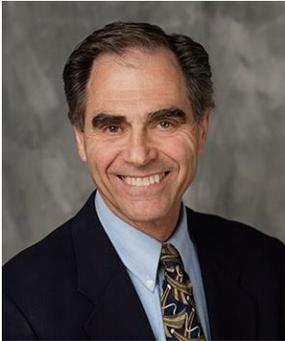


**FRESNO PACIFIC UNIVERSITY
DEGREE COMPLETION STUDENT HANDBOOK
2017-2018**

Message from the President



Dear Fellow Learners,

Welcome to Fresno Pacific University! We are glad you have chosen this particular community of learners. As a Christ-centered university grounded in the liberal arts and sciences, we seek to integrate faith with learning, theory and praxis, reflection and action. Learning involves the collaborative development of knowledge, skills, and ultimately the true wisdom of morally right actions. In all our learning we want to experience and extend the Kingdom of God on earth as we increase our ability to serve the church and society with visionary leadership and powerful followership.

This handbook provides important guidelines designed to help you make the most of your time at FPU. We believe these principles are biblical and reasonable expectations that we each accept for the benefit of every individual and the entire university community. We want to create an environment of mutual trust and commitment in which all of us grow into the people God desires us to be.

As we study and learn together, we do everything for the glory of God. This central purpose compels us to do everything with excellence. Excellence requires hard work. Excellence is more than an aspiration or goal. It is our shared commitment as we follow Christ. Join us in making Fresno Pacific a caring, nurturing, rigorous, and reflective community within which we become what God desires us to be. I wish you much joy and success as we learn together.

Rich Kriegbaum, Ph.D.
President

Message from the Vice President of Student Life



Welcome Sunbirds! On behalf of the Student Life Division, let me say how thoroughly excited we are to that you have chosen to come to Fresno Pacific University. While you are here, you will find yourselves in a great community with wonderful people. If at any point, we are not meeting your expectations or you are not having great experiences, please come by the Student Life offices in the Steinhart Campus Center (known as the SCC) and let's talk about how to improve those experiences.

One of the very best aspects of college life is the people you will meet from many different walks of life. Some will have had lives that are very similar to yours, others will have grown up in circumstances that seem very different to you. As you get to know faculty, staff, and other students, enjoy the opportunity to learn and grow from others' experiences.

If I could offer one more piece of advice, it would be this: "Wring from this experience all the meaning and significance possible." You are here to learn. Purposefully look for ways to challenge yourself. Intentionally seek to engage with others and broaden your understanding of people. Proactively decide that you are going to involve yourself in things that help you better understand who it is God is calling you to be. If you do these things, I believe that your time here at FPU truly will be one of the best experiences you ever have. God bless you.

Randy Worden, D.Min.
Vice President of Student Life

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THE VISION AND MISSION OF FRESNO PACIFIC UNIVERSITY

Mission

Fresno Pacific University exists to prepare students for faithful and wise service through excellence in Christian higher education, and to strengthen the Church and improve society through scholarship and service.

Vision

Fresno Pacific University will be a premier regional Christian university committed to academic excellence and spiritual vitality. The university will be characterized by innovative programming, collaboration and inclusiveness, and a steadfast commitment to Christian higher education.

THE VISION AND MISSION OF THE STUDENT LIFE DIVISION

Mission

The Student Life Division, as a partner in the educational process, exists to create an environment which inspires personal development through the integration of faith and learning in all areas of life. Serving both the students and the institution, Student Life provides information, opportunities, and services in the areas of: counseling, career development, disability related services, leadership and spiritual development, to enhance students' potential as vital members of society and the Kingdom of God.

Vision

The Student Life Division cultivates the integration of academic, spiritual, social, emotional, relational, physical, and vocational development within the Fresno Pacific University community.

VALUES AND BEHAVIORAL STANDARDS

Community Living

As a Christian university, Fresno Pacific acknowledges that consensus in regards to issues of student behavior are difficult even within a Christian faith community. In keeping true to a culture of learning together, we desire to enable open dialog addressing issues surrounding community standards, knowing that students are making moral, legal, theological, cultural, and health related decisions about many things every day.

In stating clear positions on these issues our desire is that students understand the expectations of Fresno Pacific University. Students, faculty and staff can dialog openly with clear understanding of the university's values and standards. Fresno Pacific University's values and behavioral expectations take the following into account:

1. FPU acknowledges the diversity of thought within the Christian church on these areas.
2. FPU expects its students to be law abiding.
3. FPU is obligated and committed to promote the kind of culture that is most conducive to students' academic, social, and spiritual growth and development and violating the values and standards hinders the achievement and/or realization of those desired outcomes.
4. FPU is unwilling to risk the potential dangers or assume the legal liability that individuals on campus under the influence of alcohol or drugs present to themselves and the community.

5. FPU believes its restorative discipline process is a positive approach to addressing student misconduct through education, agreements and clarifying the future.
6. Some students will not agree with these policies. However, by attending FPU, students will be expected to respect and adhere to established community standards and behavioral expectations.
8. In regards to policies, procedures, and expectations, the term *on campus*, refers to Fresno Pacific University's main campus, all regional campuses, and any off-site venue used for university programs, events, and/or services.

Behavior that falls short of the declaration or intent of FPU's values and behavioral expectations, interrupts FPU's educational mission, or that brings negative attention to the university will generally be referred to the restorative discipline process. Should a student enter the restorative discipline process because of a university values or behavioral standard violation, they should expect that the process will be inclusive and that major stake holders at the university will be invited into the process. These stakeholders may include but are not limited to Student Life staff, Program Directors, supervisors and academic advisors.

Educational Environment

Fresno Pacific University endeavors to provide a safe and orderly environment, in which all students are able to pursue their academic, social, and spiritual development. The university reserves the right to implement a disciplinary process, which may culminate in the mandatory leave or termination of any student who does not meet behavioral standards or comply with university policies. The university also expects that the actions of any student do not pose a threat to the health and/or safety of others and do not unreasonably disrupt the educational environment of the university.

Threat to the Health and/or Safety of Others:

Threat to the health and/or safety of others means, for example, any act, planned act or threatened act that places another student, member of the faculty or staff or any campus visitor at an unreasonable risk of bodily harm, exposure to illness, loss of life or destruction of property. A threatened act includes overt threats, as well threats reasonably perceived by the actions, interactions, and/or conduct of a student. Further, a student may be considered to pose a direct threat to the health of others if current medical information indicates that the student's behavior and/or medical condition could reasonably expose others to illness, disease, or other bodily harm. This exposure risk must exceed that commonly found in community environments and would include a student's possession of a presently contagious illness or disease and/or failure to maintain appropriate hygiene.

Unreasonable Disruption to the Educational Environment:

Unreasonable disruption to the educational environment means, for example, any disruptive act that unreasonably impedes another student's functioning within an academic or community life setting or unreasonably impedes the ability of faculty, administration, or staff to fulfill their duties and obligations. A violation may include a single disruptive act or ongoing acts and may involve complaints from students, faculty, or staff. In determining violations, an assessment will be made of the nature and extent of the disruption and the content and frequency of the complaint(s).

University Response:

Violation of these or other policies may result in disciplinary action up to and including mandatory leave or termination, without refund of tuition and other amounts paid. The restorative disciplinary process of the university is set forth in this FPU student handbook. The university reserves the right to remove a student from particular settings or from all university activity pending the outcome of the disciplinary process, depending on the nature and extent of the disruption or threat as outline above. While the university expects all students to meet the behavioral standards, it recognizes that some students possess medical or psychological conditions that may affect functioning within the behavioral rules of the university. The university will comply with all requirements imposed by law to provide reasonable accommodation and/or appropriate academic adjustment for those with disabilities. If medical or psychological intervention is needed to assist the student in meeting the behavioral standards, the university may choose to offer the student the opportunity to comply with an intervention plan as a partial or complete substitute for disciplinary action. The student may also be placed on a contract that identifies the behaviors of concern, the accompanying behavioral expectations and the length of contract. If the student does not meet the behavioral standards after assenting to an intervention plan or if the student violates the contract, the university may take disciplinary action up to, and including, mandatory leave or termination.

Values and Behavioral Expectations

Through God's acts of creation and redeeming sacrifice, he has established the ultimate worth of every person. Fresno Pacific University (FPU) seeks to accept each person as unique, with God given purpose and value. Our hope is that everyone will be moved to search after God.

The FPU Idea affirms the university as a learning community that seeks to engage its members "...in a collaborative search for knowledge and experience which lead toward a perceptive and creative relationship with God, humanity, and the natural world..." As an extension of the educational mission of the Mennonite Brethren Church (which is rooted in the Anabaptist traditions of peace and justice), the university affirms the authority of the Bible over all matters of faith and life." Fresno Pacific University invites all who are committed to upholding principles of respect, integrity and doing good in all situations, to be members of its community. The rules of any community grow out of a particular tradition. Being firmly rooted in the Mennonite Brethren Church tradition, Fresno Pacific University holds in high esteem the following characteristics:

- peace and justice
- modest dress
- thoughtfulness in social relationships and entertainment
- honesty
- service
- respect of the rights, opinions and property of others
- respect for the laws of the state
- willingness to do good in every situation

The dominant emphasis of life together within the FPU community is the quality of human relationships, mutual care, and building up of one another. Individuality and community are equally encouraged and valued. However, selfish and isolating individualism must give way to what is best for a caring and just community. The common good of any community is accomplished through established standards and

behavioral expectations. Fresno Pacific University bases its standards and expectations on these Community Life Values:

- ***Integrity***
- ***Respect***
- ***Stewardship***

By accepting the invitation to attend Fresno Pacific University, you become a part of its community and agree to abide by and uphold the behavioral expectations encapsulated in its community life values and standards. Behavior that falls short of the declaration or intent of these values and/or their standards and behavioral expectations, will generally be referred to the restorative discipline process.

Value I. Integrity

All members participating in the educational process at FPU are expected to pursue honesty and integrity in all aspects of life. Each member should strive to be consistent, principled, and true to their very best self. Individuals should attempt to do what's right, even in challenging situations, and have a willingness to do good in any and all situations.

Behavioral expectations that flow out of this value include but are not limited to:

1. Actions and attitudes that uphold Christian and campus values.
2. Academic integrity (see the FPU Undergraduate Academic Catalog for a full description) - plagiarism, cheating, etc. are prohibited.
3. FPU is a Drug/Alcohol/Smoke/Vapor/Marijuana free environment. As such, the use of each or being under the influence of each on campus or at officially sponsored FPU events is prohibited.
4. While on any FPU campus, internet activities, entertainment choices, and reading materials are to be consistent with Christian campus values. Involvement with sexually explicit or suggestive materials - viewing, sending, possessing, etc., is prohibited.
5. Individuals are to adhere to the laws of the city, county, state, and federal government, as well as FPU values and behavioral expectations.

Value II. Respect

All members—students, faculty, staff and administrators alike—are valuable and worthy of being respected. Every member has a role in creating a positive campus environment that is open minded, accepting and shows decency to those around us. It involves accepting and valuing personal differences, listening to what others have to say, and refraining from destructive behaviors and comments.

