plates, heating coils, coffeepots, popcorn poppers, electric frying pans, toaster ovens, irons, and electric heaters are prohibited in student rooms and common lounges without kitchens. All appliances must be UL approved with UL-approved cords. Low wattage electrical equipment and attached cords must also be UL approved. The university reserves the right to determine the danger of electrical appliances and remove them. Extension cords are not allowed.
5. Storage or placement of any items (including trash, bicycles, boxes, furniture) in public areas such as corridors, stairwells, or windowsills is prohibited. The university will remove items placed or stored in public areas with a charge for release. Items may not be left outside residence buildings at any time (i.e., trash cans).
6. All decorations used in corridors or public areas shall be flameproof or fire-resistant materials. The university reserves the right to remove all decorations that do not comply.
7. Hanging of cloth material along walls is discouraged for safety reasons. No material or paper may be draped or affixed overhead or from ceiling pipes.
8. Section and fire doors are to remain closed at all times. Residents of the section will be held responsible when the doors are blocked or propped open. A door will be considered propped any physical obstruction (such as tape, stones, cardboard, or trash cans) prevents it from closing or locking.
9. Any additional lighting (i.e., Christmas lights) must be UL approved with proper installation and approved by Physical Plant Operations, Campus Safety and/or Residential Life. No lights may be strung from any pipes.
10. No storage of any gas powered vehicles inside buildings or enclosed areas.
11. Use of charcoal or propane grills is permitted. However, the grill must be at least 15 feet from any structure.
12. Use of fireworks is strictly prohibited on any University property.

C. FIRE DRILLS AND SAFETY INSPECTIONS

1. All persons must immediately evacuate the building when a fire alarm is sounded.
2. The Office of Risk Management shall be responsible for establishing procedures for supervised fire drills in residence halls in compliance with local and state fire safety regulations.
3. Alarm systems shall not be tampered with or tested by unauthorized persons.

4. Fire drill procedures require all resident students to become familiar with fire evacuation plans for each building, including recognition of fire alarms, procedures for notifying authorities of fire, and evacuation from the building. Evacuation procedures are posted on the back of each resident's room door and found in the Guide to Residential Life. If these rules are not on the back of the door, it is the students' responsibility to obtain a new copy from the hall dean.
5. Residents and any guests will leave the residence hall according to instructions for the area where they are when the alarm is sounded.
6. Lack of cooperation during fire drills and active alarms will be considered a serious breach of discipline, and students may be subject to disciplinary action and/or fines.
7. Authorized university representatives shall have the right to enter any room for maintenance, repairs, and inspection for health, security, and safety hazards. After inspection, failure to amend hazards or violations may result in the termination of the resident's housing contract.
8. Quarterly safety and maintenance inspections are made in each residence hall room. Illegal use or tampering with fire protection equipment such as fire alarms, fire escapes, fire exit signs, sprinkler system pipes, and fire hoses violates university, county, and state fire ordinances. Fines of $100 or more may be levied. Hanging items on the sprinkler system pipes will result in a minimum fine of $50. A $900 fine will result in setting off a false fire alarm.

FIRE DRILLS

All campus buildings and residence halls are required to have periodic fire drills. These fire drills are scheduled through the Office of Risk Management and Physical Plant. When the alarm sounds, the law requires that the building be evacuated immediately. Follow the evacuation procedures posted in each room.

FIREARMS AND WEAPONS

Possession or use of firearms, toy facsimiles, paint-ball guns, BB guns, knives, martial arts weapons, darts, ammunition, and other dangerous weapons are prohibited on university property. Except when carried by law enforcement personnel or used with a firearms training/safety class (this includes bow and arrows for hunting purposes). The sale, use, or possession of fireworks or explosives is also prohibited. It is unlawful to interfere with the normal activities, normal occupancy, or normal use of any building or portion of the university campus by exhibiting, using, or threatening to exhibit or use a firearm. A person who violates this section is guilty of a felony, and upon conviction, could face such penalties as a fine and/or imprisonment. City, state, or federal prosecution may result.

Students or persons misusing laser pointers on campus or university property will be subject to disciplinary action. Misuse is defined as any use other than for instructional or presentation purposes. Folding and pocket knives are defined as a knife that "open with one hand utilizing thumb pressure applied solely to the blade of the knife, has a detent or other mechanism that provides resistance that must be overcome in opening the blade, or that biases the blade back toward its closed position" California Penal Code Section 17235. As stated in the California Penal Code Section 626.10, the blade shall not have a blade that exceeds 2 1/2 inches.

FIREWORKS

Selling, possessing, or using firecrackers or similar combustibles is a violation of campus, county, and state fire ordinances. Possessing or using an M-80 is a violation of federal law. Students found in possession of any of these items or similar types of fireworks (bottle rockets, skyrockets, ground spinners, etc.) are subject to disciplinary action, including fines.

DISCRIMINATION, HARASSMENT, AND RETALIATION POLICY

POLICY STATEMENT

La Sierra University is committed to providing an educational and employment environment that values individuals of diverse backgrounds who can advance the institution's Seventh-day Adventist educational mission and support a learning and workplace setting free from harassment and unlawful discrimination. In keeping with this commitment, the University expects all University employees and students to conform to the requirements of federal and state law as well as standards of conduct mandated by the institution concerning discrimination and harassment matters.

Therefore, La Sierra University has put in place the following Discrimination, Harassment and Retaliation policy in order to provide an educational and employment environment where no unlawful discrimination shall occur in any of our programs or activities and in order to promote fair treatment, equality and equity.
It is La Sierra University's commitment that no unlawful discrimination, including harassment and retaliation, shall occur on the basis of race, color, national origin, ethnicity, religion, age (over 40), disability, veteran status, and genetic information, and any other classification protected by state or federal law in matters of admissions, employment, housing, or services or in the educational programs or activities it operates. Complaints of unlawful discrimination, harassment, and retaliation will be handled by the Office of Human Resources.

All employees, students and affiliated third parties are expected to assume responsibility for maintaining a work and learning environment that is free from unlawful discrimination, harassment and retaliation. The University encourages individuals subjected to or who witness any form of unlawful discrimination and harassment or retaliatory conduct arising from complaints that violate this policy – to promptly report such behaviors and incidents to their supervisor and or the Office of Human Resources, so that the conduct can be addressed and resolved immediately. Supervisors are required to promptly report conduct that violates this policy to the Office of Human Resources. The Office of Human Resources is committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

The University also prohibits unlawful discrimination, harassment, and retaliation on the basis of sex and gender. The policy and procedures for complaints involving sexual harassment, sexual discrimination, sexual assault, stalking, dating and domestic violence and retaliation are described in the Title IX Sexual Harassment/ Sexual Misconduct Policy and are handled by the Title IX Office. In some instances, the above may be referred back to the Office of Human Resources for further investigation.

The University reserves the right as a religious institution and employer to give preference in employment or restrict employment to Seventh-day Adventists to the extent constitutionally and statutorily permitted and set forth in 42 U.S.C. sections 2000e-1(a) and 2000e-2. Nothing in this policy shall constitute, or be interpreted as, a waiver of any right, privilege, or exemption the University possesses as a nonprofit religious corporation under the U.S. Constitution, the California Constitution, or any other federal, state, or local law. The University continues to reserve all such rights, privileges, and exemptions.

APPLICABILITY

This policy applies to all members of the La Sierra University community, including students, employees and affiliated third parties.

For the purposes of this policy, employees include temporary employees, student employees, part-time and full-time faculty, adjunct instructors, and all members of La Sierra University staff.

Affiliated third parties may include, but are not limited to, independent contractors, volunteers who perform work for the University, vendors, alumni, and guests or visitors to the University.

This policy pertains to acts of prohibited conduct committed by or against students, employees, and third parties when

- The conduct occurs on the campus or other property owned or controlled by the University; or
- The conduct occurs in the course of University-related business travel or off-campus programs, such as (but not limited to) domestic or international academic programs, field trips, study abroad, internship, work-related conferences, etc.
- This policy also applies to behavior conducted online, including via email. Postings on blogs, web pages, social media sites, and other similar online postings can subject an individual or group to allegations of violations of this policy. The University does not regularly search for this information, but action may be taken by the University if and when such information is brought to the attention of the University.

Racial harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with other persons having business at or visiting La Sierra University.

Members of the University community have:

- The right to a work and academic environment free from unlawful discrimination, harassment and retaliation;

- The right to file a complaint of discrimination, harassment or retaliation. Individuals are encouraged to report inappropriate conduct immediately and, whenever possible, to put the complaint or concern in writing;

- The right to a full, impartial and prompt investigation into allegations of conduct that would violate this policy;

- The right to be timely informed of appropriate information related to the outcome of an investigation either as a complainant or a respondent in the investigation;

- The right to be free from retaliation or reprisal after filing a complaint or participating in the complaint process;

- The right to file a complaint directly with the federal Equal Employment Opportunity Commission or other appropriate state or federal agencies.

CONDUCT PROHIBITED BY THIS POLICY/ DEFINITIONS

La Sierra University prohibits and will not tolerate unlawful discrimination or harassment based on a protected category or retaliation in any form. Such violations are subject to any combination of sanctions, including suspension, dismissal, or termination of employment.

DISCRIMINATION

As used in this policy, discrimination is defined as the unequal treatment of applicants, employees, students, as well as consultants, volunteers, vendors, and others engaged in University business based on a protected category that is sufficiently serious to unreasonably interfere with or limit the individual's ability to participate in or benefit from employment, a University program or activity or that otherwise adversely affects a term or condition of an individual's education or living environment.

The University, as a religious non-profit institution, reserves all rights, privileges, and exemptions under the U.S. Constitution, California Constitution, or any other federal, state, or local law.

HARASSMENT

As used in this policy, harassment is defined as disrespectful or unprofessional conduct, that degrades or shows hostility towards an individual because of their protected category and/or has the intent or effect of unreasonably interfering with the individual's employment or enrollment; and/or has the purpose or effect of creating a hostile, intimidating or offensive working, living or learning environment.

SEXUAL HARASSMENT

Sexual Harassment is covered under the Title IX Sexual Harassment/Sexual Misconduct Policy through the Title IX Office. Please see the Title IX Sexual Harassment/Sexual Misconduct Policy, on page 73 of this handbook or contact the Title IX Office for complete information.

Contact: Title IX Coordinator
Location: 11498 Pierce St., Suite AA, Riverside, CA 92505
Email: titleIX@lasierra.edu
Website: https://lasierra.edu/sexual-misconduct

EXAMPLES OF CONDUCT THAT CONSTITUTE DISCRIMINATION OR HARASSMENT IN VIOLATION OF THIS POLICY

Depending upon the circumstances and how they impact the workplace, educational programs, activities, or academic environment, examples of discrimination or harassment in violation of this policy may include, but are not limited to, the following types of conduct:

Making decisions about a person's employment, compensation, or education based upon or motivated by the individual's protected category;

- Verbal or physical conduct (such as physically threatening another person, blocking someone's way, making physical contact in an unwelcome manner), offensive innuendo or derogatory words, (jokes, slurs, epithets, gestures, teasing) or comments concerning, based on, or motived by an individual's protected category;
- A display of objects, pictures (symbols, cartoons, drawings, computer displays), or other media (e-mails) which create an offensive or hostile working/learning environment based on or motivated by an individual's protected category; or
- Failure to provide religious or disability-related accommodations when required by applicable law.

PROTECTED CHARACTERISTICS

This refers to race, color, national origin, ethnicity, religion, sex, age (over 40), disability, veteran status, and genetic information, or any other characteristic protected by applicable law.

HAZING, BULLYING, INJURING, OR DEGRADING OTHERS

The university does not tolerate hazing in any form. Hazing is defined as any action taken or situation created, whether on or off university premises, to produce mental or physical discomfort, embarrassment, harassment, humiliation, or ridicule. Any student who conspires to engage in hazing or commits any act that injures, degrades, or disgraces a fellow student or campus guest will be subject to disciplinary action and possible dismissal (See California Education Code 32050-32051). LA SIERRA UNIVERSITY does not tolerate bullying, stalking, or harassment. As a LA SIERRA UNIVERSITY family, please report bullying or harassment to the proper authorities. Anonymous cyberbullying is also reportable. Please read the information below and follow the instructions and links on how to report cyberbullying.

Harassment, vulgarity, misuse of LA SIERRA UNIVERSITY name and brand, abuse of LA SIERRA UNIVERSITY's internet policy and Student Life agreement, identity theft, stalking, impersonation, and other offenses are grounds for LA SIERRA UNIVERSITY discipline, including expulsion and civil/criminal charges. LA SIERRA UNIVERSITY will prosecute. Individuals may also prosecute.

WHAT IS CYBERBULLYING?

