



American  
Jewish  
University

# 2022 – 2023 STUDENT HANDBOOK

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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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	Academic Deadlines
Schools	CAS College of Arts and Sciences
	SJEL School for Jewish Education and Leadership
	ZSRS Ziegler School of Rabbinic Studies



### AJU Academic Calendar 2022-2023

Month	Date	Day	Description	School(s)
July 2022	4	Mon	Independence Day - AJU closed.	CAS, SJEL, ZSRS
	8	Fri	Signed financial aid award letters due to Financial Aid Office for Fall 2022.	CAS, SJEL, ZSRS
	27	Wed	First payment due to Student Billing Office for students on payment plan for Fall 2022.	CAS, SJEL, ZSRS
August 2022	1	Mon	Fall semester tuition due to Student Billing Office for those not on payment plans.	CAS, SJEL, ZSRS
	22	Mon	MAEd ECE Orientation	SJEL
	23	Tue	Ziegler Orientation	ZSRS
	23	Tue	BA ECE Orientation	SJEL
	29	Mon	<b>First day of classes. Fall 2022 Semester begins.</b>	CAS, SJEL, ZSRS
September 2022	5	Mon	Labor Day - AJU closed.	CAS, SJEL, ZSRS
	16	Fri	Last day for CAS, Education School, and Ziegler 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
	25	Sun	Erev Rosh Hashanah - AJU closed.	CAS, SJEL, ZSRS
	26	Mon	Rosh Hashanah - AJU closed.	CAS, SJEL, ZSRS
	27	Tue	Rosh Hashanah - AJU closed.	CAS, SJEL, ZSRS
	28	Wed	No Ziegler classes. Classes held for CAS and Education School.	ZSRS
	29	Thur	No Ziegler classes. Classes held for CAS and Education School.	ZSRS
	30	Fri	No Ziegler classes. Classes held for CAS and Education School.	ZSRS
October 2022	1	Sat	Federal Student Deadline: FAFSA for 2023-2024 academic year is open.	CAS, SJEL, ZSRS
	3	Mon	No Ziegler classes. Classes held for CAS and Education School.	ZSRS
	4	Tue	Erev Yom Kippur. No classes. Administrative office open. AJU closes at 12:30pm.	CAS, SJEL, ZSRS
	5	Wed	Yom Kippur - AJU closed.	CAS, SJEL, ZSRS
	6	Thur	No Ziegler classes. Classes held for CAS and Education School.	ZSRS
	7	Fri	No Ziegler classes. Classes held for CAS and Education School.	ZSRS
	9	Sun	Erev Sukkot. AJU closes at 4:00pm.	CAS, SJEL, ZSRS
	10	Mon	Sukkot - AJU closed.	CAS, SJEL, ZSRS
	11	Tue	Sukkot - AJU closed.	CAS, SJEL, ZSRS
	14	Fri	Last day for CAS, Education School and Ziegler students to declare Audit option. Last day for CAS to declare Pass/Fail. Last day for students in all programs to withdraw from classes. End of eligibility for 50% refund of tuition.	CAS, SJEL, ZSRS
	16	Sun	Erev Shemini Atzeret. AJU closes at 4:00pm.	CAS, SJEL, ZSRS
17	Mon	Shemini Atzeret - AJU closed.	CAS, SJEL, ZSRS	
18	Tue	Simchat Torah - AJU closed.	CAS, SJEL, ZSRS	
November 2022	23	Wed	No CAS, Education, or Ziegler classes. Professors may offer make-ups. Administration offices open.	CAS, SJEL, ZSRS
	24	Thur	Thanksgiving - AJU closed.	CAS, SJEL, ZSRS
	25	Fri	Day after Thanksgiving - AJU closed.	CAS, SJEL, ZSRS
	28	Mon	Spring 2023 Advisement and Registration begins.	CAS, SJEL, ZSRS
December 2022	5	Mon	\$100 Late Registration Fee begins.	CAS, SJEL, ZSRS
	9	Fri	Last day of classes. Last day to petition for Incompletes.	CAS, SJEL, ZSRS
	12	Mon	Additional \$150 Late Registration Fee begins.	CAS, SJEL, ZSRS
	12	Mon	Finals Week begins.	CAS, SJEL, ZSRS
	16	Fri	<b>Finals Week ends. Fall 2022 Semester ends. Winter break for students begins through January 17, 2023.</b>	CAS, SJEL, ZSRS
	19	Mon	Additional \$250 Late Registration Fee begins.	CAS, SJEL, ZSRS
	24	Sat	Winter Break for Administration begins - AJU closed.	CAS, SJEL, ZSRS
	31	Sat	Winter Break ends- AJU closed.	CAS, SJEL, ZSRS

Questions?		Phone
Department	Email	
Registrar Services	<a href="mailto:registrar@aju.edu">registrar@aju.edu</a>	310-440-1519
Financial Aid	<a href="mailto:financialaid@aju.edu">financialaid@aju.edu</a>	310-440-1252
Student Billing	<a href="mailto:studentbilling@aju.edu">studentbilling@aju.edu</a>	310-440-1595
Academic Affairs	<a href="mailto:academicaffairs@aju.edu">academicaffairs@aju.edu</a>	310-440-1539
IT Support	<a href="mailto:support@xoverture.com">support@xoverture.com</a>	

Legend	Holidays- AJU Closed
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### AJU Academic Calendar 2022-2023

Month	Date	Day	Description	School(s)
January 2023	1	Sun	New Year's Day- <i>AJU closed.</i>	CAS, SJEL, ZSRS
	2	Mon	Observance- New Year's Day- <i>AJU closed.</i> Administrative offices will open on Tuesday, January 3, 2023.	CAS, SJEL, ZSRS
	3	Tue	First payment due to Student Billing Office for students on payment plan for Spring 2023.	CAS, SJEL, ZSRS
	9	Mon	Spring semester tuition due to Student Billing Office for those not on payment plans.	CAS, SJEL, ZSRS
	16	Mon	Martin Luther King, Jr. Day - <i>AJU closed.</i>	CAS, SJEL, ZSRS
	17	Tue	<b>First day of classes. Spring 2023 Semester begins.</b>	CAS, SJEL, ZSRS
February 2023	10	Fri	Last day for CAS, Education School, and Ziegler 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
	20	Mon	President's Day- <i>No classes. Administration offices open.</i>	CAS, SJEL, ZSRS
March 2023	1	Wed	Federal Student Deadline: for FAFSA and CAL Grants for CAS & BAECE Students for priority consideration.	CAS, SJEL
	3	Fri	Last day for CAS, Education School and Ziegler students to declare Audit option. Last day for CAS to declare Pass/Fail. Last day for students in all programs to withdraw from classes. End of eligibility for 50% refund of tuition.	CAS, SJEL, ZSRS
	6	Mon	Erev Purim. <i>No evening classes for CAS, Education School, and Ziegler. Administration offices open.</i>	CAS, SJEL, ZSRS
	7	Tue	<i>Purim. No classes. Administration offices open.</i>	CAS, SJEL, ZSRS
	27	Mon	Fall 2023 Advisement and Registration Week begins.	CAS, SJEL, ZSRS
April 2023	3	Mon	<b>No Classes. Spring Break begins for CAS, Education School, and Ziegler through April 16.</b>	CAS, SJEL, ZSRS
	5	Wed	Erev Passover. <i>AJU closes at 12:30pm.</i>	CAS, SJEL, ZSRS
	6	Thur	Passover 1st Day. <i>AJU closed.</i>	CAS, SJEL, ZSRS
	7	Fri	Passover 2nd Day. <i>AJU closed.</i>	CAS, SJEL, ZSRS
	10	Mon	AJU Administrative Offices open during regular business hours.	CAS, SJEL, ZSRS
	11	Tue	Erev 7th Day. <i>AJU closes at 4:00PM.</i>	CAS, SJEL, ZSRS
	12	Wed	Passover 7th Day. <i>AJU closed.</i>	CAS, SJEL, ZSRS
	13	Thur	Passover 8th Day. <i>AJU closed.</i>	CAS, SJEL, ZSRS
	16	Sun	<b>Spring break ends. Advisement and Registration continues. Classes resume on Monday, April 17, 2022.</b>	CAS, SJEL, ZSRS
24	Mon	\$100 Late Registration Fee begins.	CAS, SJEL, ZSRS	
May 2023	1	Mon	Additional \$150 Late Registration Fee begins.	CAS, SJEL, ZSRS
	8	Mon	Additional \$250 Late Registration Fee begins.	CAS, SJEL, ZSRS
	12	Fri	Last day of classes. Last day to petition for Incompletes.	CAS, SJEL, ZSRS
	15	Mon	Finals Week begins.	CAS, SJEL, ZSRS
	19	Fri	<b>Finals Week ends. Spring 2023 Semester ends.</b>	CAS, SJEL, ZSRS
	21	Sun	CAS & Education School Graduation	CAS, SJEL
	22	Mon	Ziegler Ordination	ZSRS
	25	Thur	Erev Shavu'ot - <i>AJU closed.</i>	CAS, SJEL, ZSRS
	26	Fri	Shavu'ot - <i>AJU closed.</i>	CAS, SJEL, ZSRS
27	Sat	Shavu'ot - <i>AJU closed.</i>	CAS, SJEL, ZSRS	
29	Mon	Memorial Day - <i>AJU closed.</i>	CAS, SJEL, ZSRS	
June 2023	19	Mon	Juneteenth - <i>AJU closed.</i>	CAS, SJEL, ZSRS
July 2023	3	Mon	Observance of Independence Day - <i>AJU closed.</i>	CAS, SJEL, ZSRS
	4	Tue	Independence Day - <i>AJU closed.</i>	CAS, SJEL, ZSRS
	7	Fri	Signed financial aid award letters due to Financial Aid Office.	CAS, SJEL, ZSRS
	28	Wed	First payment due to Student Billing Office for students on payment plan for Fall 2023.	CAS, SJEL, ZSRS

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:

### **Critical and Innovative Thinking**

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

### **Communication**

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

### **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.

### **Leadership**

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

### **Jewish Wisdom**

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

### **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**

Title IX of the Education Amendments of 1972 ("Title IX") is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. AJU policy and procedures regarding sexual misconduct and Title IX can be found in the "University Policies" section of the AJU Student Handbook, as well as on the AJU website.

## **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 website.

## **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**

The Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 mandate equal opportunities for students with disabilities to participate in or benefit from services offered by a place of public access, including private universities. These acts define a disability as a physical or mental impairment which *substantially limits* one or more major life activities. Moreover, a student with a qualified disability must meet the academic and technical standards required for admission or participation in an educational program or activity. AJU does not waive academic requirements for degrees or alter admissions criteria for any student, but the University makes every effort to provide reasonable accommodations when presented with appropriate, compliant documentation.

Please visit the Office of Academic Affairs for more information on documentation required for registering and requesting accommodations.

## 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
College of Arts & Sciences	1539	<a href="mailto:academicaffairs@aju.edu">academicaffairs@aju.edu</a>
School for Jewish Education and Leadership	1240	<a href="mailto:educationadmissions@aju.edu">educationadmissions@aju.edu</a>
School of Enterprise Management and Social Impact	1206	<a href="mailto:dgroshoff@aju.edu">dgroshoff@aju.edu</a>
Ziegler School of Rabbinic Studies	1248	<a href="mailto:ziegad@aju.edu">ziegad@aju.edu</a>
Office of Academic Affairs	1539	<a href="mailto:academicaffairs@aju.edu">academicaffairs@aju.edu</a>
Office of Student Affairs	1539	<a href="mailto:studentaffairs@aju.edu">studentaffairs@aju.edu</a>
Office of Registrar Services	1519	<a href="mailto:registrar@aju.edu">registrar@aju.edu</a>
Office of Financial Aid	1595	<a href="mailto:financialaid@aju.edu">financialaid@aju.edu</a>
Disability Services	1539	<a href="mailto:Academicaffairs@aju.edu">Academicaffairs@aju.edu</a>
Office of Student Accounts/Billing	1595	<a href="mailto:studentbilling@aju.edu">studentbilling@aju.edu</a>
Ostrow Academic Library	1238	<a href="mailto:library@aju.edu">library@aju.edu</a>
Title IX Coordinator, Kim Warneke	1203	<a href="mailto:titleix@aju.edu">titleix@aju.edu</a>
Campus Security (emergencies, dial 911)	310-440-1590	<a href="mailto:aju.security@aju.edu">aju.security@aju.edu</a>
Psychological Counselor (Dr. Glenn Peters)	818-475-2666	<a href="mailto:gappsyche@aol.com">gappsyche@aol.com</a>



# 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:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202

## **VACCINATION & IMMUNIZATION POLICY (NON-COVID-19)**

Except for the COVID-19 vaccination requirement (see COVID-19 Vaccination Policy for AJU Students), 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](http://www.cdc.gov).