Behavioral expectations that flow out of this value include but are not limited to:

1. Behavior that is productive to the educational environment and that which upholds and promotes the academic success of others.
2. Respect for the rights and opinions of others.
3. While on campus or during FPU sponsored events, students may be asked for identification and are obliged to provide it. Students are committed to cooperating

- with requests from university officials and/or uniformed Campus Safety officers who make such requests as a function of their official capacity. Failure to cooperate may lead to disciplinary action.
4. Respectfulness in interpersonal relationships, Students are encouraged to build balanced, healthy, Christ-centered relationships.
 5. Individuals are to have wholesome speech patterns devoid of profanity and coarse joking, particularly that which is degrading to gender, ethnicity, and/or people groups.
 6. Individuals are to conduct themselves with kindness and self-control. Harassment, bullying, cyberbullying, hazing, hate speech, intimidation, stalking, cyber stalking (including but not limited to, the intent to abuse, annoy, threaten, terrify or embarrass), verbal threats, and threatening or reckless behavior or violence directed at others are prohibited.
 - a. Bullying is defined as the repeated use of a written, verbal or electronic expression or a physical act or gesture or any combination which is directed at a victim and: (i) causes physical/emotional harm or damage to their property; (ii) causes reasonable fear of harm to self or damage to property; (iii) creates a hostile environment; (iv) infringes on the rights of the victim; or (v) materially and substantially disrupts the education process or the orderly operation of the university.
 - b. Cyber-bullying is defined as the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications.
 - i. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v).
 7. The care of oneself physically and psychologically.
 8. Respect of noise levels in accordance with the needs of others.
 9. Respect for all campus authorities.
 10. Honesty and integrity of speech – slander, gossip, or lying is prohibited.

Value III. Stewardship

As members, we value the privilege and responsibility of using university or personal property. We recognize the importance of good stewardship as a means to show gratitude and respect to the owner of that property and ultimately to God as the owner and giver of all things.

Behavioral expectations that flow out of this value include but are not limited to:

1. Care and respect for personal and university property. (Lev. 19:11; Eph. 4:28)
 - a. Individuals or groups must have proper authorization to use, possess, or enter university or personal property.
 - b. Theft and/or possession of stolen property is prohibited. (Exod. 20:15)
2. Possession or use of firearms, fireworks, explosives, or weapons on campus is prohibited.
3. Tampering with or unauthorized use of fire safety equipment is prohibited.
4. Pets are not allowed in the classroom or on fieldtrips, except for service animals as defined by the Americans with Disabilities Act.
5. Presence in classrooms is restricted to properly enrolled students or instructor-invited visitors. Instructors of record are responsible for ensuring that individuals who attend their classes are properly enrolled or have been invited for the purpose of making special announcements, guest lecturing, or other authorized reasons. Degree completion courses may not be audited. Unregistered family members or friends may attend only special events designated as such. Instructors are responsible for addressing situations when unauthorized individuals attend their classes.
6. Children in Class: The Degree Completion program does not make accommodations necessary for care of minors during class time. Children (including, but not limited to, children of instructors and of students) may not attend Degree Completion classes. Students who bring children to class will be asked to leave the classroom. Parents are responsible to make necessary provisions for their children to be cared for off campus. Leaving children unattended in any university public area, including but not limited to empty classrooms, student lounges, campus lobbies, and parking lots is prohibited.
7. Children on Campus: Children are generally allowed to attend special events (e.g. athletic events, drama presentations, musical events) on the main campus as long as they are supervised by parents or another designated adult and not prohibited by the event organizers. Line of sight supervision by the designated adult is required at all times. If a child becomes disruptive, staff may require the student and child to leave. Attendance prohibitions do not apply to special children's events, such as sport camps, music camps, and visitation days designed especially for children.
8. Cell phones must be turned off or set to vibrate in class and in quiet study areas. Students may check messages and respond during breaks. If students expect a call because of personal or professional emergencies, they should advise the instructor beforehand, set the device to vibrate only, sit near a door so that they can leave unobtrusively, and wait until they are well away from the class and the door behind them is closed before beginning speaking. Use of cell phones is prohibited during exams.
9. Field Trips: Children under the age of 18 are not allowed on university buses, vans, or cars. If space allows and if approved by the faculty of record, adult visitors may accompany DC students on field trips. Pre-teens and teens may attend field trips not involving university transportation and approved by the faculty of record. All participants must comply with FPU behavioral standards.

RESTORATIVE DISCIPLINE PROCEDURE

FPU believes that restorative discipline enhances the academic purpose and atmosphere of the campus both educationally and developmentally. The process will enhance maturity and at the same time provide students with the opportunity to learn from their mistakes. It will also provide the opportunity for reconciliation of those who have been injured or estranged. It will encourage students to take responsibility by holding them accountable for their actions including making restitution for damages. And finally, it will enable the restoration of an individual to his or her place in the community. The restorative discipline process at FPU encourages members of the university community to resolve their differences at the lowest possible level of authority (Matthew 18:15). Students should first attempt to resolve their differences person to person with other students, faculty, or staff.

At times it becomes necessary for the university to intervene. In the event that an individual or group of community members violates university policies, values or behavioral expectations they can expect to participate in a restorative discipline process. This process will include one or more of the following possibilities:

1. Individual/group meeting with the instructor and/or lead instructor.
2. Individual/group meeting with a program director and/or dean.
3. Referral to the Center for Peacemaking for mediation also known as a Community Justice Conference (CJC).
4. Violations involving serious safety concerns or especially egregious behavior may be subject to Administrative Review (AR, description on following pages).
5. Violations occurring in the last two weeks of the semester/session where standard procedures do not afford enough time to process the case before students leave for Christmas, summer break, etc. may be subject to an Administrative Review.

All options strive to be restorative in nature and will take into consideration the willingness of an individual to accept responsibility for their actions.

The standard of proof that Fresno Pacific University will use to determine any outcome within the restorative discipline process is a "Preponderance of Evidence." Preponderance of evidence means that there is just enough evidence to make it more likely than not that the allegation presented is true. In other words, is the evidence in support of the question at hand of greater weight or more convincing than the evidence in opposition to it?

INDIVIDUAL/GROUP MEETING WITH AN INSTRUCTOR/LEAD INSTRUCTOR/PROGRAM DIRECTOR/DEAN

In minor behavior violation situations, not to exceed a Level II violation, an instructor, lead instructor, program director, or dean may meet with the individual(s) involved and attempt to resolve the situation and to make things right at the lowest level possible. This may result in an agreement, a mediation (CJC) or mediation type process between the instructor, lead instructor, program director and/or dean and the individual(s), incorporating restorative discipline values and principles.

COMMUNITY JUSTICE CONFERENCE (CJC)

The CJC is a cooperative process, patterned after Matthew 18, but formally approached. A CJC includes those who were impacted by the violation, the alleged offender(s) and his or her support person(s), an instructor, lead instructor, or program director, others deemed helpful, and a facilitator. The participants of a CJC are assembled to listen to the experiences of those who were harmed and those who violated the standards of the community. The purpose is to:

1. Recognize injustices.
2. Seek ways to repair the harm as much as possible.
3. Address the causes or conditions that contributed to the current violation.
4. Create an agreed upon plan for the future that would prevent repeated violation.
5. Establish a follow-up plan.

All participants must be provided an orientation to the CJC process and given an opportunity to decide if they want to participate voluntarily. All agreements require the approval of all of the parties present. If these agreements are kept, the group celebrates and the offense is noted as having been resolved and the restorative discipline process is completed.

The Center for Peacemaking and Conflict Studies (CPACS) generally provides the facilitators for the CJC process. The CJC facilitators may be graduate students, graduates, or CPACS staff members depending on the nature of the offense and parties involved.

ADMINISTRATIVE REVIEW

Fresno Pacific University reserves the right to process student conduct violations administratively. Generally administrative review is reserved situations where the immediate health and safety of students may be of added concern. Fresno Pacific University, may also, at its discretion, allow students to request an Administrative Review rather than one of the other options available within the disciplinary process. Administrative Reviews are generally conducted by the Vice President of Student Life and/or their designee.

Should the behavior of a student be deemed counter to the education process, and/or harmful or dangerous to other students/faculty/staff, Fresno Pacific University reserves the right to remove that student from particular settings related to Fresno Pacific University (i.e. the institution, a class, a work assignment, etc.) pending the outcome of the disciplinary process.

Additionally, an administrative review may be held in lieu of standard procedures for violations occurring in the last two weeks of the semester/session in order to resolve a case prior to students leaving for Christmas break, session break, etc.

Upon completion of an administrative review, the student(s) involved will be notified in writing as to any formal allegation(s), the determination of said student(s) involvement, any violations of university standards, and the Administrative Review's results. Results of Administrative Reviews may come from the entire range of options noted in the section "Restorative Discipline Plans."

APPEAL TO THE VICE PRESIDENT OF STUDENT LIFE

Students who have been found to be in violation of university standards have the opportunity to appeal the finding under the following circumstances:

1. New unexamined evidence or considerations are presented.
2. The student believes that there was undue bias present in their earlier hearing/review.
3. The student believes that the outcome of the hearing/review was too severe in relationship to the violation.

Appeals to hearings/reviews must be submitted to the Vice President of Student Life within 72 of the hearing/review. Appeals are to be in writing and are to note which of the circumstances listed above the student wishes to have considered. Appeals will be addressed by the Vice President of Student Life and/or designee. The Vice President of Student Life may call an Appeal Board to review the appeal. Said board would be comprised of faculty, staff, and when appropriate, students. There are no further appeals.

LEVELS OF MISCONDUCT

FPU has determined there to be four levels of misconduct. Violations of values and behavioral expectations are reviewed by a university official who assigns the situation to the appropriate level and forwards the case to a university official or a CJC. The four levels are as follows:

Level I:

Conduct generally deemed “Level I” includes but is not necessarily limited to the following: disrespect to individuals and/or property, possession or viewing of inappropriate materials, violations to the acceptable use of technology policy, minor safety and health issues, smoking inside campus buildings, and first time alcohol violations on campus.

Minimum Consequence: Warning, restitution (if applicable), and potentially one or more of the following: educational consequences, behavioral contract, and/or fine.

Level II:

Conduct of a more serious or difficult nature generally begins at Level II. Conduct generally deemed “Level II” includes but is not necessarily limited to the accumulation or repeat offences of Level I violations and/or the following: vandalism, theft, possession or consumption of illegal substances/drugs, second time alcohol violations on campus.

Minimum Consequence: Restitution (if applicable) and at least two or more of the following: educational consequences, behavioral contract, fine, disciplinary probation, and deferred suspension. Alcohol violations at level II will result in a minimum fine of \$50 to be used to fund alcohol education programs at FPU.

Level III:

Issues of this type are among the most serious violations to the university’s standards. Violations at this level include but are not necessarily limited to following and the accumulation or repeat of Level II violations: harassment, hazing, assault, theft, situations related to serious personal safety and the wellbeing others, repeated offences related to

possession or consumption of illegal substances/drugs, and third time alcohol violations on campus.

Minimum Consequence: If applicable, restitution and at least three or more of the following: educational consequences, behavioral contract, fine, loss of privileges, disciplinary probation, and deferred suspension. Alcohol violations at level III will result in a minimum fee of \$100 to be used to fund alcohol education programs at FPU.

Level IV:

In instances of extreme conduct, the university reserves the right to review student behavior and respond to student behavior administratively. Such instances of extreme behavior include but are not limited to substantial disruptions to the institutional mission, substantial disruption to the educational process, undue risk to persons and property, threats against persons or property, etc.

Minimum Consequence: Immediate suspension, pending the outcome of hearings and/or appeals.

Special Note: Depending on the severity of the issue, the harm or damage caused to individuals or property, repeat offences, the accumulation of violations and/or especially egregious behavior, violations listed in level I, II and III may be processed, at the discretion of the university, at a higher level than originally stated here.