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, tablets, and communication tools, including social media sites, text messages, and websites. Examples of cyberbullying include mean text messages or e-mails, rumors sent by e-mail or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

STEPS TO TAKE IMMEDIATELY:

- Don't respond to and don't forward cyberbullying messages.
- Keep evidence of cyberbullying. Record the dates, times, and descriptions of instances when cyberbullying has occurred. Save and print screenshots, e-mails, and text messages. Use this evidence to report cyberbullying to web and cell phone service providers.
- Block the person who is cyberbullying.

REPORT CYBERBULLYING TO ONLINE SERVICE PROVIDERS:

When cyberbullying involves these activities, it is considered a crime and should be reported to law enforcement:

- Threats of violence
- Child pornography or sending sexually explicit messages or photos
- Taking a photo or video of someone in a place where he or she would expect privacy
- Stalking and hate crimes

SCOPE OF THE POLICY

Prohibited conduct violates the community values and principles of our institution and disrupts the living, learning, and working environment for La Sierra University students, faculty, staff and other community members. Thus, the following policy applies to all members of the La Sierra University community: students, faculty (including adjunct), administrators, and staff (including temporary employees), as well as the University's vendors, contractors, volunteers, interns, visitors, guests, and third parties. These standards apply equally to all regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved.

AFFIRMATIVE CONSENT

The following is a summary of affirmative consent according to California law. For additional information, please review La Sierra University Title IX policy.

Consent represents the cornerstone of respectful and healthy intimate relationships. La Sierra University strongly encourages its community members to communicate - openly, honestly, and clearly about their actions, wishes, and intentions when it comes to sexual behavior and to do so before engaging in intimate conduct. Many of the prohibited behaviors involve a lack of consent. Affirmative consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. Affirmative consent is present when understandable words or actions manifest a knowing, active, voluntary, and present and ongoing agreement to engage in specific sexual or intimate conduct. It is positive cooperation in act and attitude with knowledge and agreement to the nature of the sexual act. Affirmative consent is required for any sexual activity between two or more persons.

It is the responsibility of each person involved to be sure they have the affirmative consent of the other(s) to engage in the sexual activity. Affirmative consent must be ongoing throughout the sexual activity and may be revoked any time.

Affirmative conset must be all of the following:

- Knowing
- Presennt and Ongoing
- Active
- Voluntary

INCAPACITATION

The following is a summary of the topic of incapacitation according to California law. For additional information, please review La Sierra University Title IX policy.
Under California law, a person who is incapacitated is not capable of giving affirmative consent.

According to this policy, a person will be considered to be incapacitated to give affirmative consent to engage in any sexual activity if the person is asleep, unconscious or incapacitated due to the influence of drugs, alcohol or medication in such a way that the person could not understand the fact, nature or extent of the sexual activity.

Furthermore, under this policy, it will be determined that a person is incapacitated to give affirmative consent to engage in any sexual activity if the person lacks or lacked at the moment of the alleged event/s, the physical and/or mental ability in order to make informed, rational decisions.
Moreover, under this policy, a person’s intoxication from drugs or alcohol does not diminish that person’s responsibility to obtain affirmative consent before engaging in sexual activity.

Therefore, even when a person obtained consent to engage in any sexual activity with another person, consent will not be considered to have been given or be considered affirmative consent if the Respondent knew or reasonably should have known that the Complainant was unable to offer affirmative consent because the Complainant was under any of the circumstances listed above.
In addition, under this policy, a person will not be considered to have given affirmative consent if the person was unable to communicate their refusal to engage in any sexual activity due to their mental and/or physical condition.

ISOLATED AND INADVERTENT OFFENSES

- Members of the university community who, without establishing a pattern of doing so, engage in isolated conduct of the kind described in subsections (e) and (f) under Examples of Sexual Harassment or who exhibit a pattern of engaging in such conduct but fail to realize that their actions discomfort or humiliate, demonstrate insensitivity that necessitates remedial measures. When university administrators become aware that such activities are occurring in their areas, they should direct that those engaged in such conduct undertake an educational program designed to help them understand the harm they are doing.
- After participating in the educational program or failing to participate after being directed to do so, a person continues to engage in the conduct described in Sub-section (a) in this section, he or she will be deemed to have engaged in a pattern of conduct intended to discomfort or humiliate the one at whom the actions or statements are directed.

PROHIBITED CONDUCT

La Sierra University prohibits all forms of sexual misconduct. Such conduct violates community values and principles and disrupts the living, learning, and working environment for students, faculty, staff, and other community members. An attempt or threat to commit an act identified in this policy, assisting or willfully encouraging any such activities, are also considered a violation of this policy. The university specifically prohibits the conduct listed below:

- Sexual Harassment
- Sexual Misconduct/Sexual Assault and Non-Consensual Sexual
- Contact
- Dating Violence
- Domestic Violence
- Stalking
- Sexual Exploitation
- Title IX also oversees Gender Discrimination, Athletic Equity, and
- Pregnancy (accommodations).
- Any violation of a Title IX supportive measure or acts of retaliation will also be considered a violation to La Sierra University Title IX policy.

DEFINITIONS OF PROHIBITED CONDUCT

The following is a summary of the definitions of prohibited conduct. For additional information, please review La Sierra University Title IX policy.

1. SEXUAL HARASSMENT

Sexual harassment means conduct based on sex that satisfies one or more of the following:

a. "Quid Pro Quo." Quid Pro Quo is when a University employee explicitly or implicitly makes submission to sexual conduct a term or condition of any aspect of a program or activity or is used as a basis for the University's decisions affecting the individual.
b. Unwelcome conduct which is persistent, pervasive, and objectively offensive. A reasonable person standard determines unwelcome conduct considered severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activities.

2. SEXUAL ASSAULT

Sexual assault is defined as:
"Any non-consensual sexual act proscribed by Federal, tribal, or State law, directed against another person, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent."
Sexual Assault includes any act of sexual misconduct, including but not limited to non-consensual touching, non-consensual intercourse, or non-consensual sexual activity.

3. DATING VIOLENCE

The term dating violence in this policy means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. For this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse and does not include acts covered under the definition of domestic violence.

4. DOMESTIC VIOLENCE

The term domestic violence includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the victim, or
- A person with whom the victim shares a child in common, or
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, or
- A person similarly situated to a victim's spouse under the California's domestic or family violence law.

5. STALKING

The term domestic violence includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the victim, or
- A person with whom the victim shares a child in common, or
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, or
- A person similarly situated to a victim's spouse under the California's domestic or family violence law.

6. SEXUAL EXPLOITATION

Sexual exploitation is an act or acts committed through non- consensual abuse or exploitation of another person's sexuality for sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose for oneself or a third party.

7. RETALIATION

Retaliation means an adverse action taken against a person for making a good faith report of prohibited conduct, providing information, exercising one's rights or responsibilities under this policy, or otherwise being involved in responding to, investigating, or addressing allegations of sexual misconduct.

8. VIOLATION OF SUPPORTIVE MEASURE

In responding to a report of prohibited conduct, the University may implement supportive measures. According to La Sierra University policy, violation of supportive measures is separate and does not depend on the substantiation of the reported or underlying policy violation.

EDUCATIONAL TRAINING, AWARENESS, AND PREVENTION PROGRAMS

The University offers a variety of training, awareness, and prevention programs to help prevent sexual misconduct within the La Sierra University community. The University strives to ensure that such programming is culturally relevant; inclusive of diverse communities and identities; sustainable; responsive to community needs; informed by research or assessed for value, effectiveness, or outcome; and considers environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Every person who must register with the university due to California P.C. 290 (sex offender registration) shall be required to check in with the Dean of Students and Chief of Campus Safety and Security Patrols before being admitted to the university.

NON-FRATERNIZATION POLICY

La Sierra University is committed to the principle that the learning and working environment of its students, employees, and guests should be free from sexual harassment and inappropriate sexual conduct. Inappropriate sexual conduct is unprofessional behavior and as a matter of institutional policy. Sexual harassment is a form of sex discrimination that is illegal and is proscribed by institutional policy. All employees and students are accountable for compliance with La Sierra University's policy. Established violations will lead to disciplinary actions, including termination of employment or permanent expulsion from the university. This policy applies to all administrators and supervisors, regular and temporary faculty members, teaching and research assistants, staff members, and students. It pertains to actions that affect any employee, student, or guest of La Sierra University.

PROFESSIONAL RISKS

It is in the interest of La Sierra University to provide clear direction and educational opportunities to the university community about the professional risks associated with consensual/romantic or consensual/sexual relationships between members of the university community where a conflict of interest and/or a power differential between the parties exists. A consensual relationship is a romantic and/or social engagement arranged by a personal invitation between two unmarried individuals or by a third party.

A romantic relationship is defined in this policy as a mutually desired courting activity between two unmarried individuals. Individuals entering such relationships must recognize that:

(1) CONFLICTS OF INTEREST may arise when such relationships occur between and among faculty, staff, students, and prospective employees. University policies and ethical principles preclude individuals from evaluating the work or academic performance of others with whom they have consensual/romantic or consensual/sexual relationships.
(2) POWER DIFFERENTIALS between the parties in consensual/romantic or consensual/sexual relationships may cause serious consequences even when conflicts of interest are resolved. Individuals entering into such relationships must recognize that

a. The reasons for entering, maintaining, or terminating such a relationship may be a function of the power differential;

b. Where power differentials exist, even in a seemingly consensual relationship, there are limited after-the-fact defenses against charges of sexual harassment. Furthermore, certain situations, consensual relationships may be outside university employees' employment scope. If so, an individual would not be covered by the university's liability protection in subsequent litigation; and

c. It's almost always the case that the individual with power or status advantage in the relationship will bear the burden of accountability.

Keeping with La Sierra University's mission and heritage as a uniquely Seventh-day Adventist university, we resolve to live consistently within traditional Christian values and teaching on sexuality. We believe that Scripture is the ultimate authority on how to conduct our lives and serves as a light to guide our way in a manner that honors God and others.

La Sierra University takes the position that sexuality is a gift from God. Sexual expression should therefore be made thoughtfully. The university expects that students will not engage in sexual intercourse outside of marriage nor engage in any sexual behavior or activity that would interfere with the learning environment and its community. Students who engage in this sexual activity will be subject to disciplinary consequences.

An understanding of Adventist biblical principles informs La Sierra University's policies.The university acknowledges the complexity of issues surrounding sexuality and is committed to the open and rigorous study of Scripture and discussion of all perspectives, both inside and outside the classroom. Regardless of one's point of view on this subject, La Sierra University affirms the dignity and worth of every person and seeks to create a campus culture where each person is treated with Christian love, dignity, and respect.

In keeping with La Sierra University's mission and its heritage as a uniquely Seventh-day Adventist university, we resolve to live consistently with traditional Christian values and teaching on sexuality and support the Seventh-day Adventist position on Homosexuality. Under the university's harassment policy, La Sierra University strives to provide a safe and harassment-free environment. The university will not tolerate harassment of any community member and will take disciplinary action against anyone found engaging in or responsible for such behavior.

The question and answer section that follows is intended to clarify La Sierra University's position on this topic.

CONSENSUAL/ROMANTIC OR CONSENSUAL/SEXUAL RELATIONSHIPS:

A Consensual/romantic or consensual/sexual relationship between individuals who occupy different levels of authority in the institution automatically and inevitably carries the potential for evolving into a sexual harassment case of severe implications, either from a subsequent change of attitude by the subordinate partner or from a recent complaint from a disadvantaged third party. Relationships of this sort are forbidden the partner with higher status and/or power has explicit or implicit authority over, or the power to reward or punish, the partner with lower status and/or power.

It follows that consensual/romantic or consensual/sexual relationships between faculty members and students or between administrators or supervisors and staff in an office or program are also forbidden.

REPORTING POLICY Where a conflict of interest exists or may exist, in the context of a consensual/romantic or consensual/ sexual relationship, the individual with the power or status advantage shall notify his or her immediate supervisor. The supervisor is responsible for making arrangements to eliminate or mitigate a conflict whose consequences might prove detrimental to the university or either party in the relationship.

SEXUAL MORALITY, COHABITATION AND LGBTQ

In keeping with La Sierra University's mission and its heritage as a uniquely Seventh-day Adventist university, we resolve to live consistently within traditional Christian values and teaching on sexuality. We believe that Scripture is the ultimate authority on how to conduct our lives and serves as a light to guide our way in a manner that honors God and others.

La Sierra University takes the position that sexuality is a gift from God. Sexual expression should therefore be made in a responsible manner, and decisions regarding sexual expression should be made thoughtfully. The university expects that students will not engage in sexual intercourse outside of marriage nor engage in any sexual behavior or activity that would interfere with the learning environment and its community. Students who choose to engage in this type of sexual activity will be subject to disciplinary consequences.

La Sierra University's policies are informed by an Adventist understanding of biblical principles. The university acknowledges the complexity of issues surrounding sexuality, and is committed to the open and rigorous study of Scripture and discussion of all perspectives, both inside and outside the classroom. Regardless of one's point of view on this subject, La Sierra University affirms the dignity and worth of every person and seeks to create a campus culture where each person is treated with Christian love, dignity, and respect.

