



American
Jewish
University

2023 – 2024 STUDENT HANDBOOK

Sunny & Isadore Familian Campus
15600 Mulholland Drive
Bel Air, CA 90077
310.440.9777
www.aju.edu

Dear Students,

I am happy to welcome you to a new school year. To our new incoming students, let me say a special hello and express how happy we are all that you have joined the AJU community. The start of school this year is especially important given all that we have endured due to the pandemic. We are committed to providing you with an educational environment which is welcoming and safe.

The attached student handbook describes students' rights and responsibilities. It reflects our ambition that we now only learn together but live together in a community that reflects AJU's underlying values. This ethical foundation has been informed by Jewish principles and practices developed over thousands of years.

On a small campus, the actions of every individual affect the community. I hope that you will reflect on this handbook and remember that our health as a school will be determined in good part by how we treat each other and ourselves.

I hope to see you soon. Best regards,

A handwritten signature in black ink, appearing to read 'Jeff Herbst', with a long horizontal flourish extending to the right.

Jeffrey Herbst, PhD President
American Jewish University

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Legend	Holidays- AJU Closed
	Holidays- Some Closures
	Holidays- No Closures
	Financial Deadlines
	Academic Deadlines
	Term Start/End
Graduation/Ordination	
Schools	CAS College of Arts and Sciences
	SJEL School for Jewish Education and Leadership
	ZSRS Ziegler School of Rabbinic Studies



AJU Academic Calendar 2023-2024

Month	Date	Day	Description	School(s)
July 2023	4	Tue	Independence Day - <i>AJU closed.</i>	SJEL, ZSRS
	28	Fri	Signed financial aid award letters due to Financial Aid Office for the 2023-24 Year. Awards must be accepted in the AJU Populi Portal.	SJEL, ZSRS
August 2023	21	Mon	MAEd ECE New Student Orientation	SJEL
	22	Tue	Ziegler New Student Orientation	ZSRS
	22	Tue	BA ECE and ECE Extension New Student Orientation	SJEL
	23	Wed	EdD New Student Orientation	SJEL
	25	Fri	Students receiving Financial Aid may begin to see award disbursements reflected in the AJU Populi Portal.	SJEL, ZSRS
	28	Mon	First day of classes. Fall 2023 Semester begins.	SJEL, ZSRS
September 2023	1	Fri	First payment due to Student Billing Office for students on payment plan for Spring 2024. Fall 2023 semester tuition due to Student Billing Office for students <u>not</u> on payment plans.	SJEL, ZSRS
	4	Mon	Labor Day - <i>AJU closed.</i>	SJEL, ZSRS
	14	Thur	Last day for all students to add or drop classes. All students must get the instructor and dean's permission to add a class after deadline. End of eligibility for 100% tuition refund.	CAS, SJEL, ZSRS
	15	Fri	Erev Rosh Hashanah. <i>AJU closes at 12:30pm.</i>	SJEL, ZSRS
	16	Sat	Rosh Hashanah - <i>AJU closed.</i>	SJEL, ZSRS
	17	Sun	Rosh Hashanah - <i>AJU closed.</i>	SJEL, ZSRS
	18	Mon	<i>No Ziegler classes. Classes held for Education School.</i>	ZSRS
	19	Tue	<i>No Ziegler classes. Classes held for Education School.</i>	ZSRS
	20	Wed	<i>No Ziegler classes. Classes held for Education School.</i>	ZSRS
	21	Thur	<i>No Ziegler classes. Classes held for Education School.</i>	ZSRS
	22	Fri	<i>No Ziegler classes. Classes held for Education School.</i>	ZSRS
	24	Sun	Erev Yom Kippur - <i>AJU closes at 12:30pm.</i>	SJEL, ZSRS
	25	Mon	Yom Kippur - <i>AJU closed.</i>	SJEL, ZSRS
	26	Tue	<i>No Ziegler classes. Classes held for Education School.</i>	ZSRS
27-28	Wed & Thur	Classes resume for Ziegler and Education School during regular hours.	ZSRS	
29	Fri	Erev Sukkot. <i>AJU closes at 12:30pm.</i>	SJEL, ZSRS	
30	Sat	Sukkot - <i>AJU closed.</i>	SJEL, ZSRS	
October 2023	1	Sun	Sukkot - <i>AJU closed.</i>	SJEL, ZSRS
	1	Sun	Federal Student Deadline: FAFSA for 2024-2025 academic year is open.	SJEL, ZSRS
	5	Thur	Last day for all students to declare Audit option. Last day for students in all programs to withdraw from classes. End of eligibility for 50% refund of tuition.	CAS, SJEL, ZSRS
	6	Fri	Erev Shemini Atzeret. <i>AJU closes at 12:30pm.</i>	SJEL, ZSRS
	7	Sat	Shemini Atzeret - <i>AJU closed.</i>	SJEL, ZSRS
8	Sun	Simchat Torah - <i>AJU closed.</i>	SJEL, ZSRS	
November 2023	22	Wed	<i>No Education or Ziegler classes. Professors may offer make-ups. Administration offices open.</i>	SJEL, ZSRS
	23	Thur	Thanksgiving - <i>AJU closed.</i>	SJEL, ZSRS
	24	Fri	Day after Thanksgiving - <i>AJU closed.</i>	SJEL, ZSRS
	27	Mon	Spring 2024 Advisement and Registration begins.	SJEL, ZSRS
December 2023	4	Mon	\$100 Late Registration Fee begins.	SJEL, ZSRS
	Dec 7- 15		Hanukkah. AJU remains open during regular business hours.	SJEL, ZSRS
	8	Fri	Last day of classes. Last day to petition for Incompletes.	SJEL, ZSRS
	11	Mon	Finals Week begins.	SJEL, ZSRS
	15	Fri	Finals Week ends. Fall 2023 Semester ends. Winter Break for students begins through January 16, 2024.	SJEL, ZSRS
	18	Mon	Additional \$250 Late Registration Fee begins.	SJEL, ZSRS
	25	Mon	Winter Break for Administration begins - <i>AJU closed.</i>	SJEL, ZSRS
29	Fri	Winter Break ends for Administration- <i>AJU closed.</i>	SJEL, ZSRS	

Questions?

Department	Email	Phone
Registrar Services	registrar@aju.edu	310-440-1519
Financial Aid	financialaid@aju.edu	310-440-1252
Student Billing	studentbilling@aju.edu	310-440-1575
Academic Affairs	academicaffairs@aju.edu	310-440-1539
IT Support	support@xoverture.com	

Legend	Holidays- AJU Closed
	Holidays- Some Closures
	Holidays- No Closures
	Financial Deadlines
	Academic Deadlines
	Term Start/End
Graduation/Ordination	
Schools	CAS College of Arts and Sciences
	SJEL School for Jewish Education and Leadership
	ZSRS Ziegler School of Rabbinic Studies



AJU Academic Calendar 2023-2024

Month	Date	Day	Description	School(s)
January 2024	1	Mon	New Year's Day- <i>AJU closed.</i>	SJEL, ZSRS
	4	Thur	Ziegler SP24 Minimester for Y1 Cohort Begins.	ZSRS
	5	Fri	New students starting in Spring 2024: Signed financial aid award letters due to Financial Aid Office. Awards must be accepted in the AJU Populi Portal.	SJEL, ZSRS
	12	Fri	Last day of classes for Ziegler SP24 Minimester for Y1 Cohort.	ZSRS
	12	Fri	Students receiving Financial Aid may begin to see award disbursements reflected in the AJU Populi Portal.	SJEL, ZSRS
	15	Mon	Martin Luther King, Jr. Day - <i>AJU closed.</i>	SJEL, ZSRS
	16	Tue	Last day of Finals for Ziegler SP24 Minimester for Y1 Cohort. Ziegler SP24 Minimester Ends.	ZSRS
	16	Tue	First day of classes. Spring 2024 Semester begins.	SJEL, ZSRS
February 2024	19	Fri	First payment due to Student Billing Office for students on payment plan for Spring 2024. Spring 2024 semester tuition due to Student Billing Office for those <u>not</u> on payment plans.	SJEL, ZSRS
	2	Fri	Last day for all students to add or drop classes. All students must get the instructor and dean's permission to add a class after deadline. End of eligibility for 100% tuition refund.	CAS, SJEL, ZSRS
	19	Mon	President's Day- <i>No classes. Administration offices open.</i>	SJEL, ZSRS
March 2024	23	Fri	Last day for all students to declare Audit option. Last day for students in all programs to withdraw from classes. End of eligibility for 50% refund of tuition.	CAS, SJEL, ZSRS
	1	Wed	Federal Student Deadline: CAL Grants and FSEOG for BAECE Students for priority consideration. BAECE students should complete the FAFSA prior to this deadline.	SJEL
	23	Sat	Erev Purim. <i>Ziegler facilities will be closed.</i>	SJEL, ZSRS
	24	Sun	Purim. <i>No academic classes. Ziegler facilities will be closed.</i>	SJEL, ZSRS
April 2024	25	Mon	Summer & Fall 2024 Advisement and Registration Week begins for Education School.	SJEL, ZSRS
	1	Mon	\$100 Late Registration Fee begins for Education School.	SJEL
	8	Mon	Additional \$150 Late Registration Fee begins for Education School.	SJEL
	15	Mon	Additional \$250 Late Registration Fee begins for Education School.	SJEL
	22	Mon	No Classes. Spring Break begins for Education School and Ziegler through May 5, 2024.	SJEL, ZSRS
	22	Mon	Erev Passover. <i>AJU closes at 12:30pm.</i>	SJEL, ZSRS
	23	Tue	Passover 1st Day. <i>AJU closed.</i>	SJEL, ZSRS
	24	Wed	Passover 2nd Day. <i>AJU closed.</i>	SJEL, ZSRS
	24-25	Thur - Fri	AJU Administrative Offices open during regular business hours.	SJEL, ZSRS
	28	Sun	Erev 7th Day. <i>AJU closed.</i>	SJEL, ZSRS
May 2024	29	Mon	Passover 7th Day. <i>AJU closed.</i>	SJEL, ZSRS
	30	Tue	Passover 8th Day. <i>AJU closed.</i>	SJEL, ZSRS
	5	Sun	Spring break ends. Advisement and Registration continues for Education School. Classes resume on Monday, May 6, 2024.	SJEL, ZSRS
	6	Mon	Yom HaShoah - International Holocaust Remembrance Day. <i>AJU open during regular business hours.</i>	SJEL, ZSRS
	6	Mon	Fall 2024 Advisement and Registration Week begins for Ziegler.	ZSRS
	10	Fri	Last day of classes. Last day to petition for Incompletes.	SJEL, ZSRS
	13	Mon	Yom Ha'atsma'ut - Israeli Independence Day. <i>AJU open during regular business hours.</i>	SJEL, ZSRS
	13	Mon	\$100 Late Registration Fee begins for Ziegler.	ZSRS
	13	Mon	Finals Week begins.	SJEL, ZSRS
	17	Fri	Finals Week ends. Spring 2024 Semester ends.	SJEL, ZSRS
	20	Mon	Additional \$150 Late Registration Fee begins for Ziegler.	ZSRS
20	Mon	Ziegler Ordination	ZSRS	
22-26	Wed - Sun	EdD Intensive: In-person at AJU's Brandeis-Bardin Campus	SJEL	
27	Mon	Memorial Day - <i>AJU closed.</i>	SJEL, ZSRS	
28	Tue	Additional \$250 Late Registration Fee begins for Ziegler.	ZSRS	
June 2024	2	Sun	Summer 2024 Semester begins for Education School. First day of classes.	SJEL
	11	Tue	Erev Shavu'ot - <i>No evening classes. AJU closes at 4pm.</i>	SJEL, ZSRS
	12	Wed	Shavu'ot 1st Day - <i>AJU closed.</i>	SJEL, ZSRS
	13	Thur	Shavu'ot 2nd Day - <i>AJU closed.</i>	SJEL, ZSRS
	19	Wed	Juneteenth - <i>AJU closed.</i>	SJEL, ZSRS
July 2024	4	Thur	Independence Day - <i>AJU closed.</i>	SJEL, ZSRS
	19	Fri	Last day of classes for Education School Summer 2024. Last day to petition for Incompletes.	SJEL
	22	Mon	Finals Week begins for Education School Summer 2024.	SJEL
	26	Fri	Signed financial aid award letters due to Financial Aid Office for the 2024-25 Year. Awards must be accepted in the AJU Populi Portal.	SJEL, ZSRS
	29	Mon	Summer 2024 Semester ends for Education School. Finals Week ends.	SJEL
August 2024	11	Sun	Education School Graduation & Commencement Ceremony for BAECE and MAEd ECE '24 Cohorts	SJEL



AJU SEMSI ACADEMIC CALENDAR 2023-2024

FALL I & FALL II 2023 Sessions		
FAFSA: Due 2 Weeks Prior to the Beginning of Incoming Session for NEW/INCOMING Students.		
Financial Aid: Financial Aid Award Letters must be accepted by students in the AJU Populi Portal.		
Week 1	Fall I Session Begins	August 28, 2023
Week 1	Drop/Add Deadline. End of eligibility for 100% tuition refund.	September 1
Labor Day- AJU Campus Closed		September 4
Week 2	Fall I Withdrawal Deadline	September 8
Week 3	Students receiving Financial Aid may begin to see award disbursements reflected in the AJU Populi Portal.	September 15
Erev Rosh Hashanah- AJU Campus Closes at 12:30pmPT		September 15
Rosh Hashanah- AJU Campus Closed		September 16
Rosh Hashanah- AJU Campus Closed		September 17
Week 4	Fall I Tuition Due	September 18
Erev Yom Kippur- AJU Campus Closes at 12:30pmPT		September 24
Yom Kippur- AJU Campus Closed		September 25
Erev Sukkot- AJU Campus Closes at 12:30pmPT		September 29
Sukkot- AJU Campus Closed		September 30
FAFSA Registration Opens on October 1 for Next Academic Year		
Sukkot- AJU Campus Closed		October 1
Erev Shemini Atzeret- AJU Campus Closes at 12:30pmPT		October 6
Shemini Atzeret- AJU Campus Closed		October 7
Simchat Torah- AJU Campus Closed		October 8
Week 8	Fall I Session Ends	October 22, 2023
Week 1	Fall II Session Begins	October 23, 2023
Week 1	Drop/Add Deadline. End of eligibility for 100% tuition refund.	October 27
Week 2	Fall II Withdrawal Deadline	November 3
Week 3	Students receiving Financial Aid may begin to see award disbursements reflected in the AJU Populi Portal.	November 10
Week 4	Fall II Tuition Due	November 13
Week 5	Registration for Spring I and Spring II 2024 opens in the AJU Populi Portal	November 20
Thanksgiving- AJU Campus Closed		November 23
Day After Thanksgiving- AJU Campus Closed		November 24
Week 6	\$100 Late Registration Fee	November 26
Week 7	Additional \$150 Late Registration Fee	December 3
Week 8	Additional \$250 Late Registration Fee	December 10
Week 8	Fall II Session Ends	December 17, 2023
Winter Break for SEMSI Students - December 18 through January 7, 2024		
AJU Campus Closed - December 25 through January 1, 2024		



AJU SEMSI ACADEMIC CALENDAR 2023-2024

SPRING I & SPRING II 2024 Sessions		
FAFSA: Due 2 Weeks Prior to the Beginning of Incoming Session for NEW/INCOMING Students.		
Financial Aid: Financial Aid Award Letters must be accepted by students in the AJU Populi Portal.		
New Year's Day- AJU Campus Closed		January 1
Week 1	Spring I Session Begins	January 8, 2024
Week 1	Drop/Add Deadline. End of eligibility for 100% tuition refund.	January 12
Martin Luther King, Jr. Day- AJU Campus Closed		January 15
Week 2	Spring I Withdrawal Deadline	January 19
Week 3	Students receiving Financial Aid may begin to see award disbursements reflected in the AJU Populi Portal.	January 26
Week 4	Spring I Tuition Due	January 29
President's Day- No Classes on Campus, Administration Open		February 19
Week 8	Spring I Session Ends	March 3, 2024
Week 1	Spring II Session Begins	March 4, 2024
Week 1	Drop/Add Deadline. End of eligibility for 100% tuition refund	March 8
Week 2	Spring II Withdrawal Deadline	March 15
Week 3	Students receiving Financial Aid may begin to see award disbursements reflected in the AJU Populi Portal.	March 22
Erev Purim- Administration Open		March 23
Purim- Administration Open		March 24
Week 4	Spring II Tuition Due	March 25
Week 5	Registration for Summer I and Summer II 2024 opens in the AJU Populi Portal	April 1
Week 6	\$100 Late Registration Fee	April 7
Week 7	Additional \$150 Late Registration Fee	April 14
Week 8	Additional \$250 Late Registration Fee	April 21
Erev Passover- AJU Campus Closes at 12:30pmPT		April 22
Passover 1st Day- AJU Campus Closed		April 23
Passover 2nd Day- AJU Campus Closed		April 24
Week 8	Spring II Session Ends	April 28, 2024
Erev 7th Day- AJU Campus Closed		April 28



AJU SEMSI ACADEMIC CALENDAR 2023-2024

SUMMER I & SUMMER II 2024 Sessions		
FAFSA: Due 2 Weeks Prior to the Beginning of Incoming Session for NEW/INCOMING Students.		
Financial Aid: Financial Aid Award Letters must be accepted by students in the AJU Populi Portal.		
Week 1	Summer I Session Begins	April 29, 2024
	Passover 7th Day- AJU Campus Closed	April 29
	Passover 8th Day- AJU Campus Closed	April 30
Week 1	Drop/Add Deadline. End of eligibility for 100% tuition refund.	May 3
Week 2	Summer I Withdrawal Deadline	May 10
Week 3	Students receiving Financial Aid may begin to see award disbursements reflected in the AJU Populi Portal.	May 17
Week 4	Summer I Tuition Due	May 20
	Memorial Day- AJU Campus Closed	May 27
	Erev Shavu'ot- AJU Campus Closes at 4:00pmPT	June 11
	Shavu'ot 1 st Day- AJU Campus Closed	June 12
	Shavu'ot 2 nd - AJU Campus Closed	June 13
	Juneteenth- AJU Campus Closed	June 19
Week 8	Summer I Session Ends	June 23, 2024
Summer Break for SEMSI Students – June 24 through June 30, 2024		
Week 1	Summer II Session Begins	July 1, 2024
	Independence Day- AJU Campus Closed	July 4
Week 1	Drop/Add Deadline. End of eligibility for 100% tuition refund	July 8
Week 2	Summer II Withdrawal Deadline	July 12
Week 3	Students receiving Financial Aid may begin to see award disbursements reflected in the AJU Populi Portal.	July 19
Week 4	Summer II Tuition Due	July 22
Week 5	Registration for Fall I and Fall II 2024 opens in the AJU Populi Portal	July 29
Week 6	\$100 Late Registration Fee	August 4
Week 7	Additional \$150 Late Registration Fee	August 11
Week 8	Additional \$250 Late Registration Fee	August 18
Week 8	Summer II Session Ends	August 25, 2024



AJU SEMSI ACADEMIC CALENDAR 2023-2024

AJU OBSERVED HOLIDAYS CALENDAR

Fall 2023 Holidays	2023
Labor Day- AJU Campus Closed	September 4
Erev Rosh Hashanah- AJU Campus Closes at 12:30pmPT	September 15
Rosh Hashanah- AJU Campus Closed	September 16
Rosh Hashanah- AJU Campus Closed	September 17
Erev Yom Kippur- AJU Campus Closed	September 24
Yom Kippur- AJU Campus Closed	September 25
Erev Sukkot- AJU Campus Closes at 12:30pmPT	September 29
Sukkot- AJU Campus Closed	September 30
Sukkot- AJU Campus Closed	October 1
Erev Shemini Atzeret- AJU Campus Closes at 12:30pmPT	October 6
Shemini Atzeret- AJU Campus Closed	October 7
Simchat Torah- AJU Campus Closed	October 8
Thanksgiving- AJU Campus Closed	November 23
Day After Thanksgiving- AJU Campus Closed	November 24
Administration Winter Break- AJU Campus Closed	December 25 – 31
Spring & Summer 2024 Holidays	2024
New Year’s Day- AJU Campus Closed	January 1
Martin Luther King, Jr. Day- AJU Campus Closed	January 15
President’s Day- No Classes on Campus, Administration Open	February 19
Erev Purim- Administration Open	March 23
Purim- Administration Open	March 24
Erev Passover- AJU Campus Closes at 12:30pmPT	April 22
Passover 1st Day- AJU Campus Closed	April 23
Passover 2nd Day- AJU Campus Closed	April 24
Erev 7th Day- AJU Campus Closed	April 28
Passover 7th Day- AJU Campus Closed	April 29
Passover 8th Day- AJU Campus Closed	April 30
Memorial Day- AJU Campus Closed	May 27
Erev Shavu’ot- AJU Campus Closes at 4:00pmPT	June 11
Shavu’ot- AJU Campus Closed	June 12
Shavu’ot- AJU Campus Closed	June 13
Juneteenth- AJU Campus Closed	June 19
Independence Day- AJU Campus Closed	July 4

The University reserves the right to revise, delete supplement, or otherwise amend any of the policies and procedures contained in this handbook at any time and without prior notice. The right to all such changes is effective at such times as the proper authorities determine, and may apply not only to prospective students, but also to those already attending or living on the American Jewish University Familian Campus. This handbook was prepared to provide information and does not constitute a contract between any student, resident, or staff member at American Jewish University.