RESTORATIVE DISCIPLINE GOALS

God has called us into community, a network of mutually caring and uplifting relationships patterned after the example given to us by Jesus Christ. Recognizing that we who are involved in community are imperfect people influenced by an imperfect world, student discipline at FPU is intended to be a process that:

1. Is fair and just.
2. Will enhance the academic purpose and atmosphere of the campus.
3. Is educational and developmental for the students involved, encouraging student maturity by providing students with the opportunity to learn from their mistakes.
4. Provides opportunity for reconciliation of those who have been harmed or estranged, enabling the restoration of an individual to his or her place in the community.
5. Encourages student responsibility by holding them accountable for their own actions including making restitution for damages.
6. Enhances the atmosphere of safety and wellbeing on campus.

In an effort to minimize the number of cases which enter the Restorative Discipline process, FPU encourages students to resolve issues and conflicts between themselves whenever possible through voluntary cooperative means. Several resources are available to students to assist in this effort including the Campus Pastor, Program Directors, Advisors, and the Center for Peacemaking and Conflict Studies. When a student has violated a standard, rule, or policy, or created conflict or offense with another student, all parties are encouraged to seek out those who have been impacted by the actions to acknowledge the violation, to create agreements to restore equity, and to develop a plan and follow-up meetings to support the agreements and prevent reoccurrence.

REPORTING A VIOLATION

Initial reports of behavioral standards violations can be made by anyone in the campus community—students, staff, or faculty. Such reports can be submitted to faculty members, regional campus staff, or directly to a Program Director. All behavioral violations will ultimately be reported to the Program Directors and Deans. Program Directors and Deans will consult with the Vice President of Student Life in determining outcomes related to restrictions or loss of privilege/opportunity.

RESTORATIVE DISCIPLINE PLANS

Consequences in the Restorative Discipline process will be guided by whether they are respectful, restorative, reasonable, and as much as possible, intended to reintegrate those who were harmed by the violation. The following listing of possible consequences outlines the range of official university action that may be taken as a result of any disciplinary situation. After consideration of the specific details surrounding the incident or situation through the process outlined above, the restorative plan developed may involve any combination of these following options.

Warning: Official notification that certain conduct or actions are in violation of university standards and that continuation of such conduct or actions may result in additional disciplinary action.

Educational Consequences: Preparation and presentation of a program, assigned reading and response or reflective papers, attending an Alcohol Education Program, counseling, and/or other educational activities.

Behavioral Contracts: A written document between the university and AO that specifies expected behaviors and positive/negative consequences.

Accountability Meetings: Required meetings with a pre-determined and pre-approved individual that encourages open dialogue, relationship building and accountability.

Community Service: Contribution of service to the university or a designated community agency consistent with the offense committed.

Restitution: Reimbursement by transfer of property or services to those harmed—including the university itself—in an amount not to exceed the value of the damages or loss caused.

Fees: Financial assessment associated with required educational consequences.

Fines: Financial assessment not to exceed \$350 (unless otherwise prescribed by law).

Registration Holds/Dis-Enrollment: Should a student fail to complete an aspect of their restorative plan or their Community Justice Conference Agreement, an academic hold will be placed on their account until such time that it is completed. This hold will not allow the processing of class changes with the registrar's office and may lead to students being dis-enrolled from classes.

Disciplinary Probation: A specified period of observation and review of behavior, including terms appropriate to the offense committed, during which the student must

demonstrate compliance with university regulations and the terms of the probationary period and is ineligible to serve in leadership positions in university co-curricular activities.

Loss of Privileges: Limitation on university-related activities for a specified period of time, consistent with the offense committed, including but not limited to:

1. Ineligibility to serve as Class Representative.
2. Restriction from using specific university facilities (including the campus itself) and services.

Deferred Suspension: In certain situations, a suspension may be delayed to allow a student to finish an academic semester and then serve out their suspension. During this period of time there will be a zero tolerance policy in place. Further violations of FPU's values and behavioral standards or missed deadlines for restorative plans while on a deferred suspension will result in an immediate suspension or expulsion from the university.

Suspension: Exclusion from the university for a specific period of time after which, application may be required for readmission. When formal withdrawal from the university is necessary, instructions and/or conditions required for consideration of readmission will be outlined (readmission will not be guaranteed). Suspension will result in the forfeiture of all tuition.

Interim Suspension: In exceptional circumstances, the Judicial Officer, in consultation with the Vice President of Student Life, may suspend a student or take other disciplinary action pending a hearing, especially in matters related to the safety or well-being of the community.

Expulsion: Permanent exclusion from the university.

Special Note 1: Should a student fail to complete an aspect of their Student Judicial Board/Administrative Review Restorative Plan or their Community Justice Conference Agreement, a registration hold will be placed on their account until such time that the plan is completed. This hold will not allow the processing of class changes with the registrar's office and may lead to students being dis-enrolled from classes. In addition, students who have not completed their Restorative Discipline plan within the designated semester and who are eligible for commencement will not be permitted to participate in commencement until such time that the plan is completed.

Special Note 2: Violations of national, state, or local laws may make a student subject not only to university disciplinary action but also to action by the appropriate court of law.

STUDENT RESPONSIBILITIES

1. Alleged offenders will be informed in writing of the allegations, procedural steps of the restorative discipline process, and their responsibilities in the process.
2. A person alleged to have violated campus standards will be presumed innocent until sufficient information is presented to determine responsibility. Responsibility for an allegation will mostly likely be determined on a standard of preponderance of information/evidence.

3. In most instances, the disciplinary status of a person will not be altered, including the ability to be present on the campus and to attend classes, pending the outcome of the restorative discipline process. However, exception may be made for reasons relating to the physical or emotional safety and well-being of other students, faculty and staff of the university.
4. Alleged offenders appearing in a CJC hearing may be accompanied by members of the university community for support.
5. Falsifying or misrepresenting information or facts to university officials will not be tolerated.

RESTORATIVE JUSTICE PRINCIPLES

1. Restorative justice is a way of thinking and responding to conflicts, disputes, or offenses. Restorative justice is concerned with making things as right as possible for all people.
2. Restorative justice recognizes that response to conflicts, disputes or offenses is important. Restorative justice responds in ways that build safe and healthy communities.
3. Restorative justice is not permissive. Restorative justice prefers to deal cooperatively and constructively with conflicts, disputes and offenses at the earliest possible time and before they escalate.
4. Restorative justice recognizes that violations of rules and laws are also indicators of transgressions and offenses against persons, relationships, and community.
5. Restorative justice addresses the harms and needs created by, and related to, conflicts, disputes and offenses.
6. Restorative justice holds disputants and offenders accountable to recognize harm, repair damages as much as possible, and create a civil future.
7. Restorative justice empowers offended, disputants, offenders and their communities to assume central roles in recognizing harm, repairing damages, and creating a safe and civil future.
8. Restorative justice repairs the breach and reintegrates the victim, offender and their community as much as possible.
9. Restorative justice prefers maximum use of voluntary and cooperative response options and minimum use of force and coercion.
10. Restorative justice authorities provide oversight, assistance, and coercive backup when individuals are not cooperative.
11. Restorative justice is measured by its outcomes, not just its intentions. Do offended emerge from the restorative justice response feeling respected and safe? Are participants motivated and empowered to live constructive and civil lives? Are they living in the community in a way that demonstrates an acceptable balance of freedom and responsibility? Are responses by authorities, community, and individuals respectful, reasonable, and restorative for everyone?
12. Restorative justice recognizes and encourages the role of community organizations, including the education and faith communities, in teaching and establishing the moral and ethical standards that build up the community.

TITLE IX/NON-DISCRIMINATION POLICY

It is the policy of Fresno Pacific University not to discriminate on the basis of age, race, color, nationality, disability, or sex in its admission policy, educational programs, or employment policies, in compliance with all applicable federal regulations. This school is

authorized under federal law to enroll non-immigrant alien students.

The entire Discrimination, Harassment and Sexual Misconduct Policies and Procedures can be found here:

<http://handbook.fresno.edu/discrimination-harassment-sexual-misconduct/>

Special note concerning Sexual Assault and the SaVE Act: The SaVE Act (Sexual Violence Elimination) partners with the Jeanne Cleary Act to create expectations for transparency, accountability, education, and collaboration concerning the victims of sexual assault, domestic violence, dating violence, and stalking. Additional information on reporting any of these items can be found at:

<http://handbook.fresno.edu/discrimination-harassment-sexual-misconduct/>

Fresno Pacific University commits to the following regarding transparency:

- Victims will be assisted by campus authorities in reporting a crime to law enforcement.
- Victims will be able to change academic, living, transportation, or working situations to avoid a hostile environment.
- Victims will be able to obtain and FPU will help enforce a no contact directive or restraining order.
- Victims will receive a clear description of their institution's disciplinary process and know the range of possible sanctions.
- Victims will receive contact information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available both on-campus and in the community.

Fresno Pacific University commits to the following regarding accountability:

- Proceedings shall provide a prompt, fair, and impartial investigation and resolution and are to be conducted by officials receiving regular training on domestic violence, sexual assault, and stalking.
- Both parties may have others present during an institutional disciplinary proceeding and any related meeting, including an advisor of their choice.
- Both parties will receive written outcomes of all disciplinary proceedings at the same time.

ACADEMIC POLICIES

ACADEMIC INTEGRITY

(See the the FPU Undergraduate Academic Catalog for complete details)

Everyone who participates in the educational process at FPU is expected to pursue honesty and integrity in all aspects of their academic work. Academic dishonesty is considered a serious offense because it violates the standards of the Christian educational community, jeopardizes the growth and learning of the individual, and is unfair to those who do their work with integrity. FPU defines academic dishonesty as:

- **Cheating** - using or attempting to use unauthorized materials, information or study aids.
- **Plagiarism**- representing the writings, words, or ideas of another as one's own, or copying material from a resource without proper acknowledgment.
- **Sabotage** - willfully damaging or impeding the academic work of another person.
- **Fabrication/falsification** - altering or inventing any information or study aids. This includes falsification of academic records, forgery, and modification of computer records without permission.
- **Aiding and abetting**- helping or attempting to help another commit an act of academic dishonesty.

Cases of academic dishonesty are first handled between instructors and students. Depending upon the severity of the case, consequences may range from partial credit after work is redone to expulsion from the university. As in all situations where a member of the college violates the behavioral and academic expectations of the community, opportunity for restoration and restitution will be extended to those willing to work to correct the situation and reconcile with the college community.

ACADEMIC PROGRESS STATEMENT

Fresno Pacific University is required by federal law to establish specific standards for measuring Satisfactory Academic Progress (SAP) for students receiving financial aid. As part of the university standards for continued enrollment (see FPU Undergraduate Academic Catalog), a student must meet the requirements of the SAP policy to be eligible to receive federal, state and need-based institutional financial aid assistance and to register for classes. Scholarships and other awards may require students to meet higher standards. Veterans Affairs students have additional requirements. (Please refer to the current Undergraduate Academic Catalog for more complete information.)

ACADEMIC PROBATION

Please see current issue of the Fresno Pacific University Undergraduate Academic Catalog.

ADMINISTRATIVE WITHDRAW POLICY

Please see current issue of the Fresno Pacific University Undergraduate Academic Catalog.

APPEAL/READMISSION

Satisfactory achievement may need to be shown at another institution prior to applying for readmission. Students who leave while on probation or due to disqualification will be

readmitted on probation so that adequate counseling may be provided.

PRIVACY RIGHTS/FERPA

Student records are protected under the Family Education Rights and Privacy Act of 1974, as amended. The university Undergraduate Academic Catalog describes directory information which is provided to the public unless the student places a restriction on such release. The complete policy is available in the Registrar's Office or visit the site below: www.fresno.edu/dept/registrar/ferpa.htm .