## **MANDATORY COVID-19 VACCINE POLICY FOR AJU STUDENTS**

### **I. Purpose**

- a. In accordance with American Jewish University's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our students, employees, and their families; our customers and visitors; and the community at large from infectious diseases, such as COVID-19, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

### **II. Scope**

- a. The policy applies to all students at the University, except those who are studying completely remote and will not be visiting either AJU campus.

### **III. Background**

- a. The Centers for Disease Control and Prevention (CDC) advises that COVID-19 can cause serious, life-threatening complications, and there is no way to know how COVID-19 will affect an individual. Further, an individual who gets infected with COVID-19 could spread the virus to friends, family, co-workers and others around them.

### **IV. Policy**

- a. **Vaccination Requirement:** The University requires that all students within in the scope of this policy be fully vaccinated against COVID-19. An individual is considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses in accordance with approval, authorization or listing that is: (1) approved or authorized for emergency use by the FDA; or (2) listed for emergency use by the World Health Organization.
- b. **Additionally,** all employees that are booster eligible according to CDC and CDPH guidelines, must receive the booster within three weeks of eligibility, provided the vaccine is locally available in sufficient quantities for them to receive it, unless they are exempt from this requirement for a reason stated in Section V below.
- c. **Costs:** The COVID-19 vaccine and booster are available to the public at no cost.

### **V. COVID-19 Infection Control Procedures**

- a. The University's COVID-19 Infection Control Procedures, as described in the **COVID-19 Prevention Program** remain in effect. All students, regardless of their vaccination status, will be required to follow these procedures whenever they are on campus until advised otherwise in writing by the University. This requirement includes wearing face coverings and other personal protective equipment as per current guidelines; strictly adhering to respiratory and hand hygiene and symptom screening practices; observing social distancing, occupancy, activity and quarantine restrictions; and complying with all other COVID-19 precautions as instructed by the University.
- b. An individual who does not observe the University's COVID-19 Infection Control Procedures, regardless of vaccination status, will be subject to disciplinary action, up to and including termination of enrollment.

### **VI. Proof of Vaccination**

- a. Students who are vaccinated and boosted against COVID-19 are required to provide proof of vaccination to the Office of Academic Affairs.
- b. The following documents are acceptable proof of vaccination:
  - i. The record of immunization from a health care provider or pharmacy;
  - ii. A copy of the COVID-19 Vaccination Record Card;
  - iii. A copy of immunization records from a public health, state, or tribal immunization information system; or
  - iv. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s)
- c. Students must provide only a record of their COVID-19 vaccinations to Human Resources and not a record of other vaccinations or medical history.

**VII. Vaccination Records**

- a. The Office of Academic Affairs will maintain record of COVID-19 vaccinations for the purpose of monitoring compliance with this policy, the University's overall COVID-19 safety programs, and any applicable laws and regulations governing vaccination programs.
- b. The University may use and disclose the vaccination record for its legitimate business purposes including, but not limited to: protecting the health and safety of customers, those in the workplace, and business partners; managing absences and accommodations; ensuring compliance with University policies; managing litigation; complying with contractual obligations; and meeting legal and regulatory requirements.
- c. The University may disclose the vaccination records in electronic or other format to third parties, including customers, for its legitimate business purposes.
- d. The University will obtain the individual's consent when required to do so by applicable state law before disclosing vaccination records to third parties.

**VIII. Exemption Management**

- a. All students must adhere to the University's COVID-19 Vaccination requirement as a condition of enrollment unless exempted under Section V of this policy. The Office of Academic Affairs and Human Resources will be responsible for determining whether temporary or permanent exemptions from vaccination requirements will be granted to individuals as set forth in Section V of this policy. Employees with a vaccination exemption may be subject to weekly COVID-19 testing and different quarantine requirements as per the CDC and local health department guidelines.
- b. Beginning on February 9, 2022, individuals who are unvaccinated due to a qualified exemption must be tested for COVID-19 as follows:
  - i. Individuals who report to the workplace at least once every seven days **must** be tested for COVID-19 at least once every seven days and provide documentation of the most recent COVID-19 test to the Office of Academic Affairs no later than the seventh day following the date on which the employee last provided a test result.
  - ii. Individuals who do not report campus during a period of seven or more days must be tested for COVID-19 within seven days prior to returning to campus and must provide documentation of that test result to Human Resources upon return to the workplace.
  - iii. If an individual does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from campus until they provide a test. Individuals who have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

## IX. Vaccine Shortage

- a. In the event of a COVID-19 vaccine shortage occurring after the effective date of this policy, the situation will be evaluated by the Senior Leadership Team and Human Resources consistent with Public Health Guidelines.

## X. Exemptions

- a. **Grounds for Exemption:** Exemption from COVID-19 vaccination may be granted based on a medical contraindication or sincerely held religious beliefs.
- b. **Requests Based on Medical Contraindication:** Individuals requesting exemption due to medical contraindication must provide documentation to support the exemption, such as a certification from a health care provider to Human Resources.
- c. **Requests Based on Religious Beliefs:** Individuals requesting exemption based on sincerely held religious beliefs must provide a written request to Human Resources. The written request should clearly explain why receiving the COVID-19 vaccination would be contrary to the individual's religious beliefs.
- d. **Evaluation of Request:** Each request for exemption, regardless of the reason, will be evaluated individually by the Director of Human Resources in accordance with the University's equal employment opportunities policies and applicable law.
- e. **Notification of Exemption:** If an exemption is granted, Individuals will be notified in writing within 5 business days after presenting a request for exemption to Human Resources.
- f. **Continued Observation of Infection Control Procedures:** Individuals who receive exemptions from COVID-19 vaccination will be required to continue observing the University's COVID-19 Infection Control Procedures at all times until specifically advised by the University that they may stop doing so.
- g. **Temporary Medical Contraindication:** If an exemption is granted based on a medical contraindication that is expected to be temporary, the individual will be required either to be vaccinated when the condition resolves or to renew the request for exemption no less often than annually. If an exemption is granted on a basis that is expected to be permanent, the exemption request does not need to be renewed, unless alternative COVID-19 vaccines become available that would eliminate a medical contraindication or accommodate a religious objection.

## 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**

Counseling is available on a short-term basis from Glenn Peters, Ph.D., a licensed clinical psychologist. Interactions with the counselor are considered confidential unless the student poses a threat to themselves or others. Counseling services are generally available on select Fridays between 10:00 am and 2:00 pm during the academic year. Students may contact Dr. Peters directly at (818) 475-2666 to make an appointment.

## **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](mailto: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 permission 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**

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](mailto: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](mailto:refdesk@aju.edu).

## **STUDENTS WITH DISABILITIES**

Higher educational institutions are governed by ADA (1990) and Section 504 of the Rehabilitation Act 1973. Students with documented disabilities may request appropriate accommodations through the Office of Academic Affairs. Students must document their disability and provide a recent evaluation from a licensed, credentialed medical provider. Please contact the Office of Academic Affairs ([academicaffairs@aju.edu](mailto:academicaffairs@aju.edu)) for more information.

## **FOOD SERVICE & THE BERG DINING HALL CLOSED**

The Berg Dining Hall is located on the third floor.

**\*\*The Berg dining hall will remain closed for the foreseeable future. AJU's traditional model of on-campus dining has relied on the patronage of numerous outside groups. The continued lull in outside bookings due to COVID-19, restrictions regarding food-service safety, and the transition of AJU's other graduate programs to online models prevent us from re-opening the Berg at this time.\*\***

Traditional Jewish communities observe a series of dietary laws called *Kashrut*, commonly referred to as the custom of "keeping kosher." *Kashrut* prohibits pork and shellfish, as well as some other animal products and chemicals that are derived from animal products. *Kashrut* also prohibits the mixture of dairy and meat products at the same meal. Thus, when a meat meal is served in the Berg Dining Hall, milk and cheese are not available. Similarly, when a dairy meal is served, meat products are not available. Additionally, bread and other grain products such as pasta and rice are not served at all during the holiday of Passover. These customs may be new to some students. The Dining Services staff will be happy to answer any questions.

Students on a meal plan are required to have their ID cards with them at each meal. Individual to-go meals may be picked up at any mealtime; students may not eat a meal at the Berg and then take an additional meal to go, nor take more than one to-go meal at a time. After obtaining pre-approval from Dining Services, residents who are sick may provide their ID card to a fellow student authorized to pick up and deliver a meal on the sick student's behalf.



Students are welcome to bring guests to the Berg. All guests must pay for their food. A student's meal plan is exclusively for their own individual use. Meals are not transferable, nor are they accrued from one week to the next.

Please keep the seating area and cafeteria serving area clear of backpacks, large bags, etc. Mugs, water bottles, and outside food or drink are not permitted inside the food service area or Berg Dining Hall. AJU is not responsible for lost or stolen property.

In accordance with state law, the following minimum standards of dress must be maintained in the Berg Dining Hall:

- Shoes and shirts are required to enter the Dining Hall.
- Swimsuits are not acceptable.

AJU reserves the right to provide meal service at campus locations other than the Berg Dining Hall, should the need arise. To the extent possible, students will be informed in advance.

For more information, please contact the Director of Dining Services, Mr. Jeff Stuart, at extension 1506 or via email: [jstuart@aju.edu](mailto:jstuart@aju.edu).

## **TECHNOLOGY**

Wi-Fi is available throughout most of campus. Please contact AJU's IT Support, at [support@XOverture.com](mailto: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.



## 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.

### THE PILLARS

Students are expected to uphold AJU's core values of Learning and Scholarship, Culture, Ethics, Leadership, and Peoplehood. Students are especially encouraged to be active participants in their studies and assume leadership roles in campus activities.

### 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](http://www.bppe.ca.gov); [bppe@dca.ca.gov](mailto: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](mailto: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](mailto: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.glbtdvvp.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>

#### National Domestic Violence Hotline

800.799.SAFE

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

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](mailto: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

### MINIMUM AND MAXIMUM CREDIT LOADS

To qualify for federal and state grant and loan programs, students must meet the minimum requirement for “full time” status, Course loads for full-time status vary between programs:

- 12 credits per semester for undergraduate students
- 12 credits per semester for Ziegler students
- 8 credits per semester for MAED ECE students
- 9 credits per semester for MAT students
- 12 credits per semester for MAED students
- 10 credits per semester for BAECE students
- 6 credits per session for SEMSI students

Undergraduate students may take up to 25 units per semester. Graduate students in education programs may take up to 18 units per semester, while graduate students in the rabbinical program may take up to 23 units per semester (with a Dean’s approval). Graduate students in the business program may take up to 6 units per session. Additional units are subject to additional per unit fees.

### CLASS SCHEDULE CHANGES (ADD/DROP/WITHDRAW)

Digital forms for adding, dropping, or withdrawing from a course are available from the Office of the Registrar via email to [registrar@aju.edu](mailto: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.

### 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.

Digital petition forms are available from the Office of the Registrar Services via email at [registrar@aju.edu](mailto: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 the specific class requirements.

Students who are granted a medical withdrawal from the university during the first two weeks of the semester are eligible for a 100% refund. 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.