Institutional Learning Outcomes

Institutional Learning Outcomes (ILOs) are the knowledge, skills, and attitudes that students should value, expect to know, and be able to do upon completion of their degrees and programs from American Jewish University. Additionally, the ILOs have been designed to support the academic departments and disciplines with their development of programmatic learning outcomes.

Upon successful completion at American Jewish University, the student will be able to:

1. Critical and Innovative Thinking

Apply analytical, critical, integrative, and creative thinking and reasoning skills to address everyday problems and challenges.

2. Communication

Articulate (in oral and written formats) perspectives, values, and ideas in the appropriate context.

3. Diversity Through Engaged Conversation

Create positive social impact, promote diversity, equity, and inclusion, as well as express advocacy through relationships within our communities and the global public.

4. Leadership

Work respectfully and collaboratively as leaders and participants in varied teams and community contexts.

5. Jewish Wisdom

Apply Jewish values and perceptions through study, service, and leadership to address contemporary issues and communal needs.

6. Specialized Discipline Experts

Demonstrate the knowledge, skills, and values of their chosen discipline of study.

Diversity Statement

American Jewish University (AJU) is committed to diversity, equity, and inclusion in all forms and areas of the university. We celebrate and foster a community of students, faculty, and staff, emphasizing and recognizing diversity on the basis of race, religion, gender, national origin, ancestry, language, age, marital status, sexual orientation, gender identity, gender expression, physical or mental disability, medical condition, genetic information/characteristics, veteran status, political affiliation, or any other characteristics. To that end we continue our long-time commitment to hiring,

retention, and recruitment policies and practices that bring our University community in line with our beliefs. Beyond embracing diversity in our broader secular community, we also specifically acknowledge, embrace, and respect diversity of opinion and the diversity of the Jewish community. Jews come from many racial and ethnic backgrounds and belong to different denominations and movements. All Jews and non-Jews are welcomed by the University. We will engage conversation within a diverse global community, striving to enrich individuals and organizations alike, and make our University community a more just and equitable one.

In making this statement, the American Jewish University is continuing the mandate of the Jewish tradition, including the Torah's commandments that we love the stranger in our midst (Leviticus 19:34, Deuteronomy 10:19), that there should be one law for the citizen and the stranger (Exodus 12:49) and that we love our neighbors as ourselves (Leviticus 19:18), for this last commandment, according to Rabbinic tradition, is a fundamental principle of the Torah (Genesis Rabbah 24:7).

Title IX

American Jewish University (AJU) does not discriminate in admissions, employment, or in any of its educational programs or activities on the basis of sex, sexual orientation, gender or gender identity and/or expression. AJU also prohibits all forms of sexual and/or gender harassment or misconduct. Any applicant for admission or employment or any member of the AJU community has the right to raise concerns or make a complaint regarding discrimination, harassment or other forms of sexual misconduct without fear of retaliation. Any such concerns or complaints will be promptly investigated, and appropriate action will be taken.

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities receiving federal financial assistance. Under Title IX, discrimination on the basis of sex can include sexual misconduct, such as sexual harassment, unwelcomed sexual advances, or sexual violence (e.g., sexual assault, sexual battery, sexual coercion, and rape). AJU policy and procedures regarding sexual misconduct and Title IX can be found at <https://www.aju.edu/about-aju/diversity-statement/title-ix>.

AJU Grievance Procedure

The purpose of the student grievance procedure is to provide a process for resolving student complaints. This procedure applies to all student complaints, including but not limited to academic issues, student services, housing, administrative concerns, or matters involving any form of discrimination or harassment. The student recognizes that American Jewish University will not investigate anonymous complaints against the institution. This form and all attachments should be submitted to the Office of Student Affairs.

To complete the form, please go to: <https://bit.ly/studentgrievance>.

A PDF version of this form may be downloaded and submitted to studentaffairs@aju.edu.

Questions and Complaints

Students are encouraged but not required to refer any questions or complaints relevant to American Jewish University at studentaffairs@aju.edu or through the [AJU Student Grievance Form](#). Any questions a student may have that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education:

The Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Website: www.bppe.ca.gov
Toll free: (888) 370-7589 / Phone: (916) 431-6959
Fax: (916) 263-1897

A student or any member of the publish may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 (toll-free) or by completing a complaint form, which can be obtained on the bureau's website: www.bppe.ca.gov.

Disclaimer

While we provide no guarantee that employment will result from attending or completing any program offered by the University, AJU is dedicated to assisting students in finding and acquiring professional opportunities. For more information, please contact your School and/or your Deans.

Drug-Free Campus

The unlawful possession, manufacture, distribution, use, sale or gift of alcohol or illicit drugs is prohibited in and on University property, or as part of any University activity. This includes being under the influence of alcohol and/or any illicit drugs. Illicit drugs include but are not limited to: marijuana, cocaine, heroin, amphetamines, barbiturates, LCD, PCP and substances typically known as "designer drugs" or "club drugs." Illicit drugs also include prescription drugs, except for the use of medication in accordance with the instructions of a licensed physician. Possession of paraphernalia associated with the use, possession or manufacture of illicit drugs is also prohibited. Any student who violates this policy is subject to disciplinary action up to and including expulsion from the University, referral for prosecution and/or referral to an appropriate evaluation or rehabilitation program.

Accommodations for Disabilities

American Jewish University is proud to welcome a diverse student body, and seeks to provide a safe, rewarding, and respectful classroom environment for all. The Office of Academic Affairs is here to facilitate accommodations request submitted by students with physical or mental disabilities.

AJU's Chief Academic Officer, Dr. Robbie Totten, serves as the University's Section 504 Coordinator, and any and all accommodations inquiries should be directed to academicaffairs@aju.edu. To be considered for accommodations, students must provide official documentation to the Office of Academic Affairs (academicaffairs@aju.edu). Whenever possible, accommodations requests should be submitted prior to the start of each semester. The request must include a medical evaluation, completed within the last three years, containing:

1. An identification of the disability, including the diagnosis, history of onset, and methodologies used to determine the diagnosis;
2. The current functional impact of the condition as well as a description of the current functional limitations as they relate to the major life activity impacted by said diagnosis;
3. Recommended accommodations with the rational for each recommended accommodation. Such accommodation recommendations should be appropriate for an institute of higher education;
4. The evaluation must be on official letterhead including the printed name, signature, title, professional credentials and license number of the evaluator along with the address, telephone, and (if applicable) fax number(s).

Documentation must be provided by a licensed, credentialed, and qualified medical healthcare professional who has no prior personal or familial relationship with the individual being evaluated. The evaluator must be the “subject matter expert” in the area for which they are providing an evaluation/recommending accommodation. Institutions of higher education do not accept IEPs utilized in primary (K-12) education. Please note that some recommended accommodations may not be offered as AJU is not bound to implement all recommendations made. The cost of obtaining an evaluation is borne by the student.

AJU FAMILIAN CAMPUS DIRECTORY

All Familian Campus extensions can be reached by dialing (310) 476-9777 and then entering the extension when prompted.

Department	Extension / #	Email
School for Jewish Education and Leadership	1240	educationadmissions@aju.edu
School of Enterprise Management and Social Impact	1539	rtotten@aju.edu
Ziegler School of Rabbinic Studies	1248	ziegad@aju.edu
Office of Academic Affairs	1539	academicaffairs@aju.edu
Office of Student Affairs	1539	studentaffairs@aju.edu
Office of Registrar Services	1519	registrar@aju.edu
Office of Financial Aid	1595	financialaid@aju.edu
Disability Services	1539	Academicaffairs@aju.edu
Office of Student Accounts/Billing	1595	studentbilling@aju.edu
Ostrow Academic Library	1238	library@aju.edu
Title IX Coordinator, Kim Warneke	1203	titleix@aju.edu
Campus Security (emergencies, dial 911)	310-440-1590	aju.security@aju.edu

Psychological Counselor (Dr. Glenn Peters)	818-475-2666	gappsyche@aol.com
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AMERICAN JEWISH UNIVERSITY HONOR CODE

I. PREAMBLE

- a. As an educational institution fundamentally concerned with the free exchange of ideas, American Jewish University depends on the academic integrity of each of its members. In the spirit of this free exchange, the students and faculty of American Jewish University recognize the necessity and accept the responsibility for academic honesty. Because our community is committed to sustaining its institutional values of personal responsibility, respect, decency, and care, American Jewish University also has high communal expectations regarding general student behavior. An essential aspect of the University's educational mission, as a Jewish institution of higher learning, is to instill in students an understanding that Judaism represents a way of life where prayer and ritual must be accompanied by proper conduct and concern for others. To these ends, the Honor Code of American Jewish University has been developed to reflect the importance of upholding community values and minimizing conflict in order to do our best to be a model human community. The Honor Code is based upon the premise that concern for the individual rights of students must be balanced by the ethos of personal responsibility.
- b. The Honor Code of American Jewish University was written by a committee of undergraduate and graduate students, faculty and administrators and was discussed and approved by the elected and appointed officers of the Associated Students of the College, the Academic Senate and the Graduate Student Association. Under the Honor Code of American Jewish University, students have a two-fold obligation: individually, they must not violate the code, and, as members of a community, they are responsible to see that suspected violations are reported. Where the Honor Code is concerned, an individual's obligation to the student body as a whole and to the reputation of American Jewish University in particular should transcend any reluctance to report suspected infractions.

II. STUDENT RIGHTS AND RESPONSIBILITIES

- a. Every student attending American Jewish University is entitled to the freedoms of speech, assembly, and association as defined within the context of this document. A concomitant responsibility of the University is the maintenance of order on campus to ensure the broadest range of freedom for all members of the University community. Maintaining the balance between students' rights and responsibilities necessitates the promulgation of rules and regulations that reasonably limit some student activity and proscribe certain behavior as harmful to the orderly operation of the University and the pursuit of its legitimate goals.
- b. Every student also has the right to a fair process. Safeguards have been incorporated into the Honor Code to the extent that some disciplinary sanctions may be appealed and the student may present evidence relevant to the issues involved in the allegations. In matters related to alleged Honor Code violations, an accused student has the right to be accorded a presumption of innocence until such time, if ever, that their guilt is established by a preponderance of evidence. They have the right to remain silent at a hearing and, at the same time, to be assured that said silence shall not be construed as evidence of guilt. They have the right to be apprised of the evidence to be presented

against them and the right to present evidence in rebuttal. They also have the right to present evidence on their behalf. Students, however, do not have the right to utilize legal counsel at any point during a university honor code violation investigation or hearing unless mutually agreed to by the student and the University.

- c. Students also have the right to confidentiality. All proceedings and/or records related to each student conduct code case are strictly confidential to the extent the student poses no harm or threat to themselves or others. Student records will be maintained in accordance with the Family Education Rights and Privacy Act of 1974. The Director of Student Affairs shall keep records of all cases. If a student is found guilty of a violation, records of the case will become a part of the student's permanent academic file, which is housed in the Registrar's office. Sanctions of academic or administrative suspension or expulsion will be recorded on the student's permanent academic transcript. Information from student records will not be made available to either persons on or off campus except as provided by FERPA.
- d. Finally, students possess the right to an education and an equal opportunity to learn. The concomitant responsibilities of American Jewish University include goals for student learning, assessment of student performance and the provision of faculty and instructional resources to meet these expectations.
- e. American Jewish University is dedicated to preventing any form of discrimination by or toward students. It is a violation of University policy to discriminate based on age, sex, race, color, creed, religion, marital status, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. If any student believes that unlawful discrimination has occurred, they should submit a written complaint to the Office of Student Affairs requesting an investigation.
- f. For the purposes of this article, the following terms are defined:
 - i. The term "member of the campus community" is defined as American Jewish University academic, non-academic, or administrative personnel; students; Board of Directors; or other persons while such persons are on campus property or at a campus function.
 - ii. The term "campus property" includes real or personal property in the possession of, or under the control of, the Board of Directors of American Jewish University, and;
 - iii. All campus dining, retail, or residence facilities whether operated by the campus or a campus auxiliary.
 - iv. The term "deadly weapon" is based upon definitions of state law.
 - v. Reference to behavior described as "lewd, indecent, or obscene" is based upon definitions of state law.
 - vi. The term "hazing" refers to any method of initiation into a student organization or any pastime or amusement engaged in which causes, or is likely to cause bodily danger, or physical or emotional harm to any member of the campus community.
 - vii. Actions which are held to be "intimidating, demeaning, harassing, coercive, or abusive to another person" must be so in the eyes of reasonable observers and not solely in the opinion of the accuser.

III. CONDUCT CODE:

- a. Any student at American Jewish University may be found to be in violation of the Honor Code of American Jewish University for one or more of the following causes:
 - i. Academic dishonesty.
 - ii. Forgery; alteration; or misuse of campus documents, records, or identification; or knowingly furnishing false information.

- iii. Misrepresentation of oneself or of a student organization to be an agent of the American Jewish University.
- iv. Obstruction or disruption, on or off campus property, of the campus educational process, administrative process, or other campus function. This also includes disruptive behavior in the classroom or at a campus event.
- v. Physical or verbal abuse, on or off campus property, of the person or property of any member of the campus community or members of their family or the threat of such abuse.
- vi. Theft of, or non-accidental damage to, campus property, or property in the possession of, or owned by, a member of the campus community.
- vii. Unauthorized entry into, unauthorized use of, or misuse of campus property.
- viii. The sale, or knowing possession of, or use of dangerous drugs, restricted drugs, illicit drugs or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction, or analysis.
- ix. Knowing possession or use of explosives, dangerous chemicals, or deadly weapons on campus property or at a campus function.
- x. Engaging in lewd, indecent, or obscene behavior on campus property or at a campus function.
- xi. Hazing a member of the campus community.
- xii. Any actions, including those of a sexual nature or involving sexual activities, which are intimidating, demeaning, harassing, coercive, or abusive to another person, or which invade the right to privacy of another person.
- xiii. Creating a fire, safety or health hazard.
- xiv. Unauthorized use of a computer system, access codes, or similar devices to access restricted or controlled data, property or areas of the campus.
- xv. Making an accusation which is intentionally false or is made with reckless disregard for the truth against any member of the campus community.
- xvi. Soliciting or assisting another to do any act which would subject a student to disciplinary action under the Honor Code of the American Jewish University.
- xvii. Failure to report known Honor Code infractions committed by fellow students.

IV. STANDARDS OF ACADEMIC INTEGRITY: The term “academic dishonesty” which appears in the Conduct Code, Section A, includes but is not limited to the following definitions:

a. Examination Behavior:

- i. Unless expressly permitted by the instructor, use of external assistance during an examination shall be considered academically dishonest. Inappropriate examination behavior includes but is not limited to:
 - 1. Communicating with another student in any way during an examination,
 - 2. Copying material from another student’s examination,
 - 3. Allowing a student to copy from one’s examination,
 - 4. Using unauthorized notes, calculators, the Internet or other sources of unauthorized assistance.

b. Fabrication

- i. Any intentional falsification, invention of data, or false citation in an academic exercise will be considered to be academic dishonesty.
- ii. Fabrication involves but is not limited to: (1) inventing or altering data for a laboratory experiment or field project, (2) padding a bibliography of a term paper or research paper with sources one did not utilize, (3) resubmitting returned and corrected academic work under the pretense of grader evaluation error when, in fact, the work has been altered from its original form.

c. Plagiarism:

- i. Plagiarism is the representation of the words and ideas of another as one's own in any academic exercise. Plagiarism includes failing to provide in-text and works cited citation(s) for any outside sources. Plagiarism also includes using the original or similar language of a source without quotations. Modifications and rephrasing do not reduce the requirement for providing a citation. Any source material must be phrased in a student's own language or it must be quoted. This also applies to information obtained electronically from the internet as well as print sources.
- d. Other Types of Academic Dishonesty:
 - i. Other forms of academic dishonesty include but are not limited to:
 1. Submitting a paper written by (either wholly in part) or obtained from another person.
 2. Using a paper or essay in more than one class without the instructors' expressed permission.
 3. Obtaining a copy of an examination in advance without the knowledge and consent of the instructor.
 4. Altering academic records outside of official institutional procedures.
 5. Using another person to complete academic assignments such as homework or take-home exams, essays or using another person posing as oneself to take classroom examinations.