PROBLEMS WITH AN INSTRUCTOR

Occasionally a student may find cause to question the action of a professor regarding requirements of a course, teaching effectiveness, comments made in a class that seem derogatory or inflammatory, criticism of the student, general performance, or sanctions given for academic dishonesty. Students should first discuss their concerns with the instructor. If the student and faculty member cannot resolve the issue satisfactorily or if the student does not feel comfortable speaking directly with the instructor, the student should consult with the Program Director in which the course is lodged, who will attempt to resolve the issue. In cases where the student questions a grade received, please refer to the "grade change" policy in the academic policies section of the Undergraduate Academic Catalog.

HEALTH, SAFETY AND SECURITY

Emergency Contacts:

North Fresno Campus

Assistant Director of Operations North Fresno		(559) 573-7802
Campus Safety (4:30pm-10:30pm)	Cell phone number	(559) 666-0514
Fresno Police		(559) 621-7000

Merced Campus

Assistant Director of Operations Merced		(209) 354-5807
Campus Safety (4:30pm-10:30pm)	Cell phone number	(209) 509-8440
Merced Police		(209) 385-6905

Visalia Campus

Assistant Director of Operations Visalia		(559) 302-4111
Campus Safety (2:30pm-10:30pm)	Cell phone number	(559) 381-4629
Visalia Police		(559) 734-8116

Bakersfield Campus

Assistant Director of Operations Bakersfield		(661) 617-4516
Campus Safety (4:30pm-10:30pm)	Cell phone number	(661) 369-5571
Bakersfield Police		(661) 327-7111

ALCOHOL AND DRUG POLICY

Prevention Program

The university provides services related to alcohol use and abuse, including the dissemination of informational materials, counseling services, referrals, and college disciplinary actions to students and employees.

If you need help or know someone with an alcohol, drug, or substance-related problem, please know that the Onsite Counseling Center, the Health Center, our Program Directors, Deans, faculty, and all other university personnel will provide assistance to those who come forward seeking help. The Onsite Counseling Center provides confidential consultations with trained psychologists at extremely low cost, and also makes referrals to outside counseling and treatment services.

Contact Information:

Onsite Counseling Center	(559) 453-8050
Student Life	(559) 453-2073
Health Center	(559) 453-2197
Human Resources	(559) 453-2245

Standards & Conduct

Fresno Pacific University recognizes that drug and alcohol abuse is a major societal concern and problem. Such abuse leads to health problems, decreased productivity, crime, and a general weakening of our world's moral fabric. Alcohol and drug abuse is especially destructive to the education process, inhibiting educational, social, and interpersonal development. It is for these reasons and our commitment to abide by our

standards as a Christian institution that all students and employees are strictly prohibited from unlawful possession, manufacture, use, and/or distribution of illicit drugs and alcohol on property owned or used by the university. As a member of the FPU community, you are also prohibited from using or serving drugs or alcohol as part of any university sponsored activity, whether on or off campus. This policy extends to sites such as regional campuses, branch campuses, leased facilities, rental facilities, and the Casa Pacifica retreat center.

Alcohol

The purpose of this policy is to ensure a safe environment that is consistent with the mission of the university and its goal to foster an alcohol-and drug-free environment. The use, possession or distribution of alcoholic beverages by students at Fresno Pacific University is prohibited and violates this policy and the Fresno Pacific Idea. Fresno Pacific University is operating in conformity with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-336) and Drug-Free Workplace Act of 1988.

The California Business and Professions Code states that the purchase, possession, distribution, or use of alcoholic beverages is illegal for those under the age of 21 in the State of California and constitutes a misdemeanor under B & P Code 25658 (sections a & b), 25658.5 and 25662. Students violating this policy are subject to disciplinary actions up to and including suspension or dismissal from the university in accordance with university policies and procedures. In addition to the university process, the university will involve local law enforcement officials when appropriate

Drugs

The purpose of this policy is to ensure a safe environment that is consistent with the mission of the university and its goal to foster a drug-free environment.

Fresno Pacific University is operating in conformity with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-336) and Drug-Free Workplace Act of 1988.

- The California Health & Safety Code states that “Every person who possesses any controlled substance shall be punished by imprisonment in the state prison for a minimum of one year” (H & S 11350), and, “Every person who possesses for sale, or purchases for sale, any controlled substance shall be punished by imprisonment in the state prison for two to four years” (H & S 11351).
- Purchase or possession of marijuana for the purpose of sale, shall be punished by imprisonment in the state penitentiary for a minimum of one year (H&S 11359). In addition, possession of any drug paraphernalia for the purpose of unlawfully smoking or injecting a controlled substance is punishable with up to 6 months in county jail (H & S 11364).
- The California Business and Professions Code states that the purchase, possession, distribution, or use of alcoholic beverages is illegal for those under the age of 21 in the State of California and constitutes a misdemeanor under B & P Code 25658 (sections a & b), 25658.5 and 25662.
- In addition, the unlawful distribution or possession of a prescribed medication is also prohibited and punishable by imprisonment in the state penitentiary (B & P 4059 & 4060).

Legal Sanctions & Disciplinary Process/Responses

Students violating FPU's drug or alcohol policy are subject to disciplinary actions up to and including suspension or dismissal from the university in accordance with university policies and procedures.

In addition to the university process, the university will involve local law enforcement officials when appropriate. Illegal possession, use, or distribution of illicit drugs, is punishable under applicable local, state, and federal law.

The university provides services related to alcohol use and abuse including the dissemination of informational materials, counseling services, referrals and college disciplinary actions. As in all disciplinary actions, University personnel attempt to deal restoratively toward renewal of health and reconciliation in matters such as drug use. All students and employees are expected and required to obey the law, to comply with the Fresno Pacific University institutional behavioral standards & expectations, and with directives issued by administrative officials in the course of his/her authorized duties. Any student or employee who engages in conduct that is prohibited by FPU standards, or by federal, state, or local law is subject to student discipline, appropriate personnel action, and/or legal sanction.

Any employee or student who is found unlawfully using, dispensing, or selling controlled substances will be subject to disciplinary action including requirements of immediate ceasing of this activity and participation in rehabilitation counseling. Successful rehabilitation is a condition of continued employment. Drug abuse in the workplace may result in suspension and/or termination. Any use of an unlawful substance, or giving or selling of such to students or employees is grounds for immediate expulsion. Guidelines and procedures regarding FPU discipline and disciplinary sanctions are included in the various student handbooks, the Faculty Handbook, and the Employee Handbook.

Possession of Paraphernalia (Controlled Substance)

State of California Health and Safety Code Section 11364.

- (a) It is unlawful to possess an opium pipe or any device, contrivance, instrument, or paraphernalia used for unlawfully injecting or smoking (1) a controlled substance specified in subdivision (b), (c), or (e) or paragraph (1) of subdivision (f) of Section 11054, specified in paragraph (14), (15), or (20) of subdivision (d) of Section 11054, specified in subdivision (b) or (c) of Section 11055, or specified in paragraph (2) of subdivision (d) of Section 11055, or (2) a controlled substance that is a narcotic drug classified in Schedule III, IV, or V.
- (b) This section shall not apply to hypodermic needles or syringes that have been containerized for safe disposal in a container that meets state and federal standards for disposal of sharps waste.
- (c) Until January 1, 2021, as a public health measure intended to prevent the transmission of HIV, viral hepatitis, and other blood borne diseases among persons who use syringes and hypodermic needles, and to prevent subsequent infection of sexual partners, newborn children, or other persons, this section shall not apply to the possession solely for personal use of hypodermic needles or syringes if acquired from a physician, pharmacist, hypodermic needle and syringe exchange program, or any other source that is authorized by law to provide sterile syringes or hypodermic needles without a prescription.

(Amended by Stats. 2014, Ch. 331, Sec. 8. (AB 1743) Effective January 1, 2015.)

Possession of Controlled Substance

State of California Health and Safety Code Section 11350

- (a) Except as otherwise provided in this division, every person who possesses(1) any controlled substance specified in subdivision (b) or (c), or paragraph (1) of subdivision (f) of Section 11054, specified in paragraph (14), (15), or (20) of subdivision (d) of Section 11054, or specified in subdivision (b) or (c) of Section 11055, or specified in subdivision (h) of Section 11056, or (2) any controlled substance classified in Schedule III, IV, or V which is a narcotic drug, unless upon the written prescription of a physician, dentist, podiatrist, or veterinarian licensed to practice in this state, shall be punished by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code.
- (b) Except as otherwise provided in this division, every person who possesses any controlled substance specified in subdivision (e) of Section 11054 shall be punished by imprisonment in a county jail for not more than one year or pursuant to subdivision(h) of Section 1170 of the Penal Code.
- (c) Except as otherwise provided in this division, whenever a person who possesses any of the controlled substances specified in subdivision (a) or (b), the judge may, in addition to any punishment provided for pursuant to subdivision (a) or (b), assess against that person a fine not to exceed seventy dollars (\$70) with proceeds of this fine to be used in accordance with Section 1463.23 of the Penal Code. The court shall, however, take into consideration the defendant's ability to pay, and no defendant shall be denied probation because of his or her inability to pay the fine permitted under this subdivision.
- (d) Except in unusual cases in which it would not serve the interest of justice to do so, whenever a court grants probation pursuant to a felony conviction under this section, in addition to any other conditions of probation which may be imposed, the following conditions of probation shall be ordered: (1) For a first offense under this section, a fine of at least one thousand dollars (\$1,000) or community service. (2) For a second or subsequent offense under this section, a fine of at least two thousand dollars (\$2,000) or community service. (3) If a defendant does not have the ability to pay the minimum fines specified in paragraphs (1) and (2), community service shall be ordered in lieu of the fine.
- (e) It is not unlawful for a person other than the prescription holder to possess a controlled substance described in subdivision (a) if both of the following apply: (1) The possession of the controlled substance is at the direction or with the express authorization of the prescription holder. (2) The sole intent of the possessor is to deliver the prescription to the prescription holder for its prescribed use or to discard the substance in a lawful manner.
- (f) This section does not permit the use of a controlled substance by a person other than the prescription holder or permit the distribution or sale of a controlled substance that is otherwise inconsistent with the prescription.
- (Amended (as previously amended by Stats. 2011, Ch. 15) by Stats. 2014, Ch. 540, Sec. 1. (AB 2603) Effective January 1, 2015. See different provisions in the version as amended November 4, 2014, by Proposition 47. With respect to subds. (a) and (b) of this version, see the Proposition 47 text for its changes in subd. (a) and omission of subd. (b). Note: The changes made by this amendment (adding subds. (e) and(f)) are not incorporated in the version from Proposition 47.)

Marijuana Distribution or Possession for Sale

State Of California Health and Safety Code Section 11359

Every person who possesses for sale any marijuana, except as otherwise provided by law, shall be punished as follows:

- (a) Every person under the age of 18 who possesses marijuana for sale shall be punished in the same manner provided in paragraph (1) of subdivision (b) of Section 11357.
- (b) Every person 18 years of age or over who possesses marijuana for sale shall be punished by imprisonment in a county jail for a period of not more than six months or by a fine of not more than five hundred dollars (\$500), or by both such fine and imprisonment.
- (c) Notwithstanding subdivision (b), a person 18 years of age or over who possesses marijuana for sale may be punished by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code if: (1) The person has one or more prior convictions for an offense specified in clause (iv) of subparagraph (C) of paragraph (2) of subdivision (e) of Section 667 of the Penal Code or for an offense requiring registration pursuant to subdivision (c) of Section 290 of the Penal Code; (2) The person has two or more prior convictions under subdivision (b); or (3) The offense occurred in connection with the knowing sale or attempted sale of marijuana to a person under the age of 18 years.
- (d) Notwithstanding subdivision (b), a person 21 years of age or over who possesses marijuana for sale may be punished by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code if the offense involves knowingly hiring, employing, or using a person 20 years of age or younger in unlawfully cultivating, transporting, carrying, selling, offering to sell, giving away, preparing for sale, or peddling any marijuana.