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 one year for Rabbinical students) with the intention to return. An Unapproved Leave of Absence occurs when a student takes more than one semester off (or one year for Rabbinical students). A leave of absence may be granted by petition to students maintaining satisfactory academic progress. 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. Undergraduate students who fail to apply for a leave of absence and leave the College will not be readmitted to the College.

## **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.

## **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.

## **INCOMPLETE**

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 signed authorization from the instructor and the 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.

## **MINIMUM GRADES AND ACADEMIC PROBATION – COLLEGE OF ARTS AND SCIENCES**

Undergraduate 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 will be dismissed if their GPA remains below a 2.0 in the probation semester.

AJU is required to establish and apply reasonable standards for measuring whether an eligible financial aid applicant is maintaining satisfactory academic progress. All financial aid applicants are monitored on an annual basis for Satisfactory Academic Progress (SAP). If a student drops below the required GPA for two consecutive semesters, they will be placed on Financial Aid Probation the following semester. Financial aid recipients will be disqualified for financial aid if the GPA in the third semester is still below the required GPA.

## **DOUBLE COUNTING MAJOR AND MINOR COURSES – COLLEGE OF ARTS AND SCIENCES**

With advisor approval, undergraduates may double-count up to two courses towards their major and minor requirements so long as they complete a minimum of 30 independent credits within the major and 12 independent credits within the minor. Any double-counted courses will need to be made up through the completion of free elective courses. Students will also still need to meet the minimum of 40 credits in-residency at AJU and 120 credits required for graduation.

## **REPEAT AND DROP POLICY – COLLEGE OF ARTS AND SCIENCES**

Effective Fall 2020, currently matriculated AJU undergraduates will have the option to retake up to five courses for which they either received an F or failed to earn a grade sufficient to satisfy a major, minor, or core curriculum requirement. Those courses may be retaken twice (i.e., three total attempts). If a student achieves a higher grade in the course, that grade will replace the previous grade(s).

In addition, currently matriculated undergraduates may also retake one additional AJU course for a higher grade, regardless of the original grade earned in the course. This course may be retaken once. If a student achieves a higher grade in the course, the second grade will replace the first grade.

In all cases, while the first grade will no longer factor into a student's GPA, it will still appear on their transcript with 0 credits next to the course title. Beyond the situations above, all grades will be recorded and counted in the GPA 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.

### **MINIMUM GRADES, ACADEMIC PROBATION AND REPEAT POLICY – SCHOOL FOR JEWISH EDUCATION AND LEADERSHIP AND SCHOOL OF ENTERPRISE MANAGEMENT & SOCIAL IMPACT**

Students enrolled in graduate programs 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.

BAECE Students in the School for Jewish Education and Leadership 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 will be dismissed if their GPA remains below a 2.0 in the probation semester.

### **MINIMUM GRADES, ACADEMIC PROBATION AND REPEAT 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 may remain on probation for only one semester; students who do not achieve a "B" average (3.0 grade point average) during the probationary semester will be dismissed from the university.

## **PASS/FAIL OPTION**

Full-time undergraduate students may take one course per semester (with a maximum of three) on a Pass/Fail basis. Courses offered only on a Pass/Fail basis will not count towards the student's one course limit. Credits earned on a pass/fail basis may not be applied toward the fulfillment of core curriculum, major or minor requirements. They can only apply to free electives.

Part-time and graduate students may not take courses on a Pass/Fail basis, except for those courses offered only on a Pass/Fail basis (such as Colloquium). Graduate students taking undergraduate courses for any purpose, include prerequisites, may not take courses on a Pass/Fail basis.

Students must make decisions about the Pass/Fail option within the deadline included in the Academic Calendar. No changes in either direction will be permitted after the deadline has passed. 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 in the Registrar's Office and signed by the instructor, academic advisor and the Dean. This form shall be filed in the Registrar's Office 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), and only one independent study may be taken 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 Dean(s) of the School(s) for the class, students may audit courses, or enroll in them without receiving credit. They are not obligated to write papers or take examinations; they are expected to attend class regularly and to complete all reading assignments. If auditing students do not prepare the assignments, instructors have the right to bar them from attending class.

Students who audit courses pay full registration and tuition fees for the courses they audit. A grade of "AU" will be recorded for auditors who meet regular attendance requirements; otherwise, the grade of "W" will be recorded. Students who are admitted to the university and are enrolled in courses for credit may audit additional courses. Students who meet the academic requirements of the various schools of the university, but have not formally applied for admission, may request permission to enroll from the instructor of the course to be audited.

Auditors wishing to enroll in the University for credit must complete the regular admission procedure. After the deadline to declare a pass/fail, 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.

## 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 Chair within 7 days after receiving a response back from the instructor. (Note: If the Department Chair 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.) 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 Chair level, the student may appeal to the Dean within 15 days of receiving a response back from the Department Chair (or within 15 days of hearing back from the instructor if the instructor is the Department Chair or there is no Department Chair).
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 Chair. 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.

## COLLEGE OF ARTS AND SCIENCES - STATEMENT OF STUDENT ACADEMIC RESPONSIBILITY<sup>1</sup>

American Jewish University is committed to producing a rich and lasting educational experience and to promote the values of Learning and Scholarship, Culture, Ethics, Leadership and Peoplehood. The purpose of the *Statement of Student Academic Responsibility* is to ensure an atmosphere of intellectual inquiry, understanding, respect and professionalism. Following these fundamental principles of student conduct and behavior will contribute to the development of responsibility and ethics.

### Classroom Decorum

Attitude and individual responsibility to learning involves a sincere investment in hard work. With respect to classroom decorum, we promote the creation of a positive and productive learning environment; we support a classroom culture that fosters an intellectual and professional learning experience, includes courtesy and respect, and enhances the good of the community

### Assignments

Reading and writing assignments are a vital component to learning in all courses. They help students better understand the ideas and concepts of the course and to improve communication, technical, analytical and judgment skills. Assignments are opportunities for students to extend and apply the ideas developed in class. They enhance the ability to think, to analyze and to discover. When done properly, these assignments facilitate the student's classroom participation.

### Academic Integrity

Academic integrity is a fundamental value essential to nurturing a strong and vibrant learning community. Taking responsibility for ethical conduct promotes a sense of community trust. Academic honesty fosters the intellectual bond among students and augments the respect that developed for one another.

### Class Participation and Attendance

The seminar-like structure of courses requires student presence and engagement. Students will be present when class begins and with rare exceptions, stay in their seats throughout class. It is University policy that a student may miss one class session without penalty for courses which meet once per week, up to two class sessions without penalty for courses which meet twice per week and up to three class sessions for courses which meet three times per week. It is up to each instructor whether she or he wants to distinguish between excused and non-excused absences. For each successive week of class missed (one class for a once a week class, two classes for a twice a week class, or three classes for a class that meets three times a week), the student's final grade will be reduced 1/3 of a letter (e.g., B to B-).

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<sup>1</sup> This statement of academic responsibility is an addendum to the Student Honor Code.

The following chart demonstrates the grade deductions according to the number of times the class meets per week:

<b>Classes Missed</b>	<b>Once a Week</b>	<b>Twice a Week</b>	<b>Three Times a Week</b>
1	No Deduction	No Deduction	No Deduction
2	1/3 Letter (A to A-)	No Deduction	No Deduction
3	2/3 Letter (A to B+)	1/3 Letter (A to A-)	No Deduction
4	1 Letter (A to B)	1/3 Letter (A to A-)	1/3 Letter (A to A-)
5	1 1/3 Letters (A to B-)	2/3 Letter (A to B+)	1/3 Letter (A to A-)
6	1 2/3 Letters (A to C+)	2/3 Letter (A to B+)	1/3 Letter (A to A-)
8	2 1/3 Letters (A to C-)	1 Letter (A to B)	2/3 Letter (A to B+)
9	2 2/3 Letters (A to D+)	1 1/3 Letters (A to B-)	2/3 Letter (A to B+)
10	3 Letters (A to D)	1 1/3 Letters (A to B-)	1 Letter (A to B)
11	3 1/3 Letters (A to D-)	1 2/3 Letters (A to C+)	1 Letter (A to B)
13		2 Letters (A to C)	1 1/3 Letters (A to B-)
14		2 Letters (A to C)	1 1/3 Letters (A to B-)
16		2 1/3 Letters (A to C-)	1 2/3 Letters (A to C+)
17		2 2/3 Letters (A to D+)	1 2/3 Letters (A to C+)
18		2 2/3 Letters (A to D+)	1 2/3 Letters (A to C+)
19		3 Letters (A to D)	2 Letters (A to C)
20		3 Letters (A to D)	2 Letters (A to C)
21		3 1/3 Letters (A to D-)	2 Letters (A to C)
22		3 1/3 Letters (A to D-)	2 1/3 Letters (A to C-)
23		Automatic F	2 1/3 Letters (A to C-)
24			2 1/3 Letters (A to C-)
25			2 2/3 Letters (A to D+)
26			2 2/3 Letters (A to D+)
27			2 2/3 Letters (A to D+)
28			3 Letters (A to D)
29			3 Letters (A to D)
30			3 Letters (A to D)
31			3 1/3 Letters (A to D-)
32			3 1/3 Letters (A to D-)
33			3 1/3 Letters (A to D-)
34			Automatic F

AJU is firmly committed to producing educated and intelligent students who are prepared to accept leadership positions and who will act as competent professionals and responsible and ethical citizens. We commit to abiding by the policies set forth in this document and, therefore, accept the personal responsibility needed to become skilled professionals, respected community leaders and proud graduates.

Classroom Decorum

To reach a desired learning environment, students must commit to:

- Attending all classes (except for documented illness, personal or family tragedy) – Coming to class prepared by having fully completed assignments; Actively engaging in the classroom experience.
- Dressing in appropriate attire.
- Respecting the views of other students; and
- Respecting the professor’s prerogative to establish reasonable class standards.
- Being responsible for what transpired if a class is missed.
- Arriving to class on time and to staying for the entire class period.
- Turning off (or placing on vibrate) all cell phones, smartphones and other electronic devices (e.g., iPods, tablets) and hiding from view during class time.
- Only using laptops and tablet computers if the instructor agrees and only if they are used for (quiet) note taking and accessing class material only.
- Obtaining prior permission from the instructor for the use of a recording device during classes.
- Avoiding *all forms* of academic dishonesty.
- Taking responsibility for learning support (if relevant) by communicating appropriately with support services who will in turn communicate with appropriate instructors.
- Refraining from any behavior which might interfere with the instructor’s ability to conduct the class or disrupt the ability of other students to learn. This includes:
  - Abstaining from eating or drinking without permission;
  - Refraining from unnecessary conversation during class.

### Assignments

Students are expected to:

- Submit assignments in a timely manner.
- Clearly document and reference other’s work and contributions. Act ethically and submit own work for individual assignments.
- Work cooperatively, accept appropriate tasks, and contribute proportionally to team projects. It is the ethical responsibility of the individual team member to accept and contribute their appropriate share of the workload.

### Academic Responsibility

Students are responsible for:

- Being honest on the preparation, submission, and taking of all exams, tests, quizzes and assignments.
- Exhibiting a sense of personal integrity and respect in all communication with faculty, administration, staff and fellow students.

## RESIDENCE LIFE

**Due to the ongoing COVID-19 Pandemic, AJU's residence halls will remain closed until further notice. The following information and guidelines will apply in the event of their reopening.**

In addition to the University's policies and regulations, students who reside in the University's residential complex are governed by specific policies that provide behavioral guidelines and regulations for living in a residential community. By following these guidelines, students can achieve a community where members are empowered to become strong students and good neighbors.

**AJU students, regardless of residential status, are always subject to Student and Residential Life policies while on campus property.**

The conduct system exists to address behaviors appropriate to the residential community environment and to help students redirect their behaviors in more constructive manners. Students may be relocated or removed from their residential assignment because of egregious violations of University policies, a series of conduct violations or a pattern of disruptive behavior.

Living in the residential complex is a privilege, not a right, and may be revoked or prohibited following violations of University policies and regulations.