V. DISCIPLINARY PROCEDURE FOR HONOR CODE VIOLATIONS

a. INITIATION OF CHARGES AND INVESTIGATION

- b. In order to initiate an Honor Code investigation with the Office of Student Affairs, a current matriculated student must complete and submit an AJU grievance form along with any witness statements or supporting evidence. It is the accusing student's responsibility, not that of the University, to gather witness statements and supporting evidence. If University administrators have reason to believe that a policy violation may have occurred, the Office of Student Affairs may launch an investigation without receiving a grievance. Once a grievance has been filed, the Ombudsman will conduct an intake meeting with the Reporting Party. The Reporting Party has the right to request that their name and other identifying information be withheld from the Respondent, and/or that the Ombudsman take no formal action in response to the grievance. If the Reporting Party makes such a request, the Ombudsman will balance the request against the dual obligation to provide a safe and nondiscriminatory environment for all AJU community members, and to remain true to principles of fundamental fairness that require AJU to provide the Respondent with notice of the allegations and an opportunity to respond before action is taken against the Respondent. The Ombudsman will make this determination consistent with the following considerations: (1) the seriousness of the conduct; (2) the respective ages and roles of the Reporting Party and the Respondent; (3) whether there have been other complaints or reports of Prohibited Conduct against the Respondent; and (4) the right of the Respondent to receive notice and relevant information before disciplinary action is sought. Should the Ombudsman determine that, in response to the Reporting Party's request, AJU can satisfy its obligations to the Reporting Party, AJU community members, and the Respondent without proceeding through the Grievance Process described herein, the Ombudsman has the discretion to do so. Absent a request for confidentiality as described above, the Ombudsman will interview the Reporting Party in order to get a basic understanding of the reported Prohibited Conduct. The interview will include questions to understand the key facts upon which the Reporting Party based the report (i.e., the who, what, where, and when), in order to appropriately assess how to proceed. At the conclusion of the Intake Meeting, and if the Reporting Party wishes to move forward with a complaint, the

Ombudsman will make an initial threshold determination regarding whether the Reporting Party's report states facts that, if true, would constitute a violation of AJU's student handbook. The Ombudsman will make this threshold determination within three (3) business days of the Intake Meeting and communicate that finding in writing to the Reporting Party. The Ombudsman determines whether an additional fact-finding investigation is necessary. This fact-finding may involve interviews with named individuals or requests for additional, written statements. While respecting confidentiality as much as possible, the Ombudsman or a representative from the Office of Student Affairs may also consult with other campus administrators, staff, or faculty. Students may not have legal counsel attend any meeting, hearing, or proceeding related to an alleged Honor Code violation, nor will the University communicate about such matters with a student's legal counsel.

VI. INTERIM ACTION

- a. The Ombudsman, jointly with the Vice President for Academic Affairs, may order the immediate restriction or suspension of a student alleged to be in violation of the Honor Code for an interim period prior to the resolution of a disciplinary proceeding if there is reliable or credible information that the continued presence of the student on campus or at University-sponsored events poses a threat of harm or substantial disruption. The decision to restrict or suspend a student for an interim period of time will be communicated in writing to the student by the Office of Student Affairs. Partial suspensions (e.g., from university housing or from specific classes or activities) are also possible. A student who is restricted or suspended may appeal this decision to the Rector within five (5) business days following the effective date of the interim action. Assuming the interim action is not overturned, it will remain in effect until a final decision has been made on the pending charges or until the Ombudsman and the Vice President for Academic Affairs determine that the reasons for imposing the interim action no longer exist.

VII. DECISION

- a. At the conclusion of the investigation the Ombudsman will reach a decision which may include potential sanctions.
- b. The Ombudsman will send the accused student a Final Report detailing the decision within fifteen (15) business days of the conclusion of the investigation. This Final Report will include a description of the procedure for the appeal process.
- c. *Sanctions*
 - i. If the Respondent is found responsible for one or more violations of AJU's student conduct policies, AJU will issue sanctions commensurate with the violation(s).
 - ii. Any one or more of the sanctions listed here may be imposed on a Respondent who is found responsible for a violation. Sanctions not listed here may also be imposed. Sanctions are assessed in response to the specific violation(s) and any prior discipline history of the Respondent. Sanctions are effective immediately. If the Respondent appeals the findings contained in the Final Report, the sanctions will continue in effect during the appeal.
 - iii. Possible sanctions include, but are not limited to:
 1. Warning: Notice, in writing, that continuation or repetition of Prohibited Conduct may be cause for additional disciplinary action.
 2. Censure: A written reprimand for violating the student conduct policy. This conduct status specifies a period of time during which the student's good standing with AJU may be in jeopardy. The student is officially warned that continuation or repetition of Prohibited Conduct may be cause for

additional conduct action including probation, suspension, or expulsion from AJU.

3. Disciplinary Probation: Exclusion from participation in privileged activities for a specified period of time (privileged activities may include, but are not limited to, elected or appointed offices, some student employment, and student life programming). Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation or any other AJU policy violations may result in further disciplinary action.
4. Removal from Campus Housing: Students may be removed from AJU housing and/or barred from applying for campus housing due to disciplinary violations of this Code.
5. Suspension: Exclusion from AJU premises, attending classes, and other privileges or activities for a specified period of time, as set forth in the suspension notice. Notice of this action will remain in the student's conduct file and will be permanently recorded on the student's academic transcript. Conditions for readmission may be specified in the suspension notice.
6. Expulsion: Permanent termination of student status and exclusion from AJU premises, privileges, and activities. This action will be permanently recorded on the student's academic transcript.
7. Revocation of Admission and/or Degree: Admission to, or a degree awarded by, AJU may be revoked for fraud, misrepresentation in obtaining the degree, violation of AJU policies or the Student Code of Conduct, or for other serious violations committed by a student prior to enrollment or graduation.
8. Withholding Degree: AJU may withhold awarding a degree otherwise earned until the completion of the process set forth in this Policy, including the completion of all sanctions imposed, if any.
9. Other: Other sanctions may be imposed instead of, or in addition to, those specified here. Service and/or education may also be assigned.
10. Multiple Sanctions: More than one of the sanctions listed above may be imposed for any single violation.
11. Suspension, expulsion, and withdrawal pending disciplinary action are permanently noted on a student's transcript.

VIII. APPEAL PROCESS

- a. Should the Respondent accept the decision or sanction, the case will be considered closed. However, should the Respondent wish to appeal the decision, they may do so within seven (7) calendar days of receipt of the letter informing the student of the decision. The appeal must be made in writing to the Ombudsman. The appeal must be based upon one of the following elements in order for the appeal to be reviewed: (1) substantial new information; (2) sanction is disproportionate to the offense; and/or (3) significant procedural error.
- b. *Substantial New Information*: New information has arisen that was not available or known to the Appellant during the investigation or hearing and that could significantly impact the findings. Information that was known to the Appellant during the investigation or hearing but which s/he chose not to present is not new information. A summary of this new evidence and its potential impact on the investigation findings must be included in the written appeal; or
- c. *Sanction is disproportionate to the offense*: Appellant believes that the sanction is too severe for the offense. A description of the offense and justification for why the sanction is disproportionate must be included in the written appeal; or

- d. *Significant Procedural Error*: A procedural error occurred that significantly impacted the outcome of the investigation or hearing as it applies to the Appellant (e.g. substantiated bias, material deviation from established procedures, etc.). A description of the error and its impact on the outcome of the case must be included in the written appeal.
- e. All supporting evidence must be included with the written appeal. *There is no appeal past the final decision of the hearing board.*
- f. The role of the Hearing Board is limited. Appeals are not intended to be a full rehearing of the complaint. Appeals are confined to a review of the Appeal Record for the grounds stated above. The findings contained in the Final Report, which is provided to all Hearing Board members, are presumed to have been decided reasonably and appropriately. The Appellant carries the burden of proof to demonstrate that either the alleged error, or the proposed new evidence, would significantly and materially impact the outcome of the proceeding.
- g. The Hearing Board will determine whether any grounds for the appeal are substantiated. If the Hearing Board determines that the Request for Appeal does not meet the standards for an appeal under this Grievance Process, the Appeal Boards will notify both Parties of that outcome within ten (10) business days of receipt of both the appeal and any response to the appeal by the Ombudsman. If the Hearing Board determines that the Request for Appeal does meet the standards for an appeal under this Grievance Process, the Hearing Board will take appropriate action as indicated below.
- h. *Procedural Error*: If it is determined that a procedural error occurred that was substantially prejudicial to the outcome of the investigation or hearing, the Hearing Board may return the complaint to the Ombudsman with instructions to correct the error, and to reconsider the findings as appropriate. In rare cases, where the procedural error cannot be corrected by the Ombudsman (as in cases of bias), the Hearing Board may order a new investigation with a new investigator.
- i. *New Information*: If the Hearing Board determines that new information should be considered, the complaint will be returned to the Ombudsman to reconsider the complaint in light of the new information, and to reconsider the original findings as appropriate. The Ombudsman will then prepare an Addendum to the Final Report.
- j. *Disproportionate Sanction*: If the Hearing Board determines that the sanction(s) is/are disproportionate to the offense, the Hearing Board may issue one or more new sanctions.

IX. THE HEARING

- a. In order to preserve the confidential nature of the disciplinary process, and to protect the privacy of the Respondent and any witnesses who may be called to testify, the hearing conducted by the Hearing Board will be closed. Except as otherwise agreed to by all parties, witnesses will be excluded from the hearing except during their own testimony.
- b. The Hearing Board will consist of three full time faculty members. The Ombudsman will serve as the coordinator of the hearing, as well as a stenographer. This role is purely administrative and the hearing coordinator does not otherwise participate in the hearing.
- c. The Respondent and the Reporting Party may each be accompanied by a personal advisor (not legal counsel), who may provide emotional support. Should either party wish to invite a personal advisor, they must convey this request in writing to the Ombudsman at least three (3) business days in advance of the hearing date, and the Ombudsman must approve this request in writing. A personal advisor is not allowed to directly participate in or speak during the hearing. Should a personal advisor obstruct or disrupt a hearing in any way, the Hearing Board may remove the personal advisor. As addressed previously, unless otherwise agreed upon *by all parties*, attorneys are not

- allowed at a hearing, and the University bears no responsibility to respond to any student's legal counsel.
- d. Information regarding prior misconduct will not be used as proof of a current violation, but may be admitted for other purposes - to show that the student had prior experience relevant to the charge or to show that the student had previously been informed that the conduct was unacceptable. Evidence of prior misconduct may be considered by the Hearing Board in determining an appropriate sanction.
 - e. A Respondent who fails to appear at the hearing will be deemed to have abandoned their request for an appeal, unless they can demonstrate that an extraordinary circumstance beyond their control prevented their appearance.
 - f. The hearing will be recorded manually or by a recording device.
 - g. The content and procedure of the hearing will be as follows:
 - i. The Ombudsman will present an overview of the allegations which will summarize the hearing to come.
 - ii. The Reporting Party and then the Respondent may present a short opening statement if they choose.
 - iii. The Hearing Board may ask questions of the Reporting Party and the Respondent.
 - iv. The Ombudsman will call witnesses to provide statements under oath. Witnesses may give a statement or they may choose to just respond to questions posed to them by the Hearing Board. The Hearing Board has absolute discretion to decide upon a format for the hearing and to determine which witnesses are relevant to the outcome determination. A Hearing Board may decline to hear from a witness where they conclude that the information is not necessary for their outcome determination.
 - v. Throughout the proceeding, the parties may refer only to evidence included in the Final Report or submitted as part of the written appeal; no additional information may be introduced.
 - vi. The Reporting Party and then the Respondent may present a short closing statement if they choose.
 - vii. The Ombudsman will then summarize the next steps of the judicial process.
 - h. Notice of Hearing Outcome
 - i. Following the hearing, the Hearing Board will consider all of the evidence and make a determination, by a preponderance of the evidence, whether the Respondent has violated AJU policies. The Hearing Board will issue a written notice of hearing outcome (the "Final Report"), which will contain the Hearing Officer's factual findings, determination of whether a policy violation occurred, and a summary of the Hearing Officer's rationale in support of the hearing outcome. The Hearing Officer will strive to issue the Final Report within fourteen (14) business days of the hearing.
 - ii. The information under "Student Rights and Responsibilities", Section II, A. and B. is adapted with permission from the Codes of Student Conduct of The California State University, the University of Nevada, Las Vegas, and the University of Maryland.

UNIVERSITY SERVICES

Students are assigned an AJU email address upon enrollment. Information disseminated by the University will only be sent to a student's AJU email address. **Students are held accountable for all the information, deadlines, notices, etc. that are contained in such messages. ALL STUDENTS**

ARE REQUIRED TO REGULARLY CHECK THEIR AJU EMAIL ACCOUNTS. Malicious use of e-mail is prohibited and may be considered an honor code violation and/or harassment.

AMERICAN JEWISH UNIVERSITY FERPA POLICY

YOUR RIGHTS UNDER FERPA:

The Family Educational Rights and Privacy Act or FERPA is a federal privacy law that gives post-secondary students certain protections regarding their academic records. Academic records include but are not limited to attendance, financial aid, school account information, tax information, report cards, transcripts, disciplinary records, contact and family information, class schedules, charges, payments, and account balances.

In general, schools may disclose “directory information” to qualified individuals and/or organizations without prior consent of the student. "Directory information" is defined as a student's name, address, telephone number, photograph, date and place of birth, major field of study, grade level, participation in officially recognized activities and sports, electronic mail address, degrees, honors and awards received, and dates of attendance. However, schools must tell students about directory information and allow them a reasonable amount of time to request that the school not give out their directory information.

FERPA-protected records are accessible only by those individuals to whom the student grants permission. Students may grant permission to access FERPA-protected records to individuals such as a/an parent, aunt, uncle, sibling, grandparent, spouse/partner, etc., by indicating the individual(s) name(s) and relationship to the student below. Under FERPA regulations, American Jewish University is permitted to discuss information contained in and pertaining to academic records with eligible parents of dependent students without prior consent of the student.

In addition, FERPA gives students the right to inspect, review, and request amendments to the student's education records. For further information and instructions regarding your FERPA rights, please review the following notice:

CONFIDENTIAL RECORDS AND FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review the student's education records within 45 days after the day the University receives a request for access.** Students who wish to inspect their educational records (with the exception of those specifically exempted by Part 99 of Title 34 of the Code of Federal Regulations) should submit a written request to the Registrar that identifies as precisely as possible the record(s) they wish to inspect. The Registrar, or another appropriate university officer, will make arrangements for access and notify the student of the time and place where the records may be inspected. Students have the right to a copy of their education record which is subject to review only when failure to provide a copy of a record would effectively prevent the student from inspecting and reviewing the record, as determined at the discretion of the Registrar. When a record contains information about more than one student, the student may inspect and review only the records related to them.
2. **The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** A student who wishes to ask the University to amend a record should write the Registrar, clearly identify the part of the record the student wants changed and specify why it should be changed. If the University decides not to amend the record as requested, the Registrar will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures

will be provided to the student when notified of the right to a hearing. Note, the right to challenge the contents of an educational record may not be used to question substantive educational judgments that have been correctly recorded or to contest the assignment of a grade.

3. **Students have a right to restrict the release of personally identifiable information contained in their education records except to the extent that FERPA permits disclosure without consent.** Among the circumstances in which disclosure is permitted without consent are these:
 - a. Education records and personally identifiable information obtained from those records may be disclosed without the student's consent to university officials with legitimate educational interests. A university official is a person employed by the university in an administrative, supervisory, academic, research or staff position; 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 a disciplinary or grievance committee, or assisting another university official in performing their tasks. A university official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities.
 - b. "Directory information" may be disclosed without prior consent. The University has designated the following categories of information as "directory information" and will release this information without prior consent by the student: the student's name, addresses (including email addresses), telephone numbers, date and place of birth, school, class, current enrollment status, major field of study, photographic, video or electronic images, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous school attended. Students have the right to block disclosure of their directory information. Any student wishing to do so should submit a written request to the Registrar. Such a request may be made at any time. However, the university cannot alter printed materials which have already been prepared and students are therefore advised to submit such requests no later than September 1 of the relevant academic year.
 - c. Education records and personally identifiable information obtained from those records may, upon request, be disclosed without the student's consent to officials of another school in which the student is enrolled or seeks or intends to enroll.
 - d. Education records may be provided to the parents of financially dependent undergraduates. The University assumes that undergraduate students are financial dependents of their parents (as defined by the Internal Revenue Service) and, may, under appropriate circumstances, provide education records to those parents without the student's consent. Undergraduate students who are not financially dependent and do not wish to permit their parents access to their education records should advise the Registrar in writing and provide evidence of financial independence. Graduate and professional students are not assumed to be financially dependent upon their parents for these purposes and the university requires such student's consent for the disclosure of education records to their parents.
 - e. In rare cases, the University may need to disclose personally identifiable information where necessary to address health or safety emergencies involving the student or any other individual.
 - f. Information concerning other exceptions is available from the Registrar.
4. **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.** The name and address of the office that administers FERPA is:

VACCINATION & IMMUNIZATION POLICY (NON-COVID-19)

American Jewish University does not require vaccinations for its students and is exempt from the California State Department of Public Health requirements for vaccination oversight.

Students are encouraged to be accountable for their well-being and may find information pertaining to wellness by visiting the Centers for Disease Control and Prevention website at www.cdc.gov.

HEALTH INSURANCE POLICY

American Jewish University does not provide health insurance or charge a health services fee to its students. Students are strongly encouraged to acquire minimal standard health insurance coverage during the duration of their studies with us, however proof of health insurance is not required as part of your enrollment. The following list are websites to assist you with acquiring health insurance information and coverage. The list is not considered comprehensive, is given as a convenience to our students, and not as any type of endorsement or recommendation.

Domestic Students

1. Health Insurance Marketplace®: <http://www.healthcare.gov/get-coverage/>
2. Say on Parent's Plan until Age 26: <https://www.healthcare.gov/young-adults/children-under-26/>

Domestic Students residing in California

1. Medi-Cal: <https://www.coveredca.com/apply/>
2. Covered California: <https://www.coveredca.com/apply/>

International Students

1. Compass Student Insurance: <https://www.studenthealthusa.com/>
2. Cultural Insurance Services International: <https://www.culturalinsurance.com/>
3. International Student Insurance: <https://www.internationalstudentinsurance.com/>
4. International Student Protection: <https://coverage2u.com/>
5. ISO Insurance: <https://www.isoa.org/>
6. PGH Global: <https://www.pghstudent.com/>
7. PSI Health Insurance: <https://www.psiservice.com/>

PSYCHOLOGICAL SERVICES

Psychological counseling is provided on a short-term basis by [Glenn Peters, Ph.D.](#), a clinical licensed psychologist. Interactions with the counselor are considered confidential unless the student poses a threat to themselves or others

Students residing in California are entitled to meet with AJU's school psychologist, Dr. Glenn Peters, free of charge. Dr. Glenn Peters, Clinical Psychologist at 818-475-2666 or gappsyche@aol.com.

