# Student Handbook
## 2015-2016

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Student Handbook

The provisions of this handbook are not to be regarded as a contract between any student and the university. The university reserves the right to change any of the policies, rules, regulations, and standards of conduct at any time as may be necessary in the interest of the university. The university also reserves the right to modify or discontinue any of the services, programs or activities described in this handbook.

The most up-to-date handbook can be found online at www.hpu.edu/studenthandbook and HPU Pipeline, at the Resource tab.
Nondiscrimination Statement

Hawai‘i Pacific University admits students without regard to sex, race, age, color, disability, religion, sexual orientation, or national or ethnic origin to all programs and activities generally accorded to or made available to students at the university.

As provided for and to the extent required by state and federal laws, the university provides educational opportunities without regard to, and prohibits discrimination, including harassment, against students on the basis of sex, race, age, color, disability, religion, sexual orientation, gender identity or expression, national or ethnic origin, or any other characteristic protected by applicable law in the administration of its educational programs, policies, admissions policies, scholarships, activities and loan programs, and athletic and other university-administered programs.

General inquiries regarding equal opportunity policies or complaint procedures may be directed to:

Debbie Cairme
Employee Relations, Investigation, and EEO/AA Compliance Manager
Hawai‘i Pacific University
1132 Bishop Street, Suite 310
Honolulu, HI 96813
Telephone: (808) 544-1191
Email: dcaime@hpu.edu

Inquiries regarding federal law and regulations concerning nondiscrimination in education or the university’s compliance with those provisions may also be directed to:

Seattle Office
Office of Civil Rights
U.S. Department of Education
915 Second Avenue Room 3310
Seattle, WA 98174-1099
Telephone: 206-607-1600
FAX: 206-607-1601; TDD: 206-607-1647
Email: OCR.Seattle@ed.gov

Sex Discrimination, Sexual Harassment and Sexual Misconduct: Title IX Coordinators

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106. Sex discrimination includes sexual harassment and sexual assault. Below are the staff members who have primary responsibility for complaints of Title IX sex discrimination, harassment and assault:

Title IX Coordinator
Marites McKee
Dean of Students and Title IX Coordinator
Hawai‘i Pacific University
1188 Fort Street Mall, Ste. 105
Honolulu, HI 96813
Any complaint of sex discrimination, sexual harassment and sexual assault can be made to the Title IX Coordinator, who is responsible for overall administration of discrimination-related grievance procedures for faculty, staff, students and other members of the university community.

**Title IX Deputy Coordinators**

**For students:**  
Megan Kaptik  
Assistant Dean of Students and Title IX Deputy Coordinator  
Hawai‘i Pacific University  
1188 Fort Street Mall, Ste. 105  
Honolulu, HI 96813  
Telephone: (808) 544-1461  
Email: mkaptik@hpu.edu

If you have a complaint against a student for sex discrimination, sexual harassment and sexual assault, in addition to contacting the Title IX Coordinator, you have the option of contacting the Deputy Title IX Coordinator. The Assistant Dean of Students is responsible for Title IX compliance for matters involving students, including administration of grievance procedures for all complaints against students.

**For athletics:**  
Natasa Revere  
Associate Director of Athletics/Compliance and Title IX Deputy Coordinator  
Hawai‘i Pacific University  
1060 Bishop St. Suite 400  
Honolulu, HI 96813  
Phone: (808) 356-5214  
Email: nrevere@hpu.edu

If you have a complaint about gender equity in athletics programs, you should contact the Associate Director of Athletics/Compliance, who is responsible for Title IX Compliance in matters related to gender equity in athletics programs. If you have a complaint against a student, coach or administrator for sex discrimination, sexual harassment or sexual assault, in addition to contacting the Title IX Coordinator, you have the option of contacting the Associate Director of Athletics/Compliance, who will facilitate the handling of the complaint with the appropriate office.

**For employees:**  
Debbie Cairme  
Employee Relations, Investigation, and EEO/AA Compliance Manager and Title IX Deputy Coordinator  
Hawai‘i Pacific University  
1132 Bishop Street, Suite 310  
Honolulu, HI 96813  
Telephone: (808) 544-1191  
Email: dcaime@hpu.edu

If you have a complaint against an employee for sex discrimination, sexual harassment and sexual assault, in addition to contacting the Title IX Coordinator, you have the option of contacting the Manager of Employee Relations and Compliance. The Manager of Employee Relations and Compliance is responsible for Title IX compliance for matters involving employees, including administration of grievance procedures for all complaints against employees and vendors.
Section One
Student Services, Departments and Programs
Academic Advising

Academic Advising at HPU is an on-going, intentional, educational partnership dedicated to student success. HPU is committed to building collaborative relationships and a structure that guides students to discover and pursue life goals, advance students’ intellectual and cultural development, and teach students to become engaged, self-directed learners and competent decision-makers.

What We Expect of You, the Student
Students are responsible for fulfilling all the requirements of the curriculum in which you are enrolled. Be an active learner by fully engaging in the advising process. Students share responsibility for a successful university experience and are expected to contribute to effective advising experiences by doing the following:

- Be on time for your scheduled appointments and cancel or reschedule if necessary.
- Be prepared to discuss your goals and educational plans during meetings with advisors.
- Keep and organize personal copies of all important documents relevant to your academic career and progress to degree.
- Become knowledgeable of the university catalog, campus-/college-/major-specific academic policies and procedures, academic calendar deadlines and degree or program requirements.
- Review your degree plan each semester through Pipeline and seek to resolve any errors or questions in a timely manner.
- Inform an advisor of any concerns, special needs, deficiencies, or barriers that might affect academic success.
- Be open and willing to consider advice from advisors, faculty, and other mentors.
- Accept responsibility for your decisions and your actions (or inactions) that affect your educational progress and goals.

What You Can Expect of Your Advisors
Advisors share responsibility for a successful university experience and are expected to contribute to effective advising experiences by doing the following:

- Provide a respectful and confidential environment where you can comfortably discuss academic, career, and personal goals and freely express your concerns.
- Understand and effectively communicate the curriculum, degree/college requirements, graduation requirements, and university policies and procedures.
- Assist you in defining your academic, career, and personal goals, and empower you to create an educational plan that is consistent with these goals.
- Actively listen to your concerns, respect your individual values and choices, and empower you to make informed decisions.
- Serve as an advocate and mentor to promote your success.
- Encourage and support you as you gain the skills and knowledge necessary for success.
- Respond to your questions through meetings, phone calls, or email in a timely manner during regular business hours (generally within 48 hours, with the exception of peak registration times).
- Collaborate with and refer you to campus resources to enhance your success.
- Maintain confidentiality of your student records and interactions.
- Keep regular office hours and be available to meet with you.

Students will have a designated Academic Advisor based on their major. Undergraduates who are undecided about a major also have a designated advisor. The advisor for each major is listed on the advising webpage. Students are strongly encouraged to establish an on-going, working relationship with their advisor during their time at HPU to ensure that all degree requirements are met and to facilitate a timely graduation. For a successful partnership, students are urged to meet with their advisor every semester by going online to make an appointment or by calling for an appointment at the appropriate academic advising center.

Website: Click on the Academic Advising tab on the HPU Home page or go to www.hpu.edu/advising.
Hawaii Loa Campus
Academic Center
(Natural Sciences/Nursing/Public Health/Social Work Majors)
45-045 Kamehameha Highway
Kane‘ohe, HI 96744-5297
Phone: (808) 544-1198
Fax: (808) 544-9355
Email: advising@hpu.edu
Office Hours: 8 a.m. - 5 p.m., Monday - Friday

Downtown Campus
Finance Factors Center (UB)
(Non-Nursing/Non-Science Majors)
1164 Bishop St., Suite 123
Honolulu, HI 96813-2882
Phone: (808) 544-1198
Fax: (808) 544-9355
Email: advising@hpu.edu
Office Hours: 8 a.m. - 5 p.m., Monday - Friday

Graduate Advising
Please contact your Program/Department Chair directly.

Office Hours: Vary by Advisor

Academic Success (Tutoring and Testing Services)

The Center for Academic Success offers tutoring services to help students at all levels to be more successful at HPU. We serve to offer support for good students to become great students, as well as to assist those who may be struggling academically. Tutoring is designed to meet each student's individual needs and is generally given in one-on-one sessions (one tutor to one student) free of charge. In some cases, tutor-to-small-group sessions are provided and are available when preferable. Tutors aid individuals in the mastery of basic skills, development of learning skills and refinement of analytical skills. Students are encouraged to use our services early and often in order to maximize their success. Tutor schedules are available online or may be viewed in one of our two offices (downtown and Hawai‘i Loa; see location information below).

Services Provided
• One-on-one tutoring sessions by appointment for writing or on a walk-in basis (all subjects, depending on tutor availability)
• Tutoring is available for a variety of subjects (accounting and business, computer science, economics, English, management, marketing, math, modern languages, nursing, science, writing, and more). Sessions are typically 30 minutes in length.
• The Center is equipped with computers for tutoring computer programming and courses requiring the use of spreadsheets, databases and other applications.
• On the Hawaii Loa campus (HLC), the Center offers tutoring in select subjects such as writing assistance for all subjects, as well as biology, chemistry, math, and nursing. The Center at HLC operates generally by appointment but accepts walk-ins if a tutor is available. Students may book their appointments online (at least 12 hours in advance) by clicking the “booknow” button on our website to see a tutor at specified times during the spring and fall terms.
• HPU also offers free online tutoring services provided by “Smarthinking” to all HPU students in a variety of subjects. You can access online tutoring services by logging into your HPU Pipeline account, going to the Resources tab, scrolling down to “Online Tutoring Services” and clicking on the link. Online tutoring services are available 24 hours a day, seven days a week.
• The downtown campus Center for Academic Success is also the site for administration of many HPU placement tests, DSST and College Level Examination Program (CLEP) testing. During peak times, placement tests may be administered at other sites on campus.
• Placement tests are available for Digital Literacy (General Education computer literacy requirement), English Writing, Mathematics, and all modern languages taught at HPU. Please contact your academic advisor to set up an appointment for placement testing.

Location and Contact Information
On the downtown campus, the Center is at 1060 Bishop Street (LB Building), 6th floor; phone: (808) 544-9334. On the Hawaii Loa campus, the Center is located in the Education Technology Center; phone: (808) 236-5804. Tutor
schedules are available at each location and online at www.hpu.edu/tutoring. Schedules are updated daily and last-minute changes are viewable on our website. We always recommend double-checking the schedule before coming in for tutoring.

**Athletics**

Athletics seeks to promote the physical, emotional and social welfare of all student-athletes and to provide equal opportunity, regardless of gender, ethnic diversity or sexual orientation. HPU athletics administration, professional staff, coaches, and student-athletes strive to maintain the highest standards of academic achievement, sportsmanship and ethical conduct, athletic competitiveness, integrity, and citizenship.

**Primary Functions**

The intercollegiate athletics program functions as an integral part of the academic and social environment of the university and community. The Athletics department supports the overall mission of Hawai‘i Pacific University through five primary functions:

- Assist student-athletes in balancing academic and athletic responsibilities by providing academic support and attending to the physical, emotional and social welfare of all student-athletes.
- Ensure institutional compliance with the NCAA policies and procedures through completion of NCAA required reports, eligibility certification of student-athletes and interpretation of compliance rules.
- Promote HPU and increase student retention by recruiting student-athletes, administering financial aid and establishing successful athletic programs.
- Promote athletic events for all sports through strategic marketing initiatives and providing the media with up-to-date, accurate and timely information on HPU Athletics.
- Coordinate logistical arrangements for all teams including event scheduling, transportation and travel arrangements, as well as procurement of equipment and uniforms.
- Coordinate campus recreation activities, and support the spirit programs (cheer, dance and mascot).

**Hours, Location and Contact Information**

The Athletics department is open from 8 a.m. - 5 p.m., Monday - Friday and is located at 1060 Bishop Street (LB Building), 4th floor. For more information call (808) 356-5214.

**Bookstore: Barnes & Noble at HPU**

The Hawai‘i Pacific University bookstore system is comprised of the downtown and Hawaii Loa campus bookstores. Each location offers the required textbooks to support the educational programs on its campus.

Students should plan to purchase textbooks from the campus bookstore where their classes are being held. Textbooks for online courses and military campus programs are stocked at the downtown campus bookstore and can be purchased or rented there or online at www.hpu.bncollege.com. Textbooks are available approximately five weeks before classes begin. Select titles will be offered in a digital format and/or for rent at the downtown and Hawaii Loa bookstores. The bookstore also offers a mobile app that will allow you to easily track your orders, get rental reminders, and find out about special promotions and sweepstakes all from the convenience of your phone or tablet. This app can be downloaded for free from the App Store or Google Play, just search for "My College Store". You’ll receive 25% off one school spirit item with your initial download.

The downtown campus bookstore offers computer accessories and software at discounted educational pricing for currently enrolled students. We have also partnered with ThinkEDU to offer thousands of computer products at educational discounts via a link on our website.

The bookstores have a wide selection of logo apparel and merchandise including T-shirts, sweatshirts, caps, pennants, mugs, and much more. In addition, the downtown bookstore distributes graduation caps and gowns. Students may also purchase backpacks, pens, pencils, portfolios, notebooks, and blank media for their computers.
The Hawaii Loa campus bookstore also offers cold soda and bottled water, parking passes, as well as a small selection of health and personal hygiene products.

The bookstores also provide special services to students, such as discounted movie tickets and monthly passes for TheBus which are $60 and can be purchased between the 20th day of the current month and the 10th day of the following month. At the beginning of each semester U-Pass stickers are available for purchase for $152.00. When applied to the HPU student ID, these stickers will allow you unlimited rides on TheBus for the entire semester. Students (full-time status and taking a course on the downtown or Hawaii Loa campus) who are charged the Transportation Fee may pick up their U-Pass in the Student Life office. For more information, contact studentlife@hpu.edu or call (808) 544-0277.

A buyback of textbooks from students at the downtown and Hawai‘i Loa campus bookstores is held at various times during the year. The largest buybacks are held during final exam week of the fall and spring semesters. Buybacks are held approximately eight times per year, so look for the informational signs posted a couple of weeks before the buyback is held or look up the schedule at www.hpu.bncollege.com. Between the major buyback periods you may be able to sell your books online via the “Online Buyback” icon of the Bookstore’s website. This is a great option for off-island students, but the higher resale value is usually with the in-store buyback.

**Bookstore Directory**

**Downtown Campus Bookstore**  
Aloha Tower  
One Aloha Drive  
Honolulu, HI 96813  
Phone: (808) 544-0290; Fax: (808) 585-9016  
Email: SM8094@bncollege.com  
Website: www.hpu.bncollege.com  
Hours: Monday - Friday, 8:30 a.m. – 6:00 p.m.  
Saturday, 10:00 a.m. – 2:00 p.m.

**Hawaii Loa Campus Bookstore**  
Academic Center  
45-045 Kamehameha Highway  
Kane‘ohe, HI 96744  
Phone: (808) 236-3532; Fax: (808) 235-8121  
Email: SM8095@bncollege.com  
Hours: Varies throughout the year, please call or check our website.

**Campus Activities Board**

The Campus Activities Board (CAB) is a student-run organization that strives to enhance the HPU student experience through quality entertainment, creative programming and community involvement. In coordinating programs, events and activities funded by the Student Activity Fee CAB seeks to:

- Work to unify the campus community by providing diverse activities.
- Promote student self-worth, dignity and confidence.
- Foster school spirit and camaraderie within the student body.
- Cultivate student leadership, civility, dedication, time management, and responsibility.
- Contribute to the recruitment and retention efforts of the university.

**Hours, Location and Contact Information**
For more information about meetings or events, please email cab@my.hpu.edu; or visit www.hpu.edu/cab and www.facebook.com/CABHPU.

**Campus Recreation**

Campus Recreation is committed to providing HPU’s student body, faculty and staff a safe environment to be physically active in order to create a constructive outlet to relieve stress associated with the rigors of academic life. By offering diverse recreational programs and services, Campus Recreation promotes wellness, student development, leadership, teamwork, sportsmanship, and a healthy balanced lifestyle. Campus Recreation helps connect the campus community with outlets to stay active and healthy through the following areas:
Intramural Sports & Tournaments
• Specific sport leagues and tournaments for students to play competitively for a championship T-shirt and HPU Intramural pride.

Fitness & Wellness
• Free access to the Hawaii Loa weight room 24 hours a day as well as various fitness classes and offerings such as yoga, zumba, kung fu, tai chi and swimming to help to engage the university in healthy fitness options. Additional gym memberships can be purchased for a discounted rate at the local YWCA fitness center.

Open Recreation
• Specific hours and activities dedicated to free play without commitment, including: pick-up basketball, tennis, indoor soccer and grass volleyball.

Sport (Rec) Clubs
• Clubs that are geared to bringing students with similar recreational interest together to stay active! Current clubs include tennis, swimming and soccer (and more depending on student interest). Clubs are student led by elected club officers.

Community Partners
• In an effort to maximize offerings, Campus Recreation will partner with outside organizations to offer added variety of activities at a discounted cost for HPU students.

Hours, Location and Contact Information
Campus Recreation is within the Athletics Department and is located at 1060 Bishop Street (LB Building), 4th floor. For more information call Ryan Walsh at (808) 544-9370 or email campusrec@hpu.edu.

Career Services Center
The Hawai‘i Pacific University Career Services Center is committed to educating and engaging students and alumni; facilitating their career development; and empowering graduates to actively plan their future as contributing members of a global community.