The University is not liable for property belonging to students that may get lost, stolen or damaged while on the premises.

### **RESIDENCE LIFE OFFICE (RLO)**

The Residence Life Office (RLO) at American Jewish University seeks to provide a safe, secure and clean living-learning environment that complements the educational mission of the University and contributes to the students' individual and interpersonal growth and development.

RLO objectives include:

1. Challenging residents to accept responsibility for themselves as individuals, as well as for other members of the community.
2. Assisting students in creating an environment with their roommate based on mutual respect and responsibility.
3. Providing well-trained residence life staff to assist students in their pursuit of a successful college experience.
4. Serving as a liaison to facilities staff in order to respond to resident concerns regarding their physical surroundings.
5. Helping students develop a sense of belonging in their residential community by supporting opportunities for student involvement and leadership.
6. Offering student life programming that encourages social, diverse and intellectual interaction that complements the educational mission of the University.

### **ON-CALL STAFF**

An RLO staff member can be reached 24 hours a day, 7 days a week. An RA is on-call outside of standard office hours, as well as during weekends and holidays in cases of emergency.

Residents may direct general residence life concerns to the Student Housing Supervisor. Urgent concerns may be directed to Dr. Potter from 8:30 am until 5:00 pm, Monday through Thursday, and

from 8:30 am until 2:30 pm on Fridays, at 310-440-1269. Outside of office hours, residents should direct urgent concerns to the on-call Resident Assistant (RA). After 10:00 pm, RAs should only be contacted in cases of emergency.

All emergencies and housing policy violations should be brought to the attention of the on-call RA immediately. The on-call RA is responsible for security checks, walk-throughs of both the inside and outside of the residence halls, mail delivery, responding to residential policy violations, assisting residents with lock-outs, responding to any emergencies, and calling for additional support services when necessary.

## **ON-CAMPUS APARTMENTS**

AJU on-campus apartments are administered by the facilities department and follow the policies and procedures set by that department. AJU students who live in on-campus apartments are held to the policies and procedures guiding student on-campus conduct as outlined in the student handbook. On-campus apartments are open to AJU faculty, staff, and graduate students based on availability and at the discretion of the Facilities Department. Undergraduate students who are married and/or who have children may also apply for an on-campus apartment.

## **CABLE TELEVISION**

All residence hall rooms are cable ready. To subscribe for cable, simply contact Time Warner Cable at 1-888-TW-CABLE (1-888-892-2253). Once an appointment is made:

1. The resident must notify the RLO with the date and time of the appointment in advance. An RLO staff member will need to give the cable technician access to the cable boxes, so it is important this is done prior to the arrival of the cable technician. If a student does not notify the RLO at least 48 hours in advance, the RLO cannot guarantee that someone will be available at the time of the appointment.
2. The resident must be present at the time of their appointment. RLO staff will not let the cable company into the resident's room.
3. Once the technician arrives, the resident should come to the RLO or contact the on-call RA for access to the cable boxes.

## **MAIL**

All incoming mail is delivered to the central mailroom on the main campus. In order for residents to receive mail promptly, all items should be addressed as follows:

[Student's name]  
[Student's apartment # or building & room #] 15600 Mulholland Drive  
Los Angeles, CA 90077

Note: The actual street address for the Residence Hall Complex is: 2785 Casiano Road. Students should provide this address, along with their room number, when providing driving directions.

Except on legal and Jewish holidays (including Shabbat), mail is delivered to the residence halls each evening. Packages that do not fit in the mail slot, as well as Parcel Post, special delivery, and postage-due letters are held in the Mailroom on the first floor of the main campus. If a student receives one of these items, they will receive an email and will have to pick up the item there. To send mail, residents can use the Casiano Road mailbox (between the residential complex and the

main campus) or go to the Mailroom. Residents can purchase stamps and send Federal Express or UPS packages in the Mailroom.

The Mailroom is open from 9:00am until 4:30pm Monday through Thursday and from 9:00am until 2:00pm on Friday. *Please note that AJU will only accept mail for current residents only.* Mail addressed to other individuals *will not* be accepted and will be returned to sender. During winter and summer intercessions, students can set up mail forwarding through the Mailroom.

## **FITNESS CENTER**

There is fitness center located on the first floor of the Auerbach Student Union. All students must fill out the appropriate paperwork and review the Auerbach Student Union section of the handbook before they utilize the fitness facilities.

## **BASKETBALL COURT**

The basketball court, wired with night lighting, is located adjacent to Parking Lot 4, at the south end of the Residence Hall Complex. Hours of operation are daily from 7:00am until 10:00pm.

## **SOCCER FIELD**

The soccer field is located below the Auerbach Student Union on the west side of campus.

## **MANDATORY HALL MEETINGS**

The RLO may announce mandatory meetings. Residents who have conflicts with a mandatory meeting should inform the Office of Student Affairs as soon as they are aware of the conflict. Residents who are not excused from a mandatory meeting and who do not attend a make-up meeting are subject to discipline and/or a fine. It is the responsibility of every resident to obtain all information delivered in mandatory meetings. Residents may bring issues and questions to these meetings.

## **KITCHENS**

A dairy kosher kitchen is located on the first floor of Keefer Hall. On the first floor of Taper Hall there is another kitchen available for student use that does not conform to any standard of *Kashrut*. The kitchens are open 24 hours a day. It is very important that residents take personal responsibility for maintaining the kitchen areas. Failure to clean up properly could result in unsanitary conditions and, in some cases, could cause fire (especially if stovetops and ovens are not properly cleaned after use). Residents should clearly label their food items with their name, room number and the date in which the items were put into one of the refrigerators. The RLO Staff will monitor the refrigerators and discard items not labeled or past the expiration dates. Please do not take anything that does not belong to you. AJU and the RLO is not liable for any resident's personal items (food, dishes, etc.) left or taken.

## **LAUNDRY FACILITY**

There is a common area laundry facility equipped with coin-operated washers and dryers, a coin machine and a laundry detergent vending machine. Only residents may use the laundry facility. Any malfunctioning machines should be reported to the RLO. Be sure to specify the washer or dryer ID and the nature of the problem. Never leave your laundry unattended. AJU and the RLO are not responsible for any damages incurred from the machines or for missing or stolen laundry items.

## **MAINTENANCE**

For non-emergency repairs, residents should contact the Office of Student Affairs. Response times will vary depending on the nature of the issue and the workload of AJU maintenance staff. For emergency repairs (such as broken water pipes), residents should call the on-call RA immediately. Residents may be charged for damages for which they are responsible or for maintenance responses to requests of a personal nature (such as retrieving an item from a sink drain). Maintenance personnel work on campus from 8:00am until 5:30pm on weekdays and from 8:00am until 4:00pm on Sundays. They may not always be available at hours most convenient to residents.

Residents should cooperate with maintenance personnel so that repairs may be made as quickly as possible. Typically, maintenance personnel will enter resident rooms only after 9:00am (outside of emergency situations). Students who discover insect problems must report them to the RLO so that their rooms may be inspected and sprayed accordingly.

## **THERMOSTATS AND VENTS**

In order to turn on the heater/air conditioner, turn the thermostat power switch to “on” and select the fan speed. Please note that the system automatically selects heating or cooling, depending upon the temperature of the outside air. If the outside temperature drops below 60 degrees, the system will automatically begin heating. Please be aware that even in the summer, the local nighttime temperature may fall below 60 degrees and cause the system to blow warm air. Conversely, the air conditioner will not work until the outside temperature is 80 degrees or above.

## **VACUUM CLEANERS**

A vacuum cleaner may be checked out from the RLO with the resident’s AJU or state-issued ID card. Due to high demand, students are asked to return the vacuum cleaner in a timely manner (usually within one hour). Any vacuum cleaner that is checked out must be returned to the RLO by 10:00 pm nightly.

## **WIRELESS NETWORK**

Wireless internet service is available throughout the residence hall complex, in the Auerbach Student Union, and on the main campus. Please refer to the University’s Wireless Network Policy.



## RESIDENTIAL POLICIES

### ALCOHOL USE

Alcohol abuse or illegal use of alcohol is subject to disciplinary action that may range from treatment requirements to expulsion, depending on the nature of the infraction. The possession and consumption of alcoholic beverages in the residence hall complex is a privilege extended to those residents of legal drinking age. However, violations of the alcohol policy will result in termination of this privilege. AJU acts in accordance with the Federal Higher Education Act regarding zero tolerance for alcohol and drug use/abuse.

- Residence hall staff and occupants are required to comply with state and local statutes concerning possession, sale and consumption of alcoholic beverages.
- At no time is public drunkenness tolerated. Loud or disruptive behavior and interference with cleanliness of the residence halls are prohibited.
- Alcoholic beverages may be possessed or consumed, but not sold, in the privacy of student rooms by those residents and their invited guests who are of legal drinking age. Serving minors or making alcohol available to them is strictly prohibited and actionable.
- In student rooms where both occupants are *not of legal drinking age*, alcohol is *not permitted* under any circumstances.
- Consuming alcohol in the dorms is permitted only when ALL individuals present are over the age of 21.
- Possession and/or consumption of alcoholic beverages is not permitted in hallways, balconies, lounges, stairways, courtyards, community bathrooms, parking lots or any public area on campus.
- Drinking habits that are injurious to the health or education of a student or those around him/her are reasons for appropriate disciplinary or remedial action by the University.
- Private gatherings held in student rooms must be confined to that specific room and the door must remain closed. Propping doors open is not acceptable. Locking doors is encouraged so underage students cannot unknowingly enter a room where alcohol is being consumed.
- Progressive drinking parties are not allowed due to the potential for noise violations, alcohol not permitted in public areas and/or illegal consumption.
- By default, all student programs/activities, whether on or off campus are alcohol free. Possession of such alcohol at these events will result in disciplinary action.
- Students may not possess excessive amounts of alcohol. The definition of "excessive" is at the discretion of the residence hall staff. Kegs, trashcans or other large vessels that contain alcoholic beverages are prohibited in the residence halls. Residents are responsible for the action(s) of their guests at all times. Alcohol use/misuse does not excuse disruptive, excessively noisy or indecent behavior.
- Possession or use of false identification will result in disciplinary and/or civil action.
- Appropriate disciplinary and/or civil action will be taken in cases where persons of legal age are found to be providing alcohol to persons under the age of 21.
- Residents under the age of 21 are *not permitted* to possess novelty alcohol bottles (empty or full) or other empty alcohol bottles at any time.

Situations in which the illegal or excessive consumption of alcohol takes place off campus and the resident then returns to the residence halls (i.e. underage residents return under the influence of alcohol or of-age residents return inebriated) may also result in disciplinary and/or civil action.

Possession or use of alcohol in violation of the above policies will result in disposal of the alcohol, as well as appropriate disciplinary and/or civil action. In accordance with FERPA, the Office of Student Affairs may inform parents and legal authorities regarding alcohol incidents if the student is under the legal drinking age of 21.

## **ELECTRIC DEVICES AND OUTLETS**

Use of electrical appliances is permitted in the residence halls within certain guidelines. Appliances used in the residence halls must be safe in design and structure (such as UL-approved appliances) and be properly maintained. Appliances with exposed heating elements are NOT permitted in the residence halls. Some exceptions include hair dryers, curling irons and clothes irons. Residents should ask the RLO staff if they have questions about specific appliances not listed here. The RLO may conduct monthly safety checks in order to ensure the above guidelines are being followed.

Cooking appliances with exposed heating elements are prohibited in residence hall rooms. Prohibited appliances include but are not limited to: hot plates, toaster ovens, electric skillets, etc. For these and any other appliances where the heating element is exposed, an object falling onto the heating element could start a fire. Thus, they are not allowed.

To avoid electrical problems, the following appliances are also prohibited or restricted:

- Refrigerators are limited to one compact model per resident.
- Microwave ovens are prohibited in residence hall rooms.
- Halogen lamps are prohibited in residence hall rooms.
- Electrical outlet splitters and extension cords are prohibited. If a student wishes to operate multiple devices, a surge protector must be used.