(Amended November 8, 2016, by initiative Proposition 64, Sec. 8.3.)

Providing Alcohol to Underage Persons

State of California Business and Professions Code Section 25658

- (a) Except as otherwise provided in subdivision (c), every person who sells, furnishes, gives, or causes to be sold, furnished, or given away any alcoholic beverage to any person under 21 years of age is guilty of a misdemeanor.
- (b) Except as provided in Section 25667 or 25668, any person under 21 years of age who purchases any alcoholic beverage, or any person under 21 years of age who consumes any alcoholic beverage in any on-sale premises, is guilty of a misdemeanor.
- (c) Any person who violates subdivision (a) by purchasing any alcoholic beverage for, or furnishing, giving, or giving away any alcoholic beverage to, a person under 21 years of age, and the person under 21 years of age thereafter consumes the alcohol and thereby proximately causes great bodily injury or death to himself, herself, or any other person, is guilty of a misdemeanor.
- (d) Any on-sale licensee who knowingly permits a person under 21 years of age to consume any alcoholic beverage in the on-sale premises, whether or not the licensee has knowledge that the person is under 21 years of age, is guilty of a misdemeanor.
- (e) (1) Except as otherwise provided in paragraph (2) or (3), or Section 25667 or 25668, any person who violates this section shall be punished by a fine of two hundred and fifty dollars (\$250), no part of which shall be suspended, or the person shall be required to perform not less than 24 hours or more than 32 hours of community service during hours when the person is not employed and is not attending school, or a combination of a fine and community service as determined by the court. A second or subsequent violation of subdivision (b), where prosecution of the previous violation was not barred pursuant to Section 25667 or 25668, shall be punished by a fine of not

more than five hundred dollars (\$500), or the person shall be required to perform not less than 36 hours or more than 48 hours of community service during hours when the person is not employed and is not attending school, or a combination of a fine and community service as determined by the court. It is the intent of the Legislature that the community service requirements prescribed in this section require service at an alcohol or drug treatment program or facility or at a county coroner's office, if available, in the area where the violation occurred or where the person resides. (2) Except as provided in paragraph (3), any person who violates subdivision (a) by furnishing an alcoholic beverage, or causing an alcoholic beverage to be furnished, to a minor shall be punished by a fine of one thousand dollars (\$1,000), no part of which shall be suspended, and the person shall be required to perform not less than 24 hours of community service during hours when the person is not employed and is not attending school. (3) Any person who violates subdivision (c) shall be punished by imprisonment in a county jail for a minimum term of six months not to exceed one year, by a fine of one thousand dollars (\$1,000), or by both imprisonment and fine.

(f) Persons under 21 years of age may be used by peace officers in the enforcement of this section to apprehend licensees, or employees or agents of licensees, or other persons who sell or furnish alcoholic beverages to minors. Notwithstanding subdivision (b), any person under 21 years of age who purchases or attempts to purchase any alcoholic beverage while under the direction of a peace officer is immune from prosecution for that purchase or attempt to purchase an alcoholic beverage. Guidelines with respect to the use of persons under 21 years of age as decoys shall be adopted and published by the department in accordance with the rulemaking portion of the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code). Law enforcement-initiated minor decoy programs in operation prior to the effective date of regulatory guidelines adopted by the department shall be authorized as long as the minor decoy displays to the seller of alcoholic beverages the appearance of a person under 21 years of age. This subdivision shall not be construed to prevent the department from taking disciplinary action against a licensee who sells alcoholic beverages to a minor decoy prior to the department's final adoption of regulatory guidelines. After the completion of every minor decoy program performed under this subdivision, the law enforcement agency using the decoy shall notify licensees within 72 hours of the results of the program. When the use of a minor decoy results in the issuance of a citation, the notification required shall be given to licensees and the department within 72 hours of the issuance of the citation. A law enforcement agency may comply with this requirement by leaving a written notice at the licensed premises addressed to the licensee, or by mailing a notice addressed to the licensee.

(g) The penalties imposed by this section do not preclude prosecution or the imposition of penalties under any other provision of law, including, but not limited to, Section 272 of the Penal Code and Section 13202.5 of the Vehicle Code.

(Amended by Stats. 2014, Ch. 162, Sec. 1. (AB 1989) Effective January 1, 2015.)

Drug & Alcohol Programs

Drug and alcohol abuse counseling and referral are available through the FPU Counseling Center. An Employee/Student Assistance Program is available to employees and students through Health Management Center (HMC). Please see the link below.

<https://www.fresno.edu/student-life/student-services/employee-student-assistance-program>

In both cases Referrals, counseling, and treatment programs are confidential. All students are encouraged to participate in Drug Awareness programs offered through the Counseling and Health Centers. Additional information both on the effects of specific drugs and alcohol and drug counseling resources in Fresno and surrounding areas are available in the Counseling Center, the Health Center and the Internet. Reports of FPU's annual Drug and Alcohol Abuse Prevention Program (DAAPP) are available upon request from the Student Life Division.

Health Risks

Alcohol and other drug use, misuse, and abuse are complex behaviors with many determinants at both the cultural and the individual levels. Awareness of the deleterious effects of any drug/alcohol is imperative for an individual's well-being or survival. Negative consequences may be exhibited through physical dependence (the body's learned requirement of a drug for functioning) and/or psychological dependence (the experience of persistent craving for the drug and/or a feeling that the drug or alcohol is a requirement for functioning). Abuse of any drug or alcohol, whether licit or illicit, may result in marginal to marked and temporary to permanent physical and/or psychological damage, even death. Since many of the illicit drugs are manufactured and sold illegally, their content varies and may contain especially harmful ingredients or amounts. Many consequences of drug/alcohol use are severe and can be permanent.

Some of the consequences are:

- Behavioral and physiological changes
- Impaired judgment
- Violence (including acquaintance rape, domestic violence, impaired driving)
- Impaired immune system
- Reproductive difficulties/sterility
- Elevated blood pressure
- Irregular heartbeat
- Coma
- Death

For more information on alcohol & other drugs, contact the Student Health Center.

FIRE SAFETY AND EQUIPMENT

All fire alarms should be treated as a real emergency and students shall exit all building to a safe area. A \$300 fine will be levied for misuse of a fire alarm; this fee will be applied to your student account. It is a misdemeanor to tamper with fire equipment (under Calif. Penal Code Section 148.4). Damaged equipment or emptied fire extinguishers will incur additional charges. Tampering with smoke detectors will result in a \$25 fine.

FIREARMS AND FIREWORKS

Students may not possess or use fireworks on campus or any FPU facility. No firearms, BB guns, Air-soft, Paintball guns and ammunitions, knives, switchblades (other than pocket knives), or dangerous weapons as defined in CPC 12020 and 653k and 626.10 P.C., or devices as proscribed by law are permitted on campus or regional campus.

HEALTH SERVICES

The Health Services office seeks to promote health education, prevention and self-responsibility in the college community. All services are provided with the strictest of confidentiality. The registered nurse is available by phone or on the Main Campus daily for illness/injury evaluation, screening of medical concerns, health and wellness information, community referrals and insurance information. The Center has available a number of health-related resource books, pamphlets, etc., which are also useful for research projects. Community clinics and physicians are available for referral if needed.

Health related services provided by Health Center staff are generally available at no charge/low cost to all students.. Appointments are available for your convenience, but are not necessary. First aid kits are located in strategic areas throughout the campuses..

FPU Health Center Location

Main Campus, Schlichting 117 (559) 453-2097

Office Hours

Monday-Friday, 9am-5pm (generally)

For Life Threatening Emergencies contact Campus Safety or 911

For Urgent Situation Requiring Immediate Medical Attention:

- During office hours, contact the Health Center.
- After office hours, contact Campus Safety.

For Non-Urgent Situations contact the Health Center during business hours.

HEALTH AND COMMUNICABLE DISEASE PREVENTION

Fresno Pacific University students and staff work to protect the health and safety of each individual, as well as the campus community as a whole. This policy applies to students, faculty and staff of FPU. Our goal is to reduce exposures to communicable disease.

Communicable diseases, referred to in this policy, and mandatory reporting requirements are defined by the California Department of Public Health.

Fresno Pacific University has established specific requirements for incoming students regarding immunizations and testing for communicable disease. These requirements are in accordance with the latest American College Health Association, State of California and federal Center for Disease Control guidelines. Employees of the university shall comply with all State of California and Federal regulations as well as university requirements regarding infection control. The two health promoting practices important enough to be stressed here *as policy* are:

- Good hand hygiene—proper washing and use of gels when you can't wash. If you have a cold, refrain from shaking hands.
- Courteous cough etiquette—Direct coughs and sneezes into your sleeve or a disposable tissue, followed with appropriate clean-up. Do not get close to others. This includes staying home when you are sick. DC students are advised to save their one allowed absence for times of illness. (Attendance policy applies in case of illness.)

When a FPU student contracts a communicable disease, the disposition of the case will be determined by guidelines dictated by the California Health Department, the Director of Health Services and the student's physician. Students, have the right of confidentiality and they must sign a consent authorization form for any information to be released.

CAMPUS OFFICES/POLICIES

BUSINESS OFFICE

One of the main functions of the Business Office is to process payments for tuition and fees. The Business Office also provides the distribution of Credit Balance Checks

Business Office is located:

McDonald Hall (559) 453-2272

Fax: (559) 453-2119

Hours: Monday - Friday, 8:00am to 5:00pm

FUNDRAISING POLICY

Funds raised on university properties are to be used to expand the educational and recreational opportunities for campus organizations, and are not generally used to subsidize an individual's personal interests or needs.

- Solicitations can be classified into three broad categories. When university facilities are used by student organizations for commercial activities or for personal gain, a fee will be charged.
- Commercial activity is the sale of products, goods, or services or the sponsorship of any program conducted primarily to generate profit.
- Personal gain is defined as the sale of goods or services or the sponsorship of any fundraising activity by individuals or groups that is intended to improve the personal financial status of any person or group of persons involved in the sponsorship of the activity. Examples: telephone service, Amway, Avon, etc.

Fundraising is defined as the sale of products or services, the solicitation of money, the collection of dues or donations, the charge of admission, or any other means designed to raise funds for the benefit of the university itself or qualified student organizations.

Permission for all fundraising activities is subject to these regulations:

- All fundraising activities must be approved by the Vice President of Student Life or designee at least five working days in advance.
- Permission shall not be granted for products and services that conflict with institutional values of the university or with the values and theological tenets upon which it is founded. Examples: alcoholic beverages, tobacco products, etc.
- Food sales must receive approval from the Vice President for Business Affairs.
- Sale of products other than food must receive approval from the Bookstore Manager.
- Pre-established fees for facility use, equipment rental, and other direct costs must be paid in advance.
- The publicity for the activity must include the following information: name of sponsoring organization, name of the individual or organization benefiting
- Intended uses of the funds collected: disclaimer of university sponsorship or endorsement.
- Solicitation for corporate sponsorship for any university sanctioned event or activity by any student organization must be reviewed and approved by the Vice President for Advancement prior to contact with a potential sponsor. Examples: Coca-Cola, Pepsi, Sun Maid, etc.
- The commercial promotion, distribution, sale, exposure or offer for sale of any goods, articles, wares, services or other merchandise-whether or not for profit-must

first be approved by the Vice President of Student Life or designee (for students and student organizations) or Vice President for Business Affairs (for all employees and outside groups) and are subject to the following regulations:

- Permission shall not be granted for products or services that conflict with institutional values of the university or with values and theological tenets upon which it is founded.
- All sales activities must comply with state sales tax rules and regulations. Individuals or organizations must check with the University Controller prior to activity.