Services Provided
The Career Services Center provides a wide array of career-related services to meet the needs of all students and alumni. The professional career counseling team provides assistance with job searches and more. Students are highly encouraged to visit the Career Services Center early and not wait until they are ready to graduate. Gaining valuable work experience through HPU’s Cooperative Education or Internship Program provides access into the field or industry in which students are majoring. According to most employers, the one area most applicants lack is in the area of experience. Services are provided free of charge to HPU’s student body from the downtown, Hawaii Loa and military campuses, as well as HPU alumni. Arrangements can be made for those in HPU’s distance-learning programs as well. The Career Services Center provides:

• Career counseling
• Interest assessments
• Work experience for academic credit (cooperative education and internship programs)
• HPU Connect online job portal (part-time on-campus, Federal Work Study, internship and full-time employment; community service opportunities)
• Résumé writing assistance
• Mock interviews
• Career Events Calendar listing companies that recruit for part-time, internship and full-time work; seminars/workshops and other career events
• CPT authorization for eligible international students

Career Counselors will:
• Develop students’ career potential by providing career/employment counseling services.
• Share information to maximize career planning through various work experience vehicles.
• Encourage career and major exploration.
• Educate students about career opportunities.
• Create viable career experience opportunities by developing, maintaining and monitoring work experiences.
• Develop, offer and introduce other related career experience opportunities such as employer seminars, workshops, recruitment, career fairs and job fairs.
• Facilitate links and partnerships among students and alumni.

Hours, Location and Contact Information
The Career Services Center (CSC) is located at 1164 Bishop St. (UB Building), Ste. 123. The staff may be reached at (808) 544-0230 or csc@hpu.edu. Students and alumni are highly encouraged to schedule an appointment for one-on-one services.

Commuter Services
The island of O‘ahu offers many different living arrangements, from the fast-paced city lifestyle of Honolulu (close to the downtown campus) to the quiet beach town of Kailua (near the Hawaii Loa campus). Although the university does not endorse or sponsor any particular apartments or landlords, Commuter Services maintains resources to locate off-campus accommodations (i.e., current listings of available apartments, houses and private rooms for students to lease). Current postings are also available on HPU Pipeline e-Ads. Year-round staff is available to assist students with their off-campus housing and commuting needs.

Primary Functions
• Provide activities and resources to meet physical, personal safety and educational needs of commuting students.
• Communicate with and support commuter students as needed to provide advocacy and assistance in solving problems and identifying issues and programs.
• Explore off-campus housing options, choices and housing information for private rental housing.

Location and Contact Information
Inquiries may be made via phone by calling (808) 544-0277, by email at icommute@hpu.edu or visit www.hpu.edu/commuterservices.

Counseling and Behavioral Health Services
Counseling and Behavioral Health Services provides quality behavioral health services for currently registered HPU students in order to assist them in improving the quality of their lives and achieving academic success. We are committed to the development of the whole person: academically, personally, and socially.

Primary Functions
• Provide direct individual counseling services to students who are having difficulty with life stressors.
• Provide support to students who require assistance with interpersonal relationships in the form of individual, couples and family counseling.
• Offer group counseling services to assist the needs of students on campus.
• Offer referral services to community and private providers to students who require additional mental health assistance.
• Provide crisis support and response services to students and the university community who require immediate behavioral health assistance related to personal safety, health and wellness issues.

Community Mental Health Referral Resources
Counseling and Behavioral Health Services provides students with a referral card to those seeking community resources. You can pick up the card at various on-campus offices (e.g., Counseling and Behavioral Health Services, Academic Advising and Student Life and First-Year Programs).
Locations and Contact Information

Psychologists provide services at both the downtown and Hawaii Loa campuses. To schedule an appointment call the main line at (808) 687-7076. Counseling services are free and confidential to all registered HPU students.

Dean of Students

The Dean of Students Office is dedicated to supporting student success and an outstanding student experience at HPU. We deliver comprehensive services to foster a welcoming, caring, safe, and supportive learning environment where students have the opportunity to achieve their academic, personal and professional goals.

Primary Functions

- Collaborate with students, faculty and staff to produce a vibrant and active campus community.
- Support students in identifying HPU resources, programs and services that may help them achieve their educational, personal and professional aspirations.
- Foster the holistic development of students (intellectual, moral, ethical, social, cultural, emotional, and physical).
- Assist students in understanding their student rights and responsibilities.
- Offer awareness programs and prevention activities on topics surrounding alcohol, drug and sexual violence.
- Provide leadership and support for university-wide divisional programs.

Hours, Location, and Contact Information

The office is located in 1188 Fort Street Mall (MP Building, Suite 105) and open Monday - Friday, 8 a.m. - 5 p.m. For more information, call (808) 544-0277 or visit www.hpu.edu/deanofstudents.

Financial Aid

The financial aid program at Hawai’i Pacific University is designed to enable students the opportunity to further their education by supplementing their financial resources and those of their parents or spouses.

Financial aid awards are made to students without preference to racial or ethnic origin, sex, age, disability or marital status. Such awards generally combine federal grants, loans and work-study programs, depending on the demonstrated financial need of the student. The university also administers a wide variety of merit-based scholarships for eligible students.
Information pertaining to the varied and detailed aspects of these federal financial aid programs may be found at www.hpu.edu/financialaid or in the “Guide to Federal Student Aid: Funding Education Beyond High School” from the U.S. Department of Education. A copy of this publication is available on our website or at the Financial Aid Office.

Information on scholarship programs may also be obtained from the Scholarships Office, 1164 Bishop Street (UB Building), Suite 210D, by calling (808) 566-2430, visiting www.hpu.edu/scholarships or by emailing scholarships@hpu.edu.

Scholarships funded by local, state and national organizations are available through sites such as www.finaid.com and www.fastweb.com, which are linked to HPU’s web page. Students can review their specific financial aid information and respond to their financial aid awards on HPU Pipeline, by clicking on “Financial Aid Status” under “My Quick Links.” Students may also contact the Financial Aid Office to schedule an appointment to discuss their award, personal financial situation or general financial aid questions.

**Hours, Location and Contact Information**
The Financial Aid Office is open Monday - Friday, 8 a.m. - 5 p.m. and is located at 1164 Bishop Street (UB Building), Suite 201. For more information call (808) 544-0253 or email financialaid@hpu.edu.

**First-Year Programs**
First-Year Programs (FYP) develops and implements programs and services that promote, support and enhance the academic and co-curricular experiences of first-year HPU students to increase student success. In partnership with other offices, FYP provides programs and services, acclimating first-year students and families to university life and connecting them to returning students, families, faculty and staff.

**Primary Functions**
- Offer fall and spring New Student Orientations to ease the student transition to HPU and help new students to become more familiar with the university community.
- Promote student connections with faculty, staff and peers through a variety of co-curricular programs including the ‘Be My Guest’ program.
- Foster a sense of place by designing student experiences that connect students to Hawai‘i, and extend their learning and relationships in the greater community.
- Develop publications, networking opportunities and student support resources for families of HPU students.

**Hours and Contact Information**
For more information, call (808) 544-0277; visit www.hpu.edu/readysetgo; or email readysetgo@hpu.edu.

**Graduation**
Hawai‘i Pacific University holds both a fall and spring graduation ceremony (December and May). As potential graduates begin their final term, students will receive information about the commencement ceremony such as deadlines, cap and gown orders, ordering invitations, class rings and tickets. Associate, baccalaureate, and graduate students nearing degree completion must file a Petition to Graduate form through their Academic Advisor. For more information regarding commencement or future ceremony dates, go to www.hpu.edu/graduation or please contact University Relations at (808) 356-5224.

**Health Care**
While studying at Hawai‘i Pacific University (HPU), students need to protect their health and financial stability by having adequate health coverage to address minor and major illnesses that may arise, and to avoid unexpected interruption of their education by high medical expenses. We strongly urge all HPU students to have medical
insurance. If students have health insurance, contact the insurance provider regarding the scope of coverage in Hawai‘i. For more information go to www.hpu.edu/healthcare.

**Health Insurance Plans**

At HPU, details about our student plan is available at www.hpu.edu/healthcare. There is also another way to shop for health insurance that will provide access to better options thanks to the Affordable Care Act. U.S. citizens and permanent residents may go to www.HealthCare.gov to access the Health Insurance Marketplace, where eligible individuals and families can find health coverage that fits their budget and meets their needs.

**Students who are required to show proof of insurance include:**

- **University Housing Residents**
  Residents are required to provide proof of personal medical health insurance throughout the duration of their housing contract. A resident’s health insurance must be valid in Hawai‘i. For details, contact the staff directly at 1-808-236-3540.

- **All Nursing Students**
  The College of Nursing and Health Science require health insurance coverage for all nursing students in nursing course levels one through five and all nursing courses for MSN students. Each student will be required to provide proof of insurance coverage by the health requirement deadline. Contact the college for details at 1-808-236-3552.

- **Student Athletes**
  HPU student athletes are required to have health insurance that cover athletic injuries while in Hawai‘i and provides a minimum coverage of $90,000 USD per accident or illness. The Athletics department will not accept insurance plans that exclude athletic injury coverage and lacks out of network coverage. For details, contact the Head Athletic Trainer at 1-808-544-9360.

- **International Students**
  International students are required to have health insurance as a condition of enrollment at the university. Students may continue to waive participation in the HPU plan by completing the International Student Health Insurance Waiver. The waiver verifies that students have health insurance and comparable coverage through another insurance plan. If students do not submit a waiver, they will be responsible for HPU medical insurance verification fee ($100). Go to www.hpu.edu/healthcare for the waiver, deadlines and information on the HPU minimum plan coverage requirements.

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**Honor Societies**

HPU is pleased to recognize its 19 Honor Societies which are found within the various university academic disciplines. Each society has its own set of by-laws and application requirements. New members who qualify are usually inducted once per semester. Please note that there are a few honor societies that accept students only once per year. Each society typically conducts an induction ceremony to welcome new members. Once you are accepted into an Honor Society, you do not have to reapply every semester. A student found in violation of academic integrity is not eligible for membership in any honor society. Refer to this Student Handbook regarding examples of and more information about the Academic Integrity Policy.

**Hours, Location and Contact Information**

For more details about HPU Honor Societies, contact the Assistant to the Dean of Students at (808) 544-1116 or stop by 1188 Fort Street Mall, Ste. 105 (MP Building). Online information is available at www.hpu.edu/honors.
General Computer Labs
The university’s Aloha Tower (AT) Learning Commons and the Educational Technology Center (ETC) support the general computer-related needs of all students. Students who are registered during an academic term may use the computers located at either location free of charge. Note: Computers are available at the Meader and Atherton Libraries.

The AT Learning Commons has rooms available for discussion groups and laptops to check out. Reservations are required through the AT Learning Commons. The ETC offers a hands-on computer classroom as well as a general lab area. A majority of workstations utilize cloud computing, running the Windows operating system. Students are able to virtually access the cloud and able to utilize most programs found in the labs. Macintosh computers are also available in limited numbers in the general labs. The university-approved standard load of software is available on all machines, including Microsoft Office (MS Word, Excel, PowerPoint, and Access).

The following rules and regulations were established to maintain an environment of learning and to ensure the best use of the computer labs.

- A student must have a valid HPU student ID to use the AT Learning Commons. It is a violation of the university policy to use another person’s ID. Any attempt to use another student’s ID intentionally or unintentionally will result in confiscation of the ID and possible disciplinary action.
- Any entry without an ID requires an OFFICIAL printed class schedule from the Registrar’s Office and a secondary form of identification. One printed schedule per person, per entry and all collected printed schedules will not be returned to the student.
- No guests, food, drink, smoking, sleeping, talking on a cellular phone or distracting conduct such as loud and boisterous talking or “socializing” are allowed.
- Children are permitted provided that a parent/guardian provides constant supervision and does not disrupt other students.
- All students are required to wear footwear.
- Devices plugged into electrical outlets should not cause a safety hazard.
- Students are not allowed to open the printers to put in their own paper.
- Double-sided printing is defaulted as part of the campus sustainability initiative.
- The service desk staff will not page or locate individuals in AT Learning Commons or ETC, nor will they accept telephone calls for students. Students needing to make telephone calls must use personal or public phones.
- All students are expected to work independently and should not engage in group work except for designated group meeting areas.
- A student cannot hold or occupy a station for a friend.
- Each student is responsible for watching over his/her own personal items. The staff is not responsible for unattended items.
- Assist the staff in maintaining the facility by leaving the computer station area clean, neat and the chair pushed in.
- Defacing university property will result in immediate termination of student privileges and possible disciplinary action.

HPU Pipeline
HPU Pipeline is HPU’s intranet system of information and communication used by students, faculty and staff. This important service is secure and free of charge. Some of the significant features allow students to:
- Set up and use an HPU email account from anywhere in the world.
- View grades and transcripts online.
- Access semester class schedule.
- Check on status of financial aid.
- Access HPU’s Learning Management System, Blackboard.
• Maintain a calendar of classes, university events and personal activities.
• Receive announcements, including important messages from instructors.
• Communicate with classmates and members of class project teams.
• Read about campus activities, such as athletic events, student organization activities, theatre plays, music concerts, and student life programs.

To access HPU Pipeline, go to http://campus.hpu.edu or www.hpu.edu and click on HPU Pipeline. Accounts will be set up within 24 hours of acceptance to HPU. Other student accounts will be created automatically within 24 hours of registration. The system assigns an eight character login name: the first initial of your first name and up to seven characters of the last name. If the login name is in use by another student, the system will add a number to the end of the name, up to a maximum of eight characters. Students will receive their login name and a temporary password in their Admissions acceptance package.

First Time HPU Pipeline Log-In Procedure Directions:
• Enter http://campus.hpu.edu or click on the link found on any HPU webpage.
• Enter both login name and the temporary password.
• The system will ask students to change the temporary password.
• Create a set of secret questions and answers (students will be asked these questions when they need to reset their password).
• Follow the instructions on the screen.
• Password must be 6-20 characters, a combination of letters and numbers and at least one of each

To use the email account, click on the email icon within the My HPU tab located on the top right hand corner of the screen. If students encounter technical difficulties with HPU Pipeline, contact the Service Desk at (808) 566-2411 or servicedesk@hpu.edu.

International Students and Scholars

International Students and Scholars (ISS) provides immigration information for F and J students through seminars, individual student appointments and outreach to inform students of immigration regulations affecting their status. ISS has full-time advisors to assist international students with all their immigration concerns; visas, passports, F-1 regulations, J-1 regulations, I-20s/DS-2019s, employment, or any other immigration issue can be directed to the advisors. International students who have questions concerning full-time status and travel should consult with an International Student Advisor.

International Students and Scholars provides a variety of handouts, orientation sessions and workshops of importance to international students. The International Student Guidebook, which can be found on the HPU website, provides a wealth of information on adjusting to American life, travel and immigration, employment, income tax, health care, community resources, and more.

Important Notice to International Students

It is student’s responsibility to maintain lawful F-1 and J-1 student status. Begin by reading the “Instructions to Students” on page two of the I-20 form for F-1 student, and page 2 of the DS-2019 form for J-1 student. By following those instructions, as well as the guidelines listed below, student should be able to maintain lawful F-1 and J-1 student status with little difficulty. International student must maintain lawful student status if wish to enjoy the benefits associated with it, such as on-campus employment, practical training, academic training, and the ability to re-enter the United States when travel.

1. Keep I-20 form (for F-1) and DS-2019 form (for J-1) valid at all times. If I-20 and DS-2019 forms will expire before complete degree program, student must apply for an extension. Go to International Student Services office to request for an extension. Must apply for an extension at least 30 days prior to expiration.
2. Keep passport valid for at least 6 months into the future. Contact country’s consulate or embassy for instructions if need to extend passport while in the U.S. The officials there will provide information of required forms and fees. If required to supply a letter affirming attendance at Hawai‘i Pacific University, please request it from the Registrar’s office.

Maintaining Valid Addresses
It is REQUIRED by federal regulation that F and J international students must provide valid addresses and report a change of address to immigration within 10 days of that change. HPU international student need to log onto HPU Pipeline Account and insert/update addresses. There are three types of addresses international students are required to keep valid throughout their F and J status at HPU:

- Permanent Address (PR) – student’s home country address. Must be a foreign country address.
- Mailing Address (MA) – where student receives mail in Hawai‘i
- SEVIS Domestic (SD) – student’s physical residence address in Hawai‘i

Maintain Full-Time Enrollment and Normal Academic Progress towards your Degree or Program
International students are required by U.S. immigration regulations to be registered full-time during the regular fall and spring semesters: Undergraduate: Registered for at least 12 credits of which 9 credits need to be in-class. Graduate: Registered for at least 9 credits of which 6 credits need to be in-class.

<table>
<thead>
<tr>
<th>Educational Level</th>
<th>Total Credits Required</th>
<th>Required In-Class Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate (Bachelor)</td>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td>Graduate (Master)</td>
<td>9</td>
<td>6</td>
</tr>
</tbody>
</table>

International students do not have to be enrolled during summer session UNLESS summer session is the last semester enrolled or starting a new program during summer session. Full time requirements applies, please see an International Student Advisor to discuss full time requirements during summer session.

International students are not permitted to register for any military campus course that is physically located on a military base including hybrid courses (i.e., MCP, MPH, MKB, MHK, MSB, MTR, etc.).

However, there are some instances where there may be a need to be registered less than full-time. Student must obtain less than full-time authorization from the International Student Advisor prior to dropping below full-time status. Please call 356 5200 to schedule an appointment with International Student Advisor to discuss this matter. Below are the acceptable reasons for taking less than the full time requirements:

- Initial difficulties with the English language
- Initial difficulties with reading requirements
- Unfamiliarity with American teaching methods
- Improper course level placement
- Leave of absence
- Medical reasons
- Final semester with less than a full course load to complete degree requirements. The last class by itself cannot be an online class.

Student who drops below a full-time registration without the prior approval will be considered violating his/her F-1/J-1 status. Student also need to make normal progress toward his/her degree. The rate of normal progress is the rate at which the average full-time student in your school or department advances toward the degree or program objective.
Hours, Location and Contact Information
International Students and Scholars is located at 1164 Bishop St. (UB building), Suite 200. Students are highly encouraged to call (808) 356 5299 to schedule an appointment. Hours of operation are Monday through Friday, 8:00 a.m. to 5:00 p.m. For more information please visit our website at www.hpu.edu/International or email us at iss@hpu.edu.