## **CANDLES AND INCENSE**

For safety reasons, possession of and burning candles, incense or spices such as sage in the residence halls is not permitted. This also includes any plug-in scented device. Candles may be used for religious purposes only in designated common areas such as the Auerbach Student Center and the kitchens with RLO approval. Students found with possession of these items in their rooms will be cited with fees and incident reports.

## **BULLETIN BOARDS**

Please refer to the bulletin boards in the main lobbies and floors for useful information. All flyers must be approved by the Office of Student Affairs prior to posting. No one other than designated University staff members should ever remove posted flyers from bulletin boards or other areas unless they posted those flyers. If posters or flyers are hung without approval, they will be taken down.

## **MOVING IN/CHECK-IN PROCEDURES**

When checking in, students verify a Room Inventory Sheet completed by a residence life staff member. Residents should double-check all listed damages, missing furnishings and other irregularities for which they may be charged later. It is important that residents check the room inventory sheet and bring to the RA's attention any items that should be added or any furniture whose listed condition should be changed prior to submitting the inventory sheet. Upon check-in, residents are required to complete appropriate paperwork. Please note that any damage sustained to the room and/or furniture that is not noted on the Room Inventory Sheet will be charged to the student's

account during check-out. Residents will be issued a room key and a student ID card which provides access to the residence halls as well as the Auerbach Student Union.

## **MOVING OUT/CHECK-OUT PROCEDURES**

Residents are expected to completely vacate their room by the date and time indicated on the current Residence Life Agreement. The RLO will notify residents about specific dates and procedures for the end-of-semester checkout periods. Residents who fail to make or keep a checkout appointment will be assessed a charge and may be evicted. If such notice of eviction is given, student will be placed on residential probation.

Residents are responsible for the condition of their rooms. Rooms should be in clean condition upon check-out and failure to do so will result in an extra cleaning fee. When damages occur, the fees for these damages will be charged to the responsible party. If the person causing the damage cannot be identified, the residents of the room must bear the charges for the damage.

The residence life staff member who checks out the resident will also collect key(s) and a forwarding address. Residents will be billed for a lost key if they fail to turn in their key(s) during check-out. No keys may be turned in after residence halls have closed for the term.

## **CANCELLATION OF ROOM AND BOARD CONTRACT**

The room and board contract is for one academic year. The exception is for residents who request to cancel their agreements at the end of one semester due to medical withdrawal, academic dismissal or (midyear) graduation. Cancellations are subject to fines as described in the Residence Life Agreement. *The University may cancel the room and board contract, instructing the resident to vacate the dorm room, without any refund in room fees, with appropriate notice, if a student violates residence hall policies or University policies and regulations.*

## **COLLECTIVE LIABILITY**

Residents are responsible for the condition of their room and any shared spaces. The RLO works hard to attribute damage and vandalism charges to the individuals responsible. When that is not possible, all members of a room, hall or building may be charged equally for any damages. It is expected that affected residents will provide information to the RLO to assign these charges to the individual(s) responsible.

## **RESIDENTIAL DISCIPLINARY PROCEDURES**

Policies for the residence halls have been developed in an attempt to establish an environment in which a large number of residents may live together with maximum freedom while recognizing the rights of other residents. When a resident violates this basic standard of community living by endangering the safety of other residents or violating any of the policies outlined by the University or this guide, this behavior must be addressed. *The AJU Student Handbook outlines such policies and regulations that must be followed by all AJU students.* In areas where Title IX has been violated, the University will move forward based upon Title IX guidelines and fair processes that govern the manner in which an investigation and subsequent sanctions must be rendered.

Residence Life disciplinary action is administered by the Office of Student Affairs, which may render sanctions according to the violated policy. These measures may include, but are not limited to, community service, loss of certain privileges, incident report citation and fines, change of room assignment as well as residential probation or removal from the residence halls. *If a resident wishes*

*to appeal a disciplinary action administered by the Office of Students Affairs, they may do so in writing within seven (7) calendar days to the Vice President of Academic Affairs. (See “Disciplinary Procedure for Honor Code Violations,” below.)*

When a student violates a residence life policy, an Incident Report is created by an RLO staff member and all Incident Reports are maintained by the Office of Student Affairs. Depending on the severity of the violation, sanctions may be immediately rendered; potential sanctions include Residential Probation or Residential Dismissal. Being placed upon Residential Probation jeopardizes not only the possibility of remaining in the University’s residential complex for the remainder of the semester, but also the approval of future housing requests.

## **EMERGENCY DOORS AND ROOFS**

It is prohibited to access the emergency doors at the rear of the residence halls except in an emergency. Accessing the dormitory roofs is prohibited at all times.

## **EMERGENCY EVACUATIONS AND DRILLS**

In the event of an actual emergency (e.g. fire, earthquake) or a periodic emergency drill, *immediate compliance with directives given by University staff is required*. All drills are timed and must be repeated if the completion time does not meet safety standards. It is of the utmost importance that anyone in a residence hall responds promptly in emergency situation for the safety of that individual and for the safety of all. This same compliance is expected of guests. Failure to comply during drills or emergencies will result in disciplinary action and sanctions administered by the RLO.

## **EXPLOSIVES**

Firecrackers, fireworks, explosives, flammable chemicals/materials, or pyrotechnics of any nature are not permitted within or around the residence halls for reasons of safety and noise. Possession or use of such items is considered a serious violation and will result in immediate disciplinary action and sanctions by the RLO.

## **EXTERIOR DOORS**

For security reasons, exterior doors should remain closed at all times and should never be propped open or left unlocked. Any resident who does prop doors or leaves them unlocked places all others in the hall at risk and will be subject to disciplinary action. Only the professional staff may give approval to prop open the exterior doors. This may happen in rare situations where the card system does not work or on move in/out days. Residents should keep their dorm room doors locked at all times.

## **HAZARDOUS MATERIALS**

Flammable solvents, except ordinary quantities of items such as lighter fluid, spot remover, and nail polish remover may not be stored in student rooms. Highly combustible material and noxious chemicals must not be kept in residence halls, except in amounts and in containers in which they are commonly available for household use (one pint or less). The improper use of or possession of flammable or hazardous substances may result in separation from the university or such lesser sanctions as may be judged appropriate by the act. Gasoline in any amount and other flammable liquids in the same class are prohibited from storage in any residence hall. Furthermore, any vehicle, motorcycle, moped, or motored- device with a fuel tank is prohibited from entry into any University building.

## **FIRE EQUIPMENT REGULATIONS**

Because it is imperative that fire and safety equipment function properly when they are needed, the following acts are prohibited:

- Tampering/Playing with fire extinguishers, smoke detectors, lights, or emergency lights.
- Tampering with or pulling a fire alarm under false pretense.
- Removing smoke detector or carbon monoxide detector batteries or otherwise rendering a smoke detector inoperative.
- Obstructing halls and stairwells with furniture, debris or any other materials.

## **FALSE IDENTIFICATION/FALSE INFORMATION**

Acts of furnishing a University official with a false form of identification, using someone else's identification as your own, or using outdated identification will result in disciplinary action. Providing false information or false testimony to University officials will result in similar disciplinary action.

Residents who jeopardize the safety or security of any community member on campus will be subject to immediate disciplinary action. Disciplinary action will be brought against residents who cause potential fire hazards through unsafe practices (e.g. overloading circuits, use of extension cords or outlet splitters, use of unauthorized cooking appliances, etc.

## **FURNITURE**

Additional furniture may be brought into the residence halls only with the written approval of the Dean of Students. Removing furniture from rooms may occur only with the prior approval of the Dean of Students, based on storage availability and other health, safety and space factors.

Students who misappropriate lounge or lobby furniture by taking it to their rooms or otherwise claiming it for their personal use are depriving other residents of amenities for which they have paid. Furniture must remain in the space for which it is designated. Residents are not to move public furniture to another public location without the prior approval of the Dean of Students. Residents who remove common area furniture will be assessed a daily fine.

## **GUESTS / VISITORS**

A guest or visitor is defined as any person other than the registered occupant(s) of that particular dorm room (including other resident students, non-resident students and non-students). All residence hall guests who do not live in AJU residence halls must be signed in by an AJU resident on the guest registration forms located in the lobbies of each residence hall. Residents should meet their guests at the building entrance and escort their guests at all times. At no time should any resident provide entrance to the building for someone who is not their guest. Unescorted visitors will be asked to leave and may be banned from future visitation. Resident hosts must inform their guests of the residence hall policies and will be held accountable for the actions of their guests while in the residence hall facilities and adjacent areas, including any damages incurred to property. Guest privileges may be revoked for individuals or groups who violate the guest policies.

Hosting guests is a privilege that should not be abused. Visitors who come by daily and stay for hours can be an undue burden on roommates and the residential community. Each resident has the basic right to have privacy in their assigned room. Roommates have the option to establish limited visitation hours in their rooms. Residents who are unsuccessful in resolving visitation problems with roommates and neighbors should contact the Office of Student Affairs.

Residents are financially responsible for damages caused by their guests, and are subject to disciplinary action, including restriction of guest privileges, if a guest violates Residence Life policies or University rules and regulations.

## **OVERNIGHT GUESTS IN THE RESIDENCE HALLS**

Any non-resident visitor who is present in a residence hall room or apartment after 11:00pm Sunday through Wednesday or after 12:00am Thursday through Saturday is considered an overnight guest.

All overnight guests in the residence halls must be registered with the RLO staff by the host before 10:00pm (unless it is an emergency) on the same evening the guest intends to stay. Registration is done by completing an Overnight Guest Form signed by: (1) the host, (2) roommate (in doubles), and (3) RLO staff member. This form is in the RLO and on the stairwells between the first and second floors of Keefer Hall. Once completely signed, the form should be given to the on-call RA. Residents should consult with their roommate and remain sensitive to their feelings and concerns. The resident must also follow proper procedure to check-out their guest. Failure to comply with the check-in/check-out procedure of guests will result in disciplinary action, fines and the possibility of having guest privileges revoked.

Residents are limited to 15 overnight visitors per semester. Guests may not stay with resident for more than 3 consecutive nights. Any violation will result in disciplinary action as well as a \$55/per person per night fine. All overnight guests must provide a valid, state-issued, photo ID upon check-in.

If a roommate is uncomfortable or feels threatened by the presence of a guest, the host will not be permitted to have that guest remain. *Neither guests nor residents may sleep in any of the common areas of the residence halls, such as lounges.* No overnight guests are permitted in the residence halls during the last two weeks of the semester.

Guests are not allowed in the residence halls when the resident is not present. Should residents not follow the designated rules, they jeopardize the privilege of having overnight guests. Additionally, they will be cited with an Incident Report. Incident Reports carry the possibility of residential probation which may risk the probability of future residential housing.

## **ADDITIONAL UNIVERSITY REGULATIONS INVOLVING OVERNIGHT GUESTS**

Residents who do not properly check-in or check-out their overnight guest(s) are subject to disciplinary action and must pay a \$55.00 per person/per night fine. The University reserves the right to ask any guest(s) to leave if they are in violation of any University rule or regulation, or federal/state/local law. Resident hosts are financially responsible for damages caused by their guests, and are subject to disciplinary action, including restriction of guest privileges, if a guest violates Residence Life Policies or University rules and regulations. *The RLO views such violations by guests and the presence of unregistered overnight guests in the residence halls as a security threat and action will be taken accordingly.* Residents should report any unescorted guests or suspicious people or vehicles in the Residence Complex. Additionally, any student previously dismissed from the University or from University housing may not be an overnight guest.

## **RESIDENCE HALL OR ROOM CHANGES**

At the beginning of each semester, there is a fourteen (14) day freeze during which time no room changes are permitted. After the freeze, residents may request room changes for a specified period of time and at no charge. Residents wishing to make hall or room changes should apply in writing to the RLO. Changing rooms or halls without written authorization from the RLO will subject those

involved to disciplinary action and a \$75 fee, and they will be moved back to their original room. Not all requests for a room change can be honored and completed, but once a room change is approved, the new assignment cannot be reversed.