In keeping with La Sierra University's mission and its heritage as a uniquely Seventh-day Adventist university, we resolve to live consistently with traditional Christian values and teaching on sexuality and support the Seventh-day Adventist position on Homosexuality. In accordance with the university's harassment policy, La Sierra University strives to provide a safe and harassment free environment. The university will not tolerate harassment of any member of our community and will take disciplinary action against anyone found engaging in or responsible for such behavior.

The question and answer section that follows is intended to clarify La Sierra University's position on this topic.

Q&A

What is La Sierra's stance on the official recognition of LGBTQ clubs or organizations?
- At this time La Sierra University does not officially recognize student organizations representing alternative lifestyles.

Can students face disciplinary action just for identifying as LGBTQ (Lesbian, Gay, Bisexual, Transgender, Queer)?
- No. However, all students (LGBTQ and heterosexual) could face disciplinary action for sexual misconduct.

May a student disagree with the universities statement on sexual relationships?
- Yes, you can disagree but within the context of respect and recognition of the values of the university.
- La Sierra University's policies are informed by and adhere to biblical principles. The university acknowledges the complexity of issues surrounding sexuality, and is committed to the open and rigorous study of Scripture and discussion of all perspectives, both inside and outside the classroom. Regardless of one's point of view on this subject, La Sierra University affirms the dignity and worth of every person and seeks to create a campus culture where each person is treated with Christian love, dignity and respect.

Is there support for LGBTQ students?
- Yes, there is support and we believe students who experience same sex attraction are best supported when they are able to share their questions, struggles, or their self-understanding with others in a trusted environment. Experiencing identity issues in isolation can be overwhelming; community support can be positive and nurturing. Thus the university offers support for LGBTQ and questioning students.

Can students be disciplined for sexual activity outside of marriage?
- Sexual misconduct, depending on the facts and circumstances of each case, may result in disciplinary action. In all disciplinary matters, we seek to be redemptive in the lives of the individuals involved. Consequently, the university will offer pastoral care and assistance to support and strengthen the student's resolve to live consistently within traditional Christian teaching on sexuality.

HEALTH

DRUG-FREE ENVIRONMENT POLICY AND PROCEDURES

La Sierra University is committed to providing a learning environment conducive to the fullest possible human development. To achieve this goal, the university holds that a drug, alcohol, and tobacco-free lifestyle is essential and thus maintains policies that keep our campus environment free of these substances. La Sierra University's purpose is to maintain a drug-free environment in harmony with the laws of the land. The unlawful use, possession, distribution, dispensing, or manufacturing of controlled substances by its employees, whether faculty, staff, or students, is strictly prohibited. Further, La Sierra University expects any person employed, admitted, living in university housing, or enrolled by the university--including those who receive federal or state funding, as identified by signing the FAFSA form, as an individual to certify that he or she will not engage in the unlawful use or manufacture of a controlled substance while associated with the university--to adhere to these policies.

In addition to the requirements of the law, La Sierra University adopts the temperance practices and health principles espoused by the Seventh-day Adventist Church. This means that all faculty, employees, and students are expected to refrain from alcohol, drugs, vaping, and tobacco while enrolled or employed at the university. The university presents a preventive educational program to its faculty, students, and employees to develop an awareness of the risks involved in alcohol, tobacco, and drug use and abuse to promote the benefits of a lifestyle free of these substances. The university may, at its discretion, provide/refer to therapeutic alternatives for anyone in the university involved in the use of alcohol, tobacco, prescription or non-prescription drugs, or other mood-altering substances, which impair the appropriate functioning of the involved individual within the university community.

All La Sierra University employees are required to follow this policy as a condition of employment. Failure to comply with this policy will result in discipline, including expulsion or termination and, if appropriate, a referral to law enforcement agencies for prosecution.

CLARIFICATION ON MARIJUANA USE

Dear La Sierra University Community:

La Sierra University is a Drug-Free Zone. As such, this letter clarifies the College's position on the use of marijuana in particular and clearly articulates the consequences that can result from transgressing the University Code of Conduct.
On Jan. 1, the legal sale of recreational marijuana commenced in California. This follows the passage of Proposition 64 by California voters on Nov. 8, 2016, which legalizes its recreational use by people over the age of 21. However, Prop. 64 does not change LSU policy, which prohibits the use of marijuana on all University properties (including on and off-campus housing). Marijuana is also not permitted at university events or while conducting university business. This includes possession and use of prescribed marijuana.

Notwithstanding Prop. 64 using, distributing, and possessing marijuana remains illegal under federal law. The Drug-Free Workplace Act (1988) and the Drug-Free Schools and Communities Act (1989) require that La Sierra University, as a recipient of federal funding, establish policies that prohibit marijuana use, possession, and distribution on campus and in the workplace.
La Sierra University receives federal funding for various uses, most importantly student financial aid. The university must comply with federal law, including all current federal drug laws.

Therefore, even though California has legalized marijuana for recreational use for some individuals, the possession, use (even
if prescribed), storage, and cultivation of marijuana (as defined below) is prohibited on all La Sierra University properties for*
all faculty, staff, and students under the University Alcohol and Substance Abuse Policy (page 45 in the Student Handbook). This includes off-campus housing that is operated under University oversight and policies.
Violating the University policies may be grounds for discipline or corrective action and may include required participation in a treatment program, with a maximum penalty of dismissal.

If you or someone you know needs assistance addressing issues associated with substance use and/or abuse, marijuana, in particular, request a confidential support session with University Student Wellness Services (951-785-2200).

Thank you for your cooperation in this matter.

ALCOHOL/SUBSTANCE USE AND MISUSE

La Sierra University provides students, faculty, and staff with alcohol, drug, marijuana, tobacco, and a vape-free environment. Alcohol, marijuana, tobacco, vape products, and all illegal drugs and substances are prohibited from using and possessing on the La Sierra campus and properties. Students, faculty, and staff should not take prescription medication unless prescribed by their physician or medical personnel at Student Wellness Services. Also, students, faculty, and staff are forbidden to dispense any medicine (prescription and non-prescription) to other university students, faculty, or staff members. Pretended or deliberate overdose of any drugs suggests serious emotional problems. The university will take appropriate action.

In addition, the university does not tolerate the possession, use, sale, or distribution of marijuana, tobacco, vape products, illegal drugs, or controlled substances on campus. Anyone (student, faculty, staff, or visitor) found violating state and/or federal law regarding these substances may be subjected to the university conduct system and external legal proceedings. The Department of Residential Life, La Sierra University Security, Human Resources, and the Office of Student Life will rigorously prosecute all drug, tobacco, and alcohol violations. Students involved in such violations are subject to expulsion and financial loss of housing, tuition, registration, and other fees.

Questions concerning the policies and/or health risks of alcohol/drugs and tobacco may be obtained at the Human Resources Department at (951) 785-2088, the Office of Student Life at (951) 785-2100, Counseling Center at (951) 785-2011 or Student Wellness Services at (951) 785-2200. For confidential evaluation and/or assistance with alcohol or drug-related issues, see the Counseling Center. Please see the full policy for Drug and Alcohol Standards online at http://lasierra.edu/fileadmin/documents/slife/drug-and-alcohol-standards.pdf

SMOKING/TOBACCO USE

Medical evidence clearly suggests that smoking is harmful to the health of smokers. Smoke from cigarettes, cigars and pipes is also an irritant to many nonsmokers and can worsen allergic reactions. In sufficient concentrations, secondhand smoke may be harmful to those with chronic heart and lung disease. New research indicated that long-term exposure to second-hand smoke may seriously threaten the health of non- smokers. In order to provide a safe and healthy environment for the university community and to assure compliance with California smoking policy legislation, it is the policy of La Sierra University to maintain a smoke-free campus.

We are defining “smoke-free” environment in this context as a work and living space in which no individual is forced involuntarily to breathe smoke from cigarettes, cigars or pipes. It is the intent of the university to provide all employees and students with an environment free of the hazards of tobacco smoke.

1. Smoking is prohibited in all university buildings, residence halls and rooms, and all university-owned properties. The use of smokeless chewing tobacco is also prohibited in all university-owned property.
2. Smoking is prohibited in all areas including individual rooms in all residence hall, off-site facilities, parking lots, and properties leased by the university.
3. Smoking is prohibited in all university-owned vehicles including maintenance vehicles, automobiles, buses/vans, and rented vehicles. It is expected that all members of the community and guests will work together to maintain an environment of mutual respect. Evidence of smoking inside rooms, apartments, or houses– to include the presence of residual tobacco odor– will subject the student to disciplinary action and a $100 fine per occurrence.

COMPONENTS OF A DRUG-FREE ENVIRONMENT

1. The policy of a drug-free environment for employees and students is included in the faculty, student, and employee Handbooks. Faculty and employees are notified of the policy at the time of employment or appointment. All faculty and other university employees are further notified of the policy annually. Upon acceptance into educational programs of the various schools within the university, all students are notified of the policy. Each school will publish in its bulletin how it addresses drug and alcohol counseling, treatment, and rehabilitation programs and discipline, using the guidelines outlined in this document.
2. Faculty and employees working on projects funded by federal agencies will be provided a copy of the policy for a drug-free environment. They will be required to sign a statement saying he/she has read and understands the policy and agrees to abide by it as a condition of continued employment. La Sierra University must notify any federal contracting or granting agency of any employee's drug conviction resulting from a violation at La Sierra University within ten days after receiving notice.
3. Faculty and employees are provided training in drug awareness, observation, and impairment possibly due to drug involvement, the dangers of drug use and abuse, and early intervention and referral techniques.
4. Campus-wide educational programs are conducted by school and work site departments for students, faculty, and employees regarding substance abuse. Such education shall include, but shall not be limited to, the dangers of substance abuse as outlined below under "Education Concerning Health Risks of Alcohol and Drugs and Effects to Significant Others."
5. All students, faculty, and employees will be notified through Student, Faculty, and Employee Handbooks of the local, state, and federal laws for the unlawful possession, use, or distribution of illicit drugs and alcohol as outlined under the "Legal Sanctions Pertaining To The Use of Alcoholic Beverages and Controlled Substances" section.
6. All students, faculty, and employees will be notified through student, faculty, and employee Handbooks of disciplinary sanctions for the use of drugs, alcohol, and tobacco.

DETECTION

1. The university reserves the right to investigate employees or students with reasonable suspicion of drug or alcohol involvement. This includes the right to search an office, locker, any university or privately owned on-campus vehicle, or residence hall room, briefcases, book bags, and handbags, and the right to require an appropriate drug test and confirmation by a retest. If a search is to be made, it must be authorized by the residence hall director, dean of a school, dean of students, vice president, or president of the university. The entire process of drug investigation will be treated with the highest confidentiality.
2. If unlawful possession of controlled substances or drug paraphernalia is discovered, the university will confiscate the item(s), investigate the circumstances, and institute disciplinary actions. All confiscated contraband will be given to the appropriate authority or destroyed.
3. Initial identification of a problem may be made by a supervisor, faculty member, colleague, concerned other, or self-referral.

CONFIDENTIALITY

1. All substance abuse investigation and drug testing information is confidential and should be treated by anyone authorized to access to such records.

2. All records and information of personnel actions taken on employees under investigation or discipline concerning drugs shall be maintained by the director of Human Resources in a secure locked file. Only authorized individuals with a "need-to-know" shall have access to them. Any compilation of statistical reports will be handled anonymously.

ASSESSMENT

1. Any substance abuse assessment will be performed by a qualified professional and/or qualified assessment facility.

2. If there is a reasonable suspicion of substance abuse, a three to seven day suspension may be mandated until an assessment is completed.

INTERVENTION

1. If substance abuse is determined to be experimental, the individual may be disciplined or required to participate in an appropriate educational program specified by assessment personnel.
2. The individual must present satisfactory evidence of compliance with the specified educational program.
3. If an individual does not comply with a specified educational program, she/he may be subject to discipline.

TREATMENT

1. If an individual is assessed to have a chemical dependency. In that case, she/he may be required to enroll in either an outpatient or inpatient treatment program as a condition of further employment or enrollment.
2. University employees may contact Human Resources for assistance regarding procedures to follow to utilize the university's group health insurance plan and/ or disability, as well as a list of external agencies and individuals that offer counseling and referral services.
3. The individual must furnish evidence of compliance with the formulated treatment plan.
4. If non-compliance with the formulated treatment the individual may be subject to discipline.

RELAPSE MONITORING

1. Monitoring will be required for precaution against relapse for all students, faculty, or employees who have been found to have an alcohol or a chemical dependency.
2. A recovery contract will be formulated for each student in the Office of Student Life; a recovery contract will be formulated for university employees in the Human Resources department or other appropriate university entities.

DISCIPLINE

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol, tobacco, or a controlled substance is grounds for a full range of disciplinary actions, up to and including dismissal from employment or school (as outlined under the policy of termination of a faculty member, the policy for termination for other employees, or student disciplinary policy). Any educational treatment alternative to discipline shall be at the university discretion.