STUDENT REGISTRATION

Returning students must meet with their academic advisor and self-register into courses prior to the registration deadline each semester. Only students who have received clearance through the Office of Student Billing are eligible to register for the next semester. Students who do not re-register by the scheduled deadlines as outlined in the Academic Calendar may be subject to late registration fees.

New students must meet with their academic advisor prior to registration as part of their program's Orientation. Depending on your program, you may be asked to self-register into the system or be pre-registered into your courses by your Academic Advisor or Enrollment Success Coach. Information specific to your program's processes will be provided to you as part of your Orientation and within the Orientation Checklist email you will receive from Registrar Services.

All students wishing to make any adjustments to their course schedules must complete a Multiple Petition

Form with Registrar Services. For more information, please contact registrar@aju.edu.

OBLIGATION FOR PAYMENT POLICY

Registering for classes constitutes a legal financial obligation. You will be held liable if you do not follow proper procedures to change or cancel your registration through the Office of Registrar Services. By registering for classes, you agree to be held responsible for all tuition and fees. This includes (but is not limited to) payments denied by student loan lenders, agencies of the United States government and foreign government agencies.

Tuition and fees for all students are due, in full, by the settlement deadline outlined in your statement by AJU's Accounting Department. Failure to make payments of any indebtedness to AJU may be considered sufficient cause to 1) suspend AJU services and privileges; 2) withhold your diploma or certificate; 3) drop you from any preregistered courses for the upcoming semester 4) withdraw you from the institution; 5) assign you to a collection agency; 6) report you to a credit bureau. This policy will also be equally enforced against debts discharged through bankruptcy.

OUTSTANDING BALANCES AND STUDENT REGISTRATION POLICY

If you have registered for classes during any term, you are agreeing to be held responsible for all tuition, fees, and any associated costs as a result of registration or receipt of services. All students must have any delinquent financial obligations cleared within seven (7) days prior to the start of the new semester for permittance to remain enrolled in classes. Your registration may be revoked if you have any outstanding financial obligations to AJU at the start of a new semester. Failure to register into the new semester could result in being Withdrawn from the institution. Please contact the Accounting Department to understand your payment options. AJU reserves the right to enforce such policies.

LIBRARY SERVICES

The collections of the Ostrow Academic Library include print and e-books, print and e-journals, online databases and DVDs. Additional materials may be obtained through Interlibrary Loan. During the semester, the library is open Monday through Thursday from 10:00 am to 6:00 pm. Operating hours are subject to change. The library catalog and e-materials may be accessed via the university website. For assistance with creating or managing a library account, students may contact the circulation desk in person, by phone at

310-440-1238, or by email at library@aju.edu. For reference help, contact our reference specialist in person, by phone at 310-440-1518, or by email at refdesk@aju.edu.

STUDENT TECHNOLOGY

All policies may be found at: <https://www.aju.edu/current-students/technology-policies>

Each student at American Jewish University must have a device that allows for access to our Learning Management System (LMS) and corresponding materials. This is a requirement of enrollment at American Jewish University. AJU has made every effort to ensure that this material is available on a multitude of different devices/operating systems.

You will need to have access to the following technology for your courses:

- Computer or tablet (see Student Technology at AJU in this Catalog for specifications on minimum hardware)
- Reliable internet connection for device/computer (wi-fi or ethernet recommended)
- Built-in or external speakers, headphones, or similar for audio playback.
- Canvas learning management system (LMS)
- Google Chrome or Mozilla Firefox web browser
- Word-processing software (the full Microsoft Office 365 is available for students to download, courtesy of AJU, upon enrollment in an accredited program)
- Additional tools may be required for courses in this program. Review the syllabus for information on required materials and tools.

You will need to be proficient with performing the following tasks:

- Navigating the Canvas LMS
- Accessing links to videos and websites
- Creating and saving documents

DISTANCE EDUCATION TECHNOLOGY

Much of AJU's course and curricular content for distance education programs is delivered in an electronic format, so each student must possess a device that allows for access to the Zoom videoconferencing tool, Canvas by Instructure Learning Management System (LMS), AJU emails through Microsoft Outlook, and corresponding course materials. A computer or laptop device is a requirement of enrollment in distance education programs at American Jewish University.

WIFI AT FAMILIAN

Wi-Fi is available throughout most of campus. Please contact AJU's IT Support, at support@xoverture.com for access information. Computers in the Ostrow Academic Library are available for student, staff, and faculty use.

Responsible computing is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property rights, system security mechanisms, and an individual's right to privacy and freedom from intimidation, harassment, and unwarranted annoyance. AJU digital networks and facilities may not be used for purposes that are not aligned with the values and mission of the institution, and must be used in accordance with university policies, as well as all applicable laws and regulations.

EMAIL PHISHING AND DIGITAL SECURITY

At American Jewish University, we prioritize your digital security and want to ensure that you are well-informed about phishing and how to stay safe online. A phishing attempt is a fraudulent email where scammers try to obtain sensitive information by masquerading as trustworthy sources. Please visit: <https://www.aju.edu/technology-shortcuts> to learn more about ways to avoid falling victim to phishing attacks.

UNIVERSITY POLICIES

DRESS POLICY

Students must dress appropriately for an academic environment. For health and safety reasons, shirts and shoes are required at all times. Student workers may be required to adhere to specific dress codes within their departments.

COMMUNITY DISRUPTION

Any pattern of behavior that disrupts the curricular or co-curricular experience of other students is a disruption to our community. This includes, but is not limited to, repeated inappropriate, antagonistic, or antisocial behavior directed towards an AJU community member or the University.

DISRUPTIVE ACTIVITY

AJU is committed to promoting a safe campus that fosters healthy interpersonal relationships and academic growth. The University does not tolerate any activity that interferes with or disrupts the normal activity and operations of students, faculty, staff, or administrators, or impedes the mission of the University. Such activity includes, but is not limited to, behavior that interferes with an instructor's ability to conduct class or other educational activities, that disrupts the learning environment, or that disrupts co-curricular or recreational activities. Bystanders, if their presence incites or contributes to the disruption, may be in violation of this policy as well.

SOCIAL MEDIA

Students are encouraged to use social media and participate in online communities in an effective and constructive manner by applying the following guidelines:

- A. Consider the Implications: Consider of the implications of friending, following, or otherwise interacting with another user online. Remember that messages and posts may be inadvertently viewed or heard by others.
- B. Do No Harm: Be certain that your use of online network will not harm yourself or the University.
- C. Students are essentially ambassadors for AJU. Content shared on social media sites may be disseminated publicly, even if only initially shared with "friends." If the content of the message is not acceptable for face-to-face conversation or by telephone, it is not acceptable for a social networking website.
- D. Be Aware of Liability: Students are personally responsible for the content they publish online. Be mindful that such content may remain publicly accessible for a long time and could be harmful in the long run. There is no such thing as a "private" social media site. Content can be forwarded or copied. Archival systems save information even if a post is deleted. Search engines can turn up comments, photos, and other content years after publication.
- E. Respect: Do not use ethnic/racial/religious slurs, personal insults, threats, or obscenity, nor engage in any conduct that would not be acceptable within the AJU community. Show consideration for the privacy of others and for topics that may be considered sensitive.
- F. The AJU brand: The AJU name and brand may not be used to promote or endorse any product, cause, political party, or candidate. Unauthorized use of the name, mark, logo, or any other intellectual property of American Jewish University is prohibited.

AJU GRIEVANCE PROCEDURE

The purpose of the student grievance procedure is to provide a process for resolving student complaints, including but not limited to those related to academic issues, student services, housing, administrative concerns, or matters involving any form of discrimination or harassment. Students may file grievances anonymously. Please note that anonymity may limit AJU's ability to investigate the issue and/or remedy a problem. The Student Grievance Form is available on the AJU Students website.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

Students may contact the Bureau for Private Postsecondary Education for review of a complaint: www.bppe.ca.gov; bppe@dca.ca.gov; Toll free: (888) 370-7589 / Phone: (916) 431-6959

P.O. Box 980818
West Sacramento, CA 95798-0818

ALCOHOL AND DRUG POLICY

Students under the age of 21 are not permitted to consume alcohol. At no time is public drunkenness tolerated. Violating any other provision of the Honor Code while under the influence of alcohol is also a violation of this policy.

Students are expected to comply with all federal, state and local laws. *Marijuana is illegal according to federal law, regardless of medical recommendations or state law.* The use, possession, manufacture, or sale of illicit drugs, the misuse of prescription drugs or other legal substances, and the possession of drug paraphernalia is prohibited on campus. Violating any other provision of the Honor Code while under the influence of any illegal or illegally obtained drug is also a violation of this policy.

AJU maintains a zero-tolerance policy for alcohol and drug abuse. Students are encouraged to participate in campus events and programs related to drug and alcohol awareness. Students found to have violated policies or laws regarding alcohol use are subject to disciplinary action, which may range from treatment requirements to expulsion, depending on the nature of the infraction. AJU is obligated to report the illegal sale and/or distribution of drugs to legal authorities.

VIOLENCE PREVENTION

AJU will not tolerate violence or threats of violence of any type, from any source. The University will promptly deal with threats or acts of violence. Its response will include timely notification of law enforcement officials, when appropriate. The University will take strong disciplinary actions, up to and including expulsion and/or legal action as appropriate. Students are encouraged to participate in campus events and programs designed to increase awareness of violence prevention.

ASSAULT AND BULLYING

Any physical altercation, verbal threats, or harassment should be reported to the Office of Academic Affairs. Incidents may include, but are not limited to, the transmission of text messages, email, voicemail, or any type of social media. Such incidents are considered extremely serious and should be reported immediately.

HARASSMENT POLICY

Harassment may include physical abuse, verbal abuse, electronic abuse, threats, intimidation, coercion and/or other conduct that threatens or endangers the health or safety of any person. Speech protected by the First Amendment is not a violation of this provision. Fighting words and statements that reasonably threaten or endanger the health and safety of any person are not protected speech and will result in university action. Each allegation of a violation under this provision shall be reviewed with these factors in mind. Telephone or electronic harassment includes annoying, abusive, or obscene phone calls or text/email messages designed to irritate, anger or threaten a listener. Such harassment is in violation of University and Residence/Student Life policies. Students found responsible for, or associated with, the harassment of a resident or a student, are subject to University and/or Residence Life disciplinary action. If a resident should receive a threatening call or continued harassing calls, or experience any other type of harassment, they should immediately contact the Office of Academic Affairs.

HARM TO PERSON(S)/THREATS/HAZING

Actions which result in physical harm, have the potential for physically harming another person, which create conditions that pose a risk of physical harm to another, or which cause reasonable apprehension of physical harm are prohibited. Any conduct that threatens to cause harm to people or creates hazardous conditions for persons is also prohibited.

Hazing is an act which endangers the mental or physical health or safety of a student, or which defaces, damages, destroys, or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim is not a defense. Apathy and/or complicity in the presence of hazing are not neutral acts; they are violations of this policy.

Psychological hazing, which is any act likely to compromise the dignity of a student, cause embarrassment or shame to a student, cause a student to be the object of ridicule or malicious amusement, or inflict psychological or emotional harm, is expressly prohibited.

Students engaging in these behaviors will face sanctions including, but not limited to administrative probation, suspension, or expulsion from the University. If a student is a resident, their privilege to live on campus may be revoked.

PROFANITY/OBSCENITY

The use of rude, vulgar, indecent, or obscene verbal or written expressions (including via electronic media), while protected to some degree by the First Amendment, is considered detrimental to the community environment and not condoned.

The use of profanity against a University staff or faculty member is strictly prohibited. Students engaged in such behavior will face disciplinary action.

EXPECTED CLASSROOM BEHAVIOR

Students are expected to behave in a manner that shows respect and honors the rights of others to a full academic experience. Minor incidents of incivility will be dealt with by direct communication between the student(s) involved and the instructor.

Students who, either voluntarily or involuntarily, behave in a significantly disruptive manner so as to compromise the ability of an instructor to teach and/or of other students to learn, may, at the discretion of the instructor, be asked to leave the classroom. If the behavior continues, the instructor

may, with the approval of the Vice President of Academic Affairs, ban the student from the class for the remainder of the semester, resulting in an administrative withdrawal. Should the student wish to appeal such a ban, they may do so in writing, within seven (7) calendar days of being informed of the restriction, to the University Rector.

Disruptive behavior includes but is not limited to: inappropriate talking, inappropriate emotional outbursts, being under the influence of alcohol or drugs, using offensive language or disrespecting the instructor, demanding an inordinate amount of an instructor's attention, verbal or physical threats or acts of violence.

DISORDERLY CONDUCT

Disorderly conduct that interferes with University operations or University-sponsored functions, including but not limited to disruptive, lewd or obscene behavior, public intoxication, and fighting will not be tolerated. Any such incidents will result in disciplinary actions taken against the student(s) involved.

FAILURE TO COOPERATE

Failure to comply with the lawful and reasonable requests of University administrators, faculty, or staff, avoidance of or refusal to cooperate in the conduct or disciplinary system, and verbally threatening, abusing or harassing any of the above officials in the performance of their duties will not be tolerated. Any such incidents will result in disciplinary actions taken against the student(s) involved.

UNIVERSITY POLICIES AND REGULATIONS/FEDERAL AND STATE LAWS

Violation of University policies, rules, or regulations will result in immediate disciplinary action and sanctions with the possibility of suspension and/or expulsion. All students are responsible for abiding by University rules, including residential life policies should the student be a resident or a visitor in the residential complex.

Violation of any federal, state or local laws may require immediate suspension from the University, pending review and during an investigation.

NON-COMPLIANCE

Failure to comply with reasonable instructions or requests, or failure to heed an official summons, from University officials acting in the performance of their duties will result in immediate disciplinary referrals to the Office of Academic Affairs. **Not abiding by University policies will result in disciplinary action and appropriate sanctions.** *Failure to appear for disciplinary appointments or hearings is viewed as non-compliance and will result in disciplinary action.*

SEXUAL MISCONDUCT AND TITLE IX

Policy

It is the policy of American Jewish University ("University") to provide a learning and work environment in which sexual misconduct is not tolerated, and in which persons reporting such misconduct are provided support and avenues of redress.

This policy prohibits all forms of sexual misconduct, including sexual assault, (i.e., sexual harassment, non-consensual sexual contact and non-consensual sexual intercourse), relationship

violence, sexual exploitation and stalking (collectively, “sexual misconduct”). The University also prohibits retaliation against an individual for making a report of conduct prohibited under this policy or for participating in a complaint resolution process of an alleged violation of this policy.

When sexual misconduct is brought to the attention of the University, the University will take prompt and appropriate action to stop, prevent, correct, and when necessary, discipline, behavior that violates this policy.

Title IX

Title IX of the Education Amendments of 1972 (Title IX) is a federal law that prohibits discrimination on the basis of sex in the University’s education programs and activities.

AJU’s Title IX Coordinator is responsible for coordinating the University’s compliance with Title IX, which includes providing education and training; tracking and reporting annually on all incidents in violation of this policy; and investigating, responding to, and resolving all reports under this policy. The Title IX Coordinator is:

Kim Warneke
Title IX Coordinator (310) 440-1203 titleix@aju.edu

Inquiries or concerns about Title IX may be referred to the University’s Title IX Coordinator and/or the Office for Civil Rights, U.S. Department of Education, 50 United Nations Plaza, San Francisco, CA 94102; home: 415.486.5555; Email: OCR.SanFrancisco@ed.gov.

Scope of the Policy

All University community members including students, faculty, staff, volunteers, visitors, and any individuals regularly or temporarily employed, studying, living, visiting, conducting business, or having any official capacity with the University or on University property, are expected and required to comply with this policy.

Behavior explicitly prohibited by this policy is that which is alleged to have occurred within an education program or activity of the University. For purposes of this policy, “education program or activity” means locations (within the United States), events, or circumstances over which the University exercised substantial control over both the person(s) alleged to have violated the policy and the context in which the alleged sexual misconduct occurred.

Sexual misconduct that does not occur within an education program or activity of the University, as defined by this policy, or outside the United States may, depending on the circumstances, still be addressed through other University policies and processes, such as those that govern student and employee conduct.

Definitions

Definitions of terminology used in this policy follow:

Sexual Misconduct – is an umbrella term that the University uses to describe any unwelcome behavior of a sexual nature that is committed without consent. Sexual misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity/expression, and can occur between people of the same or different gender. Examples of

sexual misconduct include, sexual harassment, sexual assault (non-consensual sexual contact and non-consensual sexual intercourse), relationship violence, stalking, and sexual exploitation. Note, the definitions of sexual harassment, sexual assault, relationship violence, stalking and exploitation set forth below are general in nature. For purposes of Title IX, a determination that a person engaged in sexual misconduct will be strictly measured against definitions found at 34 C.F.R. 106.30(a).

Sexual Harassment – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic status education or progress, (2) submission to or rejection of such conduct by an individual is used as the basis of employment or academic decisions affecting the individual, (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile, or offensive work or educational environment, or (4) Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the University.

Hostile Environment Caused By Sexual Harassment – refers to a situation where students and/or employees are subject to a pattern of exposure to unwanted sexual behavior that is sufficiently severe/pervasive and objectively offensive that it alters the conditions of education, employment, or participation in a University program or activity, thereby creating an environment that a reasonable person in similar circumstances and with similar identities would find hostile, intimidating, or abusive. An isolated incident, unless sufficiently severe, does not amount to a hostile environment caused by sexual harassment.

Quid Pro Quo Harassment – refers to a situation where students and/or employees are subject to unwanted sexual behavior where submission or rejection of such conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's education, employment, or participation in a University program or activity.

Sexual Assault – is having or attempting to have sexual contact with another individual without consent. (See below for definition of consent). Sexual contact includes:

Non-consensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon a person, when such touching is without his or her consent or by force. Sexual contact includes intentional contact with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth, or any other part of the body that is touched in a sexual manner.

Non-consensual sexual intercourse is any sexual intercourse, however slight, with any object (e.g. penis, object, finger, hand), by a person upon a person, that is without consent or by force. Sexual intercourse includes vaginal or anal penetration and oral copulation (mouth to genital contact or genital to mouth contact) no matter how slight the penetration or contact.

Relationship Violence – is an umbrella term that includes dating and domestic violence. Relationship violence means physical violence committed against a person who is a spouse or former spouse, a cohabitant or former cohabitant, a person with whom they have a child, or with whom they have a previous or current dating, romantic, intimate, or sexual relationship regardless of the length of the relationship or gender/gender identity of the individuals in the relationship.

Violence means causing physical harm to the person or to their possessions. Intimate partner violence may also include non-physical conduct that would cause a reasonable person to be fearful

for their safety; examples include economic abuse and behavior that intimidates, frightens, or isolates. It may also include sexual assault, sexual misconduct, or stalking. Intimate partner violence can be a single act or a pattern of conduct.