## **ROOMMATE CONTRACTS**

Should a conflict between roommates arise, a resident may complete and submit an RLO Grievance Form. The RLO may instruct roommates to establish a mandatory roommate contract. In some cases, an RA and/or another representative of the RLO will mediate and facilitate the mandatory contract. Violation of terms agreed to by the roommates in mandatory contracts may result in disciplinary action.

## **ROOM CONSOLIDATION**

The University reserves the right to change room assignments, assign a new resident or reassign a current resident to any unoccupied bed space at any time, and/or consolidate vacancies at the discretion of the University, in relation to disability accommodations, health concerns, disciplinary action, occupancy needs, or the general welfare of the resident(s).

Failure to accept an assigned roommate may result in *required* payment for a single occupancy room or immediate termination of a resident's housing contract.

## **ROOM ENTRY AND SEARCH**

The University appreciates your desire for privacy and will strive to protect this privacy. Occasionally, however, it is necessary for the University to exercise its contractual right to room entry. A residence hall or maintenance staff member may enter a room on the following conditions:

- Building closures for holidays and end of semesters
- At the invitation of the resident(s)
- To provide maintenance (including at building closures)
- If there is cause to believe that a violation of University regulations is occurring, including but not limited to:
  - failure to evacuate during drills
  - reasonable suspicion of a violation of drug or alcohol policies
  - reasonable suspicion of a policy violation of or situation that affects fire safety (e.g., smoking, candles, incense)
  - probable cause and concern for the health, wellbeing, or safety of the resident
- If an emergency exists or is believed to exist
- For monthly safety checks

Resident rooms should not be entered without knocking and allowing a time lapse of sufficient duration to provide the resident(s) ample opportunity to open the door. (Time lapse may be shorter if an emergency is believed to exist.) *Rooms may be entered in the absence of the resident(s).* When University personnel enter a resident room in the absence of the resident, the privacy of the resident will be maintained as much as possible. RAs must obtain permission from a professional staff member to enter resident rooms unless an emergency appears to exist. The evidence for such an emergency may not necessarily be revealed to the resident. During each fall and spring semester, and during holiday closure preparations, residence and/or maintenance staff may enter rooms to check smoke detectors and to conduct a visual scan for unsafe conditions (i.e., use of inappropriate cooking appliances, use of improper extension cords, etc.).

## **ROOM USE/ROOM ALTERATION**

Students are not permitted to sublet, assign, or use their rooms for any commercial purposes. Residents who live by themselves in a double-occupancy room are expected to maintain their room in such a manner that a roommate who may be assigned to the room can move in at any time. This is especially important at the winter break between semesters, when new residents assigned to a room typically arrive before returning residents. Residents whose rooms require special attention before new roommates can move in will be charged an extra cleaning fee (up to \$75).

The RLO may instruct residents to change their furniture arrangements or to remove furniture from the room for the purpose of adhering to fire code regulations. Rooms must be kept clean for reasons of health and safety.

Residents may not make any physical alterations to their dorm rooms. This includes but is not limited to the installation of additional locks, building of lofts, hanging items from ceilings, painting or paneling walls, installing shelves, etc. Residents are not permitted to remove equipment or furnishings from any room in the residence halls, or to alter any furniture (e.g., disassemble beds or shelves), without prior approval from the RLO. Furniture (such as one of the beds in a single) cannot be removed or moved due to lack of storage space in the complex. Residents may not remove window screens, block exits, or make holes in walls.

Maintenance staff may inspect rooms on a monthly basis and will require residents to ameliorate any unauthorized changes or assess charges to restore the room to its original condition or configuration.

Note: Residents should not put items on the exterior of room doors other than what can be tacked to the small corkboard provided by the University.

## **ITEMS ON LEDGES**

Residents living on the second or third floors may not place items (e.g., flowerpots, bottles, etc.) on outside ledges since they may fall to the ground below and cause injuries or safety hazards.

## **KEYS AND ID CARDS**

Keys and ID/building access cards are issued to residents upon check-in. Residents are responsible for carrying their key and building access card at all times and for locking their room door when they go out. The room key and building access card a resident receives at check-in is for their own exclusive use. Giving or loaning keys and/or building access cards to others is prohibited. Duplication of any University keys, including room keys, is also prohibited.

## **LOST/STOLEN KEYS**

In order to maintain security, a resident who loses a room key must report it to the RLO immediately. Room door locks may be re-coded when keys are reported lost. In the case of double occupancy rooms, the roommate whose key was lost or stolen is responsible for replacing their roommate's room key as well. Residents should reference the section on Residence Fines for a list of charges associated with lost/stolen keys and card replacement.

If a resident loses their room key three times, an Incident Report will be filed and the student will be placed on Residential Probation.



## **LOCKOUTS**

If residents are locked out of their rooms during regular business hours, they should go to the RLO for assistance. If a lockout occurs during non-business hours, they should contact the on-call RA. Each time a resident is locked out (this includes a building lockout as well as a room lockout) it will be logged.

As a courtesy, residents will not be charged for the first lockout. Residents should reference the section on Residence Fines for a list of charges associated with lockouts.

If a resident is locked out of their room three times, an Incident Report will be cited and the student will be placed on Residential Probation.

## **LIABILITY**

The University assumes no responsibility or liability for the personal property of students. This includes, but is not limited to, damage or loss due to fire, theft, or flooding during the entire term of the Residence Life Agreement and including all University vacation periods during the year. The University recommends that students not leave valuables in their rooms during vacation periods. Students are strongly encouraged to consider carrying some form of personal insurance if their family's policy does not cover personal property loss in the residence hall.

## **LITTER**

Students are responsible for the cleanliness of the common areas inside and outside of the residence halls. Areas in which garbage and food are left lying around are not only aesthetically unpleasant, but may attract insects, rodents, and wild animals. It also constitutes a health and safety concern. Students found leaving garbage or food in common areas will be in violation of the compliance policy and may be subject to disciplinary action. This includes improperly disposing of cigarette butts.

## **MISSING PERSONS**

If any student living in the Residence Complex is determined to be missing for more than 24 hours, or if the Office of Student Affairs has reason to believe that a student is missing, campus security and/or the police department will be notified. University administrators have the right to notify campus security or police immediately if they believe that there is reason to do so. The University will notify a parent or guardian of any student under the age of 18 if a student is missing or believed to be missing. Students should contact an RA or the RLO if they have reason to believe that a student may be missing.

## **PARKING**

All vehicles in the residence hall parking areas must display a valid AJU resident parking permit and be parked in their assigned parking spots. Parking permits for residents will be issued upon completion of the parking permit application. *Vehicles not displaying valid permits or those parked in an incorrect space will be cited, booted and/or towed at the resident's expense.* Residents with vehicles must register their vehicles with the RLO and park in their assigned spot. Failure to do so will result in citations, fines and/or booting.

Residents may request temporary guest parking permits for their registered guests at the RLO and must follow those parking designations. The University is not responsible for any damage to vehicles

in any of the parking areas. All residents are responsible for adhering to the AJU Student Parking Policy, available online. The fine for violating the parking policy is \$25.00/per occurrence.

## **PETS**

**Fish are the ONLY pets permitted in the residence halls.** Aquariums are limited in size to no more than 25 gallons. Should a resident wish to keep fish in their room, the fish must be removed during the breaks whereby residents must vacate the residence facilities (e.g., winter, spring, summer breaks). Fish may not be left behind in a resident's room. Restrictions and policies apply, so residents should check with the RLO for more information.

## **EMAIL**

The RLO delivers important information, deadlines and announcements through AJU email. It is the resident's responsibility to check their AJU e-mail account for these communications and to act when necessary.

## **QUIET HOURS**

Quiet hours must be upheld at all noted times. This helps maintain an atmosphere that is conducive to good scholarship and promotes an environment where individuals can learn from the experience of group living. Quiet hour restrictions, which apply throughout the residence halls are:

Sunday – Thursday: 11:00pm – 8:00am & Weekends and Holidays: 12:00am –9:00am

During quiet hours, television/music volume should be limited to a level that does not disturb fellow dorm neighbors. This includes conversations in hallways. Slamming doors is not permitted.

Courtesy hours are in effect throughout the residence complex 24 hours a day. This means that although quiet hours may not be in effect, residents are expected to maintain reasonable volume levels at all times, including conversations in hallways and television/music volume.

The primary responsibility for the enforcement of quiet hours and courtesy hours belong to the residents. If conflicts arise that residents, themselves, cannot reconcile, an on-call RA should be contacted.

## **RESTRICTED ACCESS/RESTRICTED AREAS**

Unauthorized entry to restricted areas such as building mechanical rooms and custodial closets is prohibited, as is venturing onto roofs, window ledges or breezeways. Entering the building through windows or other surreptitious entry points is prohibited. Emergency exits are for emergency use only. Entering another resident's room without their permission is prohibited. Sleeping in public lounges or hallways is also prohibited.

## **SCREENS**

Removing window screens is prohibited at all times unless in the event of an emergency. Students may not sit on window ledges or engage in other behaviors that may result in injury or death. Removing screens on windows is seen as destruction of University property and will result in a citation and an incident report.

## **SKATEBOARDING, SKATING AND ROLLERBLADING**

For safety reasons, skateboarding, skating, and rollerblading are not allowed on campus property.

## **SMOKE DETECTORS**

All student rooms are equipped with smoke detectors. Each semester, every detector is thoroughly checked. If residents observe problems with their smoke detectors, they should contact the RLO immediately. Citation and disciplinary action will result if a student removes the batteries, tampers with or disables a smoke detector or other fire safety equipment.

## **SMOKING**

Smoking (cigarettes, electronic cigarettes, vapors or hookahs) is prohibited inside all residence complex buildings, including dorm rooms as well as outside areas in the complex, including external stairwells and courtyards. The only smoking area is the Lillian and Harry Blackman Recreation Area that is located outdoors, adjacent to the Auerbach Student Center. Smoking restrictions are strictly enforced out of concern for fire safety and the general health of residents. *Smoking in non-designated areas will be treated as non-compliance.* Smokers are responsible for disposing of their cigarette butts and ashes in the ashtrays provided in the smoking area.

## **SOLICITATION AND POSTING**

To protect residents from unwanted disturbance, soliciting in the residence halls is prohibited. Students and campus organizations seeking special consideration should apply to the RLO. Off-campus groups and merchants seeking special consideration must apply to the RLO. The RLO must approve all postings in the residence halls. Postings are limited to designated bulletin boards or other areas approved beforehand. Any posting not previously approved by the RLO will be removed and discarded.

## **STAIRWELLS/SIDEWALKS/HALLWAYS**

Stairwells, sidewalks, and hallways must be kept clear of personal belongings. Fire safety codes require at least 36" of clearance in these areas in order to evacuate residents safely in an emergency. Maintenance staff will remove any items that impede access in these areas.

## **STORAGE**

AJU has no storage space available. The use of PODs or other temporary storage containers on University property, such as a parking space or grassy area, is prohibited. Residents may not store personal items in the RLO during winter or spring breaks.

## **STUDY ABROAD**

Residents taking a semester or year of study abroad should make prior arrangements for their housing needs upon their return. Special arrangements need to be discussed with the RLO staff to ensure a smooth transition when the resident returns to campus.

## **VACATION/INTERIM HOUSING PERIODS**

All residents living in the residence halls are required to vacate during winter and spring breaks. Residents who will be returning to live on campus may leave their belongings in their rooms at their own risk. During these breaks, residents will need to surrender their keys and swipe cards to the RLO

which means they will not have access to their rooms, buildings, or any other part of the residence halls. In special cases when access is necessary (e.g., to retrieve learning materials or medications), the resident must obtain written approval from the RLO and will be charged \$10 for entry. Residents must coordinate mail forwarding through the mailroom in order to receive their mail during breaks.