In cases where there is a reasonable belief that a violation of law has occurred, cases may be reported to the appropriate law enforcement agency for investigation and prosecution. Should any drug conviction result from a violation, employees will notify the university of any criminal drug statute conviction for a violation occurring in the environment no later than five days after such conviction.

LEGAL SANCTIONS PERTAINING TO THE USE OF ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES

A description of applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol is on file at the office of the Director of Human Resources or the Dean of Students. An abridged list of legal sanctions follows.

FEDERAL LAWS GOVERNING CONTROLLED SUBSTANCES

The unlawful possession, manufacture, sale, or distribution of all scheduled (illicit) drugs constitutes a felony. Examples of these drugs include narcotics, barbiturates, amphetamines, cocaine, cannabis, hallucinogens, and synthetic drugs, e.g., PCP. A first conviction for possession of a controlled substance can include up to one year imprisonment and a fine of at least $1,000 but not more than $100,000, or both (21 U.S.C. 844(a)). Second and subsequent convictions can include increased imprisonment and fines.

Special sentencing provisions for possession of crack cocaine include at least five years in prison, not to exceed 20 years, and fines up to $250,000, or both.
Property, including vehicles, vessels, aircraft, money, securities, or other things of value that are used in, intended for use in, or traceable to transactions that involve controlled substances in violation of federal law are subject to forfeiture to the United States (21 U.S.C. 881 853 and 881).

Persons convicted of possessing or distributing controlled substances can be barred from benefits from all federal programs, including student grants and loans, except for some long-term drug treatment programs.

CALIFORNIA STATE LAWS GOVERNING ALCOHOLIC BEVERAGES

No person may sell, furnish, give, or cause to be sold, furnished, or given away, any alcoholic beverage to a person under the age of 21, and no person under the age of 21 may purchase alcoholic beverages. (California Business and Professions Code 256560). It is unlawful for any person under the age of 21 to possess alcoholic beverages on any street or highway or in any place open to public view. (California Business and Professions Code 25662).

It is a misdemeanor to sell, furnish, or give away an alcoholic beverage to any person under the age of 21 (California Business and Professions Code 25658) or to any one obviously intoxicated (California Business Professions Code 25602). It is unlawful for any person to drink while driving or to have an open container of an alcoholic beverage in a moving vehicle. With a blood alcohol level of .08 % or higher, a driver is presumed under the influence of alcohol. Between .05 % and .08 % a person may be found guilty of driving under the influence. (Vehicle Code 23153). Every person who is found in any public place under the influence of intoxicating liquor, any drug, controlled substance, or any combination of any of the above and is in such a condition that he/ she is unable to exercise care for his/her own safety or the safety of others is guilty of a misdemeanor (Penal Code 647(f)).

The Drug-Free Workplace Act of 1988 requires that university employees directly engaged in the performance of work on a federal contract or grant shall abide by this policy as a condition of employment and shall notify the principal investigator and/or the chair of the sponsoring department or unit within five days if they are convicted of any criminal drug statute violation occurring in the workplace or while on university business. In turn, the principal investigator or chair shall notify the appropriate Office of Research Contracts and Grants officer. That officer is then obligated to notify the federal contracting or granting agency within ten days of receiving notice of such conviction and take appropriate corrective action or require the employee to participate satisfactorily in an approved drug abuse assistance rehabilitation program.

EDUCATION CONCERNING HEALTH RISKS OF ALCOHOL AND DRUGS & EFFECTS TO OTHERS

The use of illegal drugs, marijuana, tobacco, and abuse of alcohol may have serious health consequences, including damage to the heart, lungs, and other organs. Alcohol accidents are the number one cause of death for persons aged 15-24. The most significant health risk, besides death, is addiction. Chemical dependency is, if not treated, fatal.

ALCOHOL

Even low doses of alcohol significantly impair the judgment and coordination needed to drive. Small amounts also lower inhibitions. Moderate to high doses cause marked impairment in higher mental functions, memory, and ability to learn and recall information. High doses cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can lead to dependence and permanent damage to vital organs such as the brain and liver. If combined with other depressants (that affect the central nervous system), low doses of alcohol will produce adverse effects. Mothers who drink alcohol during pregnancy may cause fetal alcohol syndrome in their infants. These infants will suffer irreversible physical abnormalities and mental retardation.

TOBACCO/NICOTINE

Immediate effects include relaxation and increased confidence and metabolism. However, smokers are more likely to develop heart disease. Thirty percent of cancer deaths are linked to smoking. Chronic obstructive lung diseases, such as emphysema and chronic bronchitis, are ten times more likely to occur among smokers than nonsmokers. Smoking during pregnancy poses risks such as spontaneous abortion, premature birth, and low birth weight. Fetal and infant deaths are more likely to occur when the pregnant woman is a smoker. Tobacco/nicotine is both psychologically and physically addictive.

CANNABIS—MARIJUANA, THC, HASHISH, HASHISH OIL

Physical effects of cannabis include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. The use of cannabis may impair or reduce tasks requiring concentration and coordination. Motivation and cognition may be altered, making acquiring new information difficult. Marijuana, hashish, THC, etc., also produce paranoia and psychosis. Long-term use may result in lung damage, reduced sperm count and mobility, and disruptive ovulation cycles. Cannabis may also be psychologically addictive.

ECSTASY

The drug's makeup is similar to a combination of both amphetamines and hallucinogens. Effects of the drug include increased heart rate, body temperature, and blood pressure. It can cause side effects of teeth grinding, nausea, anxiety, loss of appetite, paranoia, sweating, trouble sleeping, and kidney failure. A brain hemorrhage can occur after a single dose of the drug.

COCAINE/CRACK

Cocaine stimulates the central nervous system. Immediate effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, appetite loss, tactile hallucinations, paranoia, and seizures. The use of cocaine may cause cardiac arrest or respiratory failure and result in death.

STIMULANTS—AMPHETAMINES, CRANK, ICE, METHAMPHETAMINE

Stimulants cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may experience sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses may cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, or heart failure. Additionally, users may experience restlessness, anxiety, and moodiness. Large amounts over a long period may cause amphetamine psychosis, including hallucinations, delusions, paranoia, and physical and psychological dependence.

HALLUCINOGENS—PCP, LSD

Phencyclidine (PCP) interrupts the functions of the neocortex, which drives the individual to self-inflicted wounds. Users may experience a sense of distance and estrangement, loss of muscular coordination, and speech impairment. Large doses result in convulsions, heart and lung failure, and coma. Lysergic acid (LSD), mescaline, and psilocybin cause hallucinations. Physical effects may include dilated pupils, elevated body temperature, increased heart rate, and blood pressure, loss of appetite, sleeplessness, tremors, and psychological reactions. Users may experience panic, confusion, suspicion, anxiety, and loss of control. Flashbacks may occur even after use has ceased. The use of hallucinogens may cause psychological dependence.

ANABOLIC STEROIDS

Steroid users subject themselves to more than 70 side effects, ranging from acne to liver abnormalities to psychological reactions. The liver and cardiovascular and reproductive systems are most seriously affected. In males, use may cause withered testicles, sterility, and impotence. In females, masculine traits may develop along with breast reduction and sterility. Psychological effects in both sexes include aggressive behavior known as “roid rage” and depression. While some side effects appear quickly, others, such as heart disease and strokes, may not show up for years.

NOTIFICATION OF ALCOHOL/DRUG VIOLATIONS TO PARENTS

The Family Educational Right to Privacy Act (FERPA) allows for notification of alcohol/drug violations to parents/guardians of their son/daughters illegal usage, under 21, and La Sierra University reserves the right to notify parents. The university further reserves the right to notify parents on the first offense of a serious nature, which results in a medical emergency, legal action, or supplying alcohol to other individuals under the age of 21 or any controlled substance to any individual.

AIDS/HIV EDUCATION AND PREVENTION POLICY

In response to the epidemic of infection with the Human Immunodeficiency Virus (HIV), which causes Acquired Immunodeficiency Syndrome (AIDS), this institution states its agreement with the general statement on AIDS prepared by the American College Health Association. The university recognizes its responsibility to its students, faculty, and staff to do everything possible to prevent people from being infected and to provide compassionate care for all concerned individuals. HIV infection is potentially lethal with a catastrophic impact on the infected person, their family, friends, and society. La Sierra University upholds biblical lifestyle standards that minimize the possibility of becoming infected with the HIV virus. The university teaches the individual to take personal responsibility for total avoidance of substance abuse and sexual practices that assist with HIV infection.

In accord with an action taken by the president's committee (December 6, 1990), the university mandates the following:

1. A program of education that reaches every student, faculty, and staff member, which includes, but is not limited to, the means of transmission of the virus, high-risk behaviors associated with the transmission, best ways of preventing transmission of the virus, sites for and meaning of HIV testing, and compassionate concern for those in any stage of HIV infection. Such education shall be in accord with the latest information from the Centers for Disease Control, United States Public Health Service.

2. Specific education regarding HIV infection, transmission, and related emotional concerns for residence hall and health service staff to enable these staff members to counsel students regarding HIV infection adequately.

3. Establishment of an AIDS Committee to monitor compliance with this policy and to review and update the policy as necessary. Members of this Committee shall include, but not be limited to, a representative of the following groups: attorney, physician, university administrator, university health service, and counseling service.

4. No exclusion of a student or an employee with HIV infection for the reason of that infection. University students who have HIV infection, whether symptomatic or not, will be allowed regular class attendance unrestrictedly as long as they are physically and mentally able to attend classes. Students with HIV infection will not be restricted in access to any student facilities, such as the swimming pool, gymnasium, showers, or food service areas. Residence halls will respect student choices of roommates but are open to students with HIV infection.

5. Clinicians in the health service and counseling centers will provide medical, psychological, and support services to promote the physical and mental health of individuals with HIV infection. Special precautions will be taken for immuno-compromised individuals during epidemics of other infectious diseases. Such individuals may be excused from any requirement for immunization by live vaccine virus.

6. Referral to the testing site or availability of HIV testing on campus. Such testing shall not be mandatory, and results are confidential. Only individuals with a "need to know"[the individual's private physician or clinicians in the health service] are privy to this information. Such information may not be released to faculty, administrators, or parents without the expressed written consent of the infected individual. Pre- and post-test counseling will be available if testing is done at any site on campus.

7. Universal precautions in handling potentially infected body fluids (blood, semen, or vaginal fluids) will be developed in accordance with accepted medical procedures. Surfaces contaminated by such body fluids will be cleaned and disinfected with commercial disinfectant solutions or household bleach (1:100 fresh solution). The Health Service will follow accepted medical guidelines for using and disposing of needles and other sharps. No lancets or other blood-letting devices will be reused or shared.

8. No discrimination against employment of an HIV individual. AIDS has been determined by the Supreme Court and the State of California, 1987, as a handicapping condition, and, as such, employment discrimination against an employee with AIDS is unlawful. Educational employees shall not be terminated, suspended (with or without pay), transferred, forced to take involuntary medical leave, reassigned to another position, or subjected to any other adverse employment action solely because they have tested positive for HIV or have been diagnosed as symptomatic infection (AIDS).

As long as the employee can carry out his/her duties, he/ she must be allowed to do so. Employment of an HIV infected employee shall continue until it is deemed by the employee's physician that continued employment is no longer possible. Employees with a confirmed diagnosis of HIV/AIDS that is made known by the employee to university administrators shall be treated like any other employee with a chronic illness. They shall be eligible for the same health benefits available to all employees.

9. Any student or employee who believes that he or she has not been treated in the manner outlined in this policy may request the assistance of the AIDS Committee (established under Point #3). The AIDS Committee may make recommendations to the Vice President for Student Life in the case of a student, the dean of a school in the case of a faculty employee, or the Vice President for Financial Administration in the case of a non-faculty employee regarding the resolution of the concerns expressed. Civil and criminal sanctions can be levied against anyone who discloses the identity of a person tested for HIV/AIDS and/or test results without the subject's consent [California Health Safety Code Part I of Division 1, Section 199.42]. La Sierra University will adhere to state and federal laws that apply who knowingly and/or intentionally infect another individual with the HIV virus.

HOUSING

Institutional and national research suggests that students who live on campus are significantly more inclined to remain in college, graduate in 4 years and achieve higher GPAs than students who live off-campus. La Sierra University provides residential living for all students enrolled with the university. Meal plans are included in students' room and board tuition fees. The Residential Life Guide outlines specific policies and regulations for students living in or visiting campus residence halls. Copies of the guide may be found online at the La Sierra University Residential life website lasierra.edu/residential-life. Students are expected to comply with the terms of the Residential Life Guide, Student Handbook, Residential License Agreement, and all other printed or announced policies.