Sexual Exploitation – sexual misconduct that occurs when a person takes unjust or abusive sexual advantage of another for his or her own advantage or benefit or for the benefit or advantage of anyone other than the exploited party; and that behavior does not otherwise constitute sexual assault. Examples of sexual exploitation include, but are not limited to, videotaping or photographing of any type (web-cam, camera, Internet exposure, etc.) without knowledge and consent of all persons; prostituting another person; knowingly transmitting HIV or a sexually transmitted disease to an unknowing person or to a person who has not consented to the risk; or inducing incapacitation with the intent to commit sexual assault, without regard to whether sexual activity actually takes place.

Stalking – A course of behavior or conduct directed at a specific person that would cause a reasonable person under similar circumstances to fear for their safety or for the safety of loved ones. A course of conduct consists of two or more acts wherein a person directly, indirectly, or through a third party follows, monitors, observes, surveils, threatens, or communicates to or about another person through behaviors. This may include but is not limited to unwanted telephone calls, letters or emails, unwanted or threatening gifts, threats, damage to property, physical assault, or appearing without invitation at a place of residence, school, or work. Cyber stalking includes use of electronic media, such as the internet, social networking sites, blogs, cell phones, apps, texts, or other electronic media to stalk an individual.

Consent – is defined as an affirmative, conscious, and voluntary agreement to engage in sexual activity. Consent requires an outward demonstration, through mutually understandable words or actions, indicating that an individual has freely chosen to engage in sexual contact. Consent cannot be obtained through: (1) the use of coercion or force or (2) by taking advantage of the incapacitation of another individual.

Silence, passivity, or the absence of resistance does not imply consent. It is important not to make assumptions; if confusion or ambiguity arises during a sexual interaction, it is essential that each participant stops and clarifies the other's willingness to continue.

Consent can be withdrawn at any time. When consent is withdrawn, sexual activity must cease. Prior consent does not imply current or future consent; even in the context of an ongoing relationship, consent must be sought and freely given for each instance of sexual contact.

An essential element of consent is that it be freely given. Freely given consent might not be present, or may not even be possible, in relationships of a sexual or intimate nature between individuals where one individual has power, supervision or authority over another.

In evaluating whether consent was given, consideration will be given to the totality of the facts and circumstances, including but not limited to the extent to which a complainant affirmatively uses words or actions indicating a willingness to engage in sexual contact, free from intimidation, fear, or coercion; whether a reasonable person in the respondent's position would have understood such person's words and acts as an expression of consent; and whether there are any circumstances, known or reasonably apparent to the respondent, demonstrating incapacitation or fear.

Coercion - is verbal and/or physical conduct, including manipulation, intimidation, unwanted contact, and express or implied threats of physical, emotional, or other harm, that would reasonably place an individual in fear of immediate or future harm and that is employed to compel someone to engage in sexual contact.

Force – is the use or threat of physical violence or intimidation to overcome an individual’s freedom of will to choose whether or not to participate in sexual contact.

Incapacitation – an individual who is incapacitated is one who lacks the ability to make informed judgments and cannot consent to sexual contact. Incapacitation is the inability, temporarily or permanently, to give consent because an individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring.

Mentally helpless means a person is rendered temporarily incapable of appraising or controlling one’s own conduct. Physically helpless means a person is physically unable to verbally or otherwise communicate consent or unwillingness to an act.

Where alcohol or other drugs are involved, incapacitation is a state beyond impairment or intoxication. Where alcohol or other drugs are involved, evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects a person’s: decision-making ability; awareness of consequences; ability to make informed, rational judgments; capacity to appreciate the nature and quality of the act; or level of consciousness. The assessment is based on objectively and reasonably apparent indications of incapacitation when viewed from the perspective of a sober, reasonable person.

It is not an excuse that the respondent was reckless or intoxicated and therefore, did not realize the incapacity of the other party.

Under California law a person under the age of 18 does not have the legal capacity to consent.

Complainant – is an individual or group of individuals who is alleged to have been subject to sexual misconduct or other conduct that violates this policy.

Respondent – is an individual or group of individuals against whom an allegation of sexual misconduct or other conduct that violates this policy is made.

Report – is an account of sexual misconduct that has allegedly occurred made to the University by the complainant, a third party, or an anonymous source.

Formal Complaint – is a document filed by a complainant or a document signed by the Title IX Coordinator, alleging sexual misconduct against a respondent and requesting an investigation into the allegation. If the formal complaint is signed by the Title IX Coordinator, the Title IX Coordinator is not treated as a complainant, nor is the Title IX Coordinator treated as a party to the complaint. At the time of filing the formal complaint, the complainant must be participating in, or attempting to participate in, an education program or activity of the University.

Options for Assistance Following an Incident of Sexual Misconduct

The University will seek to support any person impacted by sexual misconduct, regardless of whether the misconduct is alleged to have occurred in an education program or activity of the University. Both the University and the community provide a variety of resources to assist and support individuals who have experienced sexual misconduct or are affected by allegations of sexual misconduct. These resources, both immediate and ongoing, are available to all persons irrespective of their decision to make a complaint under this policy or to law enforcement.

Emergency Assistance

The University strongly encourages any individual who experiences sexual misconduct to seek immediate assistance. Emergency assistance is available by calling 911 if the individual is feeling unsafe and wishes to reach local law enforcement or emergency medical care (including an ambulance) anywhere within the United States. Seeking prompt assistance may be important to ensure an individual's physical safety or to obtain medical care in the case of a sexual assault.

University and Community Assistance and Resources

Though the University does not provide on campus health services and counselling services are limited, the University will assist members of the University community who experience or are affected by sexual misconduct, (whether as a complainant, a responding party, or a third party), with referrals to community-based resources such as:

Santa Monica –UCLA Medical Center Rape Treatment Center

The Rape Treatment Center provides free, expert, comprehensive, and compassionate care for sexual assault victims – children and adults – 24 hours a day, including emergency medical treatment and forensic services; crisis counseling and longer-term psychotherapy; advocacy; accompaniment during police reporting, medical care, and court proceedings; information about rights and options to help individuals make informed choices; and many other support services. The Center is located at 1250 16th St, Santa Monica, CA 90404. The phone number is: 424.259.7209. See also, <https://www.uclahealth.org/medical-services/rtc>.

Additional sexual misconduct crisis and counseling options are available locally and nationally through several agencies, including:

The Gay Men's Domestic Violence Project

800.832.1901

<http://www.glbtqdv.org/>

National Domestic Violence Hotline

800.799.SAFE

<https://www.thehotline.org/>

The Rape Foundation

1223 Wilshire Blvd., No. 410 Santa Monica, CA
90403

310.451.0042

<http://www.therapefoundation.org/>

Jewish Family Services' JFS Hope

(818) 505-0900 • 323.681.2626

<https://www.jfsla.org/our-services/domestic-violence/>

Strength United

818.933.9470 (*24-hour assistance for sexual assault and domestic violence*)

<https://www.csun.edu/eisner-education/strength-united>

National Sexual Assault Hotline RAINN

800.656.4673

<https://www.rainn.org/about-national-sexual-assault-telephone-hotline>

The University's Title IX Coordinator will work with individuals affected by sexual misconduct to ensure their safety and support their well-being. This assistance may include supportive measures (See Section 8c below). Individuals who report an incident of sexual misconduct may also be able to obtain a formal protective order from a civil or criminal court. The University will work with the students and employees who elect to seek such protective orders.

Evidence Preservation

Individuals who experience an incident of sexual misconduct involving a sexual assault are urged to seek medical attention as soon as possible. Individuals who promptly seek medical attention benefit from being examined for physical injury, receiving preventative treatment for sexually transmitted diseases, a toxicology examination for date rape drugs, and emergency contraception.

In addition, prompt reporting allows for the preservation of evidence, which will only be used if the individual decides (then or later) to press criminal charges or file civil suit. To preserve evidence, an individual who is sexually assaulted should not bathe, douche, smoke, brush their teeth or change clothes (a change of clothes should be brought along). If clothes have been changed, the original clothes should be put in a paper bag (plastic bags damage evidence) and brought to the hospital. Do not disturb the scene of the assault. If it is not possible to leave the scene undisturbed, evidence (e.g. bedding, towels, loose fabrics, prophylactics, and clothing) should be placed in separate paper bags to be preserved.

Time is a critical factor in collecting and preserving evidence. The physical evidence of an assault is most effectively collected within the first 48 to 96 hours of the assault. If, however, an individual who is sexually assaulted chooses to report the incident days, weeks, or even months after the assault, important support systems are still available and can be arranged, but the individual should understand that delay may make it more difficult to collect physical evidence of the sexual assault that could impact a criminal prosecution or civil lawsuit.

Hospitals and other healthcare practitioners that treat any physical injury sustained during a sexual assault are required to report it to law enforcement. The individual who is sexually assaulted may choose whether or not to speak to police and do not need to make an immediate decision to press criminal charges. That decision can be made at a later time.

Taking the steps to gather evidence immediately does not commit an individual to any particular course of action. The decision to seek timely medical attention and gather any evidence, however, will preserve the full range of options to seek resolution under this policy or through the pursuit of criminal prosecution, and may be helpful in obtaining protective orders. In circumstances where the individual does not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address health concerns.

Individuals who experience any form of sexual misconduct are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful in connection with a University or police investigation.

Reporting Policies and Protocols

The University encourages reporting of sexual misconduct. Members of the University community who believe they have experienced sexual misconduct have the right to choose whether or not to report the incident to the University and/or law enforcement and have the right to choose whether to engage with the University once the University receives a report.

Reporting to the University

An incident of sexual misconduct may be reported directly to the University's Title IX Coordinator [*or, in an emergency, to campus security at 310-440-1590 or 310-948-2065*]. If the University's Title IX Coordinator is the alleged perpetrator of the sexual misconduct, the report should be submitted to the Vice President of Finance and Administration. Filing a report with a University official will not obligate the individual to pursue a formal complaint under this policy.

Sexual misconduct may be reported at any time, regardless of how much time has elapsed since the incident occurred. The University is committed to supporting the rights of a person reporting an incident of sexual misconduct to make an informed choice among options and services available.

The University will respond to all reports in a manner that treats each individual with dignity and respect and will take prompt responsive action to end any misconduct, prevent its recurrence, and address its effects.

Reporting to Law Enforcement

The University also strongly encourages persons who experience sexual misconduct which may constitute a violation of law (rape, sexual assault, relationship violence, etc.) to report the incident to local law enforcement (e.g., LAPD for the Familian Campus and Ventura County Sherriff's Office for the Brandies- Bardin Campus) at any time, 24 hours a day, 7 days a week, by calling 911. Filing a police report can result in the investigation of criminal behavior and the prosecution of the perpetrator. Timely reporting to the police is an important factor in successful investigation and prosecution of crimes, including sexual violence.

At an individual's request, the University will assist the individual in contacting law enforcement. If the individual decides to pursue a criminal complaint, the University will cooperate with law enforcement agencies to the extent permitted by law. An individual has the option to decide whether or not to participate in any investigation conducted by law enforcement.

Note, a criminal investigation into an allegation of sexual misconduct does not relieve or substitute for the University's duty and authority to conduct its own prompt review of a complaint. Accordingly, the University will not wait for the conclusion of a criminal investigation or proceeding to begin its own concurrent investigation and resolution of an alleged violation. The standards for criminal proceedings differ from those used in campus proceedings. As a result, conduct that may not be subject to criminal action may still be addressed through University processes and procedures. A finding of "not guilty" in a criminal matter does not necessarily preclude a finding of responsibility for violating this policy in a University proceeding.

Reporting of Crimes & Annual Security Reports

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to record and report certain information about campus safety, including the number of incidents (with no detail or personally identifying information) of certain crimes on or near campus, some of which constitute sexual misconduct under this policy.

Note, in certain circumstances, California Education Code, Section 67383, requires the University to forward information concerning reports of violent crimes, including reports of sexual assaults, to a local law enforcement agency. The report is forwarded without identification of the complainant and respondent, unless explicit consent is provided by the complainant allowing for the sharing of personally identifying information.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Vice President of Finance and Administration (or designee) constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be disseminated to staff and students through announcements by one or more of the following means, but are not limited to bulletins or flyers, mass e-mails and text messages. The timely warning will include information that promotes safety and tips to prevent similar crimes, allowing the campus community to take appropriate precautions. The timely warning will also include the time, location, and type of crime reported. Anyone with information warranting a timely warning should report the circumstances to the *Vice President of Finance and Administration* by phone at 310.440.1532, by email at Adrian.breitfeld@aju.edu, or in person at the University.

Third-Party and Anonymous Reporting

In cases where sexual misconduct is reported to the Title IX Coordinator by someone other than the individual who has been subjected to sexual misconduct (by an instructor, classmate or friend, for example), the Title IX Coordinator will promptly notify the individual that a report has been received. This policy will apply in the same manner as if the individual had made the initial report. The Title IX Coordinator will make every effort to meet with the individual to discuss available options and resources. Reports from an anonymous source will be treated in a similar fashion.

Amnesty for Sexual Misconduct Complainants and Witnesses

The University encourages reporting of sexual misconduct and seeks to remove any barriers to making a report. The University recognizes that an individual who has been consuming alcohol (including underage consumption) or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for that conduct. To encourage reporting, an individual who makes a good faith report of sexual misconduct that was directed at them or another person or participates in an investigation as a witness will not be subject to disciplinary action by the University for a conduct or policy violation that is related to and revealed in the sexual misconduct report or investigation, unless the University determines that the violation was serious and/or placed the health or safety of others at risk.

No Retaliation

The University prohibits retaliation against those who file a complaint or third-party report, or otherwise participate in the investigative and/or complaint resolution process (e.g., as a witness). The University will take strong responsive action if retaliation occurs. Any incident of retaliation should be promptly reported to the Title IX Coordinator or Senior Director of Human Resources.

University Policy on Confidentiality

The University encourages individuals who experience sexual misconduct to talk to somebody about what happened – so individuals can get the support they need, and so the University can respond appropriately.

This policy is intended to make members of the community aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they experience sexual misconduct. The University encourages individuals to talk to someone identified in one or more of these groups.

Privileged and Confidential Communications

Individuals who wish to seek advice or assistance concerning, or to discuss options for dealing with, sexual misconduct on a strictly confidential basis may speak with licensed mental health provider, ordained clergy, medical providers in the context of seeking medical treatment, and rape crisis counselors, who, except in very narrow circumstances specified by law, will not disclose confidential communications to the University or anyone.

Reporting to Responsible Employees

A “responsible employee” is a University employee who has the authority to redress sexual misconduct, who has the duty to report incidents of sexual misconduct, or who a student could reasonably believe has this authority or duty.

When an individual tells a responsible employee about an incident of sexual misconduct, the individual has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Coordinator all relevant details about the alleged sexual misconduct shared by the individual and that the University will need to determine what happened – including the names of the individual and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the University’s response to the report. A responsible employee should not share information with law enforcement without the individual’s consent or unless the individual has also reported the incident to law enforcement.

All University employees, including faculty and staff, with responsibilities for student welfare are considered responsible employees. The only exceptions are licensed mental health counsellors or ordained clergy who provide pastoral counseling to members of the University community.

Before an individual reveals any information to a responsible employee, the employee should ensure that the individual understands the employee’s reporting obligations – and, if the individual wants to maintain confidentiality, direct the individual to confidential resources.

If the individual wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the individual that the University will consider the request but cannot guarantee that the University will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Title IX Coordinator of the individual’s request for confidentiality.

Responsible employees will not pressure an individual to request confidentiality, but will honor and support the individual’s wishes, including for the University to fully investigate an incident. By the same token, responsible employees will not pressure an individual to make a full report if the individual is not ready to.

Reporting to Title IX Coordinator

When an individual tells the Title IX Coordinator about an incident of sexual misconduct, the individual has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

To the extent possible, information reported to the Title IX Coordinator will be shared only with people responsible for handling the University's response to the report. The Title IX Coordinator should not share information with law enforcement without the individual's consent or unless the individual has also reported the incident to law enforcement or as may be required by Section 67383 of the California Education Code.

Before an individual reveals any information to the Title IX Coordinator, the Title IX Coordinator should ensure that the individual understands the Title IX Coordinator's reporting obligations – and, if the individual wants to maintain confidentiality, direct the individual to confidential resources. If the individual wants to tell the Title IX Coordinator what happened but also maintain confidentiality, the Title IX Coordinator should tell the individual that the University will consider the request but cannot guarantee that the University will be able to honor it.

Requesting Confidentiality: How the University Will Weigh the Request and Respond

If an individual discloses an incident of sexual misconduct to the Title IX Coordinator but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the University must weigh that request against the University's obligation to provide a safe, non-discriminatory environment for all students and/or other members of the University community, including the individual.

If the University honors the request for confidentiality, an individual must understand that the University's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the University may not be able to honor an individual's request in order to provide a safe, non-discriminatory environment for all students and/or other members of the University community.

The Title IX Coordinator will evaluate requests for confidentiality. When weighing an individual's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including its obligation to provide a safe and non-discriminatory environment for all University community members.

If the University determines that it cannot maintain a complainant's confidentiality, the University will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University's response. The University will remain ever mindful of the complainant's well-being and will take ongoing steps to protect the complainant from retaliation or harm and work with the complainant to create a safety plan. Retaliation against the complainant, whether by students or University employees, will not be tolerated. The University will also employ supportive measures as may be appropriate.

Procedures for Responding to Reports of Sexual Misconduct

The University's Title IX Coordinator oversees the University's investigation, response to, and resolution of all reports of sexual misconduct, and of related retaliation. Allegations that a student or employee has engaged in sexual misconduct will be investigated and resolved using the procedures outlined below. In the case of a report concerning or complaint against someone other than a student or employee, the Title IX Coordinator shall determine the manner in which such report/complaint will be handled.

Advisor and Emotional Support Person

A complainant and respondent may have an advisor and/or emotional support person (collectively referred to as an advisor) of their choice with them at all meetings and any hearing that they attend in connection with the procedures outlined below.

The advisor may be a friend, mentor, family member, attorney, member of the University community, or any other person, as long as they are not also a witness or otherwise a participant in the complaint resolution proceedings.

An advisor may not make a presentation or represent the complainant or respondent during any meeting or proceeding, except as otherwise provided herein. During any meeting or proceeding, the adviser/support person is present to observe and provide counsel and/or emotional support to the party.

Although reasonable attempts will be made to schedule proceedings consistent with the advisor's availability, the process will not be unduly delayed in order to schedule the proceedings at the convenience of the advisor.

Initial Assessment

Upon receipt of a report of sexual misconduct the Title IX Coordinator will make an initial assessment of the report, which will include an immediate assessment of any risk of harm to individuals or to the campus community and will take steps necessary to address any such risks.

The complainant will be provided with information on the complainant's rights and options under this policy and these procedures, written materials about the availability of, and contact information for, on and off-campus resources and services, and coordination with law enforcement.