Libraries

The Hawai‘i Pacific University libraries and AT Learning Commons support student learning and faculty research with innovative services, resources, and facilities. They further serve as gathering places for study, collaboration, and instruction, with the goal of exemplifying the mission and shared values of the institution. Hawai‘i Pacific University maintains two libraries—Meader Library on the downtown campus and Atherton Library on the Hawaii Loa campus. The HPU libraries are committed to providing a range of instructional services and learning support opportunities to empower students to be effective users of information resources.

The Collections
The HPU libraries’ collections contain databases, online resources, print books, periodicals, and audiovisual materials. Books are classified according to the Library of Congress Classification System and are housed in both campus libraries. Electronic books are available through the HPU libraries’ online catalog for viewing and borrowing. Emphasis is given to acquiring titles that are academically oriented and relevant to the courses offered by the university. Periodicals, including magazines, journals, and newspapers, are available at both Meader and Atherton libraries. Full text periodical online databases are available via the Libraries’ tab on HPU Pipeline.

Reference and Instruction Service
Reference services are offered in each library as well as in the AT Learning Commons to provide professional assistance with student and faculty research. For off-campus access to research assistance, the Libraries’ tab in Pipeline and Blackboard course menus both provide a link to a 24/7 chat service staffed by reference librarians. Library locations offer library instruction sessions to individuals, new student group orientations, as well as in-class, faculty-requested instruction.

Access Services
General library services are offered at each branch, including item check-outs and check-ins, book delivery services, reading assignments from instructors, interlibrary loan services, and cashier services for fines and fees. The book delivery service transports books between HPU libraries and the Oceanic Institute.

Library Hours
During the major academic terms, the HPU libraries are generally open seven days a week, including evening hours. Extended evening hours are provided prior to and during the final examination periods during the major academic semesters. Library hours are generally shortened during the summer sessions and winter breaks. The HPU libraries are closed on university-observed holidays.

MEADER LIBRARY
Meader Library is located on three floors in the 1060 Bishop Street Building in downtown Honolulu. The Library is named in honor of Dr. James Laurence Meader, the first president of Hawai‘i Pacific University (then Hawai‘i Pacific College). Study rooms, collaborative spaces, comfortable seating, and quiet study areas are provided throughout the library. Computer workstations, printers, photocopiers, media equipment, and wireless Internet are also available. This Library’s collections are primarily devoted to Business, Social Sciences and Computer Sciences. There are also collections of books to support students learning English and other languages.

ATHERTON LIBRARY
Atherton Library is located on the third floor of the Cooke Academic Center on the Hawaii Loa campus. It is named to commemorate Frank and Eleanore Atherton, and was funded as a gift of the Atherton Family Foundation. This
Library’s collections primarily support the Diplomacy and Military Studies, Environmental Science, Marine Science, Nursing, and Pre-Health Studies degree programs. There is AT Learning Commons space, individual study carrels, individual study rooms and general seating areas in the library to accommodate user needs. Computer workstations, printers, photocopiers, media equipment, and wireless Internet are also available.

For more information on the university libraries and AT Learning Commons, visit HPU Pipeline online, email circulation@hpu.edu or contact Meader Library at (808) 544-0210 or Atherton Library at (808) 236-3505.

**Registrar’s Office**

The Registrar’s Office promotes student development through our comprehensive information and service center for registration and academic records. Our team is committed to administering and updating the university’s registration and records processes utilizing new technologies, resources and procedures to enhance student learning and success. The Registrar’s Office is the responsible authority for the security, confidentiality, integrity, and proper dissemination of student academic record data maintained throughout the university, in accordance with institutional, state and federal policies and regulations.

The Registrar’s Office provides assistance with:
1) Registration policies and procedures including but not limited to:
   - Registration time ticket issuance
   - Processing of registration requests from advisors and/or academic departments
2) Student records related matters such as:
   - Administer security and confidentiality of student records in accordance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA)
   - Update records (e.g., name change, address, phone number, email, emergency contact information, etc.)
   - Process HPU transcript orders
   - Post degrees to student’s transcripts and issue HPU diplomas
3) Produce HPU UniCard identification cards
4) Process grades and all related functions (e.g., grade changes, forgiveness, concurrent petitions, dean’s list, probations, suspensions, apostilles, etc.)

**Hours, Location and Contact Information**
The Registrar’s Office is open Monday - Friday, 8 a.m. - 5 p.m. at 1164 Bishop Street, Suite 216. For more information, contact the staff at registrar@hpu.edu or (808) 544-0239.

**Registration**

The academic year consists of a 15-week fall semester commencing in August and ending in December, and a 15-week spring semester commencing in January and ending in May. An accelerated winter term is offered between the fall and spring semesters. Various summer sessions are offered between the months of May and August. For the detailed academic calendar, please see the Hawai‘i Pacific University “Academic Catalog,” or refer to the HPU website: www.hpu.edu, click on the “Academics” tab and under the “Academic Resources” heading, select “Academic Calendar.”

All students are encouraged to consult with an academic advisor prior to registration. Eligible students may register online for courses through HPU Pipeline. For the best selection of courses it is recommended that students register for their classes on their appointed date. To ensure registration can occur as early as possible, students should resolve all outstanding registration “holds” prior to the start of the registration period. For assistance, contact the office that placed the hold.

A schedule of classes is published on the HPU website prior to the registration period for each semester. It lists the courses that are to be offered, their meeting times and locations and the instructors. Most classes meet two or
three times each week for periods of 75 and 50 minutes, respectively. Classes that meet only once a week, primarily scheduled in the evening and on weekends, run for two hours and 55 minutes. Regular attendance is expected at all class and laboratory sessions.

Books and other course materials are available from the university bookstores approximately five weeks before the semester begins. Students may check online for course-required books and materials, as well as purchase books online at www.hpu.bncollege.com. For online courses, books are available for purchase at the downtown campus bookstore or by ordering online.

The recommended course load for an undergraduate program is 15 semester credits each semester. Twelve semester credits are considered the minimum for full-time status. The maximum course load for a student with a GPA of 3.0 or higher and with the consent of an academic advisor is 18 credits. Undergraduate students must maintain a 2.0 GPA for good academic standing. Full-time status for graduate students is considered 9 semester credits. Graduate students must maintain a 3.0 GPA to remain in good academic standing.

Note: All undergraduate international students must be enrolled for at least 12 semester credits during the fall and spring semesters. All graduate international students must be enrolled for at least 9 semester credits during the fall and spring semesters. Enrollment in the winter session and summer sessions is optional. International students’ in the last semester of their degree program, may petition to attend less than full-time. International students must also consult with an advisor regarding online course limitations.

Once students are registered for classes, they are responsible for all tuition and fees, maintaining their course schedule as well as keeping all personal contact information up-to-date.

Security and Safety

Role of Security
The primary objective of the department is to provide a safe and healthy environment which enhances the campus learning experience and supports the mission of the university.

How to Contact Security
The Hawaii Loa campus front gate and Aloha Tower security office is open 24 hours a day; the phone number is (808) 236-3515. The Aloha Tower phone number is (808) 544-1459; the downtown campus phone number is (808) 321-1892.

Parking Information
Parking is available on the Hawai‘i Loa campus 24 hours a day. Daily parking rates are available at the Hawaii Loa bookstore or Front Gate. Parking decals for a semester can also be purchased at the Hawaii Loa bookstore.

Identification Card (HPU UniCard) Checks
All Hawai‘i Pacific University students are required to obtain, carry and keep updated a university-issued identification card, the HPU UniCard. To ensure the safety of our students, faculty and staff, a campus security officer or university official may ask to see your current ID, and your HPU UniCard must be presented and/or surrendered. The card should have the current term’s sticker affixed. Refusal to present your card may result in denial of access to the campus. Unauthorized use may warrant confiscation and/or disciplinary action through the Code of Student Conduct. Hawai‘i Pacific University has the right to prosecute any unauthorized person(s) who trespass or loiter on campus property.

Safety and Recreational Activities on Campus
As a safety measure and to provide an environment conducive to living and learning, various recreational activities are not permitted. Mopeds, scooters and bicycles are not to be used on any common area walkways between campus buildings, lanais or inside any building or lounge. Also, body-boarding/boogie-boarding, rollerblading and skateboarding on campus are prohibited and subject to disciplinary action.
Shuttle Service

The university provides a shuttle service between its two major campuses, downtown campus and Hawaii Loa campus. Our mission is to provide safe, efficient shuttle service between campuses to registered HPU students, staff and faculty. For shuttle schedule updates, go to www.hpu.edu/commuterservices and click on “Shuttle”.

Shuttle Service Policies and Procedures

Boarding the shuttle:
- Be prepared to show your current HPU ID card upon request of driver.
- Based on the numbers at the shuttle stops, seated passengers will be allowed to load first, followed by those passengers standing on a number.
- The driver may hold any seat for a disabled person. If you are disabled and feel that you need assistance loading, please advise the driver.

While on board the shuttle:
- Passenger safety and safe operation of the van is our number one priority.
- No children are permitted in the van.
- No eating, drinking or smoking is allowed.
- Please keep cell phone calls to a minimum and quiet.
- If at any time disorderly conduct is observed on the shuttle or at the shuttle stop, Code of Student Conduct policies apply. Disorderly conduct may result in loss of shuttle privileges or other sanctions.
- The van driver is responsible for personally opening the doors of the van. At no time should anyone attempt to open any door until the van comes to a complete stop.

To keep the shuttle running on time:
- The driver will depart within a minute of the scheduled departure time.
- For safety, once the van departs the shuttle stop, the driver will not stop to pick up more passengers.
- If you arrive at the shuttle stop just prior to the departure time and you don’t see the van, it is possible the van filled up and left early.
- Traffic conditions may delay our schedule from time to time.

Student Government Association

The Student Government Association (SGA) is the student governing body. Every registered HPU student taking at least one credit is a constituent of SGA. The organization is comprised of the Executive Branch, Student Senate and Student Judicial Council. SGA encourages all students to attend weekly meetings of the Student Senate and to voice their comments and concerns to the student Senators who represent them.

Hours, Location and Contact Information

Come visit or attend the Student Senate meetings. For more information, call (808) 544-1403; email sga@my.hpu.edu; or visit www.hpu.edu/sga and www.facebook.com/SGAHPU.

Student ID Card (UniCard)

The HPU UniCard will be issued to students upon their first enrollment at HPU. It serves as the official HPU student identification card and is considered to be the property of HPU. The UniCard is valid as long as a student is enrolled at the university. Students must be currently enrolled at HPU and have a current semester registration validation sticker in order to use an HPU UniCard and its benefits.
Card Issuance
Students must provide a valid government issued photo ID (e.g., driver’s license, state ID, passport, etc.) before they can receive their official HPU UniCard. Each student is entitled to carry only one active card. Employees who are taking classes do not receive a separate student HPU UniCard. Individuals appointed as graduate assistants (GA) and graduate teaching assistants (TA) are issued a student HPU UniCard. The name printed on the HPU UniCard is the individual’s official name as recorded in the Hawai‘i Pacific University database. Names on cards will not carry titles.

Profiles, hats, headbands, sunglasses, etc., are not allowed when photographed for the HPU UniCard. According to the Department of Finance of the City and County of Honolulu, Rules and Regulations of the Director of Finance, Part 30, “Applicants shall remove any hats, head-dress, etc. so as not to obscure more than two-thirds of their full-faced photograph.” The only exception to the removal of headgear will be based on “religious beliefs...these [exempted] applicants shall submit a written explanation as to why he/she is unable to comply, including furnishing the name and sect of his/her religious belief.”

Identification Card (HPU UniCard) Checks: All students of Hawai‘i Pacific University are required to obtain, carry and update a university-issued identification card. The HPU UniCard is the official identification card of HPU. To ensure the safety of HPU students, faculty and staff a campus security officer or university official may ask to see a university-issued identification card. If requested, a student must present the ID card and under certain circumstances surrender it to the official. Student ID cards should have the current term’s registration validation sticker attached. Refusal to present a current university identification card may result in denial of access to the campus. Unauthorized use may warrant confiscation and/or disciplinary action through the Code of Student Conduct. Hawai‘i Pacific University has the right to prosecute any unauthorized person(s) who trespasses or loiters on university property.

HPU UniCard Use and Purpose: A student should expect to present his/her HPU UniCard to complete university business in the Registrar’s Office, Financial Aid Office, Business Office, etc. and also to gain access to events and facilities such as the AT Learning Commons, libraries, Faculty-Student Lounge, Sharky’s Cove, and Hawaii Loa campus Fitness Center.

HPU UniCard Validation Sticker: Students who have a HPU UniCard may continue to use their card as long as they obtain a current semester registration validation sticker. Stickers are available at the Registrar’s Office and at designated locations at the start of and throughout each semester.

Printing: The HPU UniCard allows students to use laser printing in HPU’s computer labs or libraries. Based on a portion of the Technology Fee and/or monies students choose to put on their card via the Automatic Deposit Machines (ADM) located at various campuses, students may print black-and-white or color copies in the computer labs and libraries. Charges for these copies are posted in the printing locations.

Library Card: The HPU UniCard serves as the library card for the university’s libraries. Students may use their HPU UniCard to borrow books and other materials at the libraries on both campuses. To activate the HPU UniCard for library services and create a library account, please bring the card to the main service desk at either Meader or Atherton Library anytime during open hours. Library account activation forms can also be submitted online at https://secure.hpu.edu/library-account/index.htm. Be sure the HPU UniCard has the current semester validation sticker applied to the back of the card, or that you are able to show your current semester course schedule on HPU Pipeline.

Military Campus Program Students: If a student registered at a military campus is unable to visit one of the processing locations to receive an HPU Unicard, he/she can visit their HPU office at the military campus to submit a photo to http://myphoto.hpu.edu/. The HPU Unicard can be picked up at the HPU office at the military campus with a valid government-issued form of identification.
Replacement Cards: The first HPU UniCard is free of charge to all students and employees. Subsequent cards issued to the same cardholder will be considered replacement cards whether they are lost, damaged or stolen and will also incur a fee of $15. A request for a name change (e.g., marriage) resulting in the issuance of a replacement card, will incur a fee of $15. A name change request must be done at the Registrar’s Office prior to printing a replacement card. If it is determined that a name is incorrect due to the university’s error, no charge will be assessed to the cardholder for a replacement.

Lost or Stolen Cards: Lost or stolen cards should be immediately deactivated by calling the HPU Registrar’s Office during business hours at (808) 544-0239. The university is not liable for lost or stolen cards and refunds will not be issued for use of a lost or stolen card. The card holder will be responsible for unauthorized transactions resulting from the loss or theft of his/her card. If the previous card is found after a replacement card has been issued, students cannot reactivate the original card. A replacement fee of $15.00 will be charged for a lost, stolen or damaged card. Damaged or mutilated cards must be surrendered at the time of replacement. Upon issuance of a replacement card, remaining balances will be transferred to the new HPU UniCard.

Expiration Dates: There are no expiration dates shown on the HPU UniCard. If a student does not register for 12 months, the account will be deleted from the HPU ID system and all the funds on the card (technology fee, cash or printing funds) will be forfeited to the university. If the student re-registers at HPU a new card can be obtained if the old one is no longer in the student’s possession.

Safeguards/Restrictions: To ensure that the HPU UniCard is maintained in the best possible manner, make sure that the card is not left in a vehicle’s glove box, on the dashboard, around the rear view mirror or anywhere else within a vehicle. The heat that builds up within a closed vehicle can warp, crack or break the card rendering the card unusable at locations that accept the card on- or off-campus.

The HPU UniCard should not be defaced. Do not punch holes or alter the card in any way to make it easier to carry or use with a keychain. The HPU UniCard has an embedded microchip engineered within the card itself. This antenna allows for physical access into approved locations on campus. Drilling or punching a hole in the HPU UniCard will compromise the card’s ability to work properly. It is also recommended that the HPU UniCard not be kept in close proximity to magnetic devices.

Please do not affix stickers or make any other modifications to the HPU UniCard (exceptions include TheBus pass, semester registration validation and residence life stickers placed by university staff). Such alterations may create problems when trying to use the card for official university business, vending or card swipe functions.

Disclaimers: HPU is not liable for financial loss or criminal repercussions associated with lost, stolen, damaged or fraudulently used cards.

Confidentiality: Student account and personal information will be kept strictly confidential between the student and Hawai‘i Pacific University. Outside parties will not be privileged to any information about students or their accounts, unless express consent is received or we are asked to comply with a government agency or a court order.

Currency: All HPU UniCard accounts are in U.S. dollars. We cannot accept any foreign currency.

Technology fee and UniCard Credit Policy: For more details, contact the AT Learning Commons (LC) or the Educational Technology Center (ETC) on the Hawaii Loa campus.

1. Technology fee = $50 for the term and is only applicable for fall and spring semesters. Students are not charged for the technology fee in summer and winter sessions.
2. Undergraduate Students: All full-time (12+ credits) undergraduate students are charged, but HPU gives back a credit of $12.50 on the UniCard to pay for printing charges.
3. **Graduate Students**: Graduate students do not pay the $50 technology fee but receive a credit of $12.50 on the UniCard to be used for printing charges. The technology fee for graduate students is included in their tuition amount.

4. **Military Campus Program (MCP) Students**: Both part-time and full-time MCP students do not have a printing credit.

5. **English Language Studies (ELS) Students**: ELS students are not in the HPU student information system, do not pay a technology fee, and therefore have no printing credit allotted.

6. **Special Students**: These students are not assessed a Technology Fee and hence do not receive printing credit.

7. This credit is available to the student on the FIRST day of fall or spring semester. Credit can accumulate over the semesters if not used. However, if the student graduates or leaves the university, the credit is non-refundable.

8. **UniCard deposits**: A student may deposit more money on the UniCard through the Automatic Deposit Machine (ADM) located at the AT Learning Commons, Meader Library (downtown campus) or the Education Technology Center (Hawaii Loa campus). This money is not redeemable in cash but can be transferred to another student's UniCard. Both students must agree and be present during the process of the transaction. Contact the Registrar's Office for assistance with this process.