## **VANDALISM**

Residents who remove, destroy, or deface any property or area overseen by the University or Department of Residence Life (including but not limited to vandalism committed against grounds surrounding the buildings) are subject to disciplinary action and will be required to pay fines, as well as the cost of any necessary repairs. Affected areas may be temporarily placed off limits due to vandalism. Vandalism is a University violation and disciplinary action will be taken against any/all offenders.

## **VERBAL ABUSE**

Verbal abuse that may cause another person humiliation or stress, or that is threatening or carries with it intention to do bodily harm, is prohibited. Behavior where a resident persists in being argumentative, responds by shouting, or makes rude, vulgar, indecent, or obscene comments and gestures to RLO staff member(s), including RAs, is considered verbal abuse. An Incident Report will be filed and violators will be referred to the Office of Student Affairs, which will take disciplinary action against any/all offenders.

## **WEAPONS**

Use or possession of any weapon, including but not limited to rifles, shotguns, hand-guns, BB guns, toy guns (e.g., cap guns, Nerf guns, or water guns), air rifles and pistols, bows and arrows, knives, daggers, swords, spears, brass knuckles, or ammunition is prohibited anywhere on University property. Violations of such policies may result in immediate disciplinary sanctions, as well as referral to legal authorities. In order to maintain an environment free of weapons, in which learning can take place, residential rooms are subject to entry and search by RLO and other University staff.

## **WORKING ON CAMPUS**

Because of liability issues, babysitting (for a charge or free of charge) of non-residents' children on or in Residence Life facilities is prohibited. Mentoring/training/hosting non-residents for a charge on or in Residence Life facilities (including the basketball court and soccer field) are prohibited.

## 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.

## RESIDENTIAL FINES ASSESSED FOR POLICY VIOLATIONS FEES FOR ITEMS NOT COVERED BY ROOM AND BOARD

Note: All costs are subject to change and additional fees may be assessed at the discretion of the Office of Student Affairs.

ITEM/VIOLATION	FEE CHARGED
Candles, Incense, Hookah	\$50
Failure to Checkout at Assigned Time	\$50
Failure to Sign up for Checkout	\$50
Failure to Turn in Keys at Checkout	\$85
Dirty Bathroom	\$20
Dirty Room (not vacuumed or dusted)	\$25
Failure to Evacuate During Drill	\$50
False Fire Alarm	\$150
Recharge Fire Extinguisher	\$50
Fire Alarm Due to Negligence	\$50
Improper Registration of Overnight Guest	\$55/per night, per person

Improper Registration of Visitor	\$15
Room Key Replacement	\$35/first offense, \$50/second offense, \$75/third offense & subsequent room key loss will increase by \$25/each occurrence with an Incident Report cited after third offense
Mailbox Key Replacement	\$35
Lockout (after 11:00pm) first lockout is not charged as a courtesy	\$15/second offense, \$25 for third offence, subsequent lockout fee will increase by \$25
Lockout (before 11:00 pm) first lockout is not charged as a courtesy	\$15/second offense, \$25/third offense & subsequent offences
Swipe Card Replacement	\$20
Missed Mandatory Residence Hall Meeting	\$20
Late Arrival or Early Departure from Mandatory Residence Hall Meeting	\$10
Noise Violation	\$25
Propping/Tripping Building Door	\$25
Screen Removal	\$25
Screen Replacement	\$50
Skateboarding, Skating, Rollerblading	\$50
Smoke Detector Violation	\$50
Smoking in Undesignated Area Outside	\$50
Smoking in Room/Building	\$150
Trash Can Replacement	\$15
Misuse of Safety Equipment	\$50
Wall or Carpet Damage	At cost (per square inch)
Vandalism	At cost
Room Damage	At cost

## AUERBACH STUDENT UNION AND LOUNGES

**Due to the ongoing COVID-19 Pandemic and the closure of the residence halls, the Auerbach Student Lounge is not open. Please contact the Office of Academic Affairs if you are interested in accessing the fitness room.**

The Student Lounge in the Auerbach Student Union is intended for the sole use of AJU students, immediate family living with a student in an apartment on campus, and students residing in the residence halls at American Jewish University. All other groups will not be able to utilize the student lounge while the academic year is in session.

### STUDENT LOUNGE RULES AND REGULATIONS

There are multiple lounges and study areas that residents may access in the residence halls.

#### Auerbach Student Union Lounge

The Auerbach Student Union lounge is the largest of the lounges at the residence halls. The Auerbach is intended for studying, socializing, residential community meetings, and student programming. RLO and student-sponsored events are prioritized.

Residents and their guests may access the TV, DVD player, or piano inside the Auerbach Lounge.

#### Keefer Lounge

Keefer Lounge, on the second floor of Keefer Hall, is intended for student groups or individual study.

Amenities include a large table with chairs, a white board, a computer, and a printer.

After making use of student lounges, students must properly dispose of any trash and otherwise clean up after themselves. Cleaning supplies are available upon request from the RLO staff. Failure to maintain cleanliness may result in restrictions on food consumption or other activities in the lounges.

### OUTDOOR AREA REGULATIONS

- Do not mark any fields or courts without permission of the Residence Life Office.
- No motor vehicles are allowed on the fields or basketball courts at any time without permission of the Residence Life Office.
- Any structures, such as tents, must be approved prior to the event.
- No stakes or posts may be placed into fields without (utilities) previous RLO permission.
- Weapons, of any kind, are never permitted.
- The possession or use of alcoholic beverages is prohibited on all outdoor fields.
- Rollerblades, bicycles, and skateboards are prohibited on the basketball court and playing fields.
- Golfing is not permitted on the soccer field.
- Use of the Food Service grill located in the Student Lounge is prohibited.

### EVENT RESERVATIONS

Reservations for the student lounge must be approved at least one week prior to the event. All reservations must be made in writing through the RLO. Groups utilizing the lounge area are



responsible for cleaning the space after the event or program. A minimum \$50 fee may be charged for any needed cleaning.

## **A/V EQUIPMENT**

It is recommended that the A/V system be tested at least an hour in advance when used in a program.

## **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.

## **TECHNOLOGY POLICY GUIDELINES FOR THE ACCEPTABLE USE OF COMPUTING RESOURCES**

### **TECHNOLOGY**

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. Malicious use of university facilities and extension of the network connection beyond the computer for which it is intended is prohibited. Computing usage should be consistent with the decorum and behavioral standards of the university. Computing facilities may not be used in ways that violate local, state, or federal laws or regulations.

Wi-Fi is available throughout most of campus. Coverage includes all residential areas, academic areas, the library, dining hall and public spaces. The network is split into a secured network for our community, accessed with the user's email credentials. And, a guest network for public use.

Please email AJU IT Support at [support@XOverture.com](mailto:support@XOverture.com).

### **COMPUTER LABS**

A wide variety of software is available in various computer centers. There are computers in the library designated for student, staff and faculty use.

### **GUIDELINES FOR THE ACCEPTABLE USE OF COMPUTING RESOURCES IN AJU'S CAMPUS FACILITIES**

These guidelines set forth standards for responsible and acceptable use of computing resources in American Jewish University's Residence Complex and Familian and Brandeis-Bardin Campuses. Authorized users of computer labs shall, by virtue of their use of computer resources, agree to be bound by these guidelines. These policies will be posted on the AJU's Website.

1. Authorized Users: AJU computer resources are an exclusive service for:
  - a. Students, faculty, staff and residents of AJU
  - b. Library - University's library users
  - c. Registered guests in the residence hall complex. Liability for the use of computing resources by a resident's personal guests rests with the resident who hosts the guest.
2. Computing Resources: includes but is not limited to: computer time; data processing or storage functions; computers; computer systems; servers, networks and their input and output and connecting devices; and any related programs, software and documentation; accessories (printers, mice, etc.); or the wireless system.
3. General Policy:
  - a. All computer users have the responsibility to use the University's computer systems in an effective, efficient, ethical and lawful manner.
  - b. The use of the University's computer resources is a privilege, not a right. AJU may protect legitimate facilities users by imposing sanctions on users who abuse the privilege.
  - c. Computing resources users shall:
    - i. Respect the intended use of accounts (network, email and others) established for their use.
    - ii. Respect the integrity of the University's residence hall complex computer systems and network.

- iii. Respect the privacy of other computer users.
- iv. Respect the rules, regulations and procedures governing the use of residence hall complex computing resources.
- v. American Jewish University does not monitor online information on a regular basis and does not keep records of such information. This includes, but is not limited to: blogs, IMs, postings and websites and social media. In special situations, the University may choose to do so.

Standards of common sense and common decency must be applied in determining what uses are proper when using the public resources of the University.

4. Data Storage, Security and Privacy:

- a. Close and sign out of all applications before leaving the workstation (for example, signing out of your e-mail account).
- b. Delete from the workstation all files containing private information (personal letters, bank account numbers, etc.).
- c. Do not attempt to save files on public (or shared) workstations, the system is set to automatically delete the files. Users should save their data on personal storage devices.

AJU has no liability for lost data. AJU has no liability for unauthorized access to private information that was saved on workstations. The maintenance, operation, and security of computing resources require responsible University personnel to monitor and access the system. To the extent possible in the electronic environment and in a public setting, a user's privacy will be preserved. Nevertheless, that privacy is subject to the Access to Public Records Act and other applicable state and federal laws, and the needs of the University to meet its administrative, business, and legal obligations.

5. Food and Drinks:

- a. No food or drinks are allowed in the main campus computer lab.

6. Printers and Printer Servers:

- a. The user will provide printing paper.
- b. Printer troubleshooting will be done by AJU IT Support staff only. In any case, users may not open the printer (for example: cartridge replacement, taking out stuck paper, etc.). Please email them at [support@XOverture.com](mailto:support@XOverture.com).
- c. Users may not turn printers off.
- d. Access to printer servers is limited to system administrators.

7. Accessories: Accessories are any equipment that is not the computer itself (mouse, keyboard, printer, chair, etc.). Maintaining, replacing, and fixing computer accessories will be done by Campus Technology Department only.

- a. Users may not replace or change accessories among the computers.
- b. Users may not use computer accessories outside of the computer labs (including chairs).

8. Wireless Network: See *Wireless Network Policy on page 78-79*.

9. Recreational Use & Gaming: Game playing is not permitted when other users are waiting for a workstation or if it disrupts the work of others.

10. Conduct: The following provisions describe conduct prohibited under these guidelines:

- a. Altering system software or hardware configurations without authorization (including default homepages), or disrupting or interfering with the delivery or administration of computer resources;
- b. Attempting to access or accessing another's account, private files, or e-mail without the owner's permission;

- c. Installing, copying, distributing, or using software or media content in violation of: copyright and/or software agreements; applicable state and federal laws;
  - d. Using computing resources to engage in conduct that interferes with others' use of shared computer resources and/or the activities of other users, including studying, teaching, research, and University administration;
  - e. Using computing resources for commercial or profit-making purposes without written authorization from the University;
  - f. Failing to adhere to system policies, procedures, and protocols;
  - g. Allowing access to computer resources by unauthorized users;
  - h. Using computer resources for illegal activities. Criminal and illegal use may include obscenity, child pornography, threats, harassment, copyright infringement, defamation, theft, and unauthorized access;
  - i. Access or attempts to gain access to University system computing facilities for any unauthorized purpose, including attempts to obtain, modify, or destroy information or degrade performance, is forbidden;
  - j. Users shall not infringe on the intellectual property rights of others;
  - k. The University has a legal responsibility to stop the above transmissions and report illegal actions to the Federal government.
11. Violation: Violation of these guidelines constitutes unacceptable use of computing resources and may violate other University policies. Suspected or known violations should be reported to the Office of Student Affairs, and violations will be processed by the appropriate University officials. Violations may result in revocation of computing resource privileges or/and fines.
- a. Every violation is subject to an official complaint letter from the Office of Student Affairs.
  - b. Three violations of these guidelines will result in revocation of computing resource privileges for a period of time decided by the Ombudsman.
  - c. Two violations (or more) of "Food and Drinks" policy will result in a fine of \$20.
  - d. Missing equipment or equipment that was replaced is subject to a fee: Mouse: \$40; Speakers: \$40; Keyboard: \$50; Monitor: \$280; Desktop: \$1500; Printer: \$800; Printer Cartridge: \$300; LAN cable: \$30; Router: \$200; Omni-directional Antenna: \$200; Chair: \$160.
  - e. Any physical damage to computing resources is subject to a fine. The exact fine will be determined by the Ombudsman.
  - f. In case the responsibility for missing equipment and/or damaged equipment cannot be determined, the fine will be divided between the residents in the building where the computer lab is located.