HIEBERT LIBRARY

Hiebert Library provides information resources to support the curriculum and research needs of students and faculty at Fresno Pacific University. In addition to the books, print periodicals, audio-visual, and archival resources available in the library building itself, the library also provides access to an even larger number of e-books and electronic journal databases.

Hiebert Library also is a member of Link+, a consortium of over 60 libraries in California and Nevada, with a combined collection of over 11 million unique resources. FPU students may request Link+ items directly from the library catalog. .

All library resources (both print and online) may be found in the library's discovery service at <http://encore.fresno.edu>. Electronic resources may be accessed directly from this site as well.

More information about resources and services in Heibert Library is available at <http://www.fresno.edu/students/hiebert-library> and <http://fresno.libguides.com>.

REGIONAL CAMPUS LIBRARY BOOK HANDLING PROCEDURES

For those students desire to check out materials via any of the Regional Campuses, please see below for proper procedures.

- FPU Regional Campus student goes to: <http://fresno.libwizard.com/linkplus1> to order their desired library book.
- Student identifies desired Regional Campus location for book delivery
- When book arrives, Regional Campus will notify student via email. Student has up to 1 ½ weeks to pick up book, or it will be returned
- Student returns library book before due date to front office at their Regional Campus
- Regional Campus will notify library staff of received book, and return via mail

Regional Campus Contact Information and Hours of operation
Office Hours: Monday-Thursday 8am to 6pm, Friday 8am to 5pm

Bakersfield Regional Campus

1100 River Run Blvd.
Bakersfield, CA. 93311
Telephone: 661-617-4500
Assistant Director of Operations

Merced Regional Campus

105 W. El Portal Drive
Merced, CA. 95348
Telephone: 209-354-5900
Assistant Director of Operations

North Fresno Regional Campus
5 River Park Place West, Suite 303
Fresno, CA. 93720
Telephone: 559-573-7800
Assistant Director of Operations

Visalia Regional Campus
245 N. Plaza Drive
Visalia, CA. 93291
Telephone: 559-302-4100
Assistant Director of Operations

PACIFIC BOOKSHOP

The Pacific Bookshop is located in Alumni Hall on the Main Campus. Several times each semester it sends a mobile display to each regional campus during evening hours. The bookshop sells textbooks, computer disks, stationery supplies, general books, gift items, cards and university clothing. The bookstore will also special order books for students, faculty and staff.

POLITICAL ACTIVITY POLICY

Fresno Pacific University is a diverse community of learners committed to furthering the Kingdom of God. The university seeks to encourage an understanding of political processes and issues without promoting a particular political agenda. Such choices are matters of individual conscience, not institutional endorsement. To further these ends, the following guidelines have been established regarding political activity and involvement.

Individuals:

Inasmuch as faculty, staff and students are private citizens, they are encouraged to participate in the political process to whatever extent they wish, as long as their involvement does not violate the guidelines set down below as they relate to the institution, its facilities and resources. Faculty, staff, and students may publicly endorse or disapprove any candidate or public policy. However, the institution discourages faculty, staff, and students from officially identifying themselves as being associated with Fresno Pacific University in any way that might be construed as a direct or an indirect endorsement of the candidate or the issue by the institution. Offices, classrooms, and other non-residential facilities of the university should be free from display of political campaign materials, including petitions. (Student Groups seeking to advocate at approved times and places are exempt from this stipulation.)

Student Groups Seeking to Advocate:

Student Groups seeking to represent a proposition, cause, or candidate must conform to the following guidelines.

- A. Advocacy Events are those that represent one side and are not delivered to a captive audience. Such events, activities, and/or other forms of group advocacy must be reviewed, approved, and scheduled via the Vice President of Student Life (VPSL)

Office.

- B. Groups are encouraged to plan in advance so as to better position their selves in terms of times, locations, and dates.
- C. Appeals of decisions from the VPSL should be addressed to the President's Cabinet in writing and filed with the VPSL. Student Groups have 72 hours in which to appeal VPSL decisions. (The President's Cabinet meets weekly.)
 - 1. The appropriateness of events, activities, and/or other forms of group advocacy will be evaluated against the FPU mission, vision, Idea, and educational purpose of the institution.
 - 2. Displays are subject to review via the Vice President of Student Life Office and are to be free from slander, malice, and/or other misrepresentations. Displays are to be in good taste and should promote civility and respectful discourse. Appeals to decisions from the VPSL should be addressed to the President's Cabinet in writing and filed with the VPSL. Student groups have 72 hours in which to appeal VPSL decisions. (The President's Cabinet meets weekly.)
 - 3. Institutional facilities and/or spaces may be used for meetings or activities to promote a position, cause, and/or a candidate as long as similar facilities and/or spaces are available on similar terms to other groups representing different positions, causes, or candidates. Whether other groups choose to avail themselves of the opportunity to promote their position, cause, or candidate is solely their decision. (Similar does not mean simultaneously, and no individual or group is obligated to ensure that the "other side" takes advantage of their opportunity.)
 - 4. Events related to the promotion or advocacy of a position or candidate must not interfere with the instructional mission of Fresno Pacific University.
 - 5. Events, activities, and/or other forms of group advocacy must conform to applicable institutional policies and guidelines.

Student Groups Seeking to Educate:

- D. Student Groups seeking to educate about a proposition, cause, or candidate must conform to the following guidelines.
 - 1. Educational Events are those that represent both (or all) sides and might be delivered to a captive audience. Such events, activities, and/or other forms of group education must be reviewed, approved, and scheduled via the Vice President of Student Life (VPSL) Office. Groups are encouraged to plan in advance so as to better position times, locations, and dates. Appeals to decisions from the VPSL should be addressed to the President's Cabinet in writing and filed with the VPSL. Student Groups have 72 hours in which to appeal VPSL decisions. (The President's Cabinet meets weekly.)
 - 2. The appropriateness of events, activities, and/or other forms of group advocacy will be evaluated against the FPU mission, vision, Idea, and educational purpose of the institution.
 - 3. Displays are subject to review via the Vice President of Student Life Office and are to be free from slander, malice, and/or other misrepresentations. Displays are to be in good taste and should promote civility and respectful discourse. Appeals to decisions from the VPSL should be addressed to the President's Cabinet in writing and filed with the VPSL. Student Groups have 72 hours in which to appeal VPSL decisions. (The President's Cabinet meets weekly.)
 - 4. Institutional facilities and/or spaces may be used for meetings or activities to educate members of the university community or the general public about issues, candidates, and/or propositions as long as the following guidelines are adhered to:

- a. Opposing views must be equally represented in presentation, materials, and time.
 - b. Equal representation in terms of presentation means an advocate for each side, a representative/stand-in for each side, materials for each side, etc. One side having an advocate and the other side being represented by a stand-in or materials would not be acceptable.
 - c. Advocate is defined as someone personally, passionately, and purposefully involved in advocating a proposition, cause, or candidate. Representative/stand-in is defined as someone objectively and dispassionately representing a proposition, cause, or candidate that they may or may not personally support.
5. Events related to educating the FPU community must not interfere with the instructional mission of Fresno Pacific University.
 6. Events, activities, and/or other forms of education for the FPU community must conform to applicable institutional policies and guidelines.

University:

- E. The university will conform to the following guidelines regarding the representation of propositions, causes, and/or candidates.
 1. It will make an intentional effort to be a part of the civic arena by bringing political debates and symposia to campus through cooperation with outside groups such as “The League of Women Voters,” or through the institution’s own efforts. In all cases, Fresno Pacific will be identified through advertisements and public service announcements in the media, at the event through banners, podium shields, and through welcoming comments, etc.
 2. It will not endorse or disapprove any political candidate, cause, or proposition. In keeping with this policy, any events or engagements will be conducted as politically neutral. They will be debates, discussions, airing of issues with “pro” and “con” arguments, etc. They may be hosted and moderated by FPU staff and faculty, or FPU may simply be the host site through arrangement with other organizations.
 3. Any arrangements that are made with candidates, forums, etc. will exclude the display of campaign signs and promotional displays. In events where there are multiple candidates, for example in a debate format, all will be allowed to present informational literature on their positions equally and equitably. FPU officials will have the right to decide what is applicable presenting of literature. For example, FPU officials might decide it is not appropriate for campaign workers to hand out informational literature, as opposed to it just being available on a table.
 4. University resources such as letterhead, office supplies, copiers, or any other similar materials or services which are funded by the university may not be used to support the campaign efforts of any candidate, cause, or proposition.
 5. Individuals employed by the university are not to be involved in any active political campaigning during the hours when they are officially being paid for their time by the university.
 6. Offices, classrooms, and other non-residential facilities of the university should be free from display of political campaign materials, including petitions (Student Groups seeking to advocate at approved times and places are exempt from this stipulation).

We believe that following these guidelines will allow interested faculty, students, and staff members to be actively involved in campaigns and other political activity. At the same time, it will help avoid crossing any of the lines that might be viewed by others as in violation of campaign laws, regulations or standards established by governmental bodies or "watchdog organizations" regarding political activity by non-profit, public benefit organizations.

SOLICITATION POLICY

- Solicitation is prohibited at Fresno Pacific University.
- Any notices posted on campus must be approved by the Assistant Director of Operations at the relevant campus.
- Students may invite sales people on campus for personal interviews.
- Directory information may be given out without the student's permission at the discretion of a university official (please see Undergraduate Academic Catalog for a list of the Family Educational Rights and Privacy Act designated directory information).
- Address and phone numbers of students may not be given out to anyone other than another university official.
- Promotional materials may not be sent through campus mail

UNIVERSITY COMMUNICATION (using university stationery, logos, etc)

All written and graphic communications using university letterhead or logos must have the written approval of the appropriate director or dean of the responsible department or division prior to printing and mailing (or any other form of distribution). Current approved university graphic standards (use of logo, font, colors, etc.) must be followed. Graphic standards manuals are located in the, Student Life and University Communications offices.

All university related media inquiries should be directed to **Wayne Steffen**, University Editor, at 559-453-3677.

INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY SERVICES

Information Services (ITS) mission is to provide long term technology planning and management as well as day-to-day technology and computing support services. ITS provides:

- Internet connectivity and web server administration
- E-mail services for students, faculty and staff
- Support of lap top computers for students.
- Helpdesk support is provided for students for campus wireless connection.

The university provides online tools for students, including:

- Moodle
- CampusCruiser
- ETS Criterion
- Atomic Learning
- IDEA student surveys
- Sunbird Central
- Turn It In
- Assessment Management System

RESPONSIBLE USE OF INFORMATION RESOURCES AND TECHNOLOGY

Our use of these technology resources is to be guided by Christian principles of wise stewardship and responsible use.

I. Responsibility to Others

Respect for one another's need for access:

A. Students, faculty, and staff who are involved in educational, research, or administrative activities have the highest priority in the use of technology and information resources. While use of information resources for other purposes may be acceptable, such use should never interfere with educational or research activities. Practices that conflict with this policy include, but are not limited to, the following examples:

1. Use of computer lab equipment for recreational purposes in a way that prevents others from using it for educational, research or administrative tasks.
2. Deliberately degrading the performance of the network or computer system. Specific examples include e-mail chain letters or junk mail, flooding the network, and the intentional spread of viruses.
3. Mass email policies via Campus Cruiser: Students are not to use the mass email aspect of Campus Cruiser or other students' @fpu.edu email addresses for personal or professional solicitation of goods or services.