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<tr>
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<th>Undergrad</th>
<th>Grad</th>
<th>MCP</th>
<th>ELS</th>
<th>OTHERS</th>
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<tr>
<td>Part-Time</td>
<td>No</td>
<td>Yes</td>
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<td>Full-Time</td>
<td>Yes</td>
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</table>

Who gets the $12.50 printing credit on their UniCard?

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**Student Life**

The Student Life department enriches the HPU experience through programming which fosters leadership development, cultural immersion and engagement on local and global issues; thereby promoting and strengthening student connections to the university and greater community.

In partnership with HPU departments, Student Life strives to:

- Offer a diversity of co-curricular and extra-curricular activities and programs that enhance the student experience and complement the academic experience (e.g. Welcome Week, Club Carnival, Da Freakshow, Halloween FunFest and leadership workshops).
- Create comfortable gathering spaces where people can socialize, study, eat, meet others, and participate in various events while also providing a sense of community at HPU and student employment opportunities in the Faculty-Student Lounge (ATM) and Sharky’s Cove (MP building).
- Foster a sense of place by designing student experiences that connect students to Hawai‘i, and extend their learning and relationships in the greater community.
- Support and advise Student Government Association (SGA), Campus Activities Board (CAB), Registered Student Organizations (RSOs), Honor Societies, and the Student Activity Fee Allocation Committee.
- Offer student employment opportunities in the Faculty-Student Lounge (ATM) and Sharky’s Cove (MP building).

**Hours, Location and Contact Information**

For more information, call (808) 544-0277; email studentlife@hpu.edu; or visit www.hpu.edu/studentlife and www.facebook.com/HPUSstudentLife.

**Study Abroad and Student Exchange Programs**

What are study abroad and student exchange programs?

Hawai‘i Pacific University, as part of its emphasis on international education and global citizenship, has various affiliations with academic institutions and organizations abroad which allow students to study around the world for a semester or year while earning credit towards their HPU degree.
What schools and study abroad organizations have a partnership with HPU?
Please see the approved list of partner programs and universities available in each country at www.hpu.edu/exchange. This site is often updated, so please check it regularly.

What are the HPU eligibility requirements for studying abroad?
- Undergraduate and graduate students who have completed at least 12 credits at HPU and who intend to complete a degree at HPU.
- Minimum cumulative GPA of 3.0 and be in good academic and judicial standing (not on probation for student conduct issues).
- Students who declare at least one major.
- Students who complete an HPU Study Abroad Application which includes a course grid verifying their foreign coursework and HPU equivalents.
- Students who submit an essay articulating goals for studying abroad.
- Students who complete their host university or program abroad application.

How are students selected to study abroad?
The process involves a self-analysis of goals, an interview to establish eligibility and the completion of HPU and host school or program application documents. Self-analysis means you need to be clear in your own mind what studying abroad will involve and what you hope to achieve through the experience. Studying abroad is not a travel opportunity to reside abroad for a period of time; it is an academic program designed to complement and enhance your HPU academic experience.

In evaluating your desire to study abroad, you need to assess your own current academic potential to be assured that you can academically succeed in challenging coursework taken in a foreign environment. Do you have at least a B average at HPU? Can you adapt to the rigors of studying in a system with challenging expectations and different standards from what you are used to at HPU? If you are going to study in a foreign country where English or your native tongue is not widely used, do you have sufficient language skills and confidence to enable you to conquer linguistic hurdles?

Are you mature and flexible enough to adapt to living and learning in a non-English speaking environment with different customs and expectations? Do you have any foreign travel experience which would prepare you for such challenges?

Study abroad also requires financial resources (airline ticket, student visa, passport, local housing expenses, health insurance, textbooks, daily living expenses, etc.). Do you have sufficient financial resources to enable you to live abroad for a specified time? All study abroad countries require financial proof (usually through a bank statement and a financial sponsor) that you have sufficient funding to meet all local costs, as a prerequisite for qualifying for a foreign visa.

Are you in good health and emotionally stable? Do you have any disabilities which could affect your ability to live and learn abroad? Most study abroad schools and governments require a health assessment (doctor’s exam) as part of the school admission and visa application processes. Will you be able to meet these standards?
One should carefully consider all of the items above before deciding to apply to a study abroad program or host school.

What is the process for studying abroad?
1. Start or continue your language studies if you plan to study in a non-English speaking country.

2. Research your study abroad program options at www.hpu.edu/studyabroad. Consider the following:
   - Your goals for studying abroad (language fluency, cultural immersion, completing degree requirements etc.)
   - The best location, environment or program structure for achieving your goals
3. Apply for or renew your Passport.

4. Make an appointment to discuss your plans for studying abroad by filling out the Study Abroad Inquiry Form: https://secure.hpu.edu/xchangeprog/

Melissa Matsubara  
Director, International Exchange and Study Abroad Programs  
Hawai‘i Pacific University  
1164 Bishop Street, Suite 200; Honolulu, HI 96813-2882  
Phone: (808) 544-9326; Email: mmatsubara@hpu.edu

5. In preparation for your appointment, please meet with the Academic Advisor for your major to get a better understanding of your remaining degree requirements. You will need to be prepared to discuss your plans for completing all of your remaining requirements.

6. Once you have decided on a partner school or study abroad program, you should educate yourself about where you will be going by doing the following:
   - Contact students who have been to, or are from, the school you want to attend and get information about their personal experiences.
   - Visit the website for the school you want to attend.
   - Join the International Mentor program to meet students from the countries and schools you want to study abroad in.
   - Read surveys completed by HPU students who previously studied at your intended study abroad site.
   - Prepare a budget to plan out your costs while studying abroad.

7. Review all national and program specific Study Abroad scholarship opportunities at www.hpu.edu/studyabroad. Please note that most scholarship application deadlines are often a semester or year before you plan to study abroad.

8. Ensure that the courses you plan to take abroad will count towards your HPU degree.
   - Find courses abroad that can meet remaining General Education requirements or requirements for your major and minor.
   - Fill out the study abroad Course Approval Request Form (CARF).
   - Obtain a course description and syllabus in English for all courses and alternative courses you wish to register for.
   - Get your CARF approved by scheduling an appointment with the Study Abroad Faculty Liaison for your major for discussion, suggestions and approval for your courses abroad to fulfill degree requirements.
   - Confirm your course registration and transfer credit approval process with the HPU International Exchange and Study Abroad Programs Office.

9. Apply to your study abroad program or host school and begin the process of obtaining your visa.
   - Complete relevant application documents, which may include personal and family background information, educational experiences, housing preferences, health review, source of financing, language competency (if foreign language proficiency required), personal essay, and other forms.
   - If necessary, ensure your application documents, including your HPU transcript along with a copy of your passport, are sent to the host school or program. Soon thereafter, you will receive a formal acceptance notice.
• Research the process for obtaining a visa and other respective requirements for studying in your host country.

Note: If HPU nominates you to be an exchange student at a particular university, you are automatically accepted there under the reciprocity terms of the exchange agreement.

Hours, Location and Contact Information
The Office of International Exchange and Study Abroad Programs is open from 8 a.m. - 5 p.m., Monday - Friday and is located at 1164 Bishop Street, Suite 200. For more information, call (808) 544-9326; email studyabroad@hpu.edu; or log on to www.hpu.edu/studyabroad.

Tuition and Fees
For updated information on the tuition and fee schedule, go to www.hpu.edu/Business_Office/Tuition_and_Fee_Schedule.html. To help finance and manage your tuition, options include:
(1) Interest-free monthly payment option through Tuition Management Systems (TMS). For more information or to set up a payment plan, contact TMS by phone, 1-800-722-4867, or online at www.hpu.afford.com.
(2) Employment opportunities - HPU’s Career Services Center assists students with career counseling, job preparation and job searches. In addition, the Center has employment listings for part-time, full-time, cooperative education and internship opportunities. For more information, email csc@hpu.edu or visit www.hpu.edu/csc.

TouchNet (e-billing): TouchNet allows you to receive notifications by email to your HPU Pipeline account when your new billing statement is available. You can also view your recent statement, billing history, current account activity and make credit card or electronic check payments. Tuition bills can only be received via HPU Pipeline. The electronic e-Bill is the official means of generating tuition bills to all HPU students. You will receive a notice in your HPU Pipeline email account when your HPU bill is ready to be viewed online. This statement will detail the amount due (i.e. tuition, fees, housing, books and other campus charges). For more information, visit www.hpu.edu/Business_Office/ebill.html.

To get started, you will need your login (a university-assigned username and password) found on page two of your acceptance letter. You may also authorize a parent or guardian to access your Pipeline account. An email will be sent to the authorized user with a separate password, for instructions to set up eBill for an authorized user(s) visit www.hpu.edu/Business_Office/ebill_setup.html.

Once logged into your HPU Pipeline account, you can: (1) view tuition bills (kept on file for 12 months); (2) view billing and payment history; (3) pay tuition online from a credit card, checking and/or savings account; (4) download and print a copy of the bill for sending check payments via U.S. Mail; (5) forward an email copy of the bill to parents, spouse or others; and (6) set up parents and other authorized payers to view and pay your bills.

Authorized payers can: view student's tuition bill and payment history; pay student's tuition bill from a credit card, checking and/or savings account; and download and print a copy of the student's bill for sending check payments via U.S. Mail.

Benefits and advantages of eBill and webCheck: Convenient and easy to use; saves time—no more waiting for the bill in the mail or waiting in line to make a payment; no more check writing or paying for stamps; private and secure; available 24 hours/seven days a week; provides online history of eBills and e-payments; and allows students to set up an alternate email address.

University Chaplain
The university chaplain is available to students for personal and spiritual counseling. The chaplain also advises the Christian Student Organization (CSO), oversees the food bank that is open to all university members and presides over a nondenominational chapel service every Wednesday from 1 p.m. - 1:30 p.m. in the Kaimiano Center
University Scholars Program

Each year, a small number of exceptionally well-prepared students are invited to enter HPU as members of the university scholars program. This program offers qualified students the opportunity to join a cohort of their peers in specially selected honors courses. These classes, which emphasize discussion and academic rigor, are usually smaller than non-honors sections and allow students to stretch the limits of their knowledge while developing intellectual connections with their classmates.

Certificate of Merit

Students who complete the requirements of the university scholars program receive a Certificate of Merit upon graduation. In addition, honors sections are indicated on students' transcripts to confirm their achievements for potential employers and/or graduate schools. The Certificate of Merit is awarded to students who fulfill the following requirements: 1) They must have completed the required number of honors courses; 2) They must have maintained a cumulative honors point average of 3.4; and 3) They must have participated in a certain number of honors-related events.

Curriculum

During freshman and sophomore years, university scholars enroll in honors sections of many courses required in the general education curriculum. Normally, university scholars are required to complete at least six lower level courses. Students with Advanced Placement (AP) credits for high school work may petition for a maximum of two AP courses to count toward the lower division requirement. At the upper-division level, university scholars enroll in three honors-designated sections in their junior and senior years.

Admission to the University Scholars Program

Applicants for admission to the university who have demonstrated superior academic performance may become members of the program by invitation or petition. While there are no absolute requirements for test scores or high school grades, we look for a combined SAT score above 1800 with a minimum of 550 in individual scores or a composite ACT score above 26; and a high school GPA of 3.4 or above. We also consider outstanding letters of recommendation, as well as involvement in extracurricular and community service activities. Once admitted to the program, university scholars continue in the program as long as they maintain the honors standards listed under the “Certificate of Merit.”

Advising

Students who are admitted into the university scholars program should meet with the Honors Program Specialist for registration or questions.

Hours, Location and Contact Information

For more details, contact the Associate Dean Bill Potter in the College of Humanities and Social Sciences at (808) 544-0274 or stop by 1166 Fort Street Mall, Ste. 200 (FS Building). Online information is available at www.hpu.edu/honors.

Veterans Benefits

Hawai‘i Pacific University’s educational programs are approved for Department of Veterans Affairs education benefits. Eligible, degree-seeking students may receive financial assistance as provided by the GI Bill. Students using GI Bill benefits must meet with the university’s VA Coordinator prior to their first semester to receive an orientation and sample term-by-term degree plan with a cost estimate. Only courses that satisfy requirements outlined by the academic degree plan can be certified for VA purposes. Veteran students planning to register for courses during the summer sessions should develop a plan with their academic advisor prior to their first
semester. Students must meet satisfactory progress standards in order to continue receiving assistance. For information pertaining to Post 9/11 GI Bill (including Yellow Ribbon) and other educational programs, go to www.gibill.va.gov or apply online for VA benefits at www.gibill.va.gov/apply-for-benefits/application/. For more information, contact the university’s VA Coordinator via email at va@hpu.edu or phone (808) 356-5222.
Section Two

Residence Life Information, Policies and Procedures

This section is designed to provide general information about community life at HPU’s residential communities, to describe the university housing policies and to provide emergency information and procedures specific to the communities. As residents in university housing, students are responsible for knowing and complying with all of the expectations, policies and procedures contained in this section, in addition to those outlined in this “Student Handbook.”

Note: The information contained in the “Hawai’i Pacific University Student Handbook” is subject to change. The most-up-to-date Residence Life information, policies and procedures can be found online at www.hpu.edu/studenthandbook.
General Information for Residents

Staff Overview
Residence Life strives to provide a supportive living-learning environment that encourages students to succeed in the classroom as well as grow as individuals outside the classroom. The Residence Life office is located in the Hawaii Loa Campus Annex Building and coordinates all aspects of residential life on campus. The office is open Monday - Friday, 8 a.m. – 5 p.m.

The HLC Area Coordinator and Waterfront Lofts Area Coordinator are the professional live-in staff members who resides in the community and supervises Resident Advisors (RAs) and Community Advisors (CAs), RAs and CAs live in the communities and support residents with living in community, building relationships, serving as a resource about life at HPU, assisting in emergencies, and upholding university housing policies and procedures. RAs and CAs are trained in community building, conflict resolution, leadership development, confronting inappropriate behavior, and providing after-hours assistance.

Animals at Hawaii Loa Campus
Animals, such as wild boars, may wander onto the Hawaii Loa campus from nearby wooded areas. Residents should NOT approach these animals and should contact Security immediately and take safety precautions.

Appliances
Only approved appliances are allowed in university housing. Residence Life reserves the right to review and update the approved appliance list. Possession or use of unauthorized appliances may result in a Code of Student Conduct violation and confiscation of the appliance. Before purchasing an appliance, make sure to check in with the Residence Life staff first to make sure it is allowed in the unit.

Assignment and Reassignment of Rooms
Residence Life reserves the right to assign and reassign students within and between rooms, loft/studios and/or buildings/halls, as deemed necessary. Residence Life also reserves the right to temporarily remove or evict students in unique situations if it is in the best interest of the student, roommates, and/or residential community. The university reserves the right to terminate a student’s On-Campus Housing Agreement without refund by written notice if the student fails to comply with any of the terms and conditions of the Agreement.

Beds
Using non-university mattresses, putting mattresses on the floor, or altering structural components of the beds are not allowed.

Bicycles Storage
Bicycles may not be stored in any path of egress. They may be stored in a location with the permission of all occupants. Any bicycle found in these non-designated locations will be removed immediately. Bicycle racks should be utilized to store bicycles. Bicycles must be taken home at check-out.

Cable Television
Cable TV service is available for installation in most rooms/lofts. Residents are responsible for installation and monthly charges and contacting the cable company to discontinue service at the end of their time in that particular room. In the event of housing reassignment, the cost associated with changing cable service is assumed by the resident. Only one cable account may exist per room/loft. Hawaii Loa residents may contact Oceanic Time Warner Cable. Waterfront Lofts residents may contact Hawaiian Tel for cable service.

Cancellation
Refer to your On-Campus Housing Agreement for details.
Check Out
On the final day of occupancy, as stated in the On-Campus Housing Agreement and related forms, all students are required to clean and vacate their rooms/lofts by noon on the specified date. After the final day of occupancy, Residence Life will inspect all rooms for cleanliness, re-inventory furnishings and assess any damage not previously documented on the original Room/Unit Inventory Form. Residents will be provided check out expectations from Residence Life including detailed deep cleaning expectations before the space is vacated. If applicable, additional fees may be assessed for cleaning or damage. Residents must return their room/loft and mailbox keys at their check-out inspection, or they will not be considered vacated from their room. Residents who have not completed the check-out process properly, or who have failed to return room/loft and mailbox keys on the final day of occupancy, are subject to a $50 improper check-out fee.

Community Agreements
Residence Life expects that residents take ownership in their living environment. One such way of encouraging that ownership is through the Community Agreement process. Resident Advisors and Community Advisors will facilitate this during the first month of fall semester. Items such as quiet hours and guest visitation can be individualized by each hall/loft.

Dining Commons at Hawaii Loa Campus
The Samuel N. and Mary Castle Dining Commons is centrally located in the Hawai‘i Loa campus residence life area. The Dining Commons (DC) provides an attractive setting for selected campus activities, as well as for daily meal service for students, staff and faculty. The Snack Bar (SB) located within the DC offers sandwiches, beverages and snacks for students during the evening hours. Residents can choose either 10 meals per week or 14 meals per week and each meal plan includes $75 Dining Dollars redeemable in the DC or the SB each semester. Meals not used within one week’s time do not carry over into the following week or semester.

<table>
<thead>
<tr>
<th>Dining Commons Hours</th>
<th>Monday - Friday</th>
<th>Breakfast 7:30 a.m. - 8:30 a.m.</th>
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<tr>
<td></td>
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<td>Continental Breakfast 8:30 a.m. - 9 a.m.</td>
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<td>Lunch 11:45 a.m. - 1:15 p.m.</td>
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<td>Dinner 5:15 p.m. - 6:45 p.m.</td>
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<tr>
<td>Weekend/Holiday</td>
<td>Brunch 10 a.m. - 11 a.m.</td>
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<tr>
<td></td>
<td>Dinner 5:15 p.m. - 6:45 p.m.</td>
<td></td>
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<tr>
<td>Snack Bar Hours</td>
<td>Evening Hours Only (Sunday - Thursday) 8:30 p.m. - 11 p.m.</td>
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Sick Trays/Sack and Substitute Meal Program
Residents who are ill may arrange to have food delivered by a roommate. In the event that a resident is unable to attend a meal because of class or team sports conflicts, sack meals or substitute meals at the SB may be requested in advance directly to the DC Manager. Students are required to show proof of class or team sport conflict to the DC Manager in order to arrange sack meals or substitute meals.