As part of the initial assessment, the Title IX Coordinator may also meet with the respondent and other relevant parties. If the Title IX Coordinator meets with the respondent, the respondent will be provided with information on the respondent's rights and options under this policy and these procedures, and written materials about the availability of, and contact information for on and off-campus resources and services.

If after completing an initial assessment the Title IX Coordinator concludes that there is a potential policy violation, the Title IX Coordinator will determine how to proceed, depending on a variety of factors, such as the complainant's desire to use the University's informal or formal complaint resolution procedures, complainant's request that their name not be used, complainant's request that no investigation into a particular incident be conducted or that no disciplinary action be taken, the risk posed to any individual or the campus by not proceeding, the nature and seriousness of the allegations, whether there have been other reports/complaints of misconduct involving the respondent, and whether the allegations are contested. In implementing the approach, the Title IX Coordinator will inform and coordinate with the appropriate responsible administrator(s).

Note, a complainant's request for confidentiality will likely limit the University's ability to investigate a particular matter. The University may take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the complainant. Examples include providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; providing training and education materials for students and employees; publicizing the University's policies on sexual misconduct; and conducting climate surveys regarding sexual misconduct.

If the Title IX Coordinator concludes that the University will employ complaint resolution procedures outlined in this policy, the respondent and complainant will be so informed in writing. The notice will include information sufficient to apprise the respondent of the nature of the allegations, including the complainant's name; the nature of the alleged policy violation(s) (e.g., sexual assault, harassment, exploitation, or retaliation); the date(s) of the alleged policy violation(s); the location(s) where the violation(s) allegedly occurred; and the sanctions that may be imposed if the respondent is found to have violated this policy. The notice will also include a statement that the respondent is presumed not responsible for the alleged conduct, and that a determination regarding responsibility will be made at the conclusion of the process. The notice will further inform the parties that they each may have an advisor of their choice, including an attorney, will be afforded an opportunity to review and inspect evidence, and that University policy prohibits knowingly making false statements or knowingly submitting false information in connection with the complaint resolution process. Both the complainant and respondent will be given the opportunity to meet separately with the Title IX Coordinator to review this policy and these procedures.

The parties will also be informed in writing if, during the complaint resolution process, conduct is disclosed which may constitute a further violation of this policy, and the respondent will be afforded an opportunity to respond before the complaint resolution process is concluded.

Supportive Measures

Supportive measures are actions taken by the University in response to a report of sexual misconduct to meet the needs and protect the rights of the parties and/or other members of the University community, as appropriate.

Supportive measures are individualized services offered as appropriate to either or both the complainant and respondent involved in an incident of sexual misconduct, prior to an investigation or while an investigation is pending. As noted above, an individual may request to receive support – including the measures mentioned in this section – even if they do not choose to participate in the University's complaint resolution process.

Supportive measures include counseling, extensions of time or other course-related adjustments, modifications of work or class schedules, restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of campus, and other similar accommodations. In the case of students, such measures shall not be punitive and shall be applied to the fullest extent possible to avoid depriving any student of their education.

The University may also suspend a student or employee pending the completion of an investigation and complaint resolution process, particularly when in the judgment of the Title IX Coordinator, the imminent physical health or safety of any member(s) of the University community may be jeopardized by the on-campus presence of the student.

A student who has been placed on interim suspension has the right, within three (3) business days of the notice of the suspension, to meet with the Rector (or designee), to request re-consideration of the interim suspension. The Rector (or designee) will review the appeal to determine whether the decision to place the student on interim suspension was arbitrary or capricious. A decision is arbitrary and capricious where there is no rational connection between the facts presented and the decision made.

The imposition of supportive measures is not indicative of a determination of responsibility or any other outcome. These measures may be modified at any time and may be kept in place after a final decision is reached as to whether a violation of this policy has occurred.

Complaint Resolution Procedures a. Informal Resolution

Informal resolution is a voluntary process for timely and corrective action through the imposition of individual and/or community-focused remedies designed to maintain the complainant's access to the educational, extracurricular, and employment activities at the University and to eliminate a potential hostile environment. The option to pursue informal resolution will be presented to the parties only after the University has sufficient information about the nature and scope of the conduct at issue. In cases involving allegations of sexual assault or relationship violence, informal resolution is generally not appropriate.

If the complainant, the respondent, and the Title IX Coordinator (or designee) all agree to pursue an informal resolution, the Title IX Coordinator (or designee) will attempt to facilitate a resolution that is agreeable to all parties. The role of the Title IX Coordinator (or designee) is not to be an advocate for either party, but rather, to aid in the resolution of issues in a non-adversarial manner. Under the informal process, the University will only conduct such fact-finding as is useful to resolve the conflict and as is necessary to protect the interests of the parties, the University, and the University community.

The University will not compel a complainant or respondent to engage in mediation, to directly confront the other party, or to participate in any particular form of informal resolution. If at any point during the informal resolution process, the complainant, the respondent, or the University wishes to cease the informal resolution process and to proceed with formal complaint resolution, the informal resolution process will stop, and the formal complaint resolution process described below will proceed.

Any informal resolution must adequately address the concerns of the complainant, the rights of the respondent, and the overall intent of the University to stop, remedy, and prevent policy violations. The University will take appropriate actions as necessary and use its best efforts to remedy any harm that occurred and to prevent any further incidents of sexual misconduct. Examples of potential remedies are provided in the "Supportive Measures" section of this policy. The recommended resolution may also include other institutional responses or requirements imposed on the respondent.

The time frame for completion of informal resolution may vary, but the University will seek to complete the process within twenty (20) days of receipt of an initial report of sexual misconduct.

The Title IX Coordinator will maintain records of all reports and conduct referred for informal resolution and the outcome of the informal resolution process.

Formal Resolution

A formal resolution process will be initiated when a formal complaint is made by (i) a complainant alleging a violation of this policy by a respondent; or (ii) by the Title IX Coordinator based upon a determination that a formal resolution process is necessary after considering the safety of the broader campus community. The formal resolution process involves an investigation, hearing, and appeal.

Note, a respondent may accept responsibility for the conduct alleged at any time during the investigation or hearing process and acknowledge the identified policy violation(s). If a respondent accepts responsibility for the violation(s), the respondent may proceed to sanctioning rather than

completing an investigation or hearing. In doing so, the respondent waives any right to appeal the policy determination of responsibility.

Investigation

The Title IX Coordinator will designate a trained internal or external investigator (or team of investigators) to investigate a report of sexual misconduct. The complainant and respondent will have three (3) business days after being notified of an investigator's identity to object to the investigator's selection on the basis of actual or perceived conflict of interest, bias, or prejudice. If either the complainant or respondent object, the Title IX Coordinator will evaluate whether the objection is substantiated, and, if so, the Title IX Coordinator will remove and replace the investigator.

Prior to any meeting, including an investigative interview meeting, with a party, the investigator shall provide the party with written notice of the date, time, location, participants, and purpose of the meeting. The investigator shall provide the written notice with sufficient time for the party to prepare for the meeting.

In the course of the investigation, the investigator will interview the complainant, respondent, witnesses, and gather any other information or documentation the investigator determines is necessary to conduct an adequate, reliable, and impartial investigation. The complainant and respondent will both have an equal opportunity to share information with and have their information considered by the investigator, including providing the names of witnesses and questions to ask the other party or any witnesses. The investigator will consider all such information when determining the persons to interview and the questions to ask, but these decisions remain in the investigator's discretion. The investigator may also choose to interview other witnesses not identified by the parties.

The investigator will take reasonable steps to gather relevant available evidence. The investigator will not consider evidence which requires seeking information protected by a legally recognized privilege, unless the person holding the privilege has waived the privilege.

The investigator may consider prior or subsequent conduct of the respondent in determining pattern, knowledge, intent, motive, or absence of mistake.

The investigator will generally not gather information related to the sexual history of either the complainant or respondent. The investigator will not consider sexual history as it pertains to a party's reputation or character. However, the investigator may consider sexual history when:

- The sexual history pertains to prior sexual conduct between the parties and is therefore relevant to an analysis of whether the respondent reasonably believed complainant consented to the alleged conduct.
- The sexual history is relevant to explain an injury.
- The sexual history is relevant to show another person is, or may be, responsible for the alleged conduct.
- The sexual history is relevant to show a pattern of behavior by respondent.

Prior to the conclusion of the investigation, both the complainant and respondent shall have been provided an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the investigator does not intend to rely and inculpatory or exculpatory evidence whether obtained from a party or other source.

After each party has had the opportunity to meet with investigator, identify witnesses, and suggest questions, inspect, and review evidence, and the investigator has completed witness interviews and the gathering of evidence, the investigator will prepare a preliminary report. The preliminary report shall include description of the investigative process, the investigator's summary of the allegations at issue, disputed and undisputed facts, and all evidence including witness statements, and a description and explanation for why any evidence submitted, and/or witnesses, and questions proposed by the parties were not considered. The investigator will not state an ultimate finding of whether the respondent has or has not violated this policy.

The parties will be provided with an opportunity to review the preliminary report and respond. The report will be made available to the parties in a secure manner (e.g., by providing digital copies of the materials through a protected "read-only" web portal). Neither party (nor the advisor of either) may copy, remove, photograph, print, image, videotape, record, or in any other manner duplicate or remove the information provided.

The parties may each submit comments, feedback, additional documentary evidence, requests for additional steps in the investigation, names of additional witnesses, questions to be asked the other party or witnesses, or any other information they deem relevant to the investigator, within ten (10) calendar days after the preliminary report is made available for review.

The Investigator has discretion to determine if the comments, feedback and any other information submitted by the parties warrant further action on the part of the investigator. If the Investigator determines no further action is required, the investigator will explain the reason(s) for this decision in the final Investigation report.

In the event new relevant information is provided by one of the parties or developed through further investigation, the information will be incorporated into the preliminary report and the parties will be provided a second and final opportunity to review and provide comment and feedback regarding the new information before the investigator finalizes the report.

After addressing any comment and feedback, the investigator will deliver the final report to the Title IX Coordinator (or designee, if the Title IX Coordinator is the investigator), and a copy shall be provided simultaneously to the parties.

Upon receipt of the final report, the Title IX Coordinator (or designee), will make a determination as to whether there is sufficient evidence to proceed to a hearing. If not, the Title IX Coordinator will close the case and notify the parties. If there is sufficient evidence to proceed to a hearing, the hearing will be scheduled.

Hearing

The hearing is an opportunity for the parties to address a hearing panel/officer in person and to question the other party and/or witnesses, and for the hearing panel/officer to obtain information following the investigation which is necessary for a determination of whether a violation of this policy occurred. The hearing is not intended to be a repeat of the investigation. The hearing panel/officer will be well-versed in the facts of the case based upon the final investigation report.

The Title IX Coordinator, in consultation with appropriate administrators, shall appoint a three-person hearing panel (which may include administrators, faculty and/or staff) and shall appoint one of the hearing panel's members to serve as the panel chair. The Title IX Coordinator, in consultation with appropriate administrators, may also elect to engage a qualified external hearing officer either to assist the hearing panel in the conduct of the hearing or to serve as the hearing officer in lieu of a

panel. In determining whether to select a hearing officer, the University, will consider the nature of the allegations, the complexity of the case, whether there is any issue of conflict of interest, the availability of trained panel members, whether the University is in session or on break, and any other relevant factors.

The Title IX Coordinator will schedule a hearing date, time, and location and provide the parties with at least ten (10) calendar days prior written notice of the hearing. The parties will also be provided with the names of the panel members and/or of any hearing officer. The parties will have three (3) calendar days after being notified of the identity of the panel and/or hearing officer to object to such person(s) on the basis of actual or perceived conflict of interest, bias, or prejudice. The Title IX Coordinator will evaluate whether the objection is substantiated, and if so, the Title IX Coordinator, will remove and replace the panel member(s) and/or hearing officer.

At least five (5) calendar days prior to the hearing, the parties shall provide, for consideration by the hearing panel/officer, the names of any witnesses the parties suggest be called. The hearing panel/officer shall decide the appropriateness of the potential identified witnesses and shall notify the parties prior to the hearing of the reasoning why any proffered witness would not be appropriate to call as a witness.

The hearing panel/officer shall likewise submit to the parties the names of additional witnesses who the hearing panel/officer would like to appear at the hearing. Although good-faith attempts shall be made by the University to secure the attendance of all requested and approved witnesses, the parties must recognize that the University does not have the power to subpoena witnesses to appear, and that accordingly, the University, through the Title IX Coordinator, will only be able to use good-faith efforts and the University's own policies regarding cooperation to obtain the attendance of witnesses.

The hearing panel/officer has broad discretion to determine the hearing format. However, in all instances the hearing panel/officer shall permit cross-examination of the parties and witnesses. Neither party shall be allowed to directly question or cross-examine the other or witnesses during the hearing. Instead, questions may only be posed by the party's advisor. If a party does not have an advisor the University will, upon request, appoint an advisor for the limited purpose of posing questions to the other party and witnesses at the hearing. Any such request should be submitted to the Title IX Coordinator as soon as possible, and preferably no later than five (5) days prior to the scheduled hearing. Other than posing questions to the other party and witnesses, advisors may not participate directly in, or interfere with, the proceedings.

Only relevant questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a question, the hearing panel/officer must first determine whether the question is relevant and explain any decision to exclude a question as not relevant on the record.

If a party or witness does not appear at the hearing, or appears and does not submit to cross-examination at the hearing, the hearing panel/officer may not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the hearing panel/officer cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

A typical hearing may include brief opening remarks by the hearing panel chair or hearing officer; questions posed by the hearing panel/officer to the investigator and one or both of the parties; follow-up questions by one party to the other (typically with the respondent questioning the complainant first); questions by the hearing panel/officer to any witness including the investigator; and follow-up questions by either party (typically with the respondent questioning the witness first). The hearing

panel/officer also will afford either party an opportunity to offer closing remarks at the end of the hearing. Offering closing remarks is completely voluntary.

The hearing is closed to all persons except the parties, the parties' respective advisors, appropriate witnesses while they are testifying, the Title IX Coordinator, and/or any person designated by the University to serve as a hearing coordinator. Note, If a party does not participate in, or attend, the hearing, their advisor may still appear at the hearing and ask questions of the other party and witnesses.

The hearing shall be conducted with all persons physically present in the same geographic location or, at the discretion of the Title IX Coordinator, any or all parties, witnesses, and other participants may appear at the hearing virtually, with technology enabling participants simultaneously to see and hear each other.

Note, at the request of either party, the Title IX Coordinator shall provide for the hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions.

A record of the hearing, ordinarily in the form of a digital or stenographic recording, will be made. Any such recording is University property, but shall upon reasonable request, be made available to the parties for inspection and review. No other recording of the hearing is permitted.

All participants at the hearing will behave in a respectful manner. The hearing panel/officer has discretion to remove any participant or observer who is not conducting themselves in a manner conducive to a fair, safe, and orderly hearing.

Following the close of the hearing, the hearing panel/officer will meet in executive session to consider all of the evidence and make a determination, by a preponderance of the evidence (and in the case of a hearing panel, by a majority vote), whether the respondent has violated this policy. This means that the hearing panel/officer will decide whether it is "more likely than not," based upon all of the evidence, that the respondent is responsible for the alleged policy violation.

If the hearing panel/officer finds a violation of policy, the hearing panel/officer shall follow the procedures set forth in Section 9.b.3, below.

The hearing panel/officer will prepare a written determination which, shall include (i) a summary of the allegations which are the basis for the formal complaint; (ii) a description of the procedural steps taken in response to the complaint from the date of the receipt of the formal complaint through the determination; (iii) the findings of fact; (iv) conclusions as to whether the findings of fact evidence a violation of the policy; and (v) a statement of, and rationale for, a determination regarding responsibility and any disciplinary sanctions imposed.

The hearing panel/officer shall deliver the written determination to the Title IX Coordinator within ten (10) business days of the hearing, or as soon thereafter as possible, but in a case involving a finding of responsibility and imposition of sanctions against a student, not before the parties have had an opportunity to submit, and the hearing panel/officer has considered, impact and mitigation statements and the respondent's disciplinary record as described in Section 9.b.3, below.

The parties shall be provided simultaneous written notice of the hearing panel/officer's determination and information concerning the appeal process.

Sanctions and Other Remedies

This section applies only to proceedings involving student respondents. In the case of employee respondents found responsible for a policy violation, the Title IX Coordinator will refer the matter to University's designated officer responsible for administering employee discipline.

Within five (5) calendar days of the last day of the hearing, the parties may submit an impact or mitigation statement, which will be considered by the hearing panel/officer only upon a finding of responsibility for the alleged policy violation. An impact statement is a written statement from the complainant in which the complainant describes the impact of the alleged policy violation on the complainant, expresses the complainant's preferences regarding appropriate sanctions, and identifies any aggravating circumstances that the complainant wishes the hearing panel/officer to consider. A mitigation statement is a written statement from the respondent in which the respondent explains any factors that the respondent believes should mitigate, or otherwise be considered in determining, the sanctions imposed. Impact and mitigation statements should be sent to the Title IX Coordinator.

If the hearing panel/officer determines there was a policy violation, the hearing panel/officer shall notify the Title IX Coordinator who will provide the hearing panel/officer with (i) any impact and mitigation statements, and (ii) any information concerning the respondent's prior disciplinary record which the University believes should be considered by the hearing panel/officer in connection with the imposition of sanctions.

Each of the parties shall be provided any statement submitted by the other party, but information concerning the prior disciplinary record of the respondent will not be shared with the complainant.

In connection with the imposition of sanctions, the hearing panel/officer should be guided by the following considerations: the severity of the violation on the complainant, documented disciplinary history of the respondent, and any mitigating or aggravating circumstances, and the interests of the community.

One or more of the following sanctions may be imposed by the University on a respondent determined to have violated the policy:

- Reprimand/warning
- Disciplinary probation
- Restricting access to University facilities or activities
- Community service
- Issuing a "no contact" order to the respondent or requiring that such an order remain in place
- Suspension (limited time or indefinite)
- Expulsion
- Withholding of Degree

In addition to any other sanction (except where the sanction is expulsion), the hearing panel/officer may require any respondent determined to be responsible for a violation of this policy to receive appropriate education and/or training related to the sexual misconduct violation at issue.

Appeals

Either party may appeal a decision to dismiss a complaint prior to a determination of responsibility, the determination of responsibility, and the sanctions on the grounds set forth below. However, if the respondent accepted responsibility for the policy violation, either party may appeal only the sanction determination.

Appeals are decided by the University's President (or designee). The grounds for appeal are:

1. A procedural error affecting the dismissal or determination;
2. New evidence that was not reasonably available at the time the determination regarding dismissal, responsibility or sanction was made, that could affect the outcome of the matter;
3. The Title IX Coordinator, investigator, or a hearing panel member/officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; and
4. Excessiveness or insufficiency of a sanction.

Disagreement with a decision to dismiss, a determination of responsibility or sanctions is not, by itself, grounds for appeals.