B. Respect for one another's values and feelings:

1. Fresno Pacific University upholds the principle of treating all people with profound respect. University computing resources may not be used to intimidate or harass other people. Practices that conflict with this policy include, but are not limited to, the following examples:
2. Sending fraudulent, threatening or obscene e-mail, or e-mail attachments

meant to harass or intimidate.

3. Displaying obscene or otherwise offensive written, aural, or graphic material on one's computer in a manner likely to be seen by other people.

C. Respect for Another's Property:

1. Theft, misuse or unauthorized use of either tangible or intellectual property will not be tolerated. All users are required to abide by the following guidelines:
2. Making unauthorized copies of copyrighted software is prohibited. Such theft is punishable under state and federal law and can affect both the user and the university.
3. No one may access network resources (e-mail accounts, personal directories, etc.) of another user without their express permission, except as described in section II.3.
4. No one may use, edit, adapt, sample, or copy another member of the community's intellectual property without their consent. Intellectual property includes any words, images, or other expressions of a person's ideas. It may include, but is not limited to, written papers in electronic format, computer-based presentations, or electronic tests prepared for university courses. While use of such material with another person's permission may be acceptable, such use in academic settings should not violate university rules against plagiarism.
5. Users should avoid excessive or unnecessary printing of documents. Overuse of paper in university offices and labs represents both a waste of the university's monetary resources and a waste of natural resources. Editing of documents should, as much as possible, be done onscreen. Avoid printing a new copy for every small change made to a document.

II. Responsibility to Self

Use of inappropriate materials

Fresno Pacific University is a community of learners. The university seeks to provide settings in which individuals can learn as a result of the interaction between persons, ideas, and experience. Learning and interaction remain key components to the educational mission of Fresno Pacific.

The educational mission of the community and the self may be subverted when inappropriate behaviors manifest themselves. The use of electronic technology may be used as a tool for interaction with persons, ideas, and experience in both positive and negative ways. Thus, one must take responsibility in determining the nature of sites accessed and messages sent. The following types of Internet sites, among others, may be problematic when accessed repeatedly:

- Sites containing sexually explicit content.
- Sites containing depictions or descriptions of violence or hate speech.
- Sites promoting the inappropriate use of illegal drugs, alcohol, or tobacco.
- Sites promoting gambling.
- Individuals should consider the purpose for which they enter sites such as these and the potential harm the information on these sites could have on them.

Understanding the Limits of Personal Privacy

The university acknowledges that users have a right to expect that the privacy of their data and their use of the system will not be violated. Although the university does not

monitor computer files, e-mail, and Internet use, normal maintenance of the campus network or individual computers may reveal information about the nature of an individual's computer and network usage to Information Services staff. All logins, requests for web pages, and commands executed by users are recorded in log files that are maintained by Information Services. In order to preserve the integrity of its resources against accidents, failures, improper use, or other disruption, the university reserves the right to inspect or remove any data, file, or system resource as it deems necessary. In so doing, Information Services has an obligation to preserve the confidentiality of any user data to which their legitimate responsibilities give them access. However, in cases where there is clear evidence of violation of laws, contracts or license agreements, Information Services will report this information to the Provost. The same actions will be followed if Information Services, during normal maintenance procedures, discovers a pattern of repeated violation of the community standards set out in this policy. Existing policies will assist the Provost in determining appropriate action in such cases.

Electronic mail is a convenient means of communication. Because of the nature of such electronic communication, it is not possible to guarantee the privacy of e-mail. Such messages are not erased from the system when deleted but are retained for a certain, designated period of time to serve as backup protection against inadvertent deletion. Furthermore, courts have ruled that Internet providers must disclose the identity and content of e-mail messages when it is determined necessary to investigate the inappropriate use of the system. Therefore, despite reasonable attempts to maintain the privacy of use on university-provided technology, data that is stored, sent, received, or accessed using university-provided technology should not be considered completely private or confidential. Highly confidential materials should be delivered or stored in another manner.

The university makes no warranty, express or implied, regarding its information resources, their continued availability, privacy, or their fitness for any particular purpose. Use of technology resources at Fresno Pacific University is a privilege, not a right. Violation of any of the above guidelines may subject the violator to disciplinary action, rendered by the appropriate authority, according to existing university policies. Such action could include any of the following: warning, loss or restriction of technology privileges, suspension, or legal prosecution.

This document is a baseline policy applying to all users of FPU technology resources. It does not preclude additional provisions being applied where appropriate within various segments of the university.

STUDENT SERVICES

ACADEMIC ADVISING

DC Academic Advisors

The mission of the advising team at Fresno Pacific University is to provide guidance to students with the goal of obtaining a degree. We strive to ensure that students have the necessary information in their academic progress and registration, while supporting each student through their personal and spiritual journey. Our goal is to see each student through as they complete their educational goals. Advising is a collaborative educational process in which students and their advisors are partners in meeting the essential learning outcomes, ensuring student academic success, and outlining the steps for achievement of the students' personal, academic, and career goals. This advisor/student partnership requires participation and involvement of both the advisor and the student as it is built over the student's entire educational experience at the Fresno Pacific University. Both the student and the advisor have clear responsibilities for ensuring the advising partnership is successful (NACADA, 2004). Advisors have created a Moodle site for quick, online information for students.

Academic Coaching

Academic advisors provide students with academic coaching. This is a one-on-one, ongoing relationship through which guidance, accountability, feedback and encouragement are offered to help achieve higher levels of academic performance.

ACADEMIC SUPPORT CENTER

Student Success

Our goal is student success! We can support you as you strive for your full academic potential and success as a student. College can be a challenging time; we understand that and are here to help. All of our offices can be accessed through the Academic Support Center front desk in Marpeck 105 located on the main campus.

Academic Support Center (Main Campus, Marpeck 105) The Academic Support Center exists to help raise the level of academic achievement at Fresno Pacific University. The Academic Support Center offers a variety of services to meet the various needs of our learning community. All of our consultants are professionally trained to work with the unique needs and talents found here at FPU, and to help students develop the knowledge and skills needed to become confident, independent and active learners, who in turn can help strengthen the learning community. Underlying our services is the belief that students' working with students is beneficial for everyone involved in the learning process, regardless of academic abilities.

Tutoring & Writing on the Main Campus

One-on-one tutoring is available to students for writing assignments across all disciplines, as well as for help with general education subjects. Sessions are 30-50 minutes long, and are available by appointment and through drop-in service. Tutors will work with students as many times as needed, in all stages of the writing process, to help with development, organization, and clarity. Please note that though we may offer help with grammatical issues, the Academic Support Center does not provide guaranteed proofreading services.

Regional Campus Writing Tutors/ETS Criterion

Writing tutors are available on site at each regional campus during select evening hours. Students may schedule appointments or drop in during the hours posted at the regional campus' front desk. Subject matter tutors (general education level mathematics, sciences, and Spanish) are available on the main campus in the Academic Support Center from 9 am to 4pm only. Every DC student has a subscription to ETS Criterion where they may obtain 24/7 support with essay construction, development, and editing through an automated service.

General Education Subject Tutoring on the Main Campus

Tutoring is available for math, chemistry, biology, and Spanish. The tutoring emphasizes collaborative and alternative methods of learning to help process classroom lectures and activities, as well as homework assignments. Tutoring may also be available for other classes; students are encouraged to inquire about specific needs.

Regional Campus SOS/Technology Tutors

SOS Tutors offer assistance in navigating the various online sites and software used by the university, and are available at each regional campus. Contact the front desk regarding appointments.

CAREER SERVICES

The Career Service Center (CSC) provides a variety of career-related services to all students and alumni of the university, including appointments at the regional campuses. The CSC staff assists with career selection and job searches. Every student is encouraged to meet with the CSC career counselors to develop a career plan. Services include:

- Career Counseling
- Career planning and career testing
- Career Services Library
- Eureka – the most widely uses computerized career program
- Critique Resumes and cover letters
- Job Interviewing for internships, part-time and full-time work
- Employer information
- "What can I do with a major in . . . ?
- Graduate schools and Seminary application assistance
- Internships
- Job search strategies for today's competitive job market
- Excellent and well informed workshops
- Job listings for full-time & part-time jobs, ministries, summer jobs and internships
- Scholarship and grant information

Director of Career Services

Location: Main Campus, Steinert Campus Center, Room 126.

Phone: (559) 453-2220

Fax: (559) 453-7147

E-mail: careerservices@fresno.edu

Hours: Monday through Friday, 8:00 AM to 5:00 PM.

Visit the Career Services Center website for extensive information at:

www.fresno.edu/careerservices

Employment Services

The Career Service Center assists students in locating employment by providing information on available Jobs for on-campus and off-campus (part-time and full-time positions, summer employment, ministries and internships) are located in the Career Services Center's Library, in Steinert, Room 129. NOTE: Current job listings may also be viewed by visiting College Central Network accessible from the Career Services Center Website at www.fresno.edu/careerservices. Go to the job listings section from our website and click on College Central Network and then register.

To apply for on-campus positions students need to complete and submit an "Application for Student Employment" form located in the Career Services Center.

If you have any questions regarding student employment contact:

Director of Career Services

Location: Steinert Campus Center, Room 132

Phone: (559) 453-2220

E-mail: careerservices@fresno.edu

COUNSELING

The Counseling Office promotes the psychological health and well-being of the FPU community, including appointments at the regional campuses. Students are viewed as dynamic individuals who are in the process of becoming the people God created them to be. Academic success is facilitated by psychological health and counseling services are available for enrichment, growth, and healing.

Psychological Services

Counseling services are provided by through the On-Site Counseling Program. The services include individual and couple's counseling and group therapy. Master's prepared clinicians (interns/trainees) provide clinical counseling/psychotherapy and have a personal relationship with Jesus Christ.

Clinical counseling enhances psychological well-being by exploring unhealthy patterns of relationship, challenging distortions and defenses in the personality structure, and exploring more effective ways to live. In turn, this psychological work facilitates the development of a more mature, richer relationship with God. Counseling services are available to all currently enrolled FPU students.

Potential reasons to seek counseling may include: personal enrichment and growth, adjustment issues, self-esteem, abuse and trauma, young adult identity, suicidal thoughts, substance use and abuse, eating disorders or disordered eating, premarital and marital issues, cross cultural issues, depression and anxiety separation, grief and loss, relationships, and sexuality issues.

Confidentiality and Cost

All information disclosed within the therapy session is held in confidence by the counselor (trainee or intern) and the clinical supervisor, a licensed clinical psychologist. No information may be released unless the student gives written permission, except as required by law. Confidentiality may be broken when the court orders testimony or the release of records, with reasonable suspicion of child or elder abuse or with probable danger to self or others (i.e. when the student is suicidal, expresses homicidal intent or is gravely disabled).

The first counseling session is free. The purpose of the first session is to discuss concerns and decide if counseling, on- or off-campus, would be beneficial. Each subsequent session for clinical costs \$10. To protect client confidentiality, cash-only fees will be accepted. Additionally, a sliding scale is available for financial hardship.

For an appointment call: On-Site at 559-453-8050

DISABILITIES SERVICES

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act as amended in 2008 (ADA), FPU does not discriminate against students or employees with disabilities.