Dining Dollars at Hawaii Loa Campus
Dining Dollars are distributed at the beginning of each semester as part of the residence life meal plan (either the 10 meals per week plan or the 14 meals per week plan). Additional Dining Dollars can be purchased. Dining Dollars may only be used by the resident (or their guests with the resident/owner present). If Dining Dollars booklets are found, please return the booklet immediately to the DC Manager or the Residence Life Office. Using another resident’s Dining Dollars without their knowledge or presence is considered theft and may result in disciplinary action.

Duty (Resident Advisor or Community Advisor)
Resident Advisors (RAs) and Community Advisors (CAs) provide after-hours assistance called “on duty.” Duty begins at 5 p.m., Monday-Friday and continues until 8 a.m. the next day. Weekend duty begins at 8 a.m. on
Saturday and continues until 8 a.m. Monday. During this time, the RA on duty can assist a resident who is locked out of a room, has a problem, or is in need of emergency assistance.

**Eligibility for Housing**
In order to maintain eligibility to reside in university housing, students are required to maintain at least 12 credit hours (undergraduate) or nine credit hours (graduate) per semester at HPU. Students who fall below this during the semester must request approval from Residence Life. Students may be required to move without refund.

**Fire Alarm Systems**
Fire alarm systems, fire extinguishers and exit signs are for the protection of all residents, and are to be used in case of fire. Tampering with fire equipment, setting off a false fire alarm, contributing to a false fire alarm or causing a fire will not be tolerated. Disciplinary action and/or criminal action will be taken against a student found tampering with fire equipment, falsely setting off the alarm system, or causing a fire. The following violations will be handled through the university disciplinary process.

**Fire Sprinklers**
The Waterfront Lofts are equipped with a sprinkler system. Any student found tampering with the system may be subject to disciplinary action (eviction, suspension or expulsion) via the Code of Student Conduct. Residents must maintain adequate clearance from the overhead fire sprinklers.

**Gender Neutral Housing**
Gender-neutral housing is an option whereby undergraduate students who are at least 18 years old and eligible for on-campus housing, regardless of sex, gender identity and/or gender expression, are permitted to share a room in select university housing units in mutual agreement with others who also request gender-neutral housing. HPU’s gender-neutral housing option is ideal for students whose gender identity, gender expression, and/or biological sex varies from the standard paradigm and for students who believe that their gender identity/expression and/or biological sex should not be limiting factors in roommate decisions. Students are encouraged to explore various housing options and consider their roommate situation to determine what will be the most comfortable and safe environment. This option is not intended for romantic couples.

If students are interested in living in gender-neutral housing, a request must be made on the housing application. The HLC housing option is effective during the academic year only; there are no winter or summer only gender inclusive/gender-neutral assignments. At the Waterfront Lofts, this option is effective during the entire academic year. Due to limited housing, we cannot guarantee gender-neutral housing to all who request this option. To ensure that no student opts in accidentally or without fully understanding the option, the housing staff will contact each student placed with another student who has selected gender-neutral housing. If the housing staff is unable to place all students who request the gender-neutral housing option, each student will be contacted by the staff. For more information, contact the Residence Life staff at 808-236-3540.

**HPU Student Identification Cards**
All students are issued a university identification card that entitles them to certain privileges on campus including access to their residential community. Students are required to have their ID card in their possession while on campus and must present that card to appropriate university staff when asked to do so. ID cards must not be given to any other student to provide them access to the residential community.

**Inventory and Room Condition**
Before arrival, each room/loft is inspected by the housing staff and inventoried to record the overall condition of the room/loft and its furnishings on a Room/Unit Inventory Form. The form is then provided to the resident, and must be signed and returned to the Residence Life staff immediately following check-in. Should a resident find discrepancies, he or she should notify Residence Life staff immediately before returning the form at check-in. The form used at check-in will also be used at check-out, to compare the condition of the room and its furnishings. Differences in room condition will be noted and appropriate charges will be assessed to student accounts for
damage/repair costs. If a resident does not submit their Room/Unit Inventory Form in a reasonable amount of time, there may be a $50 fee and the room will be expected to have been in good condition.

**The Jeanne Clery Act**
The Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act (Clery Act) requires all colleges and universities receiving federal funds to report certain crime and fire statistics. Pursuant to the Clery Act, higher education institutions must: publish and disseminate an annual campus security and fire safety report containing various security and fire policies and three years of certain crime and fire log of all crimes and fires reported to their police and security department. Residence Life staff are considered Campus Security Authorities pursuant to HPU’s Reporting Crimes for Annual Security Report (Clery Act) Policy and should be familiar with their responsibilities. For more details, contact the Director of Security and Safety at (808) 236-3597.

**Keys**
Residents will be issued keys during check-in, and are responsible for those keys during their housing occupancy terms. Residents should keep their keys with them at all times.

University housing keys are the sole property of HPU and may not be duplicated under any circumstances. Each student receives a room/unit key and mailbox key at check-in. It is advisable to keep your room/loft locked at all times. Key replacement charges (missing, stolen or damaged) are $100. Additionally, there is a charge for a lost, stolen or damaged mailbox key at $25. Be advised that in all cases a lock change will be done for any lost or unreturned room key.

All keys must be returned to the housing staff of the building in which the student resides upon changing rooms or halls, upon leaving the room/loft permanently, upon withdrawal from the university and at the end of the housing occupancy term. Failure to return keys will result in an automatic replacement charge regardless of whether or not such keys are returned at a later date. Please note: If a resident conducts a room change, or move out of his/her room and fail to return his/her keys, the resident WILL be charged accordingly. At no time are students permitted to lend their keys to anyone else.

**Late Check-Out**
Daily rates, not including meals, may be available for those students who occupy housing after the housing agreement dates. All assignments are subject to availability and prior approval by Residence Life. There is no guarantee for room availability outside the agreement dates. Requests for exceptions will be considered by written request and decisions made on individual cases by Residence Life are final. During late check-out and in accordance with cleaning or security requirements, students may be required to occupy a room other than their assigned room for the academic year.

**Laundry**
At HLC, the laundry facilities are located on the first floor of each hall. Card-operated washers and dryers are available for residents’ convenience and should be maintained to ensure against damage and misuse. An Add Value Station (AVS) is available the Student Center for residents’ use in purchasing AVS cards (cash, credit and debit) to operate the washers/dryers.

At the Waterfront Lofts, the laundry room is located on the second floor of each building. Laundry room doors must be closed at all times; residents are not allowed to prop it open. Residents may use credit or debit cards to operate the washers/dryers.

In consideration of other students, laundry should be taken out of these machines as soon as the cycle is completed. Remember, the machines are for the benefit of everyone. Misuse, vandalism, or use by non-residents will not be tolerated. Laundry equipment problems should be reported to the hall RA/CA or directly to Residence Life.
Lockouts
Residents who are locked out of their room/loft/hall/building should first attempt to find his/her roommates. Those who are unable to may then contact his/her RA/CA or the RA/CA on Duty. Please remember it is ultimately each resident’s responsibility to carry his/her keys at all times. Repeated lockouts may result in a $10 service fee charge to the student’s account.

Mail Service
Students may only access their assigned mailbox. Residents will receive a mailbox key to access their mailboxes (locations: student center at HLC and near the main entrance in building 1 at the Waterfront Lofts). Lost mail keys must be reported immediately.

Packages that do not fit in to the mailbox will be delivered to the HLC student center mailroom or Waterfront Lofts offices. Residents must bring their pick-up slip and student ID to retrieve the package. There is no mail delivery on weekends and university holidays. Outgoing mail may be sent via the U.S. Postal Service mailbox.

At the end of the housing occupancy term, residents are responsible for notifying senders a valid forwarding address. No mail can be forwarded from the housing office. All first class mail received after the housing occupancy term closing will be returned to the sender. All non-first class mail will be discarded. Mail cannot be held or forwarded after residents check out.

Please advise family and friends to use the following address:

Your Name

1 Aloha Tower Drive, # _____
Honolulu, HI 96813

Your Name

45-045 Kamehameha Highway
Kaneohe, HI 96744-5297

Maintenance
If repairs are required in the room, log on to HPU Pipeline (the Resources tab) and complete a Maintenance Work Request form. In the case of a maintenance emergency, contact the hall/building RA/CA or RA/CA on Duty. With the exception of emergencies, maintenance requests will be performed between the hours of 8 a.m. - 3 p.m., Monday - Friday.

Meal Plan for Waterfront Lofts Residents
Residents may select a meal plan option provided at the Waterfront Lofts. For questions, contact Residence Life at waterfrontlofts@hpu.edu.

Medical Insurance
Residents are required to provide proof of personal medical health insurance throughout the duration of their housing contract. A resident’s health insurance must be valid in Hawai’i.

Mopeds and Motorcycles
Motorcycles, mopeds, scooters, etc. are not permitted inside rooms/lofts/halls/buildings. No flammable fluid of any kind is to be in the buildings.

Noise
Residents are expected to exercise good judgment and consideration in maintaining a living environment conducive to the achievement of the educational mission of the university. This includes accepting responsibility for one’s behavior at all times and respecting the rights of other individuals. All residents have the right to study and sleep in their living unit, at any time, without unnecessary interruption. All residents are expected to address any noise problems that are of concern to them. If assistance is needed, a resident may call upon the RA/CA. Residents must comply with all policies and regulations regarding sound equipment and recreational activities within the residential facilities or on university grounds.
Parental/Guardian Notification
Hawai‘i Pacific University reserves the right, according to the federal law of Family Educational Rights and Privacy Act (FERPA), to notify a student’s parents or legal guardian(s) of certain issues such as drug or alcohol violations at a university, local, state or federal level, if the student is under the age of 21. The university may also notify parents regarding other situations involving resident safety/security as allowed under FERPA and the HPU Student Emergency Notification Policy.

Parking
Housing fees paid by residents do not include the parking cost or imply an authorization to have a vehicle on campus. University housing residents who own vehicles and wish to park at HLC must purchase a RESIDENT PARKING DECAL for the semester. Residents must pay for the decal at the bookstore (at Hawai‘i Loa campus only) and pick up their decal directly from Residence Life during business hours.

There are no residential parking spaces at the Aloha Tower. Residents who have a moped and would like to purchase a moped parking decal at the Aloha Tower should contact the security staff for details. There is a set number of moped parking spaces available, and are given on a first-come, first-served basis.

Posting of Advertisements
In an effort to disseminate information to residents in a consistent and easy to find format, the posting of materials is designed to maintain the aesthetics of university housing, decrease the damage to facilities from improper posting and reduce fire hazards associated with the clutter of flyers and signs. The cooperation of residents, guests and university students, faculty and staff is greatly appreciated.

Materials from businesses and other community enterprises are prohibited from being in university housing and may only be posted in designated areas. Approved flyers must be in compliance with Student Life posting guidelines will be hung by Residence Life staff in approved designated areas. Materials shall not be affixed to entrance/exit doors, sliding flyers under doors or distributing pamphlets, leaflets or flyers in mailboxes are not permitted. Any material not posted or given by Residence Life will be promptly removed and discarded.

Protecting Personal Property
Residence Life is not responsible for any lost or stolen items. Residents are expected to respect the personal property of roommates/loft mate. Each resident is provided with a lockable drawer. Residents are responsible for providing locks for this drawer. Residents are responsible for the protection of their personal property in their room/loft and should utilize the following measures:

A. Doors should be locked whenever leaving the room.
B. Retain a list of valuables in a safe place, including exact description, year purchased and serial number.
C. Valuables should be clearly engraved with an identification that is easily visible.
D. Avoid leaving valuables unattended. Consider the rental of a safe deposit box for any valuables or costly personal items.
E. Vehicles (such as cars or bicycles) should be locked while not in use.
F. Personal items should never be left in the common areas of residence halls or outside the residence halls.
G. Purchase renters’ insurance to help replace personal property in the event of lost, damaged or stolen items.

Reporting Crimes
HPU encourages all members of the university community to report any criminal activity or suspicion of criminal activity to HPU Security as soon as possible. Suspicious or criminal activity may be reported to the HPU Security at (808) 478-2788 (HLC) or (808) 544-1459 (Aloha Tower).
Room Changes
Requests for room changes are considered after the first three weeks of the semester. Residents may only transfer to a same occupancy room (e.g., from double occupancy room to another double occupancy room). All room changes must be approved by Residence Life. Unauthorized room changes may result in a $50 (per person) fine, disciplinary action and/or the resident being held responsible for any damage/cleaning fees incurred by occupants of BOTH rooms.

Room Consolidation/Changes
At any time in the semester, students who have paid for rooms and do not have roommates may be asked to consolidate with others in the same situation. Residents will be consolidated to same occupancy rooms. Throughout the semester, residents should be ready to accommodate new residents. At times, room consolidation/changes may be directed to support university requirements.

Room Personalization
To protect the condition of residents’ room/loft from damage and in consideration for future residents, the following stipulations are in effect:

- Residents may use non-permanent, non-staining adhesive materials (e.g. painter’s tape) to hang decorations where wall moldings do not exist.
- Under no circumstances should holes be drilled or placed in any walls or ceilings. No heavy-duty adhesives (e.g. duct tape) should be used in any university housing. Damage caused by use of these materials will be charged to all responsible residents.
- All room decoration materials must comply with fire safety. Total wall decoration may not cover more than 10% of the wall surface area with posters, magazine clippings, artwork, etc.
- Students are not permitted to paint any surface in the room/loft.

Any questions concerning room decorations should be directed to Residence Life.

Room Entry and Inspection (for Safety and Health Standards)
Room/loft entry and inspections may occur at any time at the sole discretion of university officials. During a search or inspection, all residents are obligated to comply with the directions given by Residence Life staff, administration, security and/or the police. Residents are expected to respond honestly to all questions asked by these officials. Failure to fully cooperate during a room entry or inspection is grounds for disciplinary action, up to and including eviction, dismissal from HPU and/or criminal convictions. Room entry and inspection may be conducted under the following conditions:

- To ensure that standards of safety and health are maintained.
- To provide maintenance inspections or repairs.
- To respond to an emergency.
- To ensure the safety and well-being of residents.
- When there is a reasonable concern that established HPU policies, or state or federal laws are being violated, including but not limited to, possession of a dangerous or illegal item, or involvement in a dangerous or illegal act within a residential building.

If there is a reasonable concern that established HPU policies or local, state or federal laws are being violated in a residence life building, the lock on the door may be changed to prevent access to the room. If room entry and inspection are attempted in absence of the resident and the door lock is subsequently changed, the student(s) will receive notification that the room was inspected, that the lock was changed and that the resident should report directly to Residence Life. The student(s) residing in the room shall be permitted access to the room only in the company of Residence Life staff or a campus security officer.

Residence Life staff may ask the student(s) to open closed areas including drawers, cabinets, boxes, bags, etc.; to remove things from under beds, desks, other furniture or other obscured areas; to empty contents of pockets in clothing, both those being worn and those in drawers or closets; and otherwise have the student(s) assist in the
inspection of the room. In the event that the student refuses to cooperate in disclosing and/or demonstrating that a dangerous or illegal item is not present in the room, that refusal shall be considered a violation of university policy and the student(s) may be referred for disciplinary action, up to and including eviction and/or dismissal.

Furthermore, if a student refuses to cooperate with the requests of university officials, those officials still reserve the right to inspect in and around university property including drawers, cabinets, desks, closets, and other areas of university property. If the student has brought their own furniture, desks, appliances, refrigerator or microwave into the room, the university also reserves the right to inspect these areas/types of personal property.

Sales and Canvassing
For the residents’ protection against fraudulent sales and annoyance, soliciting is not permitted in university housing without the prior written approval of Residence Life. Otherwise the following applies:

- Door-to-door solicitation, sales and canvassing are not permitted.
- Door-to-door distribution of flyers or leaflets or the placement of these items on cars is prohibited.
- Posting flyers on unapproved designated areas is prohibited.

Security
The Hawaii Loa campus and Aloha Tower has 24-hour security. All Security officers assist in enforcing university policies, including Residence Life regulations. The latter includes, but is not limited to, noise violations, disorderly conduct, alcohol violations and guest visitation privileges. Hawaii Loa security can be reached at (808) 236-3515. For those using an HPU landline phone, you can also reach HLC Security at 33333. At the Aloha Tower, call security at (808) 544-1459.

Security Deposit
Once all housing fees (per term) are paid in full by the resident, the nonrefundable security deposit converts to a refundable security deposit, which remains on the account for the duration of the student’s housing occupancy. The deposit, less any damage or cleaning charges, is refundable following the completion of a proper check-out inspection. The deposit will be credited to the student’s HPU account or a check will be mailed in accordance with the resident’s request submitted prior to his or her departure. If a student has any unpaid balances on his or her student account, the security deposit refund will be credited to the balance due. This may result in a refund check/credit to the account not being processed. Residents should refer to the Business Office policies for more information.

Self-Protection
Residents are responsible for the practice of good security measures that foster self-protection. The following guidelines, when practiced, enhance security:

A. Report unsafe conditions and suspicious activity. Security and Residence Life staff should be notified of any threatening incidents or unusual personal behavior on campus.
B. Precaution tips:
   1. Keep doors locked when alone, night and day.
   2. Do not let strangers into residence halls or rooms.
   3. Do not give your room key or hall access ID to anyone.
   4. Immediately report suspicious individuals.
   5. Do not leave a door unlocked for someone planning to visit later.
   6. Do not allow guests or persons other than your roommate(s) to remain in your room when you are not present.