OFF-CAMPUS HOUSING PETITION

Unmarried students under 21 must live on campus unless they live with their parents or other approved host. During the first quarter of residence at the university, international students may petition to live with an American-born family. "Family" is defined as husband and wife, married at least one year, with or without children. Students may petition to live off-campus under the following circumstances:

- You live with your parents/legal guardian
- Living with a blood relative (Aunt, Uncle, Grandparent) who is at least 25 years of age
- Living with an approved host (faculty/staff)
- Financial hardship
- Married and/or have a dependent child
- Medical condition that cannot be accommodated on campus
- Will be 21 within the first 5 weeks of Fall Quarter
- You have completed 190 unites
- Not on probationary or citizenship status
- Students enrolled in less than 8 units may live off campus.

Requests to live off-campus for the above stated reasons and other extraordinary circumstances will be considered exceptions to the policy. Exceptions do not constitute the establishment of a new policy. Each petition is considered on its own merits with the student's welfare in mind. This means that a student may petition to live off-campus for a reason that meets the general criteria for off-campus housing. However, extenuating information or circumstances may lead the committee to conclude that the situation would not be in the student's best interest to live off campus. In these cases, the petition would be denied.

Students can apply for off-campus housing once a year between July and September with the deadline being the final day of fall Quarter registration. For Winter and Spring Quarter, students may submit a petition until the final day of registration for those quarters. The required documentation can be found at mycampus.lasierra.edu

Falsification of petition or verification letter and/or change of residence could result in immediate suspension from school and revocation of off-campus housing privileges. For further information, contact the Department of Residential Life at (951) 785-2017.

GUEST AND VISITOR POLICY

La Sierra University is committed to creating a safe environment for all campus community members. The university welcomes the participation of community guests at most events and facilities on the campus. This policy governs the behavior of guests and the responsibility of campus hosts.

GENERAL GUESTS AND VISITORS

All students are responsible for the behaviors of their guests and the behaviors and activities which occur within any space which is assigned to them by the university (including, but not limited to, on-campus residence halls, apartments, guest rooms, or studios/practice rooms within academic buildings, gymnasium, fitness center, lawns). All visitors are expected to abide by the same rules and regulations as the university's faculty, staff, and students. As a host, the student will be held personally responsible for any violation of university policy committed by their guest(s), regardless of whether the guests are appropriately registered. Any guest violating university policies will be asked to leave university property immediately, and disciplinary procedures will be filed against the student. Loitering is not permitted. Groups are asked to contact the Office of Student Life (951) 785-2100 24 before arrival to secure permission to be on campus.

RESIDENCE HALL GUESTS AND VISITORS

The residence hall policies and procedures related to guests and visitors exist to allow residents to have guests in a manner that does not infringe upon the comfort or rights of other residents and maintains an appropriate level of safety and security in the building. Residence halls are gender exclusive. Overnight same-gender guests are permitted in student rooms. Guests of the opposite sex are not permitted in the residence hall living areas but are welcome to visit in the lobbies until closing.

Regardless of the length of stay, the guest is expected to abide by all university and Residence Life policies, procedures, regulations, and standards. The host is responsible for the actions of his/her guests at all times. Any guest who violates any departmental or university policy while in student housing or other areas is subject to State of California penalties and will be asked to leave the residence hall. All overnight guests must be registered at the front desk and approved by all roommates. This registration must occur before their stay by the student inviting the guest. An overnight guest may not stay over for more than three (3) nights or two (2) days a quarter, after which they will be charged $20.00 per night.

Students who are not residents but who stay overnight in the hall will be subject to charges as regular residents. An UNAUTHORIZED GUEST and the resident will be charged a fine of $50.00 for every night the guest is unauthorized or not registered properly.
There may be certain times of the year, such as the beginning of the fall quarter, quarter breaks, and exam periods, when the guest and/or visitation policy may be restricted or modified. Residential Life Staff reserve the right to override permission for an overnight guest and deny that individual the privilege of spending the night in a resident's room.

GUEST ROOMS

Rooms are available in Angwin Hall, Calkins Hall, and Sierra Towers on a limited basis for parents of current La Sierra University students. Contact Angwin Hall, Calkins Hall, or Sierra Towers deans to inquire about room rental rates and make reservations. La Sierra University does not condone cohabitation by unmarried students.

COHABITATION POLICY

The university defines cohabitation as 1) Male and female students, or couples in a dating relationship, who spend the night in the same residence without a University approved sponsor, and 2) students who live together and have a sexual relationship without being married. In cases where university officials are informed that students are cohabiting, the University reserves the right to take action against the student(s) involved, including canceling registrations or withholding permission to register.

STUDENT RECORDS POLICY (FERPA)

La Sierra University complies strictly with all provisions of the Family Educational Rights and Privacy Act (FERPA), a federal statute passed into law in 1974 that provides the basis for dealing with student information at post-secondary educational institutions.FERPA regulations ensure a minimum standard for the access to, the use of, and the release of information from education records. All students have:

A. The right to inspect and review their education records within a reasonable time frame. Students should submit to the registrar, dean, head of academic department, or other appropriate officials written requests that identify the record(s) they wish to inspect. The university official will make access arrangements and notify the student of the time and place the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

B. The right to request the amendment of their education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want to change, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student. In that case, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. When notified of the right to a hearing, additional information regarding the hearing procedures will be provided to the student.

C. The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that university policy authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the university in a managerial, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. Complaints can be directed to Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue, SW. Washington, D.C. 20202 – 4605.

E. The right to withhold the release of directory information. The university may release directory information to third parties as it sees fit without authorization. Directory Information shall include information in an educational record that would not generally be considered harmful or an invasion of privacy if released, including but not limited to:

- Student Name
- Local Address and Phone Number
- Permanent Address and Phone Number
- E-mail Address
- Date and Place of Birth
- Degrees and Awards Received and Dates
- Dates of Attendance (Current or Past)
- Full or Part-time Enrollment Status
- Participation in Officially Recognized Activities
- Weight/Height of Members of Athletic Teams
- Most Recently Attended Educational Institution
- Major Field of Study
- Academic Level
- Residency Status
- Photographs

Students have the right to completely have the above directory information withheld. This means the university will not release any information from the education record, including the items listed above, without prior written consent from the student. If a student withholds directory Information, their name will not appear in the student directory or SALSU Perspectives unless they authorize the Perspectives staff. To request directory Information be withheld, the student must complete a form at the Registrar's Office. The form remains in effect through the end of the academic year and must be resubmitted annually.

La Sierra University does not release any student directory information to vendors for commercial purposes (credit card agencies, magazine sales, etc.).

GRIEVANCE POLICY

Students who feel a conflict exists with a University Staff or Administrator are encouraged to address the issue with the respective individual. If a resolution cannot be reached, the Student who believes that he/she has been unfairly dealt with is encouraged to contact the Dean of Students.
Students who feel a conflict or grievance exists with a University Professor or Faculty concerning course content, relevancy, grading, teaching style, etc. are encouraged to address the issue with the respective individual. Failure to resolve the matter at that point may require a meeting with the appropriate department chair and finally, the Dean of the college/school.

In the event informal procedures fail to resolve the problem, the Student may indicate in writing the nature of the grievance, the Evidence upon which it is based, and the redress sought. Written grievances should be submitted as follows:

Issues related to Academics..... Office of the Associate Provost
Issues related to Student Services..... Vice President of Student Life
Issues related to Student Accounts..... Finance and Administration Office
Issues related to Financial Aid..... Finance and Administration Office
Issues related to Employment..... Human Resource Office

NON-DISCRIMINATION

La Sierra University is committed to equal education and employment opportunities for men and women of all races and does not discriminate based on disability, sex, race, color, or national origin in its educational and admissions policies, financial affairs, employment programs, student life, and services, or any university-administered programs.

To this end, the university complies with Titles VI and VII of the Civil Rights Act of 1964 as amended and substantially complies with Title IX of the Education Amendments of 1972 (45 CFR 86 et seq.) and Sections 503 and 504 of the Rehabilitation Act of 1973. The university also complies with the Age Discrimination in Employment Act of 1967 and Section 402 of the Vietnam Era Veterans Adjustment Act of 1974 and does not discriminate against any employee or applicant for employment based on age or because they are disabled veterans or veterans of the Vietnam era. In addition, the university administers student programs without discrimination based on age, except in those programs where age is a bona fide academic qualification for admission under the Age Discrimination Act of 1975. The university reserves constitutional and statutory rights as a religious institution and employer to give preference to Seventh-Day Adventists in admissions and employment, including but not limited to 42 USC 2000e-1, 2000e-2, 6-15 of Federal Executive order 11246: 41 CFR 60-1.5(5); 34 CFR 86.21, 86.31, 86.40, and 86.57 (b); California Education Code section 66271; California Government Code sections 12926(c); and Title 2, Section 7286.5(a) (5) and title 22 Section 98222 of the California Administrative Code.

Furthermore, the university believes that California Equity in Higher Education Act and Title IX regulations are subject to constitutional guarantees against unreasonable entanglement with or infringements on religious teachings and expects students and employees to uphold biblical principles of morality and deportment as interpreted by the Seventh-Day Adventist Church. The university claims exemptions from the provisions of Title IX set forth in CFR Sections 86.21, 86.31, 86.40, and 86.57(b) and California Education Code section 66270 insofar as they conflict with Church teachings and practices of morality, department, and appearance. The complete statement regarding the university's policy and program of nondiscrimination and program of affirmative action is available at the offices of the president, the provost, Human Resources, and Student Life.

AFFIRMATIVE ACTION

La Sierra University affirms that Christian principles are incompatible with the various forms of discrimination that have encrusted and divided modern societies. The university affirms that all persons are of equal worth in the sight of God and should be respected accordingly. Moreover, the university recognizes that this nation was founded upon the ideal of equal opportunity for each individual to realize his or her fullest potential. Therefore the university is committed to teaching and practicing equality. The university reserves the right to disagree with specific remedies and regulations that may be proposed to eradicate discrimination. Although the university is not legally required to have a written affirmative action policy, it has established this policy as a guide to its employees, supporters, and students to promote opportunity throughout the university. The university endeavors to maintain a balance between affirmatively seeking to assist those in a disadvantaged class and providing equal opportunity for all individuals, whether or not they are in such a class. In an atmosphere of cooperation and understanding among all concerned, the university is committed to going beyond legislation, litigation, and social pressure requirements. The complete statement regarding the university's policy and program of nondiscrimination and program of affirmative action is available at the offices of the President, the Provost, Human Resources, and Student Life.

STUDENT ORGANIZATIONS

STUDENT ORGANIZATIONS POLICY

Student organizations are integral to the campus's academic, social, and religious life. The governing student organization is the Student Association of La Sierra University (SALSU). All students registered are members of this association. SALSU works to involve students in all areas of campus life. Among these are the promotion of spiritual activities, participation in social events, and the production of the student newspaper, the Criterion.

La Sierra University defines a *student organization* as any group that complies with the formal requirements outlined in this handbook. Student Organizations exist for the benefit of all students and may not exclude any student who wishes to join. Existing student organizations must submit materials annually to maintain University recognition. New student organizations can be formed during the school years outlined in this handbook. The University will not recognize the formation of any national Greek fraternity or sorority nor any student's participation or membership in such organizations. For further information, contact the Office of Student Involvement.

ELIGIBILITY FOR STUDENT LEADERSHIP

All students are eligible to hold office upon reviewing and approving their academic and citizenship records. The names of all nominees for SALSU offices must be cleared with the Office of Student Life prior to an election. Furthermore, the names of the elected officers must be submitted following the election. All other Student Organization officers must be cleared by the Office of Student Involvement and Student Life before taking office.

ELIGIBLE STUDENTS MUST:

- Maintain a cumulative grade point average (CGPA) of 2.0 or higher (some student organizations may require a higher (CGPA). SALSU officers must maintain a CGPA of 2.5 as specified by their constitution. Furthermore, a student cannot be on Academic Probation.
- Maintain an exemplary citizenship record. A student on citizenship probation or who has committed a serious violation of the "Student Code of Conduct" forfeits their eligibility to hold a student leadership position.
- Be enrolled for more than one quarter and hold at least a sophomore standing to occupy the offices of President, Financial, and Communications Manager of an organization.

▪ For removal guidelines of student leaders, please refer to the Student Organizational Handbook.

STUDENT OFFICERS

The roles of the student organization officers to the advisor are to

▪Discuss why student leaders would like him/her for the advisor of a group and what expectations of the advisor they would like.
▪ Discuss plans and expectations of the group.
▪ Read through and discuss the group's constitution and bylaws.
▪ Discuss any changes with the advisor of the group's purpose.
▪ Notify advisor of all meetings.
▪ Discuss all activities with the advisor. The advisor must agree to all student group activities.
▪ Group is responsible for all costs incurred by the advisor for the event.
▪ Advisor has no voting rights but can contribute to discussions.
▪ Responsibility and success lie in the group's hands, and not the advisor's.