The appealing party must submit the appeal in writing to the Title IX Coordinator within seven (7) calendar days after receiving notice that (i) a decision has been made to dismiss a complaint prior to a determination of responsibility, (ii) the hearing has not resulted in a finding that the respondent has violated the policy, or (iii) sanctions have been imposed based on a finding that the respondent has violated the policy. If either the complainant or respondent submits an appeal, the Title IX Coordinator will notify the other that an appeal has been filed and the grounds of the appeal. The non-appealing party may submit a written response within five (5) calendar days after notice of an appeal.

Note, in the event of an appeal, sanctions will normally be held in abeyance pending the outcome of the appeal. If, however, the University determines that there may exist a threat to the safety or welfare of the University community, sanctions will take effect immediately.

If both the complainant and respondent appeal, the appeals will be considered concurrently.

The President (or designee) will notify the complainant and respondent of the final decision in writing and the rationale for the decision. Appeals decisions will be rendered as soon as practical. All appeal decisions are final.

Miscellaneous Provisions

1. Time Frame for Resolution

The University will attempt to resolve all reports of sexual misconduct within 60-120 days of the initiation of the formal complaint resolution process. The Title IX Coordinator may set reasonable time frames for required actions under this policy. Those time frames may be extended for good cause as necessary to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of party, advisor and witnesses, the need to accommodate disabilities account for University breaks or vacations, or address other legitimate reasons, including the complexity of the investigation (including the number of witnesses and volume of information provided by the parties) and the severity and extent of the alleged conduct. Any extension of the timeframes, and the reason for the extension, will be shared with the parties in writing.

2. Bystander Intervention

The University strongly encourages all community members to take reasonable and prudent actions to prevent or stop sexual misconduct, including sexual assault, relationship violence, and stalking. Taking action may include directly or indirectly confronting the situation (if it is safe to do so), taking steps to interrupt the situation, or seeking assistance from a person in authority.

Community members who choose to exercise this positive moral obligation will be supported by the University and protected from retaliation.

3. Consolidation of Complaints

Depending on the circumstances and in its discretion, the University may consolidate for investigation and/or adjudication formal complaints as to allegations of sexual misconduct against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual misconduct arise out of the same facts or circumstances.

4. Dismissal of Complaint

As required by federal regulation (34 C.F.R. §106.45(b)(3)(i)), any formal complaint alleging a violation of Title IX must be dismissed when information gathered demonstrates that:

- Even if true, the alleged conduct would not meet the definition of sexual misconduct under Title IX;
- The alleged conduct was found to not have occurred within the University's education program or activity; or
- The alleged conduct did not occur against a person in the United States.

Additionally, the University may decline to act upon a Title IX complaint under the following circumstances:

- There is not enough information to carry out a resolution process;
- The University can honor a complainant's request that no resolution process occur;
- The respondent is no longer enrolled or employed by the University;
- Specific circumstances exist that prevent the University from gathering information and evidence sufficient to reach a determination; or,
- There is insufficient nexus between the conduct and the University to carry out the resolution process.

A decision to dismiss a complaint for purposes of Title IX on the basis of any of the above-listed factors is made at the discretion of the Title IX Coordinator. The Title IX Coordinator will provide written notice to the parties describing the reason for the dismissal.

The University, however, may continue to pursue the complaint as a potential violation of another University policy dealing with student or employee conduct. If the University elects to continue to pursue the matter outside of the Title IX policy, the Title IX Coordinator shall provide written notice to the parties.

5. False Reports

The University will not tolerate intentional false reporting of incidents. A good faith report that results in a finding of "no violation" is not considered a false report. However, when a complainant or third party is found to have fabricated allegations or to have given false information with malicious intent or in bad faith, they may be subject to disciplinary action according to University policy.

6. Academic Freedom

The University adheres to principles of academic and expressive freedom. Nothing in this policy shall be construed to limit the legitimate exercise of academic and expressive freedom, including but not limited to written, graphic, or verbal expression that can reasonably be demonstrated to serve a legitimate educational purpose. Nor shall this Policy be interpreted or applied in a manner that is inconsistent with California Education Code §94367.

7. Training

Title IX Coordinators, investigators, hearing panel members/officers, and any person who facilitates an informal resolution process, shall receive training on the definition of sexual misconduct, when and under what circumstances this policy may be invoked, how to conduct an investigation and the formal complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Such persons shall also receive such other training as is required by Title IX and the California Education Code §67386.

8. Records

The University will retain documents related to processes under this policy for a period of seven (7) years. Documents related to this process include: formal complaints, remedies provided to a complainant, the investigation report and attachments, the hearing determination, any sanctioning determination, and all appeal-related documents, as well as any audio recording or transcript of the hearing.

The University will also retain, for a period of seven (7) years, all materials used to train the Title IX Coordinator and assistant coordinators, Investigators, hearing panel members/officers, and any person facilitating the informal resolution or appeal process. The University shall make this training material publicly available on its website.

9. Education and Prevention Programs

As part of its commitment to the prevention of sexual misconduct, the University offers education and awareness programs. Incoming students and new faculty and staff receive prevention and awareness programming as part of their orientation, and all students and faculty and staff receive ongoing training and related programs on an annual basis.

10. Publication and Dissemination of Policy

This policy shall be posted on the University's website, distributed and/or otherwise made accessible to all members of the University community. Every handbook and/or catalog made available to members of the University's community shall contain a link to this policy and the Title IX Coordinator's contact information.

11. Amendments

The University may amend this policy or the procedures from time to time. Nothing in this policy or procedures shall affect the inherent authority of the University to take such actions as it deems appropriate to further the educational mission or to protect the safety and security of the University community.

12. Legal Sources

This policy is intended to comply with applicable law including the California Education Code (Cal. Ed. Code §§ 200, et seq.; 66250, et seq.; 94385); California Fair Employment and Housing Act (Cal. Gov't Code §§ 12900, et seq.); Title VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000e, et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681, et seq.) and (34 C.F.R. §§ 106.30, et. seq.); Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. §§ 1092(f), et seq.); Violence Against Women Reauthorization Act of 2013 (34 U.S.C. 12291 et. seq.)

ACADEMIC POLICIES

Maximum Allowable Units

Students who fail to complete a program before reaching the maximum allowable number of units attempted will be terminated from the program. Credits or units counted as units attempted per evaluation period include units transferred into the program, units completed, courses receiving letter grades of D or F (that are not repeated for credit), and courses designated on the transcript as “I” and “W.” The maximum allowable number of units that may be attempted for each program is:

- Bachelor of Arts in Early Childhood Education 90 units
- Master of Arts in Education in Early Childhood Education 57 units
- Doctorate in Education in Early Childhood Education Leadership 86 units
- Master of Arts in Rabbinic Studies 270 units
- Master of Business Administration 54 units

Minimum Unit Completion Requirements

To maintain Satisfactory Academic Progress, all students must complete (i.e., pass with a grade of C- or above for undergraduate, C or above for graduate level programs) a minimum number of units within a certain period depending on their program and enrollment status.

BACHELOR OF ARTS – EARLY CHILDHOOD EDUCATION DEGREE

The minimum unit completion requirement per academic year (three semesters) for each enrollment status is as follows:

- Full-time (10 or more units per term)*: 30 units
- Part-time (6-8 units per term): 15 units
- Less-than-part-time: less than 6 units per term

MASTER OF ARTS IN EDUCATION IN EARLY CHILDHOOD EDUCATION

The minimum unit completion requirement per academic year (three semesters) for each enrollment status is as follows:

- Full-time (6-8 units per term)*: 18 units
- Part-time (3-4 units per term): 9 units
- Less-than-part-time: less than 9 units per term

DOCTORATE IN EDUCATION IN EARLY CHILDHOOD EDUCATION LEADERSHIP

The minimum unit completion requirement per academic year (three semesters) for each enrollment status is as follows:

- Full-time (6-8 units per term)*: 18 units
- Part-time (3-4 units per term): 9 units
- Less-than-part-time: less than 9 units per term

MASTER OF ARTS IN RABBINIC STUDIES

The minimum unit completion requirement per academic year (two semesters) for each enrollment status is as follows:

- Full-time (6 units per term)*: 12 units
- Part-time (3 units per term): 6 units
- Less-than-part-time: less than 6 units per year

MASTER OF BUSINESS ADMINISTRATION

The minimum unit completion requirement per academic year (six terms) for each enrollment status is as follows:

- Full-time (6 units per term)*: 36 units
- Part-time (3 units per term): 18 units
- Less-than-part-time: less than 9 units per year

*Students wishing to enroll in fewer than 12 units per term must request approval by their Academic Advisor and submit a Multiple Petition Form with the Office of Registrar Services. Students who need fewer than 12 units to complete their program may register for said units through the Office of Registrar Services.

CLASS SCHEDULE CHANGES (ADD/DROP/WITHDRAW)

Digital forms for adding, dropping, or withdrawing from a course are available from the Office of Registrar Services via email to registrar@aju.edu. All such requests require authorization from the student's academic advisor prior to processing. Students may add or drop a course during the drop/add period as described in the [Academic Calendar](#). Courses dropped during the drop/add period will not appear on a student's transcript.

After the drop/add period, students may withdraw from courses up until the sixth week of the semester only with prior authorization from the instructor and their academic advisor. Students will receive a grade of "W" on their transcript for these courses. A grade of "W" will display as attempted credits and will not impact the term grade point average (GPA).

Only medical or emergency withdrawals (described below) are allowed after the sixth week of the semester. Except for a medical or an approved emergency withdrawal, withdrawal from a course after the sixth week of classes is not permitted; students who stop attending a class after the sixth week will receive a grade of F for that course, which will be factored into their GPA. The Office of Registrar Services notifies the Office of Financial Aid of late withdrawals. Any exceptions to these policies must be approved by the Dean of the Program.

TRANSFERABILITY OF CREDITS

The transferability of credits you earn at American Jewish University is at the complete discretion of an institution to which you may seek to transfer.

ADMINISTRATIVE WITHDRAWALS

If a student's behavior is not conducive to a successful collegiate learning environment, an instructor has the right to remove the student from a course. Should a student be banned from attending a course for the remainder of the semester, the student will be administratively withdrawn from that course.

A student may be subject to administrative withdrawal (expulsion) from the University for acts of academic dishonesty, violation of the Honor Code, as well as for behavioral or non-academic matters if it is determined that the student is a threat to themselves or others, and/or has caused or is likely to cause a disruption to the academic environment or campus community.

A student may be withdrawn from a program for reasons including but not limited to the following:

- Violation of student conduct policies.
- Failure to pay tuition or fees.
- Failure to re-register for courses in fulfillment of program requirements.

- Two consecutive semesters of non-satisfactory academic progress.

Students who do not register or return to AJU for the next consecutive term will be institutionally withdrawn from AJU based on failure to return to the campus. Additionally, students who do not demonstrate online participation (for distance education courses) or are absent for 2 consecutive weeks and have not alerted the University of any planned absences will be institutionally withdrawn from AJU. This policy applies to all students, except students on an approved Leave of Absence. The last date of attendance (LDA) for withdrawals will be calculated based on user-activity for online or distance education students or determined based on last date of attendance of in-residence/on-campus courses for the last term they attended.

MEDICAL/EMERGENCY WITHDRAWALS

Any student seeking a medical or emergency withdrawal from AJU must secure the appropriate approvals through AJU's petition process. Medical or emergency withdrawals may be granted based on certain documented, extenuating emergency or medical circumstances. The petition may be granted only if all required approvals are obtained. The last date of attendance (LDA) for withdrawals will be calculated based on user-activity for online or distance education students or determined based on last date of attendance of in-residence/on-campus courses. Students will receive a grade of "W" on their transcript for these courses. A grade of "W" will display as attempted credits and will not impact the term grade point average (GPA).

Digital petition forms are available from the Office of Registrar Services via email at registrar@aju.edu. A completed form, along with verifying documentation (ie: from the student's personal physician), should be uploaded within the form submission. The Office of Registrar Services will submit the request to the Academic Program Dean for initial approval. If approved, the request will then be submitted to the Office of Academic Affairs for review by the Vice President of Academic Affairs. All medical withdrawal petitions must be approved by the Vice President of Academic Affairs and the Academic Program Dean. Normally, a medical or emergency withdrawal constitutes complete withdrawal from the University for one semester up to one academic year. A partial medical withdrawal may be granted if sufficient medical grounds exist, and specific documentation is provided by the student's physician. A partial medical withdrawal includes withdrawing from individual courses when documentation demonstrates that the student will be unable to compete with the specific class requirements.

ZSRS and SJEL students who are granted a medical withdrawal from the university during the first two weeks of the semester are eligible for a 100% tuition and fees refund. ZSRS and SJEL students who are granted a medical withdrawal from the university during the third through sixth weeks of the semester are eligible for a 50% refund. SEMSI students who are granted a medical withdrawal from the university with a LDA occurring within the first eight days of the term are eligible for a 100% tuition and fees refund. SEMSI students who are granted a medical withdrawal from the university with a LDA occurring during the ninth day through the end of the fourth week of the term are eligible for a 50% refund.

In all cases where a student either does not appropriately request a withdrawal or is not granted one, they will be held to the standard requirements of a course and/or program. If a medical withdrawal is granted, a medical reevaluation from the student's personal physician may be required for re-enrollment. Students who withdraw from the University for more than one year may be required to reapply to the University.

LEAVE OF ABSENCE

Leave of absence requests are completed via digital form with the Office of Registrar Services. An Approved Leave of Absence occurs when a student leaves for a full semester or session (or one year for Rabbinical students) with the intention to return. An Unapproved Leave of Absence occurs when a student takes more than one semester or session off (or one year for Rabbinical students). A leave of absence may be granted by petition to students maintaining satisfactory academic progress and no outstanding balances with the Student Billing and Accounting Offices.

The petition must be approved by the appropriate academic advisor and submitted to the Office of Registrar Services. Approval of a request for a leave of absence is not automatic. Students on a leave of absence are not qualified to receive Financial Aid during the Leave. Any student who has received a Federal Stafford Loan and takes a six-month leave of absence will enter the grace period and/ or begin repayment on their loan because the six-month leave exceeds the Federal government's 180-day maximum for an approved LOA per 12-month period.

WITHDRAWAL FROM THE UNIVERSITY

A student who wishes to withdraw from the University must submit a withdrawal form from the Office of Registrar Services, specify which semester will be their last semester, and obtain all necessary authorizations. Digital petition forms are available from the Office of Registrar Services via email at registrar@aju.edu.

ADMINISTRATIVE WITHDRAWAL

If a student's behavior is not conducive to a successful collegiate learning environment, an instructor has the right to remove the student from a course. Should a student be banned from attending a course for the remainder of the semester, the student will be administratively withdrawn from that course.

A student may be subject to administrative withdrawal (expulsion) from the University for acts of academic dishonesty, as well as for behavioral or non-academic matters if it is determined that the student is a threat to themselves or others, and/or has caused or is likely to cause a disruption to the academic environment or campus community.

A student may be withdrawn from a program for reasons including but not limited to the following:

- Violation of student conduct policies.
- Failure to pay tuition or fees.
- Failure to re-register for courses in fulfillment of program requirements.
- Two consecutive semesters of non-satisfactory academic progress.

Students and Grades

Students are responsible for checking their grades each semester. Any discrepancies must be reported, in writing, to the Office of Registrar Services within six months from the date the grades are issued. Please refer to the Grade Appeal process located in this Catalog for more information.

Undergraduate Programs - Dean's List and Graduation with Honors

Inclusion on the Dean's List is awarded to full-time undergraduate students who earn a GPA of 3.6 or higher in any given semester.

Undergraduate students may graduate with the following honors based on the following cumulative GPAs:

- 3.4 Cum Laude (with honors)
- 3.6 Magna Cum Laude (with high honors)
- 3.8 Summa Cum Laude (with highest honors)

Minimum Grades Policy – School for Jewish Education and Leadership Undergraduate Programs

Bachelor of Arts in Early Childhood Education (BAECE) students must receive a grade of “C-” or better in all courses. In a case where a student receives a grade lower than “C-” in a required course, the course must be repeated and passed with a grade of a “C-” or above. The original grade will continue to appear on the student’s transcript but will not count toward degree requirements or the calculation of the cumulative GPA for graduation purposes.

BAECE students must maintain at least a “C” average (2.0 grade point average). Students who drop below the minimum average will be placed on academic probation for one semester. Students who do not achieve a “C” average (2.0 grade point average) during the probationary semester may be dismissed from the university, at the discretion of the Dean.

Minimum Grades Policy – School for Jewish Education and Leadership Graduate Programs

Graduate students must receive a grade of “C” or better in all courses. In a case where a student receives a grade lower than “C” in a required course, the course must be repeated and passed with a grade of a “C” or above. The original grade will continue to appear on the student’s transcript but will not count toward degree requirements or the calculation of the cumulative GPA for graduation purposes.

All graduate students must maintain a “B” average (3.0 grade point average), both cumulative and per semester, to remain in good academic standing. Students who drop below the minimum average will be placed on academic probation for the immediately succeeding semester. Students who do not achieve a “B” average (3.0 grade point average) during the probationary semester may be dismissed from the university, at the discretion of the Dean.

Minimum Grades Policy – School of Enterprise Management & Social Impact

Students must receive a grade of “C” or better in all courses. In a case where a student receives a grade lower than “C” in a required course, the course must be repeated, or an or an equivalent course, in the sole discretion of the school's dean, must be completed with a grade of a “C” or above. The original grade will continue to appear on the student’s transcript but will not count toward degree requirements or the calculation of the cumulative GPA for graduation purposes.

All graduate students must maintain a “B” average (3.0 grade point average), both cumulative and per semester, to remain in good academic standing. Students who drop below the minimum average will be placed on academic probation for the immediately succeeding semester. Students who do not achieve a “B” average (3.0 grade point average) during the probationary semester may be dismissed from the university, at the discretion of the Dean.

Minimum Grades Policy – Ziegler School of Rabbinic Studies

Students enrolled in the Ziegler School of Rabbinic Studies must receive a grade of “C” or better in all courses. In a case where a student receives a grade lower than “C,” the course must be repeated. The original grade will continue to appear on the student’s transcript but will not count toward degree requirements or the calculation of the cumulative GPA for graduation purposes.

All graduate students must maintain a “B” average (3.0 grade point average), both cumulative and per semester, to remain in good academic standing. Students who drop below the minimum average will

be placed on academic probation for the immediately succeeding semester. Students who do not achieve a “B” average (3.0 grade point average) during the probationary semester may be dismissed from the university, at the discretion of the Dean.

COURSE REPEAT AND DROP POLICY

In all cases, while the first grade will no longer factor into a student’s GPA, it will still appear on their transcript with credits next to the course title. Beyond the situations above, all grades will be recorded and counted in the GA and SAP (for financial aid). The above will have no bearing upon academic and financial aid probations. That is, a student will not be retroactively removed from academic or financial aid probation on the basis of any retaken classes.