## **COPYRIGHT POLICY**

The American Jewish University community respects the intellectual property of others, regardless of the medium by which it is transmitted. This is a cornerstone of academic integrity. We prohibit the use of unauthorized distribution of copyrighted material, which is subject to both civil and criminal penalties as well as University procedures.

Distributing copyrighted materials using peer-to-peer or file-sharing programs is illegal and the University uses technological solutions to deter this activity. Still, the University regularly receives notices of copyright violations and is required by law to take action. Common consequences include loss of network access and referral to the Dean of Students.

## **PROCEDURES**

The American Jewish University (AJU) does not scan its networks for copyright violations but is required by federal law to respond to notifications of copyright violations on its networks.

AJU generally addresses copyright violations with a “three strikes” procedure. It also recognizes that, depending on the situation, a single offense may be sufficient for immediate suspension or termination of network services and access privileges, and for names of violators to be referred to the appropriate authorities for criminal or civil prosecution.

### **FIRST NOTIFICATION**

The first time notification is received that a computer on the AJU network is associated with the downloading or distribution of copyrighted materials, an email is sent to the user registered to that computer (or, sometimes, to a departmental system administrator) informing him or her of the notification. The user has two business days to respond and either demonstrate that the notification was unwarranted (by showing, for instance, that the materials were not copyrighted, or that the use qualified for a legal exception) or indicate that no more unauthorized downloading or distribution will take place any notification is shown to be unwarranted, no record of it is kept.

If the user does not respond within two days and/or if unauthorized use of copyrighted materials continues, network access is suspended (the user’s network connection is disabled) until the situation is resolved. Email and other accounts are not disabled. The appointing or sponsoring authority of faculty, staff, or sponsored affiliates is informed of this first notification.

### **SECOND NOTIFICATION**

On the second notification, the user will have their network access suspended immediately. She/he is required to submit a signed certification page that states that the user understands copyright laws and the ramifications of a subsequent offense or to demonstrate that the notification was unwarranted. Network access will be restored no sooner than two business days after receipt of the certification page. The appointing or sponsoring authority of faculty, staff or sponsored affiliates is informed of this second notification.

### **THIRD NOTIFICATION**

If after completion of the educational requirement a third notification is received, network access shall be suspended immediately. The user is again informed by email of the notification. Cases involving students are sent to the Office of Student Affairs. Network access is not restored, if at all, until the case is adjudicated and decided by the appointing authority. The appointing authority can impose whatever sanctions—including termination of network access; probation, suspension or expulsion.

The existence and imposition of University sanctions do not protect members of the campus community from any legal action by external entities or the University itself.

## **WIRELESS NETWORK POLICY**

This is a deployment guide for wireless networking at American Jewish University to ensure reliable, compatible and secure operations. By virtue of using the wireless network, the user agrees to be bound by this policy. This policy will be posted on the University’s website.

- a. AJU Campus Technology Department will be the sole provider of design, specification, installation,
- b. operation, maintenance, and management services for all wireless Access Points.
- c. Wireless network users may not install or operate WLAN (Wireless Local Area Network) Access Points on the University's property.
- d. AJU is responsible for the Access Point and the wired network to which it is attached.
- e. Individual users will be responsible for all costs associated with purchase, installation, operation, and support of wireless adapters in client computers.
- f. Residence Life Complex: Reception rates in different dorm rooms will not be considered by the RLO when assigning rooms to residents.
- g. To ensure an efficient use of the wireless network, the University may block certain ports and protocols. This includes but is not limited to: certain online services, IM and file sharing.
- h. Network connections are a shared resource. Users should ensure their network use does not generate an inordinate amount of traffic or adversely affect others. While Web browsers and sending/receiving electronic mail seldom cause problems, users who use services such as file transfer protocol (ftp) sites should ensure their systems do not adversely affect the entire network.
- i. Wireless network users shall:
  - i. Respect the integrity of the University computer systems and network.
  - ii. Respect the privacy of other computer users.
  - iii. Respect the rules, regulation and procedures governing in Wireless Network Policy.
- j. Unacceptable uses - you may not perform these activities:
  - i. Examine, alter, or attempt to examine/alter another computer user's private files or electronic communications without authorization
  - ii. Harass or interfere with other University computer users
  - iii. Use software that overloads the network
  - iv. Connect unauthorized electronic equipment to the network
  - v. Connect equipment to the network in an unauthorized fashion
  - vi. Knowingly transmit viruses
- k. Non-Confidentiality: The University recognizes that users might believe computer files and e-mail messages are confidential; however, such files and messages are subject to the access by Computer Services of user's files at systems maintenance times as well as when there is a report of suspected unlawful or improper activities. User's files are not confidential. The University reserves the right to review all information on any University server or network.
- l. Security and Privacy: It is important to notice that while using network services the information on the user's computer is exposed to the rest of other network users. AJU will not be responsible for any damage for personal computer/files or for violation of privacy rights conducted by other users. Each user will be responsible to protect and secure his personal computer and data.
- m. The use of the University's wireless network is a privilege, not a right. AJU may protect legitimate facilities users by imposing sanctions on users who abuse this privilege.
- n. Improper use of the wireless network or on purpose damage to the wireless network will result in temporary or permanent discontinuance of wireless network services by AJU. In this case, AJU will have no responsibility to compensate users for network adapters they purchased.

## **ELECTRONIC MAIL POLICY**

The Electronic Mail Policy clarifies the applicability of law and of other University policies to electronic mail (e-mail), and also sets forth new policies uniquely applicable to e-mail. The University recognizes that principles of academic freedom, freedom of speech, privacy, and confidentiality hold important

implications for e-mail and e-mail services. This policy addresses these principles within the context of and subject to the limitations imposed by the University's legal and policy obligations.

Students may set up University e-mail through the library or through the internet. Malicious use of e-mail is prohibited and may be considered an Honor Code violation and/or harassment.

An email account is created for each new student and is used as a principal means of communicate with students. Accounts are created by AJU IT Support and technical questions regarding accounts should be directed by email to [support@XOverture.com](mailto:support@XOverture.com).

***All students are required to have, maintain, and regularly check AJU e-mail accounts.***

***Students will be held accountable for all information in e-mails sent by University officials, including but not limited to holiday and final schedules.***

The purpose of the Electronic Mail Policy is to assure that the AJU community will use e-mail in an ethical and considerate manner. *Acceptable use of e-mail is based on common sense, common decency, and civility applied to the electronic communications environment.* This policy applies to all students, faculty, staff, and individuals employed at American Jewish University. The policy applies to the use of all University's e-mail groups (e.g. everyone, College, faculty) and the use of printed e-mail addresses provided by the University. Violations of this policy will result in loss of e-mail privileges at the University, disciplinary action, or legal action where applicable.

AJU e-mail service is for the exclusive use of the currently enrolled student, faculty member, staff member, or approved affiliate of American Jewish University requesting the service (the user). The user is responsible for all use of their registered service.

Authorized users of AJU e-mail services shall, by virtue of their use of such services, agree to be bound by the AJU e-mail policy. The AJU e-mail policy will be posted on the Web and the e-mail system manager will electronically communicate the URLs for these policies to each e-mail account, at least annually. However, any failure to communicate will not affect the application of such policies to all users of AJU e-mail services as provided in the AJU e-mail policy.

If the user withdraws from American Jewish University, or if the user's employment is terminated, AJU IT Support will disable and eventually delete their AJU e-mail service.

The user is responsible for making backup copies of any data he or she wishes to protect. No file restores will be performed except for recovery after central computing system hardware or software failure.

E-mails to [everyone@aju.edu](mailto:everyone@aju.edu) are filtered by the system administrator at their discretion. Examples for blocked e-mails are: political materials, harassment, abusive or offensive material to or about others, etc.

E-mailing to AJU's list serves is possible for users in the list and only from AJU's e-mail system (for example: to e-mail [college@aju.edu](mailto:college@aju.edu) the user has to be listed in COLLEGE list and e-mail from AJU e-mail system.)

The University does not routinely monitor or screen e-mail. However, complete confidentiality or privacy of e-mail cannot be guaranteed. Confidentiality cannot be guaranteed because of the nature of the medium, the need for authorized staff to maintain e-mail systems, and the University's



accountability as a public institution, as well as in instances involving the health or safety of people or property; violations of University codes of conduct, regulations, policies, or law; or other legal responsibilities or obligations of the University.

Unacceptable uses include, but are not limited to, the following:

1. Using e-mail for any purpose that violates federal or state laws.
2. Sending patently inappropriate content. Inappropriate content may include, but is not limited to: harassment, obscenity, intimidating statements or threats, abusive or offensive material to or about others, child pornography, theft.
3. Transmission of spam email, chain letters, broadcast announcements, general advertisement postings, or any other message via email to a group of persons not requesting the message except when conducting official University business.
4. Giving the impression that the user is representing, giving opinions, or otherwise making statements on behalf of the University or any unit of the University (including student bodies) unless expressly authorized to do so. Where appropriate, the following explicit disclaimer shall be included: "The opinions or statements expressed herein are my own and should not be taken as a position, opinion, or endorsement of any unit of the University."
5. Misrepresenting your identity or using someone else's identity.
6. Using e-mail for candidate or party fund-raising, advertisements, commercial notices or inquiries such as "Items for Sale" or "Apartments for Rent". Every commercial activity via e-mail must be approved by appropriate supervisory University personnel consistent with applicable policy.
7. Consciously causing congestion or damage to the network by such things as the propagation of "chain letters," "broadcasting," "bomb letters," or e-mail suspected as a virus carrier.

## **PASSWORD POLICY OVERVIEW**

Passwords are a critical component of information security. Passwords serve to protect user accounts; however, a poorly constructed password may result in the compromise of individual systems, data, or the University network.

## **STATEMENT OF GUIDELINES**

All passwords should meet or exceed the following guidelines Passwords must have the following characteristics:

- Contain at least 6 alphanumeric characters.
- Must not match any of the last four passwords used And must contain two of the three following criteria:
- Contain both upper and lower case letters.
- Contain at least one number (for example, 0-9).
- Contain at least one special character (for example, \$%^&\*()\_+|~-=\`{}[]:;'<>?,/).

Poor or weak passwords have the following characteristics:

- Contain six or less characters.
- Single words that can be found in a dictionary, including foreign language, or exist in a language slang, dialect, or jargon.
- Contain personal information such as birthdates, addresses, phone numbers, or names of family members, pets, friends, and fantasy characters.

- Contain work-related information such as usernames, building names, system commands, sites, companies, hardware, or software.
- Contain number patterns such as aaabbb, qwerty, zyxwvuts, or 123321.
- Contain common words spelled backward, or preceded or followed by a number (for example, terces, secret1 or 1secret).
- Are some version of “Welcome123” “Password123” “Changeme123”

You should never write down a password. Instead, try to create passwords that you can remember easily. One way to do this is to create a password based on a song title, affirmation, or other phrase. For example, the phrase, "This May Be One Way To Remember" could become the password TmB1w2R! or another variation. Or another example: Take a line from a movie – You Want The Truth? You Can't Handle The Truth and your password will be “Ywt?Ychtt15” (NOTE: Do not use either of these examples as passwords!)

## **PASSPHRASES**

A passphrase is similar to a password in use; however, it is relatively long and constructed of multiple words, which provides greater security against dictionary attacks. Strong passphrases should follow the general password construction guidelines to include upper and lowercase letters, numbers, and special characters (for example, TheTrafficOnThe101Was\*!\$ThisMorning!).