Storage
Due to limited space on campus, personal storage is not available. Students seeking to store personal items should contact a public storage facility to coordinate storage needs.
Student Center at Hawaii Loa Campus
The Student Center is located on the lower level of the Dining Commons on the Hawaii Loa Campus. Students may enjoy the facilities for study groups and recreational purposes. A large screen television, foosball, pool table, ping pong table, board games, computers, tables, chairs and other amenities are provided. To contact the Student Center staff, call (808) 236-7913.

Theft
HPU security should be contacted as soon as possible to report any theft. Indicate the victim’s name, local address, type of article stolen and the approximate time of the theft. Residents should record model numbers and serial numbers of any valuable items (e.g., camera, television, stereo.). The university is not responsible for any item(s) stolen from university property.

Trash/Recyclable Removal
Residents are required to dispose of trash and recyclables in designated areas as directed by the Residence Life staff. Trash is not to be left in hallways, stairwells, elevators, etc.

Vending Machines Refund Requests
Occasionally these machines malfunction and you can lose your money in them. If this occurs, contact Residence Life so the issue can be addressed.

Winter Break at Hawaii Loa Campus
The residence hall agreement ends on the day specified in the Residence Hall Assignment Agreement. All residents are required to vacate their rooms no later than noon that day. During the winter break, personal items remain in a resident’s room. If the student desires to physically occupy his/her room during the winter break, or any portion thereof, an additional charge will be assessed. Arrangements must be made in advance with the Residence Life staff. Approvals are at the discretion of Residence Life.

Wireless Connectivity at HPU
HPU has wireless access available to the university community. Students are encouraged to purchase a laptop computer that meets minimum functional requirements. Please visit the HPU website or call the AT Learning Commons or Education Technology Center for more information on laptop recommendations, where to buy laptops and other system information. Students who desire access to wireless connectivity must first create a wireless account through HPU Pipeline. All university policies regarding usage of wireless connectivity on/in HPU facilities apply.

Policies and Procedures
Residence Life is committed to the welfare and safety of all residents. As residents in university housing, students are responsible to know and comply with all of the expectations and policies contained in this section, in addition to those outlined in this “Student Handbook.” If issues arise, the disciplinary process is outlined in the Code of Student Conduct. All residents are responsible for respecting and adhering to the Code of Student Conduct and all Residence Life policies.

Alcohol and Drug Policy
See “Alcohol and Drug Policy” under university Policies and Procedures.

Animal Policy
For reasons of health and sanitation, students are not permitted to have animals and/or pets in university housing. Small fish kept in a water-filled aquarium not to exceed a five-gallon tank are the only pets/animals authorized. Students who have service animals should contact the Disabilities Support Services office for more information.
Cleanliness Policy
Residents are required to maintain their room/loft and common areas. Please treat university housing as your “home away from home” and with proper care including picking up personal items and removing all trash. Personal items, including shoes and welcome mats/rugs, may not be left in common spaces, hallways or outside room/loft doors. Residents are also expected to share the responsibility of regularly cleaning their rooms and bathrooms. Trash should be discarded in the appropriate receptacles for each building. Residents are responsible for providing their own cleaning supplies. Some cleaning equipment (vacuum, broom, mop, and dust pan) may be available for resident use from the RA/CA. Residents must provide a photo ID in order to use cleaning equipment. When borrowing cleaning equipment, residents are financially responsible for the replacement of equipment if not returned to their RA/CA.

Dining Commons at HLC Conduct Policy
Residents are prohibited from removing any items from the Dining Commons including food, condiments, dishware, flatware, etc. without the consent of the Dining Commons Manager. Food must be consumed in the Dining Commons and no outside food is allowed at any time. Residents are also prohibited from providing food obtained via the resident meal plan to guests. Nonresidents may purchase meals in the Dining Commons.

Electrical and Plumbing Fixtures Policy
Students may not remove, alter or affix items to fixtures or hardware in rooms/lofts or common areas in university housing.

Eviction Policy
Refer to the On-Campus Housing Agreement and Code of Student Conduct (eviction from the residence halls as a sanction).

Fire Safety Policy
Candles, incense, oil lamps, burning insecticides, flammable liquids, and halogen-bulb lamps (even as room decorations) are prohibited in all university housing as a fire-safety measure. Due to the danger of fire, any type of open flame, exposed and/or external heating elements, including charcoal grills, compact or electric grills, crockpots, hot plates, toaster ovens, toasters and stoves are not permitted in the residence halls or outside near the campus buildings. For the Waterfront Lofts, only approved appliances are allowed. The university supplies one refrigerator per room/loft. Additional refrigerators are not approved.

All electrical items must be plugged directly into wall outlets. Acceptable equipment for use with fused surge protectors includes: computers, printers, fans, and desk lights. Due to electrical loading capacities for the residence halls, air conditioning units are not permitted in the halls. Extension cords and outlet multipliers are safety hazards in the residence halls and are prohibited from use. Surge protectors with circuit breakers and on/off switches are permitted. Live holiday/Christmas trees are not allowed in the residence halls.

Furniture Policy
Room/loft furniture must remain in the room/loft. Additionally, lounge furniture must remain in the lounge area at all times and should not to be moved and/or removed from its designated common area. Removal of lounge furniture is considered theft and will result in disciplinary action. If damage occurs to common area or hall/building property and the person(s) responsible for the damage cannot be determined, then the cost of repair/replacement will be equally assessed to all residents of that hall.

Guest Policy
Members of the Residence Life staff and security have the authority to verify an individual’s residency. All residence halls/buildings begin the academic year with visitation from 8 a.m. until 10 p.m. Sunday through Thursday and midnight to 8 a.m. on Friday and Saturday nights. Residents are allowed to have overnight visitors only with the approval of his/her roommate(s) and Residence Life. Guest visitation hours are subject to change based on community agreements.
Guests (non-residents of a particular hall/loft) are expected to follow all policies of the university. Residents are responsible for their guests and all actions of the guests while in the halls. Guests found in violation of residence hall or university policies will be asked to leave university property immediately. Guests must be escorted at all times. Keys will not be issued to guests. Resident hosts are responsible for ensuring their guests have the appropriate permission and are registered.

**Overnight Visitor Policy**
Nonresident overnight visitors are permitted under the following conditions. A resident hosting the guest must complete an Overnight Guest Request Form. The form acknowledges consent of the host’s roommates(s) and the approval by Residence Life. The guest must also complete a Liability Release Form. The Overnight Guest Request Form is available at Residence Life and is accepted Monday - Thursday, 8 a.m. - 4 p.m. Requests must be made at least 72 hours in advance. Overnight guests are permitted a maximum visit of six consecutive days for the entire visit. All visitors NOT registered as overnight guests are required to leave campus prior to the commencement of quiet hours for the hall. Guests under age 18 are not permitted to stay as a guest of a residence hall student unless they are an immediate family member of the resident. Permission of a parent or guardian is required for under-age family members to stay overnight as guests on campus. Residence Life reserves the right to limit overnight guest visitation.

**Hall Safety and Security Policy**
Residents are responsible for the practice of good security measures that foster personal and community safety. Residents may not prop open doors to the residence halls/buildings. Residents who jeopardize hall security are subject to disciplinary action.

**Internet Use (Wireless) Policy**
Residence Life wireless Internet users understand and agree to the Network/Wireless Access policy and any future modifications thereto.

**Hall/Building and Room/Loft Access Policy**
Residents are responsible for the practice of good security measures that foster personal and community safety. Residents should lock their doors at all times. All residents are reminded not to loan their hall/building access card (ID) or keys to anyone. Loaning these or a mailbox key to someone else may result in disciplinary action. In addition, attempting to bypass the housing access security system in any way will result in disciplinary action.

If a room key or student identification card (UniCard) is lost, immediately report this to a RA/CA. Room/loft and mail keys can be replaced. Students requesting replacement for stolen keys are not exempt from replacement fees. Any fees incurred for key replacement will be immediately billed to the resident’s student account. Residents who lose their UniCard will be responsible for purchasing a new one in order to gain access to the residence hall/building. Refer to the Student ID Card (UniCard) section of the “Student Handbook” on how to get a replacement card.

**Quiet and Courtesy Hours Policy**
Courtesy hours are in effect 24 hours-a-day, seven days-a-week. Residents are expected to respect the rights of other members of the community by keeping the volume of stereos, TVs and conversation to an acceptable level. All residents must comply with requests from others to reduce noise whenever asked. Since the practice of most musical instruments is a potential noise problem and may be disruptive to students, such practice is not permitted in the residence halls without use of muting or earphones. Acoustic guitars may be played within the rooms; guitars with amplifiers are not permitted.

Any activity such as playing stereos, watching television, playing a musical instrument, yelling, tap dancing, slamming doors, horseplay, running or any activity that creates a disturbance is prohibited in the residence halls/lofts and areas surrounding residence halls, including (but not limited to) designated smoking areas, recreational spaces and green spaces. Stereo speakers should not be faced out the windows. At all times, general
courtesy should be exercised. Students are expected to demonstrate respect and comply with a request to reduce noise if asked by other students to do so.

At the beginning of the year, default quiet hours for all buildings will be 10 p.m. to 8 a.m. on Sunday through Thursday nights and midnight to 8 a.m. on Friday and Saturday nights. These times will be subject to change through the community agreement process.

24-Hour Quiet Hours
24-hour quiet hours are in effect from 8 a.m. the Sunday before finals week until the last day of occupancy of each semester. Please be respectful as students prepare for final exams and projects. Any violations of the 24-hour quiet hours policy may result in disciplinary action.

Recreational Activity Policy
As a safety measure and to provide an environment conducive to living and learning, games or outdoor activities such as golf, soccer, football, wiffle ball, frisbee, hacky sack, water guns, tennis, skateboarding, basketball dribbling, etc. are not permitted within the hallways, walkways, common areas or in close proximity to university buildings or parking areas. Residents should use authorized athletic and recreational facilities for these activities. Mopeds, scooters, skateboards, and bicycles are not to be used on the grass or any common area walkways between campus buildings, lanais or inside any building or lounge. Also, body-boarding/boogie-boarding, rollerblading and skateboarding on campus are prohibited and subject to disciplinary action. Students are not permitted to jump or climb over railings inside the residence halls. Additionally, students are not permitted to climb the exterior of a building.

Smoke Detectors
Smoke Detectors should ALWAYS be in working condition; tampering with or removing smoke detectors from the ceilings jeopardizes residents’ safety, and will be subject to disciplinary action. Do not hang anything from or attach anything to any smoke detector or any resident room ceiling in the residence halls. If, at any time, you experience beeping from your smoke detector, residents are expected to report this immediately to the Resident Advisor or by submitting a Work Request through HPU Pipeline.

Smoking Policy
The university residential communities are designated as a nonsmoking communities; smoking (including vaporizing from an electronic device) is not permitted inside or outside the buildings. The Kailua and Kane‘ohe ends of the front lanai of the Academic Center and the seating area behind the parking lot, across from Melia Hall have been designated as the campus smoking areas. Waterfront Lofts residents must go to the approved designated area. It is expected that students will extinguish their cigarettes and dispose of them at the appropriate ashtray locations. Violations of the smoking policy are grounds for disciplinary action. All smokers are asked to be respectful and clean up after themselves. For the general Smoking Policy for Students, refer to the Student Handbook.

Threats, Intimidation, Harassment and Violence Policy
Such conduct can be a potential danger to self and others. Even if a student intends no harm with his/her actions, offended students may interpret these actions as an endangerment to themselves or others. Comments, blogs, online discussions, and/or pictures posted on web pages, online journals or in web communities can be considered threatening, intimidating, harassing and/or violent and may be subject to disciplinary action.

Trespassing/Unauthorized Entry Policy
Restricted areas on the Hawaii Loa campus include:
- Sewage Treatment Plant and maintenance area
- Areas located behind the softball field, tennis courts, and wooded areas circling the soccer field
- All athletic/recreational facilities (tennis courts, basketball courts, soccer field, etc.) when the lights are turned off at night
• All wooded areas that surround the campus
• Roofs
• Electrical and custodial rooms
• Faculty and staff offices, unless invited
• Locations on campus where flooding is occurring, specifically, the lower campus fields

Restricted and unauthorized areas on or in close proximity to the Aloha Tower, and prohibited behaviors include:
• Electrical, custodial, telecom and university storage rooms
• Jumping in the water from Pier 8, 9, 10 is a federal offense which may result in university disciplinary action, a citation and/or arrest.
• In the event of the Star of Honolulu or other ships docking, the dock will be closed temporarily. In the event of an emergency, those at ATM are not to cross the blue line, ship side.
• No one is permitted on the roof of any building, nor on the edge of the pier.

Weapons Policy in University Housing
Weapons, including but not limited to, firearms, explosives, incendiary devices, spear guns, nun chucks, brass knuckles, air-powered pellet or "BB" guns, and knives (including diving knives) with a total length of five inches and above are prohibited in any university-owned or university-controlled buildings, including the residence halls.

Emergency Information and Procedures

Emergency Evacuation Procedures (General): In the case of an emergency, when you need to evacuate your room, close but do not lock your door. Move quickly and calmly to the nearest emergency exit stairwell. MEET AT THE DESIGNATED ASSEMBLY AREA.

HLC Evacuation Assembly Areas: Upon exiting the building, the Residence Life staff will assemble at the following locations where the RAs will account for their residents:

• Melia Hall: Residents assemble on the grassy area at the bottom of Residence Hall Road.
• Mokihana Hall: Residents assemble across Residence Hall road on the grassy area at the top of the stairwell (to the right of the stairwell) leading to the tennis courts.
• ‘Ilima Hall: Residents assemble across Residence Hall road on the grassy area at the top of the stairwell (to the left of the stairwell) leading to the tennis courts.
• Kukui Hall: Residents assemble across Residence Hall road on the grassy area at the speed limit sign.
• Lokelani Hall: Residents assemble across Residence Hall road on the grassy area directly above the softball field.
• Lehua Hall: Residents assemble on the walkway leading toward the Academic Center near Annex building.
• Dining Commons Complex: Exit up the walkway toward the Academic Center and assemble on the grassy hill directly behind Lehua Hall.

Waterfront Lofts Evacuation Assembly Areas: Upon exiting the building, the Residence Life staff will assemble at the following locations where the CAs will account for their residents:

• Building 1 and 4: Residents assemble at Irwin Park, west side of the park.
• Building 2 and 3: Residents assemble at Piers 5/6, east side of the park.

DO NOT CONGREGATE AT THE BUILDING ENTRANCE AND STAY OFF THE ROADS. AFTER EVACUATION, NO ONE IS TO RE-ENTER THE HALLS OR ANY BUILDING FOR ANY REASON, UNLESS INSTRUCTED BY A UNIVERSITY OFFICIAL.
Fire Emergency Evacuation Plan:
If you smell or see a fire:
1. Remain calm.
2. Shout “Fire!”
3. Pull the nearest fire alarm.
4. Do not attempt to fight a fire unless properly trained and only if the fire is contained.
5. Evacuate immediately using the closest stairwell.
6. Walk quickly yet calmly down the stairwell.
7. Call 911 (if necessary) and inform a RA/CA, Area Coordinator or Security.
8. Go to the designated Evacuation Assembly Area and wait until instructed by the Honolulu Fire Department to return to the residence hall/building.

Medical Emergency
University officials are not authorized to provide transportation to/from a medical facility in the event of a medical emergency. Residents requiring immediate medical attention may dial 911. If possible, HPU Security and a Residence Life staff member should also be contacted. If a student does not use ambulance services for transportation, he/she should arrange for private or public transportation to and from the medical facilities.

Missing Person Policy
The Higher Education Opportunity Act of 2008 (HEOA) requires that all institutions that provide on-campus student housing must establish a student notification policy and procedures.

Statement of Policy:
Each resident in university housing has to identify and register confidential contact information for an individual to be contacted by the institution no later than 24 hours after the time that the student in question is determined missing. This is done via the Missing Person Policy and Emergency Contact Form at check-in to the halls/buildings. In the event a student is under 18 years of age, and has not been legally emancipated, the student’s parents will also be contacted. If a member of the university community has reason to believe that a resident is missing for 24 hours, he/she should immediately notify Wayne Fernandez, the Director of Security and Safety via phone at (808) 236-3597 (office) and (808) 722-2709 (mobile) or email at wfernandez@hpu.edu. The Director of Security and Safety will generate a missing person report and initiate an investigation with the assistance of Residence Life. Should the Director of Security and Safety determine that the student is missing and has been missing for more than 24 hours, he/she will notify the Honolulu Police Department, and Residence Life will contact the resident’s emergency contact or the resident’s parents if the resident is under the age of 18 and not legally emancipated, no later than 24 hours after the student is determined to be missing. For more information, refer to the Missing Person Policy in the “Student Handbook.”

Harbor Waters and Piers Safety and Security Protocols
HARBOR WATERS AND PIERS ARE CONTROLLED AREAS
The Port of Honolulu is a busy, working commercial harbor. As such, various safety and security protocols are in-place to protect people, and to protect maritime operations from those who might seek to disrupt our State’s economic lifelines.

DO NOT ENTER HARBOR WATERS (OR AIR TRAFFIC) — A maritime Security Zone is in effect for Honolulu Harbor which prohibits anyone from entering the water. The Security Zone is actively enforced by personnel stationed atop Aloha Tower as well as land and maritime patrols. Violations carry stiff enforcement penalties under Federal Law to include fines up to $25,000 and possible criminal penalties. Anyone found in violation of the Security Zone will be apprehended by Department of Transportation (DOT) Harbor Police or the U.S. Coast Guard. Also, air traffic over the harbor is restricted, which includes a prohibition on the use of remote operated drones.
DO NOT CROSS PAINTED SECURITY LINE ON PIER -- When passenger carrying boats are in-port, whether large or small, a Facility Security Plan for the adjoining piers is active which prohibits all persons, except authorized crew and visitors, from crossing the painted line. Anyone found in violation of the Security Zone will be apprehended by Department of Transportation (DOT) Harbor Police or the U.S. Coast Guard.

DO NOT BOARD VESSELS -- Vessels moored (tied) at State piers are private property. Certain vessels have heightened security and dedicated patrols as required by Federal law. Security personnel maintain a vigilant posture and constantly conduct surveillance of potential threats. Also, visiting ships may be registered in another country and are essentially protected by, and regarded as, extensions of those countries. Violators or trespassers may be subjecting themselves to unforeseen consequences.