PRIMARY ADVISOR

Advisor for Student Organization acts as the primary administrative contact. Primary Advisor will be responsible for the Student Organization. Must be a currently employed full-time Staff or Faculty member of La Sierra University.
Role of the PRIMARY ADVISOR:

▪ Support the student group.
▪ Advise group on issues and topics discussed from an outside point of view.
▪ Approve all events and assist in the additional paperwork needed (insurance, waiver, medical release, etc.)
▪ Be present for the entirety of each meeting.
▪ Make sure there is adequate supervision at all a group activities.
▪ Ensure University standards are being upheld.
▪ Review type of entertainment and programming organized by the group.
▪ Contact Student Health Services for non life threatening injuries during event activity at (951) 785-2200 or after hours Campus Safety and Security Patrol x2222 for On Call Health Services Staff.
▪ Assist group in forming their Constitution and Bylaws.
▪ Communicate with University Departments and Administration on behalf of the Student Organization.
▪ Help advise and deal with conflicts between group members and/or officers.
▪ Provide stability and continuity for group during changes over time.
▪ Responsible for informing the Office of Student Involvement of any Event Advisor changes.
▪ For event Advisor description and roles please refer to the Student Organizational Handbook.

STUDENT ORGANIZATION FINANCES

▪ Dues / Fees for campus clubs, as assessed by the membership, are paid in cash, check, or by the Student Organization's Paypal. OrgSync funds will be deposited in the Student Organization Bank Account at the bursar's window.

▪ Persons in charge of organization finances should establish a simple, uniform bookkeeping system.

▪ All financial records will be reviewed annually by the Office of Student Involvement.

▪ Suggested admission prices for the event are to be included in the Event Form. The admission price is to be approved by the advisor for the organization and the Office of Student Involvement Council.

▪ Donations: Will be overseen by the La Sierra University Advancement Department.

▪ Student Organizations will follow the same guidelines that the university bursar's office implements. All accounting forms for Student Organizations can be found under any registered Student Organization.

OFF-CAMPUS ACTIVITIES

▪ The driver of a personally owned auto used for an off-campus activity must submit an "Authorization to Use Privately Owned Vehicles on University Business Form" to the office of Risk and Safety before the event and is responsible for his or her automobile, including physical damage. The lending of automobiles is discouraged. All drivers of autos used for transportation of students or sponsors to or from any school function must:

▪ Be licensed for the class of vehicle being operated and comply with all Federal and state laws.
▪ Have adequate insurance limits for bodily injury and property damage liability with at least the state minimum requirements.
▪ The group's advisor is responsible for seeing that all drivers provide, before the event, a copy of their current and valid driver's license and proof of current and valid insurance as outlined above.
▪ All cars leaving for the outing should go directly to the site and arrive there within a reasonable driving time. It is the responsibility of the driver to report any cause for delay immediately upon arrival. The same stipulations apply to the return trip.
▪ All students attending the outing are expected to participate in the planned activities, remain within the designated limits of the outing, and to remain with the group until after the last planned activity.
▪ Picnics, outings, and socials are to be held during hours that do not interfere with the required Chapel.
▪ Any regulations given orally for the particular outing are as applicable as the printed regulations.
▪ It is important to remember that all off-campus activities fall within the behavioral expectations and guidelines for the La Sierra University students. This means that all University policies apply.
▪ The advisor is responsible for providing the residence hall deans with lists of the residence hall members participating in an evening overnight off-campus organization activity. Also, each student should follow routine procedures in signing out of the residence halls
▪ The group is expected to pay any transportation, admission, or other such expenses of the advisor
A minimum of two advisors are required to an attend event. Depending on the type of event, additional advisors may be required, to be determined by Student Involvement Council.

OVERNIGHT TRIPS

All overnight trips must be approved by:

- Student Life
- The Office of Student Involvement
- Risk Management

▪ To obtain approval from the offices mentioned, go to your Student Organization's Calendar, select the date in which the event will take place, then select "Create Event".

STUDENT LEADERSHIP POLICY

At La Sierra University, developing leadership skills is integral to the overall campus experience that nurtures students' personal and academic success. Numerous campus entities offer educational and social opportunities for students to get involved in campus life and form a community. Active membership in one of over 40 student organizations enriches learning outside the classroom. Opportunities may also include the following: volunteering for community service projects, serving on a University committee, planning an activity, or simply attending leadership training. This strengthens students' appreciation for diversity, developing responsible decision-making skills, sharpening critical thinking skills, and making professional contacts and lifelong personal friendships.

MINIMUM QUALIFICATIONS OF STUDENT LEADERS

All students are eligible to hold office upon reviewing and approving their academic and citizenship records. The names of all nominees for SALSU offices must be cleared with the Office of Student Life prior to an election. Furthermore, the names of the elected officers must be submitted following the election. Student Life must clear all other student organization officers before taking office.
Eligible students must:

- Maintain a cumulative grade point average (CGPA) of 2.0 or higher (some student organizations may require a higher CGPA). SALSU officers must maintain a CGPA of 2.5 as specified by their constitution. Furthermore, a student cannot be on Academic Probation.
- Maintain an exemplary citizenship record. A student on citizenship probation or who has committed a serious violation of the "Student Code of Conduct" forfeits their eligibility to hold a student leadership position.
- Be enrolled for more than one quarter and hold at least sophomore standing to occupy the offices of the president, and any financial role.

PROCESS The Office of Student Life will review each application to ensure the student has the qualifications and skills to meet the leadership expectations successfully. The committee will also review whether the applicant has demonstrated commitment to La Sierra University's mission, values, and "Student Code of Conduct." SALSU officers, Spiritual Life leaders, Residence Hall Assistants, Student Missionaries, and Peer Mentors will also be evaluated for their commitment to the values and mission of the Seventh-day Adventist church and to assisting in the spiritual development of fellow students. Applicants must meet all other procedures and requirements established by the originating leadership program or organization.

REMOVAL FROM LEADERSHIP POSITION Student Life reserves the right to remove a student from a leadership position for but not limited to the following reasons:
- GPA falls below required levels.
- Violation of the "Student Code of Conduct."
- Violation of University, city, state, or federal rules, regulations, ordinances, or laws.
- Placement on Citizenship Probation.
- Placement on Academic Probation
- Misappropriation of resources or funds.
- Abuse of power.
- Failure to uphold the duties of the office.
- Failure to comply with University Policies stated in both this handbook and the Student Handbook.
- Reasons outlined in Organization's Constitution.

- Administration's discretion.

Please review the Re-opening Protocol for the most updated information regarding university services.
lasierra.edu/fileadmin/documents/covid-19/campus-reopening-protocol.pdf

UNIVERSITY SERVICES

OFFICE OF ADVISING AND CAREER SUCCESS (OACS)

The Office of Advising and Career Success (OACS) works with all undergraduate students to welcome them into our institution and assist them from the start of their college experience till the day
of their graduation. Our advisors and staff are excited to work
with our campus's talented and passionate students. OACS provides a wide range of services to undergraduate students from academic advising, academic recovery, career services, collaborative learning center (CLC), pre-health, testing, and workshops. To learn more about our services, please visit lasierra.edu/oacs or call (951) 785-2452, or visit us in Sierra Vista Hall to speak with our front office.

REGISTRAR'S OFFICE

The Registrar's Office is responsible for maintaining all records of academic work done at La Sierra University. Forms you may need during your academic experience include Academic Variance Petition, Course Registration Form, Course Drop Form, Course Override Form, Data Correction Form, Duplicate Diploma Request Form, Off-Campus Registration Form, Petition to Receive Incomplete Grade, Petition for Waiver/ Proficiency Examination, S/U Request Form, Senior Contract/Application for Graduation, Specialized study Form, Transcript Request Form. Most student records are available online for both viewing and updating. Call (951) 785-2006 or visit lasierra.edu/records-office if you need assistance.

BURSAR'S OFFICE

The Bursar's Office not only collects payments for student accounts but also assists students, faculty, and staff with cashing checks and providing ATM services with a limit of up to $150/day. For more info call (951) 785-2152.

RISK MANAGEMENT & ADA

The Office of Risk Management & ADA is committed to providing a safe and healthy educational and workplace environment for all faculty, staff, and students on our campus. Guidance on risk exposure and insurance information for activities and events is provided to student clubs, organizations and academic field trips; ADA Compliance and accommodation requests; emergency preparedness management and safety issues. Visit lasierra.edu/risk for more information, contact Risk Management at (951)785-2102, or email at risk@lasierra.edu

STUDENT FINANCIAL SERVICES

The Office of Student Financial Services is committed to making the process of financial aid and paying for college at La Sierra University as easy as possible. The counselors, administrative team, and student staff are all dedicated to providing accurate and friendly service so you can complete your financial aid process with efficiency and as easily as possible. Call (951) 785-2175 or visit lasierra.edu/sfs.

ACCOUNTS & LOANS

The office of Accounts and Loans oversees the collection of outstanding student account balances and repayment of the Federal Perkins Loan. Student Accounts Receivable (adjustments, billing and collections), Student Loan Collections (process payments, deferments, cancellations, and postponements), and maintenance of Perkins and La Sierra University loans. Call (951) 785-2238.

TITLE IX OFFICE

The Title IX Sexual Misconduct Policy can be found lasierra.edu/fileadmin/documents/sexual-misconduct/title-IX-policy.pdf. The Title IX Office is located in the Convenience Center suite DD. The phone number is (951) 785-2849. The email is titleix@lasierra.edu.

TELECOMMUNICATIONS

All campus residences offer on-campus telephone service. Students living in the residence halls should contact the La Sierra University telecommunications office to establish access to off- campus phone service (see below for specific details). Residents of off-campus apartments must contact the local telephone company to set up a service. The resident who opens the account is responsible for all charges incurred, including line maintenance. The university is not responsible for uncollected charges.

Ordering on-campus phone services: To establish a phone line with on-campus access and/or long-distance calling privileges, each student must apply for these services at the telecommunications office. Each student that orders telephone service will be given an individual billing account and personal authorization code. This code is to be used by the applicant and not given to anyone else. The applicant will be responsible for all calls made with the personal authorization code. Misuse or illegal use of authorization codes may result in additional fines or disciplinary action from the university. Report any misuse immediately. (951) 785-2900.

INFORMATION TECHNOLOGY

Information Technology (IT) facilitates the use of computers by academic and administrative personnel and students. IT is divided into five main areas, which include: Database Support (responsible for the institution's administrative database), Technical Support (responsible for end-user support, computer repair, and software installation), Network & System Support (responsible for system administration, network installation, upkeep, and security), Telecommunications, and Multimedia Development. Call (951) 785-2900 or visit lasierra.edu/it.

WOMEN'S RESOURCE CENTER

The Women's Resource Center, located in Suite AA of the LSU Convenience Center on Pierce Street, is a resource for students, faculty, staff, and the community regarding information and support available to women and men to encourage and enhance egalitarian leadership and civic engagement; job preparedness and workforce development; sexual assault and domestic violence prevention; gender equality and mainstreaming; health and wellness; and other related issues. Reporting parties may request the WRC Director to serve as an advisor within LSU's Title IX framework if needed. The center also collects material on Adventist women's experiences, services, and contributions and sponsors lectures and other awareness-raising educational events. Call (951) 785-2470 or visit lasierra.edu/wrc.

OFFICE OF ACCESSIBILITY SERVICES

La Sierra University is committed to providing accommodations for students with a documented disability who are entitled to reasonable accommodations per the American Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Disability Services, located in Sierra Vista Hall, is available to talk with any student who believes that he or she may have a physical, psychological, or learning disability. Students who have previously been diagnosed with a disability must bring that documentation to Disability Services staff before the quarter begins or within the first two weeks of the quarter. Typically, documentation must be no more than three years old for physical and learning disabilities and one year for psychological disabilities. Disability Services staff evaluates the documentation, determines appropriate accommodations, and then makes arrangements for those approved accommodations per the law. The type of accommodations provided depends on the nature of the disability. It could include services such as extended time on tests, testing in a distraction-reduced environment, note takers, e-texts, assistive technology, etc.

Students suspecting an unidentified learning disability may contact Disability Services to discuss learning concerns, documentation guidelines, and referrals for testing. If students have concerns about their overall learning needs or questions about the services provided by Disability Services. In this case,they are encouraged to call the office at (951) 785-2347, email ods@lasierra.edu, or stop by Sierra Vista Hall.

POST OFFICE

The Post Office delivers mail on campus and provides personal mailboxes, letter sorting, bulk mail handling (responsible for the University Bulk Rate Permit), and FedEx and UPS services. Call (951) 785-2261.

LA SIERRA UIVERSITY WELCOME CENTER

The La Sierra University Welcome Center is located behind the Bookstore and below the Dining Commons. This center provides pertinent information, and guidance to incoming students. This is also where prospective students will embark on their campus tours. For more information, call (951) 785-2268 or (951) 785-2000.