Graduate Students

Graduate students pursuing a graduate degree must maintain a minimum 3.0 (B) average in their program and the cumulative grade point average. No grade below a “C” can be counted in their program. Any grade of C- or below in their program must be repeated. If the student does not receive a “C” or better on the second attempt, the student may be subject to disqualification from the program. A maximum of 6 units in the formal program may be repeated at the graduate level.

Undergraduate Students in School for Jewish Education and Leadership

Only one repeat per course (e.g., grade forgiveness) is permitted for improving the grade with the higher of the two grades counted in the student’s GPA. All grades for the course will remain on the student’s official transcript. If the student does not receive a C or better on the second attempt, the student may be subject to disqualification from the program. A maximum of 6 units in the formal program may be repeated at the undergraduate level

PASS/FAIL OPTION

All students may not take courses on a Pass/Fail basis, except for those courses offered only on a Pass/Fail basis (such as Colloquium, Capstone, etc.). A Pass will be awarded for a “C” or above for both undergraduate and graduate classes. Grades below these minimums will be recorded as an “F” and will be calculated as such in the GPA.

INDEPENDENT STUDY

Students may earn credits through independent study with permission granted for special study projects not covered in the general course offerings. Independent study criteria must be approved, in writing, by the instructor overseeing the independent project, the student’s advisor and the Dean of the student’s program. A detailed outline of the project, including material to be covered, bibliography, written work to be submitted, etc., must then be submitted to the academic advisor. All independent study courses must be documented using the Independent Study contract available by emailing the Office of Registrar Services at registrar@aju.edu and signed (either by-hand or electronically) by the instructor, academic advisor, and the Dean. This form shall be processed by Office of Registrar Services by the deadline for adding classes in the semester in which the Independent Study is to be taken.

Students may not take existing courses by independent study. No more than 12 credits of independent study will be counted toward degree requirements unless special permission to do so has been given (such as in an Individualized Major where classes needed may not be offered). No more than 12 credits of independent study will be counted toward degree requirements unless special permission to do so has been given. A student may only take one independent study per semester

unless special permission is given to do more than one per semester. Please note that AJU and its faculty are under no obligation to offer any independent studies at all.

AUDITING COURSES

Pending permission of the instructor and the Deans of the School(s) for the class, students may audit courses, or enroll in them without receiving credit or grade point average calculation. Students who are admitted to the university and are enrolled in courses for credit may elect audit courses.

Students who audit courses pay full registration and tuition fees for the courses they audit. Audited courses are not given earned credit hours or regular grades. The notation of “AU” or “AUD” will be recorded for auditors on the students’ official record for those who participate in all regular class activities. Auditors are not obligated to prepare formal assignments, write papers, or take quizzes, tests, or examinations; they are expected to attend class regularly and to complete all reading assignments. With the permission of the instructor, however, they may perform these activities and receive an informal evaluation of their work. If auditing students do not prepare the assignments, instructors have the right to bar them from attending class.

Auditors wishing to enroll in the University for credit must be admitted students. After the deadline to declare audit, or withdraw, students may not change their status in a course from that of a regularly enrolled student to that of an auditor or vice versa.

INCOMPLETES

A student who fails to complete all required assignments and examinations by the end of the semester will receive a grade based on the work completed by the end of the finals period. When unusual circumstances make it impossible to fulfill the requirements on time, and when a student is doing passing work, the student may petition for a grade of incomplete (I) in a course. The student must obtain authorization from the instructor and student’s academic advisor and submit a petition form to the Office of Registrar Services. Students must submit petitions no later than the last day of class of a given semester. Petitions will not be accepted beyond this date. If a grade of incomplete is authorized, students may then submit work up to thirty (30) calendar days from the Monday after the final class of the semester. Work submitted during this period will be included in a determination of the student’s final grade for the course. Candidates for graduation from any program may not petition for incompletes in their final semester prior to graduation.

Incompletes will be counted as attempted but not completed hours and will not be included in the calculation of GPA until a final grade for the course has been issued. A student who fails to complete all required assignments and examinations by the end of the Incomplete deadline will receive a grade calculated based on the work completed against all works required for the course. When a grade has been issued, the grade change will be counted as attempted and completed hours and will be included in the calculation of GPA.

SATISFACTORY ACADEMIC PROGRESS

Federal regulations require all institutions that participate in Title IV aid programs to define and monitor satisfactory academic progress (SAP) for all financial aid recipients. The standards must meet all Federal requirements and be equal to or more stringent than the SAP standards for non-financial aid recipients. All students, regardless of whether they receive financial aid or not, are required to meet both qualitative and quantitative standards for Satisfactory Academic Progress while attending American Jewish University. This policy ensures that students are progressing through their

programs of study and identifies students who may be at risk of failing. Refer to the respective headings in this section of the academic catalog:

- Grade point average (GPA) requirements.
- Minimum unit completion requirements.
- Maximum allowable units.

SAP DEFINED

Undergraduate students with a cumulative GPA (Grade Point Average) of less than 2.0, or graduate students with a cumulative GPA of less than 3.0 in their active program of study or students that have completed less than 66.66% of their cumulative attempted units in their active program of study have not met the minimum requirements for Satisfactory Academic Progress (SAP) for that program. For Academic purposes, SAP is reviewed at the end of each semester. For Financial Aid recipients, SAP is reviewed for Financial Aid eligibility at the end of each year.

All students are monitored for SAP at the end of each semester, including summer semesters when enrolled. AJU has distinct policies for SAP for Financial Aid and Registrar Services. All students are monitored for SAP through both the Office of Financial Aid and Office of Registrar Services. A student may be concurrently placed on Academic Probation with the Office of Registrar Services and SAP Financial Aid Warning with the Office of Financial Aid. More information on the differences is further discussed below in the header Satisfactory Academic Progress: Financial Aid & Academic Implications.

Students not maintaining SAP will receive a letter and email from the Office of Registrar Services, indicating any deficiencies, the actions required to resume meeting SAP, and the time in which these actions must be completed. Students receiving financial aid who are not maintaining SAP will also receive a letter from the Office of Financial Aid, indicating any deficiencies, the actions required to resume meeting SAP, and the time in which these actions must be completed. Students receiving such letter are strongly advised to speak to their Academic Advisors as soon as possible.

The following SAP standards must be met:

1. Cumulative Grade Point Average (GPA) – Qualitative Component

- Students must be in good academic standing to receive federal financial aid. This means a student must meet the following minimum cumulative GPA requirements:
 1. Undergraduate students are required to maintain a 2.0 GPA.
 2. Graduate students are required to maintain a 3.0 GPA.
 3. Certain merit-based award recipients must have a minimum of a 3.0 GPA to renew their scholarship.

2. Minimum Completion Rate for Attempted Unit Hours – Pace (Quantitative) Component

- Students must demonstrate progress by accumulating academic units at a rate that indicates graduation in a timely manner. A student who is not progressing towards graduation at the defined Completion Rate will not receive federal financial aid regardless of GPA.
- Students must complete at least 66.66% percent of all cumulative attempted unit hours in order to be eligible for federal financial aid. The cumulative attempted unit hours include all transfer units accepted by American Jewish University and noted on the academic transcript.

- The following designations are considered to be attempted credit hours but are not considered to be successfully completed: “W,” “I,” “NG,” and “F” grades.
- Courses repeated for any reason will be counted as attempted unit hours for determining the calculation of GPA used for SAP. Repeated courses with passing grades will not be counted as completed/earned units unless they also appear on the academic transcript.

3. Degree Completion Maximum Time Frame

- The maximum timeframe for completion of undergraduate certificate or degree programs may not exceed 150 percent of the length of the program. This provision does not apply to graduate programs.
- There is no specific federal financial aid policy regarding maximum time frame for degree completion for graduate and professional students.

GRADE APPEAL PROCEDURE

While the University supports the right of faculty to assign grades that they deem appropriate, a student who receives a grade that they believe to be inaccurate or legitimately unwarranted may file a grade appeal. The following outlines the process:

1. Within 15 days after the beginning of the subsequent semester after which the grade in question is assigned, the student must directly appeal the grade to the instructor in writing. The instructor will have 15 days to respond to the student in writing.
2. If there is no satisfactory resolution, the student may appeal to the Department Director within 7 days after receiving a response back from the instructor. (Note: If the Department Director is the instructor or if there is no Instructor, this step is skipped. If the Dean or the Vice President of Academic Affairs is the instructor, steps 2 and 3 are skipped. If there is no Department Director, this step is skipped.) This appeal must be in writing and must include a cover letter explaining why the grade is inaccurate or legitimately unwarranted along with any supporting documentation (including the written appeal to the instructor and any instructor response).
3. If there is no satisfactory resolution at the Department Director-level, the student may appeal to the Dean within 15 days of receiving a response back from the Department Director (or within 15 days of hearing back from the instructor if the instructor is the Department Director or there is no Department Director).
4. If there is no satisfactory resolution at the Dean level, the student may appeal to the Vice President of Academic Affairs within 15 days of receiving a response back from the Department Director. The decision of the Vice President of Academic Affairs cannot be appealed unless they are the instructor of record, in which case the grade may only be appealed to the President of the University within 7 days after receiving a written response from the Vice President of Academic Affairs.

ACADEMIC INTEGRITY

Academic integrity is essential to collegial pursuit of truth and knowledge and gives the University community credibility. The principles of academic integrity demand the commitment of all students. Academic dishonesty is viewed at the University as a serious offense and will not be tolerated.

The University expects the highest standards of integrity from all undergraduate and graduate students in the performance of academic assignments and research as well as campus and community involvement. Moreover, the University requires the cooperation of its students in creating an environment that is conducive to everyone's learning. Academic integrity includes, but is not limited to:

- Arriving and departing class on time;
- Attending class regularly;
- Being prepared for class work and discussion;
- Participating in class discussions in a way that doesn't discriminate against or harass peers or instructors and that respects the free inquiry of others;
- Refraining from disruptive behavior (i.e., talking, noises from electronic devices, coming and going during class, sleeping during class);
- Refraining from attending class under the influence of alcohol or illegal substances; and
- Adhering to specific classroom standards set forth by the instructor and the University Code of Conduct.

Academic dishonesty refers to forms of cheating which result in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own.

Dishonesty in work, whether on quizzes, laboratory work, papers, examinations, etc., and regardless of the learning environment or modality of instruction, is regarded as a serious offense and may result in failure in the course, academic probation as well as suspension or expulsion from the University. Anyone who willfully assists another in the breach of integrity is held equally responsible and subject to the same penalty.

Academic dishonesty includes, but is not limited to: cheating, fabrication, plagiarism, abuse of resources, forgery of documents or assisting in academic dishonesty (i.e., any individual who authors papers for students they are assisting). AJU assumes the academic integrity of its students. In cases where academic integrity is in question, the following definitions and policies apply:

1. Cheating is using, attempting or including any information that does not belong to the student in any academic exercise. Examples of cheating are copying homework from another student, copying another student's test or using an unauthorized "cheat sheet."
2. Plagiarism is the representation of the words and ideas of another as one's own in any academic exercise. Plagiarism includes failing to provide in-text and works cited citation(s) for any outside sources. Plagiarism also includes using the original or similar language of a source without quotations. Modifications and rephrasing do not reduce the requirement for providing a citation. Any source material must be phrased in a student's own language, or it must be quoted. This also applies to information obtained electronically from the internet as well as print sources.
3. Fabrication is the falsification or intervention of any information or citation in any academic exercise such as: making up a source, giving an incorrect citation or misquoting a source.
4. Forgery of documents is the unauthorized alteration or construction of any document.
5. Assisting in academic dishonesty is the unauthorized collaboration of individual work.

Sanctions

Faculty members have the right and responsibility to impose course-related sanctions for violations of academic integrity that occur in a course they teach. When an instructor perceives that a violation of academic integrity has occurred, the instructor is expected to consult with the student first in order to determine if a violation has occurred. When the instructor imposes the course

sanction (i.e., failing grade on the assignment or failing course grade), the instructor will report the action to the Office of Academic Affairs in order to emphasize the seriousness of the violation and the University's commitment to academic integrity.

Appeals

A student who receives an unfavorable judgment may appeal the decision to the Vice President of Academic Affairs within seven (7) calendar days of receiving the outcome. The appeal must be in writing and based upon one of the following elements for the appeal to be reviewed:

1. Substantial evidence did not exist.
2. Sanction is disproportionate to the offense.
3. New evidence has come to light.

It is the responsibility of the student to provide all supporting evidence with their written appeal. In cases where the sanction is immediate suspension or expulsion from the University, the decision is made and communicated to the student by the Vice President of Academic Affairs and thus, *is not eligible* for appeal.

EMERGENCY PROCEDURES

EMERGENCIES

1. In the event of an emergency, call "911".
2. When making an emergency call, give a clear description of the problem, your location (including floor and room) and your name.
3. Immediately following this call, contact campus security and the RLO staff so that on-site assistance can be initiated.

EARTHQUAKES

What happens in a typical building during an earthquake varies from building to building and from floor to floor. Lower floors will shake rapidly, much like smaller buildings. Unsecured books, plants, breakable items, etc., will fall from shelves. Top-heavy furnishings will fall over. Unsecured light fixtures and ceiling panels may fall. On upper floors, movement will be slower, but the building will move farther from side to side. Unsecured furniture will slide across the floor. Objects will topple from shelves and windows may break. There are steps you can take to lessen the threat of a major earthquake:

During an earthquake:

1. You will experience momentary panic when your plane of reference begins to move. It should pass in a few moments. If the shaking is severe—enough to cause damage—you will find it difficult to walk.
2. Do not rush outdoors, since most injuries occur from falling glass, fixtures, plaster, bricks, debris, and electrical lines as people are leaving buildings. Stay put.
3. Sit or stand against an inside wall or doorway or take cover under a desk, table, or bench (in case a wall, ceiling, or furnishings should fall). In high-rise buildings, doorways may not necessarily be the safest place to stand; taking cover under a heavy desk or table is preferred.
4. Stay away from all glass surfaces (windows, mirrors, etc.)
5. Do not restrain falling objects unless they endanger your life.
6. If you are outdoors, remain there. Move into the open. Do not stand under overhangs on the outside of buildings. Move away from power lines and stay in the open areas away from all structures.

After an earthquake:

1. Aftershocks may occur at any moment with nearly the same force as the original quake. Be prepared.
2. Move cautiously and observe your surroundings for hazards.
3. Check for injuries and provide first aid and CPR where necessary if certified.
4. Seek help by phone, if necessary, for emergency aid. Do not tie up phone lines with unnecessary or non-emergency calls.
5. Do not touch downed power lines or objects in contact with lines.
6. If your building has obviously suffered damage, wait until the initial shaking is over and then evacuate the building. Go immediately to designated emergency areas. Wait until authorities announce that it is safe to enter the building.

7. Tune in to local radio stations for information and damage reports.
8. Above all, try to remain calm and resist the urge to panic!

FIRE EVACUATION PROCEDURES

Residents should locate the fire exits on their floors and should be on the alert to prevent fires. Residents should be familiar with the fire instructions that are posted in each room. Fire alarms are located on each hallway. All residents and visitors are required to evacuate the building when the fire alarm sounds. Periodic fire drills are required to ensure that residents know what to do in the event of a fire. Any student who does not participate in mandatory drills will be cited with an Incident Report and disciplinary sanctions will be rendered.

In the event of a fire: contain the fire, if possible, by closing the door. No matter how small the fire, and even if it is already extinguished, report it to the RLO or your RA immediately.

In the event the fire alarm sounds

Remain calm at all times. Everyone is required to leave the building at once using the nearest stairway exit. Depart the room immediately, but prepare for outside conditions if possible (e.g., shoes, coat, etc.). Close the room and hallway doors behind you. If you are away from your room when the fire alarm sounds, do not return to your room. Never use an elevator during a drill or actual fire. Leave the building via the nearest stairwell.

The evacuation area is the AJU Basketball Court. If the southern wild vegetation is burning, or if the AJU Basketball Court is otherwise unsafe, the secondary evacuation area is Parking Lot #2. Do not return to the building until given the all-clear signal by security or residence hall staff.

AUERBACH STUDENT LOUNGE

the Auerbach Student Lounge is presently closed. Please contact the Office of Academic Affairs if you are interested in accessing the fitness room.

FITNESS CENTER REGULATIONS

No person is permitted to use the Fitness Center or outdoor recreational athletic facilities until the individual has reviewed and signed all applicable forms. *Guests of AJU students are not permitted to use the fitness center.*

Hours of Operation

The Auerbach Student Union Fitness Center is open daily from 6:00am until 1:00am for all AJU students.

Rules and Regulations

- All patrons must carry their AJU ID Card with them to the Fitness Center and present it when asked by a staff member.
- Appropriate shirts and shoes, along with proper exercise pants (e.g., athletic shorts, sweats, leotards, or wind pants), are required. Unacceptable forms of attire include jeans, khakis, cut-off denim, bathing suits, bikini tops, thong leotards, boots, and shoes with soles that will mark the floors. Shirts must be worn at all times.
- No food or drink, except for water, is permitted in the fitness area. All bottled water must be removed from the Fitness Center upon user departure.
- Chewing gum must be disposed of in the trash receptacles provided.
- Profanity or abusive language is prohibited.
- No one under the age of 17 is permitted to work out in the facility.
- Electronic equipment units may not be moved at any time. The only equipment that may be moved are free weights and exercise balls.
- Users may not leave personal exercise equipment in the Fitness Center without pre- approval from the Facilities Staff.
- Patrons must abide by all policies set forth by the Facilities and RLO staff. Such policies may include, but are not limited to, regulations regarding risk management issues, proper sanitation, informal game playing etiquette, and proper usage of equipment.
- For safety reasons, students must have at least one additional person present to use free weights.
- Patrons must pay careful attention when using free weights to avoid damage to the floor.
- Use of personal audio devices is acceptable with the use of headphones.
- No tape may be placed on the floor of the aerobic/fitness rooms.
- Patrons must wipe down equipment after every use.
- Users are required to have full-length towels on all machines; wash towels and hand towels are not acceptable.
- Permission must be granted before any alterations may be made to equipment or facilities.

LOCKERS AND SHOWERS

- Lockers and showers are for the use of non-residents. All residential students are *prohibited* from using lockers and showers. Any personal locks will be cut off and any possessions in the locker will be brought to the facilities office. All patrons in violation of this rule will be charged a fine of \$20.
- All patrons using the Fitness Center showers must wear proper shower footwear (e.g., flip-flops, sandals, aqua socks).
- Any shampoo, soap, body lotions, or other shower amenities will be provided by the patron utilizing the showers and either disposed of or removed from the area after use.
- Patrons may not enter the locker/shower area of the opposite gender. Violation of this policy will at a minimum result in loss of Student Union privileges.

Violation of these policies or failure to comply with reasonable directions and requests of University officials (including RAs) acting in the performance of their duties will result in disciplinary action and revocation of privileges.