ON "BOAT DAYS", EXPECT MORE CONTROLS (AND TRAFFIC) -- Aloha Tower Marketplace (ATM) is co-located with a busy waterfront managed by the State DOT Harbors. As such, cruise ships occasionally tie to the piers. As a result, certain replenishment or security operations will impact foot and vehicle traffic. In particular, when cruise ships are moored, a Facility Security Plan is activated and additional controls are put into place. Additionally, group transportation providers (i.e., taxi cab drivers, bus drivers, charter coaches) are busy parking, picking up passengers, and loading/unloading baggage. Cross ONLY at designated crosswalks.

AVOID SLIPS, TRIPS & FALLS -- As a working waterfront for vessels, operations occur 24/7 around-the-clock and may include water replenishment, fueling, crew changes, etc. Such operations involve equipment on the ground, security barricades, hoses, shipboard lines under strain (which could snap with great force), open hatches (covers) on the piers, strong vapors, puddles of liquids, and related hazards. As such, persons should maintain their distance at all times and be alert to the possibility and hazards on the ground and overhead.

NO VEHICLES ON PIERS -- Piers surrounding ATM are working berths for vessels. Only authorized vehicles are permitted to drive on the piers (Harbormaster Notice).

DO NOT OBSTRUCT FIRE LANE TO ALOHA TOWER -- The stone paved area from Aloha Tower Drive to Aloha Tower is a designated access lane for emergency responders. As such, persons should not obstruct or otherwise construct or organize any temporary structures, displays, or demonstrations in this area.

NO SMOKING -- Upon ANY wharf at ALL times, and within 50' of any fueling (19-42-114).

NO FISHING -- At any time from the piers surrounding ATM (19-42-137). Questions may be referred to HPU security personnel or Harbors’ Oahu District at 808-587-2070.

Pursuant to the Hawaii Revised Statute (HRS 266-28), if a person’s actions result in a fine for the Department of Transportation (DOTH), then DOTH will seek reimbursement for the full amount of the fine. Questions on anything above may be referred to HPU security personnel, or Harbors’ Oahu District at (808) 587-2070.

Students who violate such safety and security protocols may be subject to disciplinary action (eviction, suspension or expulsion) via the Code of Student Conduct. Reference: Information above provided by the Department of Transportation Harbors (DOTH); Harbor Waters and Piers Flyer
Section Three

University Policies and Procedures

*Hawai‘i Pacific University reserves the right to change these policies and procedures at any time. The most up-to-date information can be found online at www.hpu.edu/studentlife and HPU Pipeline (Resource tab).

**Please refer to the Student Nursing Handbooks, Social Work Student Handbooks, School of Education Handbook and HPU Student Athlete Handbook for supplemental policies and procedures pertaining to HPU's Nursing programs, Social Work programs, School of Education program and Athletic program.
Academic Integrity Policy

I. General Statement
It is Hawai‘i Pacific University’s policy that any act of academic dishonesty will incur a penalty up to and including expulsion from the university. A student who cheats on an academic exercise, lends unauthorized assistance to others or who hands in a completed assignment that is not his or her work will be sanctioned. The term academic exercise includes all forms of work submitted either electronically or on paper for points, grade or credit.

II. Definitions
Academic Dishonesty involves the following:

A. Cheating
1. The intentional use of or attempted use of unauthorized assistance, materials, information and/or study aids in completing an academic exercise.
2. The act of collaborating and working together on any academic exercise without the approval of the instructor, producing an exercise which is similar in content and form, so as to create doubt as to whether the work was truly the product of individualized effort.
3. Examples of cheating include, but are not limited to:
   a. Giving or receiving unauthorized assistance during examinations.
   b. Submitting an assignment that is so similar in appearance, content and form to an assignment submitted by another person that it could not have been independently produced.

B. Plagiarism
1. The use or reproduction of ideas, words or statements of another as one’s own without proper acknowledgement or citation.
2. Examples of plagiarism include, but are not limited to:
   a. Using verbatim or paraphrased text without proper citation.
   b. Paraphrasing so as to mislead the reader regarding the source.
   c. Submitting, without permission, the same written or oral material in more than one course.
   d. Obtaining research or laboratory data from another individual or source but presenting it as one’s own.

C. Facilitating Academic Dishonesty
This is defined as intentionally or knowingly helping or attempting to help another to commit an act or acts of academic dishonesty as defined in this policy. Those who help others to commit acts of academic dishonesty are in violation of the Code of Student Conduct, 11.ff, and may be subject to the penalties described in that section of the Student Handbook.

D. Fabrication
1. The intentional or unauthorized falsifying or inventing of any information or citation in an academic exercise or university document.
2. Examples of fabrication include, but are not limited to:
   a. Falsifying data or signatures of an official university document (e.g., registration form, college record and/or transcript).
   b. Misrepresenting a fact in order to obtain a course exemption, waiver or withdrawal.

III. Procedures for Academic Dishonesty
A. Instructor Action
Incidents of academic dishonesty substantiated by evidence may be dealt with by the instructor in any number of ways. Suggested penalties are:

   1. Require the student to redo the exercise or do a new exercise as a condition for continuing in the course or avoiding one of the other penalties below.
2. Give the student an F or a 0 for the exercise and permit it to be redone with or without a penalty at the instructor’s discretion. For example, the grade on the new exercise could replace the F or 0, or it could be averaged with it or lowered by one letter grade.

3. Give the student an F or a 0 for the exercise and not permit it to be redone.

4. Lower the course grade or assign a course grade of F.

A Report of Academic Dishonesty must be submitted to the appropriate academic dean in any instance in which academic dishonesty is alleged. The report should detail the dishonest act and the penalty assigned. If the student disagrees with the instructor’s decision, the student may make a written appeal to the appropriate academic dean in accordance with this policy.

B. Academic Dishonesty Reports
The Office of the Dean of Students maintains files and a confidential tracking system of all acts of academic dishonesty. The academic dean will forward the Report of Academic Dishonesty to the Assistant Dean of Students. The Assistant Dean of Students will notify the academic dean if the student is a repeat offender.

IV. Time Line for Academic Dishonesty Incidents
A. Instructor Action
The Report of Academic Dishonesty should be submitted to the academic dean within 5 working days of discovery of the incident.

B. Appropriate Academic Dean Action
The academic dean will review the instructor’s Report of Academic Dishonesty and forward it to the Office of the Dean of Students within 5 working days. The Assistant Dean of Students will tell the academic dean if the student is or is not a repeat offender within another 3 working days.

If a student has violated the Academic Integrity Policy in the past, the academic dean or his or her designee will invite the student to be interviewed within 5 working days. If the student cannot meet in this time period, the academic dean or his or her designee may proceed to the next step immediately or choose to make a reasonable delay to accommodate the student. If the dean decides to take punitive action beyond that recommended by the instructor, the academic dean or his or her designee will decide on appropriate action and inform the student within an additional 10 working days. If the student refuses to be interviewed without a verifiable reason (e.g., a documented medical emergency), then this will be noted in all future correspondence regarding the case. If the student is unsatisfied with the response and wishes to request a hearing, the student’s request must be in writing and must be filed with the Office of the Provost within 10 working days of receiving the academic dean’s response.

The student who has violated the academic integrity policy for the first time may appeal the instructor’s decision to the appropriate academic dean. The appeal letter and any supporting documentation submitted by the student will be forwarded by the academic dean or his or her designee to the instructor within five working days, with a request for a response to be submitted no more than five working days later. When the instructor’s response is returned, the academic dean or his or her designee will send a letter to the student and instructor within five working days indicating his or her findings and recommendations. If the student is unsatisfied with the response and wishes to request a hearing, the student’s request must be in writing and must be filed with the Office of the Provost within 10 working days of receiving the academic dean’s response. The instructor may also appeal the recommendation of the academic dean to the Office of the Provost within 10 working days.

C. Office of the Provost Action
In all student appeals, the Provost has 10 working days to decide on the appropriate penalty or to convene the Academic Conduct Review Board.

D. Academic Conduct Review Board Action
Within 10 working days of notification of convening, Board members, as identified in the “Student Handbook,” will meet with the offending student and conduct a hearing to decide on an outcome regarding the student’s appeal.
Results of the Board recommendation will be presented to the Provost for consideration and final determination of the penalty will be made within 10 working days of receiving the Board’s report. The Provost will notify the student, concerned academic dean and instructor of the outcome.

Procedures for students with academic grievances involving issues other than academic dishonesty can be found in the Student Handbook under Academic Grievance Procedures for Students (www.hpu.edu/studenthandbook). The Student Handbook states that grievances typically involve “allegations of unfair treatment in coursework or other academic concerns.”

**Academic Grade Appeal Procedures for Students**

Students have a right to appeal a final course grade when the student believes that the assigned grade does not reflect what the student has earned according to the criteria for grading as outlined by the instructor of the course. It is the responsibility of the instructor of each course to define his/her grading policy and criteria at the beginning of the semester and as explicitly as possible. If there is any deviation from this original statement of grading criteria due to extenuating circumstances, all affected students must be informed. It is assumed that the final course grade assigned is correct; thus the student appealing that grade must justify the need for a change of the grade assigned. Students who desire to appeal a final course grade must follow the process described below:

1. The university will not consider grade appeals initiated more than six months after the final course grade has been posted.
2. A student who believes s/he has been assigned an improper grade initiates an appeal by sending a written request to the instructor. The instructor will meet with the student, review the grading procedures used to determine the grade assigned with the student, decide whether or not to grant the appeal, and inform the student in writing of his or her decision.
3. If, after careful review of the grading procedures, the student is still dissatisfied, or if the instructor refuses to review the grading procedures with the student, the student may initiate the formal grade appeal procedure within five days of the instructor’s decision through the department chair. If the faculty member is the department chair, the formal appeal shall be made to the academic Dean. Students must submit a letter and provide supporting documents to the department chair.
4. The department chair will meet with the student and the faculty member, either individually or collectively, to review the grading procedures within five days.
5. The department chair will make a recommendation to the faculty member based on his/her assessment of the situation within three days.
6. If, after consideration of the department chair’s recommendation, the faculty member does not change the grade and the student is still dissatisfied, the academic dean will be notified within three days.
7. The academic dean will try to mediate a resolution between the faculty member and student within five days.
8. If, after the academic dean has met with the student and faculty member and the student is still dissatisfied, the student may petition for a hearing board. If the student wishes to appeal the academic dean’s decision, he/she may request a hearing. A petition letter and all supporting documents must be filed with the Office of the Provost within 10 working days of receiving the academic dean’s response.
9. If the Provost approves the petition, he or she will empanel an Academic Grievance Board. The Dean of Students or his or her designee serves as the non-voting Board facilitator and the Board will be comprised of an academic dean chosen by the Provost, two faculty members and two representatives from the Student Government Association. The Provost or his or her designee reserves the right to alter the composition of the Board at his or her professional discretion, with the expectation that the committee will comprise both faculty and students. If the Provost elects not to approve the student petition, then the process is concluded and the academic dean’s decision is upheld.
10. The members of the Academic Grievance Board will review all relevant documents and meet separately with both the student and the instructor. At their sole discretion, the Board may also call other individuals who are deemed to possess relevant information. All decisions made by the Board will be made by majority vote of all members.
11. The recommendation of the Academic Grievance Board will be final. The Provost will notify the student of the
Board’s decision within three working days.

If the student’s complaint is based on sex discrimination, refer to the Sexual Harassment and Sexual Misconduct Policy in the Student Handbook (www.hpu.edu/studenthandbook).

**Academic Grievance Procedures for Students**

Students with individual grievances concerning unfair treatment in the course of their studies must follow these procedures:

1. The student should first discuss and seek to resolve the problem with the instructor of the course. The student may choose to consult with an academic advisor to clarify the problem and receive advice on the procedures available to them. The academic advisor may consult with the instructor, but has no authority to determine a resolution to the problem.
2. If these measures fail to resolve the problem, the student should consult with the appropriate department chair, who will attempt to mediate the dispute informally to the satisfaction of both the student and the instructor.
3. Should informal mediation be unsuccessful, the student should initiate a formal grievance by submitting a letter to the appropriate academic dean describing the nature of the complaint and attaching all supporting documents.
4. The grievance letter and all supporting documents will be forwarded by the appropriate academic dean to the instructor within five working days, with a request for a response to be submitted no more than five working days later. At his or her discretion, the academic dean may also attempt to mediate the dispute and seek an informal resolution satisfactory to all parties.
5. When the instructor’s response is returned, the academic dean will send a copy to the student within five working days. If the student then wishes to request a hearing, his or her request must be in writing and filed with the Office of the Provost within 10 working days of receiving the instructor’s response.
6. If the Provost approves the petition, he or she will empanel an Academic Grievance Board. The Dean of Students or his or her designee serves as the Board facilitator and the Board will be comprised of an academic dean chosen by the Provost, two faculty members and two representatives from the Student Government Association. The Provost or his or her designee reserves the right to alter the composition of the Board at his or her professional discretion, with the expectation that the committee will comprise both faculty and students. If the Provost elects not to approve the petition, then the process is concluded and the grievance is not upheld.
7. The members of the Academic Grievance Board will review all relevant documents and meet separately with both the student and the instructor. At their sole discretion, the Board may also call other individuals who are deemed to possess relevant information. All decisions made by the Board will be made by majority vote of all members.
8. The recommendation of the Academic Grievance Board will be final. The Provost will notify the student of the Board’s decision within three working days. If the student’s complaint is based on sex discrimination, refer to Policy 3.13.1 in the Academic Affairs Policies and Procedures Manual, and to the Sexual Harassment and Sexual Misconduct Policy in the Student Handbook (www.hpu.edu/studenthandbook).

**Alcohol and Drug Policy**

**Purpose**

Hawai‘i Pacific University cultivates a learning environment consistent with its mission, vision and values. Members must be able to learn, teach, study, collaborate with others, enjoy their HPU experience and/or achieve their academic, personal and/or professional goals in a welcoming, hospitable, fair, inclusive and respectful community. To do so, it is imperative individuals are mindful of their personal choices, and the consequences those decisions have on others, their educational career and overall health and well-being.
Details pertaining to university policies; local, state and federal laws, violations, and penalties; and health risks and support resources can be found at [www.hpu.edu/deanofstudents](http://www.hpu.edu/deanofstudents). This policy serves as a standard and applies to all members of the campus community, including, students, parents, staff, faculty, alumni and guests of the university.

**Alcohol Policy**

Hawai‘i Pacific University recognizes that alcohol can be consumed responsibly and has identified community expectations of behavior that support the safe and legal consumption of alcohol. The Alcohol Policy is set in the framework of the legal requirements governing the sale, consumption and distribution of alcoholic beverages and in the context of HPU community expectations for, not only upholding the laws, but also sharing responsibility for the safety and welfare of other members of the university community. In accordance with Hawai‘i law, individuals under 21 years old are prohibited from consuming or possessing alcohol. In addition, it is unlawful to sell, furnish or provide alcohol to an individual under the age of 21.

HPU prohibits the unlawful manufacture, distribution, dispensing, possession or unlawful use of alcohol, controlled substances, illegal drugs, or drug paraphernalia by students on university grounds, in university controlled buildings or at university-sponsored locations and activities.

HPU reserves the right to confiscate, retain and dispose of/destroy any and all alcohol and related paraphernalia regardless of value or ownership without liability. Paraphernalia used to administer drinking games or assist in consumption of alcohol at a fast rate is prohibited. This includes, but is not limited to, funnels, and beer pong tables. Alcohol intoxication which is dangerous or disruptive, public intoxication, regardless of age or where the alcohol is consumed, is inappropriate and will not be tolerated. Any student’s behavior on campus or at any university event held on or off campus, that is unruly, disruptive or destructive as the result of alcohol consumption will be documented and is subject to disciplinary action as reflected in the Code of Student Conduct.

**General On-Campus HPU-Owned Property and Controlled Buildings**

General requirements for functions held on campus include:

- The possession or consumption of alcoholic beverages in classrooms, offices and common areas (both interior and exterior) is not permitted except in cases specifically approved by the Vice President, Dean or Executive Athletics Director of that division/department and with notification to the General Counsel Office.
- Requests for special events with alcohol sponsored by HPU divisions, departments, units and recognized student organizations must be in compliance with applicable local, state and federal laws and regulations, and in accordance with university policies and procedures.
- Alcoholic beverages at events held on campus should be supplied, sold and/or served by the university food service provider or a vendor who is licensed to provide alcohol.

**Student Life Recognized Student Organizations Event Regulations and Procedures**

With the approval by the Dean of Students office, alcohol may be served at events sponsored and coordinated by Student Life recognized student organizations (inclusive of Campus Activities Board, Student Government Association, Registered Student Organizations and Honor Societies). Recognized student organizations who report to university departments (e.g. Student Athlete Advisory Council, Campus Recreation Clubs, music programs) must follow the event guidelines and procedures in this section and get the approval by their respective Vice President, Dean or the Executive Athletics Director. The Director of Student Activities is available to assist event coordinators with this process and set up the necessary training sessions conducted in Student Life. The General Counsel Office must be given notification of all student events with alcohol. Event planning procedures and guidelines are provided at [www.hpu.edu/deanofstudents](http://www.hpu.edu/deanofstudents).

**Alcoholic beverages in University owned residential facilities**

Student residents, and their guests are responsible for ensuring the university policy is upheld at all times with regard to alcohol beverages. For specific information, go to the Residence Life policies and procedures pertaining to the Hawaii Loa campus and Waterfront Lofts, go to [www.hpu.edu/deanofstudents](http://www.hpu.edu/deanofstudents).
Drug Policy
It is the policy of Hawai‘i Pacific University to prohibit the unlawful manufacture, distribution, dispensing, possession or use of controlled substances, drugs, or drug paraphernalia by students on university grounds or other university-sponsored locations and activities. Actions that violate local, state or federal laws in relation to drugs are also a violation of university policy, and may result in disciplinary actions from the university and/or referral to law enforcement officials. This includes the abuse or other improper use of prescription drugs. Any student’s behavior on campus or at any university event held on or off campus, that is unruly, disruptive or destructive as the result of drug use will be documented and subject to disciplinary action.