STUDENT WELLNESS SERVICES

SWS exists to support La Sierra University students, staff,
and faculty in the journey to maintain personal health and well-being. A professional licensed clinical staff are available to provide medical, counseling, and other wellness services. Medical services include wellness checkups, immunizations, psychiatric evaluations, urgent care services, and women's health care. Counseling services are confidential and include individual, couple, and group therapy. Office hours are M-Th 8 a.m.-5 p.m., and Fri 8 a.m.-12 p.m. Our office is located at 11498 Pierce Street Suite #A & #B Riverside, CA 92505 off-campus in the Convenience Center next to the Natural Food Market. For more information, call (951) 785-2200 or visit our website lasierra.edu/wellness.

OFFICE OF INTERNATIONAL STUDENT SERVICES

The Office of International Student Services (OISS) located in the Administration Building Room 206 provides services that meet the diverse needs of the La Sierra University international student community and offers programs that foster global perspectives, intercultural awareness, and international goodwill. Call (951) 785-2237 or visit lasierra.edu/international.

CENTER FOR OUTREACH AND MISSION SERVICE (COMS)

COMS is a community, and global outreach ministry focused on enhancing your faith through service. Here at Outreach and Missions, we hope to facilitate tangible faith in your life. For more information, go to our website at lasierra.edu/outreach-and-missions or visit the Spiritual Life office.

CAMPUS SAFETY AND SECURITY PATROL

The Campus Safety and Security Patrol Department located at 11498 Pierce Street Suite FF Riverside, CA 92505 safeguard the campus communities, including property and the facilities' integrity. Its responsibilities include fire prevention and detection, traffic control,campus escort services, access control, and video surveillance. Call (951) 785-2222 or visit lasierra.edu/security if you have any questions. For

HUMAN RESOURCES

The Human Resources Department assists students in finding different on-campus employment opportunities and referrals for off-campus employment. They maintain an online database of current student-based employment opportunities. For more information, call (951) 785-2088 or visit lasierra.edu/hr/student-employment.

Please refer to the following link for the most updated COVID-19 university response and updates #LasierraTogether

lasierra.edu/together/

CAMPUS LIFE

OFFICE OF STUDENT INVOLVEMENT (OSI)

The Office of Student Involvement is under the Division of Student Life. Their focus is to provide students with opportunities for entertainment, leadership development, administrative support, advertisement, student organizational support, numerous ways to "get involved" on campus, and also allow students to build a co-curricular record. Its aim is to create an active environment with servant leaders through Christian fellowship on the La Sierra University campus. (951) 785-2OSI or (951) 785- 2674. lasierra.edu/osi.

STUDENT ASSOCIATION OF LA SIERRA UNIVERSITY (SALSU)

By providing extracurricular activities within the realm of spiritual, social, and mental activities, and serving as the voice of the students, the Student Association of La Sierra University (SALSU) wishes to empower the community of students to leave La Sierra University with much more than a degree. SALSU attempts to involve students in all areas of campus life. Among these are the promotion of spiritual activities, participation in social events, and the production of the student magazine, the Criterion, and the student directory, Perspectives. Call SALSU president at (951) 785-2005.

STUDENT ORGANIZATIONS

La Sierra University has over 30 clubs and organizations, and a department (Office of Student Involvement) invested in creating a community for you. Being part of a club or organization can plug you into the campus, help you build a professional network, create lifelong friendships, and so much more. There is something for everyone, and we encourage you to get involved. If you have a passion that is not represented by one of our clubs or organizations, you can easily create your own! Check out our website at lasierra.edu/osi/clubs-organizations.

ATHLETICS AND INTRAMURAL SPORTS

The Athletics department is a member of the National Association of Intercollegiate Athletics. Currently, teams are available in men's and women's basketball, men's and women's cross country, women's volleyball, softball, and men's soccer. These teams play an intercollegiate schedule, mainly with colleges and universities in the Southern California area. For more information, our EADA reports are available at http://www.lsugoldeneagles.com/f/athletic_Report.php. Student life and the Athletics Department offer a variety of intramural sports, including flag ball, basketball, softball, volleyball, and. In addition, the Campus offers a variety of exercise options, including three swimming pools, tennis, basketball, and volleyball courts, running tracks, an artificial turf soccer field, baseball and softball fields, and a fitness center. Call (951) 785-2295 or visit www.lsugoldeneagles.com.

FITNESS CENTER

Located by the Alumni Pavilion (gym) is La Sierra's Fitness Center. This 4,500-square-foot facility contains four Quinton treadmills, four Tectrix bicycles, four steppers, 19 individualized weight stations, and a complete free weight area including six Olympic benches, six dumbbell benches, and rubberized dumbbells and other stations. (Other university athletic facilities include tennis courts, a track, a soccer field, a softball field, a gym, and an outdoor pool) accessible to students, faculty, and staff, the Fitness Center is open Mon.- Thurs. 6:00am–12:00am, Fri. 6:00am to one hour before sunset; Saturday one hour after sunset to 11:00pm and Sun 5:00pm until Midnight. Call (951) 785-2514.

UNIVERSITY TRADITIONS

La Sierra University has been serving its students, the community and the church for 100 years. We are proud of our heritage and our commitment to education. Listed below are some of the ways we celebrate our community each year:

- Alumni Homecoming
- Athletic Home Games
- Banquets
- Campus Ministries Retreat
- Candlelight Christmas Concert
- CHAPEL
- Christmas Tree Lighting
- Convocation
- Costume Skate Night
- Fall Festival
- Festival of Nations
- Hello Walk
- Honors Activities
- HUB Fair
- Intramurals
- Midnight Pancakes
- Rendezvous
- Residence Hall Open Houses
- Service Learning Opportunities
- Spiritual Emphasis Weeks
- Spring Music Presentations
- Stahl Center Weekend
- Student Art Show
- Student Mission Opportunities
- Welcome Back Bash
- Yosemite Retreat
- Year End Spectacular (Y.E.S.)

GUEST ACCOMMODATIONS

Based on availability, Residential Life provides a limited number of reasonably priced guest rooms. For more information, contact Angwin Hall (x2025), Calkins Hall (x2212), or Sierra Towers (x2229).

EAGLE'S NEST CAFÉ

The Eagle's Nest Café is an "oasis" snack shop with a coffee house atmosphere adjacent to the Dining Commons and the Student Center. The Eagle's Nest sells hot and cold beverages and dessert items; a meal equivalent is available for those unable to go to the cafeteria. The Eagle's Nest is open Monday-Thursday 9:00 am to Midnight; Friday 9:00am to 1:30pm, Sabbath 8:00pm – Midnight & Sunday 6:00 p.m. to Midnight. For more info, call (951) 785-2289.

DINING COMMONS

Dining at the Commons offers a variety of entrees and alternative items to keep your appetite interested. Whether you choose the salad bar, one of our specially prepared entrees, or a light snack, we are sure to have something for those "gotta have something to eat" times. Open for breakfast, lunch, and dinner throughout the day at various times. Call (951) 785-2138 or visit their website at lasierra.edu/dining-services.

RESIDENTIAL LIFE

Residential Life provides a positive, safe, clean living/learning environment for our students and is staffed by trained professional and paraprofessional personnel. The staff act as teachers, mentors, and role models to foster principles of effective communication, ethical behavior, a sense of community, and service for all resident students. The campus has four residence halls. Women students live in Angwin Hall and Calkins Hall. Men students live in Sierra Towers. South Hall is for students who are enrolled in the Honor's Program. Because of limited space, students interested in campus housing should apply online early in the summer and pay the $150.00 room deposit, of which $50.00 is non-refundable.

The Department of Residential Life also sponsors the Resident Assistant Program. This program looks for dependable, ambitious, and sincere men and women to work as Resident Assistants. A RA is a peer-level resident advisor, informal counselor, program facilitator, disciplinarian, and friend to the residents in his or her hall. They are the day-to-day contact person and the key to the success of the residential life program. Contact the ResLife Office (reslife@lasierra.edu) to inquire about the application process to become a Resident Assistant. (951) 785-2017.

OFF-CAMPUS STUDENT HOUSING

La Sierra University recognizes the change in student population trends resulting in alternative housing needs for its students. In response to these needs, the university provides various housing options for students. Options include: apartments (1-3 bedrooms); duplexes (1-2 bedrooms); cottages (1 bedroom); and houses (2-4 bedrooms); All are located within walking distance of the university's main campus. Availability is minimal, with waiting lists almost always in place. In addition, when campus housing is full, the off- campus Student Housing office supplies students with contact, availability, and pricing information for apartment complexes near the campus but not owned or operated by the university. This information is provided as a service to students and should not be taken as an endorsement by the university administration for said properties. The Business Development and Property Management department is located in the Administration Building in the office of Financial Administration. (951) 785-2511 or visit lasierra.edu/property-management.

MEAL PLANS

Students who reside on campus in Angwin Hall, Calkins Hall, South Hall, or Sierra Towers receive a meal plan with their room and board package. Students automatically receive the smallest plan of 10-meals per week but can select a larger plan if desired.

Students are welcome to entertain guests dining with the meal plan participant by paying the applicable meal price with cash or flex dollars. Falsifying, altering, or misusing the ID card of another student or anyone else's ID card in any way is strictly prohibited (i.e., letting a student or someone else use his/ her card, a student using someone else's card, attempting to sneak guests into any dining venue without paying, etc.) Such actions are violations of the "University's Social Code." Sneaking in, theft of food, and unruly behavior will not be tolerated in any food service facility. Problems including but not limited to the above examples will be reported immediately to Student Life and Campus Safety.

STUDENT WELLNESS SERVICES

La Sierra University Student Wellness Services requires the following to be completed and submitted BEFORE registration by new students (first-year students, transfers, and post-graduates) who will be taking 8 units or more:

- Hepatitis B series – Three doses are required for students under 19 years of age.
- Measles, Mumps, Rubella (MMR) – Two doses required
- Tetanus, diphtheria, pertussis (Tdap) – Within ten years required.
- Tuberculosis Screening - PPD (Mantoux) required within the past12 months. (Tine or Monovac is not acceptable).
- If PPD is positive, a chest X-ray is required.
- Meningococcal Vaccination- not required but highly recommended, especially for first-year students living in the residence, halls who wish to reduce their risk of meningococcal disease.
- Meningococcal vaccination – Recommended, especially for first-year students living in the residence halls who wish to reduce their risk of meningococcal disease.

For more information on any of these services or to schedule an appointment, students may call SWS at (951)785-2200 or visit our website lasierra.edu/wellness.

SPIRITUAL LIFE

The University Chaplains minister to students' needs by providing spiritual direction, opportunities for outreach in the community and abroad, and classes in Seventh-day Adventist beliefs. All services are confidential. This office also plans weekly Chapel programs and plans spiritual retreats. Call the Spiritual Life office at (951) 785-2090 or visit lasierra.edu/spiritual-life.

INTERNATIONAL STUDENTS

The Office of International Student Services provides a solid foundation for La Sierra's commitment to international education, assisting individuals from more than 40 countries. Located in room 206, the upper level of the Administration building, the services offered include the issuance of I-20 documents and assistance
in the following areas of international student life: maintaining visa status, adapting to new customs and culture, orientation, and employment authorization. Besides these formal functions, the office serves as a referral source for many of the informal daily needs and activities of international students' lives It sponsors the International Students Club, and publishes a weekly online newsletter. Our staff works closely with Enrollment Services, Admissions, Residential Life, C-SAS, Human Resources, ESL, Academic Advisors, Housing, and the Student Life staff, to help international students integrate into the campus curricular and non-curricular community.

All exchange visitors (both J-1 and J-2 dependents) must have sickness and accident insurance and medical evacuation and repatriation insurance for their exchange visitor status. The Office of International Student Services offers
a comprehensive insurance plan for international students. International student insurance plans will be purchased for them at the time of registration and will be automatically renewed throughout their stay at La Sierra University, including summer and vacation periods. The insurance fees will be automatically charged to the international student's account. For the current fee amounts, contact the Office of International Student Services. Call the office at (951) 785-2237 or visit the website at lasierra.edu/oiss.

CHAPEL

In Chapel, we gather to worship God as a covenant community of faith. Through worship, we, the body of Christ, find ourselves encouraged, equipped, energized, and empowered by the Spirit of God for acts of loving service in the world. Chapel leads us to discover and explore authentic avenues by which we glorify God. As members of a Christian college community that values both academic and spiritual development, students are expected to participate in spiritual activities and, specifically, to meet the Chapel requirements.

CENTER FOR PHILANTHROPY

The Center for Philanthropy in the Zapara School of Business at La Sierra University is committed to advancing a culture of philanthropy in the Inland Empire by encouraging greater private sector giving to all charities. The center will reach out to non-profits, provide certification programs for fundraising professionals and CEO's, and provide a philanthropy emphasis for MBA students. Call (951) 785-2507 or visit lasierra.edu/center-for-philanthropy.

STUDENT CENTER

This facility serves as the campus' student hub. It is open Monday - Thursday from 8:00am to Midnight, and Fridays from 8:00am to 2:00pm. TVs, games, and comfortable chairs make the Student Center the place to relax, study, or socialize with friends and fellow students. Call the Student Center manager at (951) 785- 2168 for more information.