Fresno Pacific University values the diversity of students with disabilities and is committed to providing equal access and opportunity for all students. Students with documented disabilities can expect to have their privacy protected while being assured of reasonable and appropriate accommodations for all educational experiences. The office of Services for Students with Disabilities serves as the liaison between faculty and students in the coordination of academic accommodations and services.

Services for Students with Disabilities coordinates reasonable academic accommodations in classes and works with Residence Life and Facilities offices to make sure that housing and other campus services are accessible. Some examples of reasonable accommodations are below (examples only, not a complete list). In all cases Services for Students with Disabilities strives to meet the unique needs of students while maintaining the integrity of academic programs and other services.

- Test-taking accommodations
- Alternate-format text for student with print disabilities
- Provision of ergonomic chairs
- Accommodations in meeting class assignments

In order to receive assistance, students with a disability must provide documentation which describes the specific disability. The documentation must be from a qualified professional in the area of the disability (i.e. psychologist, physician, or educational diagnostician). We encourage students with disabilities to contact the office of Services for Students with Disabilities before the beginning of their first semester or as soon as they are diagnosed with a disability. Once documentation is on file, arrangements for reasonable accommodations can be made.

Director of Academic and Disability Support Services

Location: Main Campus, Marpeck 114

Phone: (559) 453-2247

disability.services@fresno.edu

www.fresno.edu/students/academic-support/services-students-disabilities

FINANCIAL SERVICES

The Student Financial Services Office is devoted to efficiently servicing the financial needs of the students at Fresno Pacific University, including appointments at regional campuses. Staff members are caring, accomplished professionals dedicated to providing excellent service. The Student Financial Services Office offers resources that will guide

students through the processes of financing an education, applying for financial aid and maintaining their student account. Our goal is to guide students through all aspects of the financial processes, equip students with helpful resources, and encourage Christian stewardship.

For more information go to: www.fresno.edu/student-accounts

The university reserves the right at any time to change its student charges and policies if the Board of Trustees deems it necessary to do so.

The following financial information can be found in the Undergraduate Academic Catalog: Tuition costs, university service fees, Deadlines for payment, Methods/means of payment, Financial Plans, Refund schedules, Appeals and petitions, Financial aid application procedures, Financial aid deadlines, Satisfactory Academic Progress, Scholarships and Grants, Student loan information, and other aid programs.
http://fresno.edu/dept/registrar/Pages/univ_catalog.htm

Helpful information can also be found on the Student Financial Services website at http://www.fresno.edu/financial_aid/

REGISTRATION SERVICES

Students may register and drop courses in Sunbird Central. Program and course information is found in the Undergraduate Academic Catalog. The DC Academic Calendar lists deadlines for registration, applying for commencement, holidays, etc.

VETERANS' SERVICES

Fresno Pacific University is approved by the Bureau of Private Post-Secondary Education as a degree-granting institution for the attendance of veterans (chapters 30, 31, 1606) and their dependents (chapter 35) under Student Life Staff 38, United States Code to be eligible for veteran benefits. Veterans and/or their dependents who plan to enroll in the university are encouraged to contact the veterans' certifying official staff member in the Registrar's Office to file the appropriate paperwork with the Department of Veterans' Affairs. For more information about veteran benefits contact the Department of Veterans' Affairs at www.gibill.va.gov.

CAMPUS EMERGENCY INFORMATION

Emergency Contacts:

North Fresno Campus

Assistant Director of Operations North Fresno		(559) 573-7802
Campus Safety (4:30pm-10:30pm)	Cell phone number	(559) 666-0514
Fresno Police		(559) 621-7000

Merced Campus

Assistant Director of Operations Merced		(209) 354-5807
Campus Safety (4:30pm-10:30pm)	Cell phone number	(209) 509-8440
Merced Police		(209) 385-6905

Visalia Campus

Assistant Director of Operations Visalia		(559) 302-4111
Campus Safety (2:30pm-10:30pm)	Cell phone number	(559) 381-4629
Visalia Police		(559) 734-8116

Bakersfield Campus

Assistant Director of Operations Bakersfield		(661) 617-4516
Campus Safety (4:30pm-10:30pm)	Cell phone number	(661) 369-5571
Bakersfield Police		(661) 327-7111

CAMPUS EMERGENCY PROCEDURES

Major Emergency

In case of a major emergency (i.e. death, suicide, rape, fire, bomb threat, accident involving faculty, student or staff, etc.) call Campus Safety and/or Student Life (453-2073). If the situation places you in danger, find safety, then make the above calls.

If you are unsure as to how to proceed in an emergency situation, follow these guidelines: If the situation demands medical or crisis intervention immediately (5 minutes or less) call 911 first, notify Campus Safety that 911 has been called.

If it would not cause additional harm or damage to an individual, or the facilities to wait 10 minutes to receive medical or crisis intervention call Campus Safety.

Medical Emergencies

For life-threatening emergencies call 911. For all other cases, call the Health Services Office at 453-2097 during office hours (M-F 8:00am to 5:00pm). After hours call Campus Safety.

Fire

Notify the Campus Safety first, and observe the following procedures:

- Leave room immediately at the sound of the alarm. Be sure doors and windows are closed.
- Move away from the building. (Emergency evacuation maps are in each module and office.)

- Students may return to their classrooms only after the building has been cleared by the fire department/Campus Safety.

Earthquake

During an Earthquake:

- Do not rush outdoors, since most injuries occur from falling glass, plaster, loose balconies, debris and electrical lines as people are leaving buildings. Stay put.
- Sit or stand against an inside wall or doorway or take cover under a desk, table or bench (in case a wall or ceiling collapses or loose objects fall). Stay away from all glass surfaces (windows, mirrors, etc.)
- Do not attempt to restrain falling objects unless your life is endangered by them.
- If you are outdoors, remain there. Do not stand under overhangs on the outside of buildings. Move away from power lines and stay in open areas, away
- from all structures.

Information Subject to Change Without Notice

The requirements, programs, fees, policies, and all other subjects covered in this publication may be changed without notice. Users of this publication should contact Fresno Pacific University representatives to learn the current status of matters covered herein. Fresno Pacific University assumes no responsibility for any damages that may be claimed to have resulted from such changes.

FPU OFFICES

ALUMNI RELATIONS

453-2058

McDonald Hall 230 - second floor

BUSINESS OFFICE

453-2034 OR 453-2272

McDonald Hall 101 Atrium

UNIVERSITY PASTOR

453-2094

Schlichting 1, Office of Spiritual Formation

CAREER RESOURCES CENTER

453-2220 Steinert Campus Center, Student Life Office, Room 129

DEGREE COMPLETION ADMISSIONS

453-2280 McDonald Hall, 150

COUNSELING SERVICES

453-8050

VICE PRESIDENT OF STUDENT LIFE DIVISION

453-2246 Steinert Campus Center, Student Life Office, Room 137

DIRECTOR OF HEALTH SERVICES

Office 453-2097 Krause 120

FINANCIAL AID

453-2041 McDonald Hall 101 - Atrium

GRADUATE ADMISSIONS

453-2280 McDonald Hall, 150

HIEBERT LIBRARY

453-2090 Hiebert Library

PACIFIC BOOKSHOP

453-2078 Alumni Hall

INFORMATION

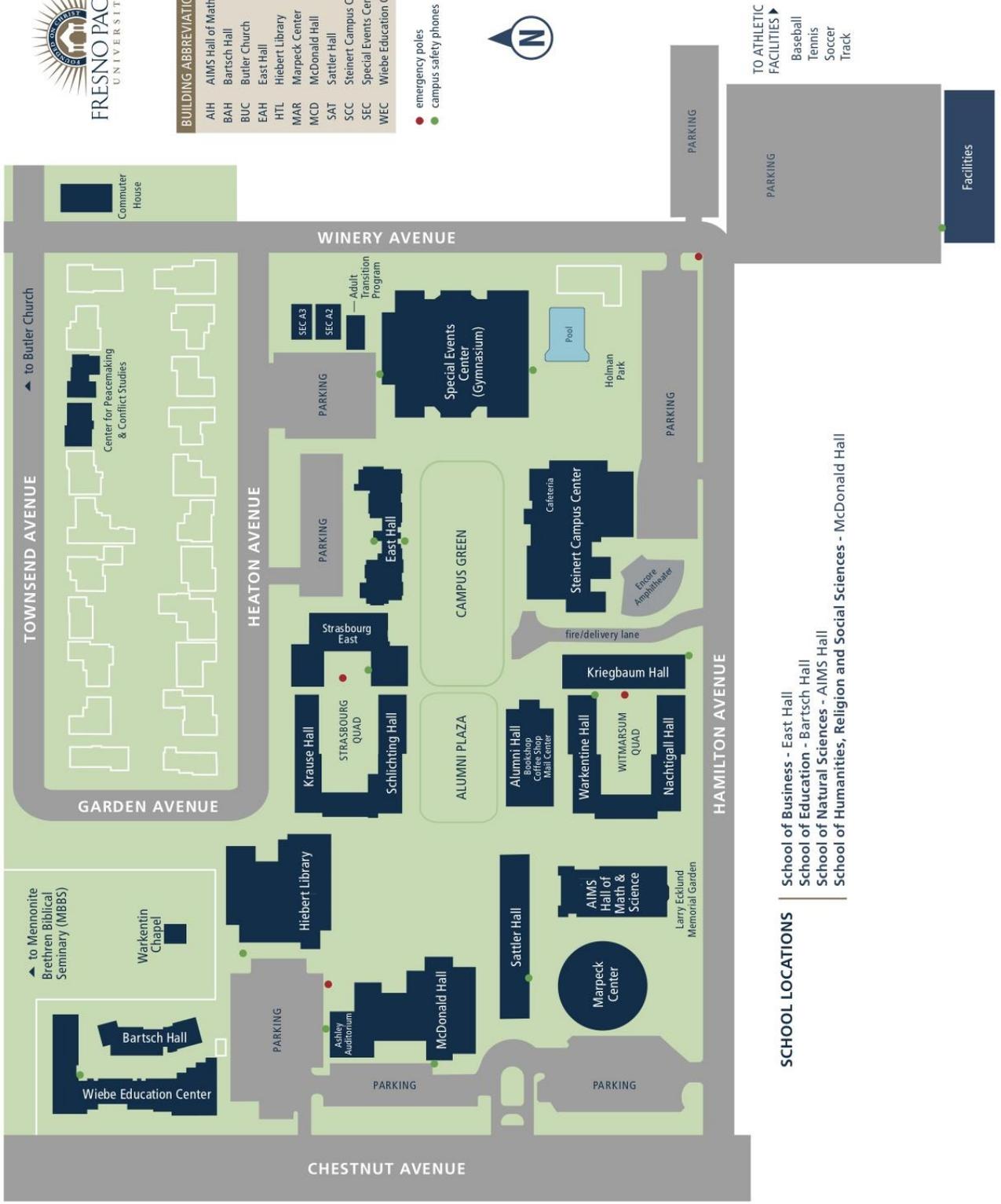
Dial 0 McDonald Hall Information Window

MAIN CAMPUS MAP



BUILDING ABBREVIATIONS	
AH	AIMS Hall of Math & Science
BAH	Bartsch Hall
BUC	Butler Church
EAH	East Hall
HTL	Hiebert Library
MAR	Marpeck Center
MCD	McDonald Hall
SAT	Sattler Hall
SCC	Steinert Campus Center
SEC	Special Events Center
WEC	Wiebe Education Center

- emergency poles
- campus safety phones



- SCHOOL LOCATIONS**
- School of Business - East Hall
 - School of Education - Bartsch Hall
 - School of Natural Sciences - AIMS Hall
 - School of Humanities, Religion and Social Sciences - McDonald Hall