STAHL CENTER FOR WORLD SERVICE

The Ana and Fernando Stahl Center for World Service, located in La Sierra Hall, promotes student world service, sponsors service research and events, hosts service lectures, and acquires service collections. Widely known for creating Global Village '92, other service projects have included Global Quilting/ Global Peacemaking and inaugurating the Path of the Just on campus. Call (951) 785-2999 or visit lasierra.edu/stahl-center.

OFFICE OF SPONSORED PROJECT ADMINISTRATION

The Office of Sponsored Project Administration assists students and faculty in the planning and preparation of proposalsfor external support. They also aim to promote undergraduate and graduate research by providing information on funding opportunities, research organizations, and project openings.

Call (951) 785-2363 or visit lasierra.edu/spa.

Students at La Sierra University have many opportunities to participate in the research experience since student research is an integral part of the university's prestigious Honors program and an important part of the educational mission of most programs on campus. Because faculty members at La Sierra University are committed to involving undergraduate students in their research and scholarly activities various levels from introductory to cutting edge, some students become full, active participants in a faculty research program. Other students embark on investigations of their under the careful supervision of a faculty mentor. On campus, students are encouraged to present their research results in various forums, including departmental seminars, research conferences, and the annual Research Emphasis week and Senior Honors Presentations each spring. Our students also make presentations at regional and national professional conferences, and author or co-author papers in refereed professional journals.

WORLD MUSEUM OF NATURAL HISTORY

The World Museum of Natural History, located in Cossentine Hall, displays reptiles, birds, mammals, as well as collections of mineral spheres, petrified wood, and American Indian artifacts. The museum is the home of Minnie the Dragon, a 10-foot, 2-inch Komodo Dragon. The museum is open Saturdays 2-5 p.m., or by appointment. (951) 785-2209 or visit their website at www.lasierra.edu/world-museum-of-natural-history.

ARBORETUM

With more than 100 species of trees and shrubs on campus, La Sierra University has been designated a state arboretum since 1980. For more information, call University Relations at (951) 785-2460.

ALUMNI ASSOCIATION

The Alumni Association strives for a positive working relationship between alumni and the university. It provides discounted rates and complimentary services for various items and activities, both on and off campus. In addition, it facilitates opportunities for former students to support their alma mater through gifts of time, professional expertise, financial means, and their good word.

ON CAMPUS. The Alumni Association is comprised of all former students of La Sierra University. There are no membership fees. Alumni have access to collections of yearbooks, student newspapers, and alumni-authored books that are housed at the Alumni Center on Pierce Street. They are also given access to the university library and receive discounted pricing for use of campus facilities, such as rental of the Alumni Center and memberships to the athletic facilities. Alumni are also invited to be a part of the campus family as volunteers, mentors, guest lecturers, class agents, and donors.

OFF CAMPUS. Alumni can communicate directly using our IntroMaps online community. Alumni who have not registered for IntroMaps will find information on the alumni web site (www.lasierra.edu/alumni). Additionally, alumni are invited to off-campus alumni gatherings which are planned each year and hosted by university administrators and faculty. Alumni are requested to use the online form to keep current contact information in the alumni office (www.lasierra.edu/alumni/update/).

WORLD MUSEUM OF NATURAL HISTORY

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BRANDSTATER GALLERY

The Brandstater Gallery is part of the university's Visual Art Center constructed in 1984. It exists today due to a generous donation from the children of Roy and Frances Brandstater honoring the memory of their parents. The gallery provides the university family and community an opportunity to interact with art by contemporary artists, thus making an important contribution to the cultural life on campus and in western Riverside and San Bernardino counties. In addition, the gallery hosts an outstanding chamber music series which regularly features professional musicians performing in this intimate setting. During the academic year, a full schedule of exhibitions and chamber music is available for the students and community. For further information contact the gallery director at (951) 785-2959.

OBSERVATORY

The newly renovated Frances Barnard Memorial Observatory at La Sierra University is located at the base of Mount Two-Bit at the back of the campus, overlooking the western Riverside valley. It houses a 16-inch Cassegrain reflector telescope, and is open for public star gazing on the first and third Friday of the month and for special occasions. It is operated by volunteers with the support of the Physics Department. For more information, call (951) 785-2273 or visit www.lasierra.edu/observatory.

LIBRARY

The La Sierra University Library has more than 218,000 volumes in its book collections, plus about 38,000 bound journal volumes representing nearly 800 currently received journal titles. Extensive microfilm and microfiche collections augment the printed resources of the library and extend the total holdings to more than 642,000 items. The library's online resources provide full-text access to more than 51,000 full-text periodical titles and about 119,000 ebooks. Special collections held by the Library include resources in the Heritage Room and Ellen G. White Study Center pertaining to the history of Adventism. A particular strength of the library's Heritage Room is its collection of educational materials which cover the origin and development of the Seventh-day Adventist education system.

The library's reference librarians are able to assist faculty and students in locating needed information for study or research purposes. Online computer databases are used to facilitate rapid location of information sources. Students and faculty can use the LINK+ and interlibrary loan services to acquire books from other libraries, both regionally and nationwide. Locate the library on the campus map and stop by to take advantage of our services. Call (951) 785-2044 or visit www.lasierra.edu/library.

COMMON GROUND

The Common Ground garden was established as a memorial to the son of a faculty member, and won a 1993 First Place Beautification Award from the Greater Riverside Chambers of Commerce. The garden and pond was constructed with funds contributed jointly by students, alumni, faculty and staff, and the university, and serves as a peaceful place for visitors, students, or others to talk or meditate. It is located between the Administration Building and Calkins Hall.

UNIVERSITY STUDIES

University Studies is the centerpiece of a distinctive approach to general education at La Sierra University. It is an integrated curriculum that stimulates the meaning-centered development of its students, familiarizes them with the various academic disciplines, exposes them to intercultural, international, interethnic concerns, and encourages them to recognize the importance of individually developing a value system that will allow them to distinguish between right and wrong. University studies includes coursework in the various fields of academic learning humanities, fine arts, natural sciences, mathematics, social sciences, and religion. Call (951) 785-2499, visit www.lasierra.edu/general-education, or email universitystudies@lasierra.edu.

HONORS PROGRAM

The University Honors program serves undergraduates of outstanding intellectual and creative ability in all schools of the university. It is a learning community centered around a program of general studies and culminating in a senior original scholarship project. Students who satisfactorily complete the University Honors program of general studies, the honors scholarship project, and have a cumulative GPA of 3.50 will have the designation "University Honors Program" added to their diplomas. For more information, see "University Honors Program" in the undergraduate programs section of the university bulletin.

DIGITAL LEARNING (DISTANCE)

This program currently offers three graduate level degrees: a Master of Art in Teaching, a Master of Art in Curriculum and Instruction, and a Master of Art in Curriculum and Instruction with an emphasis in Educational Technology. The La Sierra University Distance Learning Program offers an online Teaching Credential Program to students who cannot come to campus. Call (951) 785-2400 or visit www.lasierra.edu/onlineprograms.

STUDY TOURS

Study tours are available each year, sponsored by various departments, usually the College of Arts and Sciences and the School of Religion. Academic credit is available, and/or personal enrichment may be sought. Exciting destinations include Celtic Britain (English Department), Costa Rica, Honduras, and Paris (World Languages Department), Peruvian highlands, Israel, Jordan, Egypt, Greece, and Asia. For more information, please inquire with the departments.

ADVENTIST COLLEGES ABROAD

Adventist Colleges Abroad (ACA) is a consortium of Seventh-day Adventist colleges and universities in North America, which grew out of the Year-Abroad program begun by then La Sierra College in 1961. It provides qualified students opportunities for study overseas while completing the requirements of their major programs at their home colleges. The program allows students to immerse themselves in the culture and life of the host country and to become conversant in the language. In addition, students participate in on-site guided field trips of geographic, historic or economic significance. As a result of their experiences abroad, many students have been inspired to return to these countries in positions of service. This program is open to all students, regardless of their major. Call (951) 785-2053 or visit www.lasierra.edu/studies-abroad.

AMERICAN EXPERIENCE AND LANGUAGE PROGRAM

The Intensive American Experience and Language Program offered from mid-June to mid-July enables the international student with limited English to work toward the proficiency level necessary to pursue regular University classes. The program, as well as the credit-bearing English as a Second Language courses, runs throughout the school year to prepare students for full university standing.

ENACTUS - ENTREPRENEURIAL, ACTION, US

Formerly known as Students in Free Enterprise (SIFE), Enactus is a global network of over 1,600 student-run organizations on college and university campuses. Founded in 1991, the La Sierra University Enactus Team has been recognized as the top team in the world a six times, most recently at the 2002 and 2007 World Cup competitions. Operating as a student-led non-profit organization, La Sierra Enactus develops and implements local and global projects in the categories of Education, Health & Wellness, Economic Opportunity, and Environmental Sustainability designed to improve quality of life and standard of living for people in need. The team is open to and actively recruits student members from all backgrounds and academic interests. Learn more at practiceenactus.com.

ARCHAEOLOGICAL EXCAVATIONS

La Sierra University, in a consortium arrangement with other educational institutions, sponsors archaeological excavations in the Middle East. For many years it was associated with the project at Caesarea Maritima. Since 1993 it has also been a part of the Madaba Plains Project in Jordan. Participating students may earn either undergraduate or graduate credit for the course Fieldwork in Middle East Archaeology. Inquire at the school of Divinity.

AMERICAN EXPERIENCE AND LANGUAGE PROGRAM

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FREQUENTLY ASKED

IF I LIVE ON CAMPUS, WHAT IS MY ADDRESS?

John Doe
La Sierra University Building Name
4500 Riverwalk Parkway
Riverside, CA 92515

WHAT IS THE UNIVERSITY MASCOT AND ITS COLORS?

Our mascot is the Golden Eagle, and our colors are blue and gold.

WHERE IS THE BOOKSTORE? AND SALSU?

The bookstore is in the brickyard below the Dining Commons next to SALSU.

WHAT IF MY CHAPEL RECORD IS NOT CORRECT? WHO DO I CONTACT? WHERE DO I HAVE TO GO?

If you have a problem with your Chapel record, stop by the Office of Student Life or call (951) 785-2100. The Chapel policy is on page 24 of this Student Handbook.

HOW DO I CHECK MY LA SIERRA E-MAIL ADDRESS?

Log on to mycampus.lasierra.edu and voila– you're done! Your e-mail address is the first letter of your first name, first three letters of your last name, and last three digits of your La Sierra University ID number @my.lasierra.edu. Faculty and staff e-mail addresses are their first name initial and the first seven letters of their last name @lasierra.edu.

I NEED TO PRINT MY PAPER AND MUST CHECK MY FACEBOOK BEFORE CLASS? WHERE DO I GO?

1. Using your computer in your dorm room, print to "Sharp Q" network.
2. Walk to class at the business department and log in with your La Sierra University card at any printer. 3. Hit "Print" and your paper will print out on that spot.

WHAT IF MY ID CARD IS LOST OR STOLEN?

Stop by the Office of Student Life (951) 785-2100 or Campus Safety and Security Patrol (951) 785-2222 ASAP so that we can issue you a new card. There is a $20 charge for damaged, lost, or stolen cards.

WHAT DO I NEED TO BE ABLE TO GO TO THE FITNESS CENTER AND WORK OUT?

You will need a valid La Sierra University ID card.

I DON'T LIVE IN THE DORM. CAN I EAT IN THE CAFETERIA OR EAGLE'S NEST?

Yes, you can. Commuter students can purchase $50 meal plan blocks from the bursar's office.

CAN I PARK ANYWHERE WITH MY PARKING PERMIT?

No, everyone is assigned a parking lot by the Campus Safety and Security Patrol Department, located in the Convenience Center. Remember you must also register your vehicle with them.

WHAT IF I AM NOT FEELING WELL. WHAT CAN I DO?

Student Wellness Services can pick you up from anywhere on campus. Just call (951) 785-2200 to arrange for a pick-up.

I AM LOOKING FOR A JOB ON CAMPUS. ARE THERE ANY AVAILABLE AND WHOM DO I NEED TO TALK TO?

Please visit: http://www.lasierra.edu/hr/ or contact the Human Resources office at (951) 785-2088.

WHAT DO I DO IF I AM AN INTERNATIONAL STUDENT AND I HAVE AN EMERGENCY?

If you have a medical emergency you should dial 911. For immigration related emergencies only, you can call Campus Safety and Security Patrol at (951) 785-2222 and they can get a hold of the Office of International Services Director.

WHAT IF I AM HAVING PROBLEMS WITH ONE OF MY CLASSES AND NEED HELP?

You could check with the Collaborative Learning Center for a tutor or you can seek the help of your academic advisor and/or coaches. You can contact the CLC by calling (951) 785-2453. The academic coaches are located in Sierra Vista Hall. Their number is (951) 785-2452.