- The use, possession, distribution or sale of any amount of a potentially harmful or illegal drug (including marijuana) or drug-related paraphernalia is strictly prohibited. Anyone involved in these activities on or off campus will be subject to disciplinary action, up to and possibly including suspension or expulsion from the university.
- Hawaii Loa and Waterfront Lofts residents are responsible for the actions of their guests. Knowledge of, but not reporting, the illegal use of drugs or drug paraphernalia, or being in the presence, is also subject to disciplinary action. Roommates and suitemates, even if not present, may be responsible for any Drug Policy violations in the common areas of their rooms or shared bathrooms.
- Drug related paraphernalia (e.g. pipes, bongs, hookahs) or any other item containing illegal residue are prohibited in university owned and university controlled property. Items will be confiscated and destroyed regardless of value or ownership by university personnel, including campus security and housing staff members. university personnel will document the incident and notify the appropriate staff of policy violation. Depending on the circumstances, the university may contact local police.
- Medical marijuana users should be aware that Hawai‘i Pacific University does not permit marijuana use or possession on campus, whether or not in a residential facility, even with official medical documentation. All questions regarding the reasonable accommodation of medical conditions, including conditions treated with medical marijuana, should be directed to the Disability Resources office.

Student Discipline
When violations of law or university policy come to the attention of university officials, the Dean of Students office will be notified and those individuals involved will be charged with Alcohol and Drug Policy violations. Students should refer to the Code of Student Conduct, which is contained in the “Hawai‘i Pacific University Student Handbook.” Students are responsible for the conduct of their guests and visitors on campus, at university off-campus functions, and in university housing and may be subject to discipline for the conduct of their guests and visitors.

The sanction imposed is at the sole discretion of the university, which may include suspension or expulsion from HPU. Students found responsible for Alcohol and Drug Policy violations may be subject to the following sanctions: university probation, on-campus housing eviction without refund, mandatory counseling assessment, parental notification for those under the age of 21, referral to a drug treatment center for assessment and/or treatment at his/her own expense, referral to the police, suspension, and/or expulsion. Refer to Code of Student Conduct (www.hpu.edu/studenthandbook) regarding policies and procedures for students and recognized student organizations.

Medical Amnesty Policy for Students
Hawai‘i Pacific University understands the potential for disciplinary action may discourage students from seeking medical assistance for themselves as a result of excessive alcohol consumption, alcohol poisoning or other drug-related emergencies. In these instances, the university’s primary concern is the safety and well-being of HPU students and strongly encourages community members to offer help and assistance (e.g. call 9-1-1, remain on site until emergency personnel arrives, contact HPU Security) to others in need.

A student transported to the hospital for the first time as a result of alcohol or drug use will not face disciplinary consequences, provided that the student(s) has not committed any other Code of Student Conduct violations.
Students requesting medical amnesty will be required to meet with a Dean of Students staff member who may refer additional support services and initiate an educational discussion about the use of alcohol or drugs and their impact.

No student may receive amnesty under this policy more than once. This policy applies to violations that occur on and off campus and will require documentation by HPU Security, emergency personnel and/or law enforcement. Records of requests for amnesty under this policy shall be maintained by the Dean of Students office. Records will normally be destroyed after seven years. If a student utilizes this policy and is involved in a subsequent alcohol-related incident, it will be treated as an alleged second offense. The university strongly encourages its members to always seek help and will always provide assistance when needed.

Any student who abuses the Medical Amnesty policy will be subject to disciplinary action for interfering with the orderly function of the university. Criminal investigations and other police action may still occur at the discretion of the responding law enforcement agency. In some cases, Campus Security may be bound to report certain possible criminal details to local law enforcement agencies.

**Good Samaritan Statement for Students**
The Good Samaritan Statement allows the elimination of disciplinary consequences for students who may be under the influence of alcohol and who make(s) a good-faith call for medical help on behalf of a fellow student. This statement applies to violations that occur on and off campus and will require documentation by HPU Security, law enforcement, and/or emergency personnel. The Good Samaritan Statement is not limited to alcohol-related incidents and also encourages witnesses of assault, vandalism or other violations of the Code of Student Conduct to report such events.

The Good Samaritan Statement may apply up to three people who are calling for assistance and/or providing support and assistance to a student requiring medical attention. The Good Samaritan(s) will need to be present when help arrives and will be required to provide his/her/their contact information to the HPU Security or responding agency to be included with their incident report. The Good Samaritan(s) will not face disciplinary consequences as long as there are no other violations of the Code of Student Conduct.

Any student who abuses the Good Samaritan Statement will be subject to disciplinary action for interfering with the orderly function of the university. Criminal investigations and other police action may still occur at the discretion of the responding law enforcement agency. In some cases, HPU Security may be bound to report certain possible criminal details to local law enforcement agencies.

**Parental Notification**
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) permits the university to notify the parents/guardians of any student under the age of 21 of any violation of its Alcohol and Drug Policy or in the event of a health or safety emergency.

- Parents may be notified by phone if a student is transported to emergency room or other emergency treatment center for drug use or intoxication.
- Parents or the listed emergency contact will be notified if staff believes the student’s health or safety is at serious risk.
- Parents may be notified in writing, if Housing Conduct Review Board or the university Student Conduct Review Board determines that there has been a violation of the university’s Alcohol and Drug policy.

If the university determines that the resident has committed a serious violation of alcohol or drug policies, a letter will be sent to the parents/guardians notifying them that the student violated university Housing or the Alcohol and Drug policies. Some policy violations that are considered less serious (e.g., a person’s first time in a room where an empty beer can has been found) may not result in a notification letter being sent.
Resources, Services, and Prevention and Education Program
Hawai'i Pacific University recognizes the fact that students are faced with many outside pressures and difficult decisions outside of the classroom. To help students cope and learn to make healthy choices, the university offers several campus and community contacts and resources. Details pertaining to university policies; local, state and federal laws, violations, and penalties; and health risks and support resources can be found at www.hpu.edu/deanofstudents.

Campus Resources
There are many departments at the university who provide services and resources to assist students. Examples include the:

- **Athletic Department** conducts team policy and procedure meetings. During these meetings, the Athletic Director discusses the importance of being a healthy athlete and ways to maintain optimal health throughout their scheduled season. The coaches and staff continually meet to discuss ways to promote healthy lifestyles without drugs and alcohol, nutrition programs and weight-training techniques. The Athletic Department conducts random drug tests for their athletes to ensure compliance and top performance at all times during the season.

- **Center for Student Life and First-Year Programs** refers students to various university and community resources, and offers programs and activities to promote healthy living without alcohol and drugs throughout the year.

- **Counseling and Behavioral Health Services**' primary responsibility is to the student population on campus. The CBHS department also provides consultation and referral services to public and private community providers. Finally, CBHS provides resources related to drugs and alcohol.

- **Residence Life**: Conducts various educational programs pertaining to drugs and alcohol education and prevention, and the effects, trends and consequences of drugs and alcohol.

- **University Chaplain**: A resource for students looking for support and guidance in numerous areas. The Chaplain can address and advise on topics ranging from relationships, dependencies, loss, spirituality and academics.

Websites

- **www.bacchusnetwork.org** – Boosting Alcohol Consciousness Concerning the Health of university Students (BACCHUS) is an international collegiate alcohol awareness and health education initiative.

- **www.nida.nih.gov** - The National Institute on Drug Abuse provides information on the latest research, consequences of drug use, legislative developments and drug trends in the United States. This website contains links to other important sites that provide information pertaining to chemical abuse.

- **www.niaaa.nih.gov** - The National Institute on Alcohol Abuse and Alcoholism, one of 18 institutes within the National Institutes of Health, supports and conducts biomedical and behavioral research on the causes, consequences, treatment and prevention of alcoholism and alcohol-related problems.

- **www.clubdrugs.org** - This website is a service provided by the National Institute on Drug Abuse to present current press news and information pertaining to drug abuse.

- **www.alcoholics-anonymous.org** - Alcoholics Anonymous provides this educational website that is designed for individuals to attain information relating to alcoholism. Information regarding how to recognize a problem, articles about alcoholism and how to find a local chapter of Alcoholics Anonymous are provided in a confidential and informative manner.

- **www.drugfreehawaii.org** - Drug-Free Hawai’i’s mission is to reduce and prevent drug abuse in Hawai’i through awareness, education and action.

- **www.tobaccofreehawaii.org** - The Coalition for a Tobacco-Free Hawai’i, the Hawai’i State Department of Health, and the Tobacco Prevention and Control Trust Fund are pleased to present the Five-Year, 2005-2010, Strategic Plan for Tobacco Prevention and Control in Hawai’i. The Plan is intended to serve as the principal guide in the fight against tobacco.

- **http://ag.hawaii.gov/hawaii-partnership-to-prevent-underage-drinking/** - The Hawai’i Partnership to Prevent Underage Drinking (HPPUD) was created to address the problem of underage drinking.

- **http://www.whitehouse.gov/sites/default/files/docs/state_profile_-_hawaii.pdf** - Get information on the Hawai’i Drug Control Plan that facilitates development and implementation of programs to address the multitude of issues related to drug abuse and underage drinking.
The Alcohol and Drug Abuse Division (ADAD) is the primary and often sole source of public funds for substance abuse treatment. ADAD’s treatment efforts are designed to promote a statewide culturally appropriate, comprehensive system of services to meet the treatment and recovery needs of individuals and families.

Community Resources
- Adult Children of Alcoholics (ACA): (808) 521-4477
- Al-Anon: (808) 546-5647
- Alcoholics Anonymous (AA): (808) 946-1438
- Aloha United Way: 211
- Army Substance Abuse Programs (ASAP): (808) 433-8700
- Behavioral Health Foundation (Sand Island): (808) 841-2319
- Coalition for a Drug-Free Hawai‘i: (808) 545-3228
- HMSA Drug and Alcohol Treatment: (808) 948-6111
- Hawai‘i Tobacco Quit-line: 1-800-QUIT-NOW (800-784-8669)
- Hina Mauka (Alcohol/Drug Treatment Programs): (808) 236-2600
- Kahi Mohala Behavioral Health: (808) 671-8511
- Kaiser Permanente Behavioral Health: (808) 432-7600
- Kalihi-Palama Health Center: (808) 841-7981
- Kline-Welsh Behavioral Health Foundation: (808) 841-2319
- Ku Aloha Ola Mau: (808) 538-0704
- Narcotics Anonymous (NA): (808) 734-4357
- North Shore Clinic: (808) 284-5212
- Po‘ailani Inc: (808) 262-2799
- Queen’s Medical Center Day Treatment Services: (808) 547-4352
- Robert Wolf, LCSW, Inc.: (808) 587-0242, 1188 Bishop Street, Suite 1306
- Salvation Army Addiction Treatment Services: (808) 595-6371
- Women’s Way Residential Treatment: (808) 732-2802 ext. 4952 or ext. 4939
- Waianae Cost Comprehensive Health Center/Malama Recovery: (808) 668-2277
- Waikiki Health Center: (808) 922-4787

Contact Persons
For additional information regarding:
- Health risks or counseling and treatment resources for students, contact the Counseling and Behavioral Health Services staff at (808) 687-7076.
- The university’s policies on alcohol and drugs as they pertain to the Code of Student Conduct, contact the Dean of Students Office at (808) 544-1116.

Code of Student Conduct
1. Each student must be able to study, learn and enjoy his or her educational career at Hawai‘i Pacific University. If these freedoms are to be experienced by all students, they must be respected by all. Therefore, students are expected to act in ways that demonstrate respect for order, decency, personal honor, and the rights of others. Implicit in the Code of Student Conduct is the understanding that students are responsible for making their own decisions and accepting the consequences of those decisions. Students are expected to respect the rights and privileges of others. The Code of Student Conduct applies on all university premises and at all University activities, whether on or off campus. The university reserves the right to apply the Code to any student’s behavior even when it occurs off campus and/or is unconnected to a university activity if, in the judgment of the university, the alleged misconduct adversely impacts the university community or its objectives.

Procedural Protections
2. Students accused of disciplinary violations are entitled to the following protections:
   a. To be informed of the charge and alleged misconduct upon which the charge is based.
   b. To request that the case be resolved in an informal disciplinary conference.
   c. To be allowed reasonable time to prepare a defense.
   d. To be informed of the evidence upon which a charge is based and accorded an opportunity to offer a relevant response.
   e. To call and confront relevant witnesses.
f. To be assured of privacy, in accordance with the terms of the federal Family Educational Rights and Privacy Act of 1974.
g. To be considered not responsible of the charges until proven responsible by preponderance of the evidence.
h. To be advised by a person of their choice.

Authority for Student Discipline
3. Ultimate authority for student discipline is vested in the President of the university, who entrusts this responsibility to the Provost in cases of alleged academic and nonacademic misconduct. Disciplinary authority may be delegated by the Provost to university administrators, college deans, faculty members and campus hearing boards as set forth in this Code, or in other appropriate policies, rules or regulations adopted by the university.

Student Participation
4. Students assume positions of responsibility in the university disciplinary system, contributing their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the university President and in the university administration.

Definitions
5. When used in this Code:
   a. The terms “institution” and “university” mean Hawai’i Pacific University and all of its undergraduate, graduate and professional schools, divisions and programs.
   b. The term “student” means any person who is taking or auditing courses at the university, or is matriculating in any university program.
   c. The term “organization” means a number of persons who have complied with university requirements for registration.
   d. The term “faculty,” “professor,” or “instructor” means any person hired by the university to conduct classroom or teaching activities or who is otherwise considered by the institution to be a member of its faculty.
   e. The term “group” means a number of persons who are associated with each other, but who have not complied with university requirements for registration as an organization.
   f. The terms “university premises,” “university-owned property,” and “university-controlled property” mean buildings or grounds owned, leased, operated, controlled, used or supervised by the University.
   g. The term “university official” includes any person employed by the university, performing assigned administrative or professional responsibilities.
   h. The term “presiding campus disciplinary officer” refers to any HPU staff member with the delegated responsibility to adjudicate violations of this Code by the university President and Provost. Presiding campus disciplinary officers include, but are not limited to, the Assistant Dean of Students, Area Coordinator, Director of First-Year Experience and Deans.
   i. The term “university-sponsored activity” means any activity on or off university premises that is directly initiated or supervised by the university.
   j. The term “disciplinary conferences,” “campus hearing board,” and “conduct review board” are made of an individual or group of individuals to review the violation and impose appropriate sanctions.
   k. The terms “preponderance of evidence” is a measure of proof that a reasonable person would accept as “more likely than not” that a fact is true or an incident occurred.
   l. The terms “will” or “shall” are used in the imperative sense.
   m. The term “may” is used in the permissive sense.
   n. The term “respondent” and “accused student” mean the HPU student who has been charged with violating the Code, as set forth in Part 11.
   o. The term “complainant” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that he/she has been a victim of another student’s misconduct, the student who believes he/she has been a victim will have the same rights under this Code as are provided to the Complainant, even if another member of the university community submitted the charge.
p. The term "aggravated violation" means a violation which resulted or foreseeably could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal university or university-sponsored activities.

q. The term "reckless" means conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with normal university or university-sponsored activities.

r. The term "weapon" is defined in accordance with state law, and includes any object or substance designed to inflict a wound or cause injury.

s. The term "hazing" is defined as intentionally or recklessly subjecting any person to the risk of bodily harm, or severe emotional distress, or causing or encouraging any person to commit an act that would be a violation of law or university regulations, for the purpose of initiating, promoting, fostering or confirming any form of affiliation with a student group or organization.

t. The term "harassment" or "harassing" are defined as an intimidating, bullying, hostile or coercive act which is intentional or persistent.

u. The term "consent" refers to words or conduct indicating a freely given agreement to have sexual intercourse or to participate in sexual activities. Sexual contact will be considered "without consent" if no clear consent, verbal or nonverbal, is given; if inflicted through force, threat of force or coercion; or if inflicted upon a person who is unconscious or who otherwise reasonably appears to be without the mental or physical capacity to consent.

v. The term "rape" is any act of sexual intercourse or sexual penetration of any orifice of the body with a body part or other object that takes place against a person’s will or without consent or that is accompanied by coercion or the threat of bodily harm.

w. The term "sexual assault" is defined as a conduct of a sexual nature, including, but not limited to, sexual contact or physical exposure direct at another person without consent. (Also see Sexual Harassment/Sexual Misconduct Policy.)

x. The term "sexual harassment" refers to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, living conditions and/or educational evaluation; submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive working or educational environment. (Also see Sexual Harassment/Sexual Misconduct Policy.)

Interpretation and Revision of Regulations

6. The purpose of publishing disciplinary regulations is to give students general notice of prohibited behavior. This Code is not written with specificity of a criminal statute. Questions about the interpretation or application of the Code and other university policies within the “Student Handbook” can be directed to the Provost for academic and nonacademic misconduct. The Code shall be reviewed every year under the direction of the Provost or his designee.

Inherent Authority

7. The university reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Such action may include pursuing disciplinary action for any violation of state or federal law or any violation of this Code, on or off campus, which affects the university’s educational interests.

Disciplinary Action while Criminal Charges are Pending

8. Students may be accountable both to criminal law and to the university for acts that constitute violations of law and of this Code. Disciplinary action at the university will normally proceed during the pendency of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed, reduced or resolved in favor of or against the criminal law defendant.
Interim Suspension

9. A student may be suspended from the university for an interim period for pending disciplinary or criminal proceedings at the discretion of the Provost. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student at the university poses a substantial and immediate threat to any person, or to the stability and continuance of normal university functions.

10. A student suspended on an interim basis shall be given a prompt opportunity to appear personally before the Provost or his designee in order to discuss the following issues only:
   - The reliability of the information concerning the student’s conduct, including the matter of his or her identity.
   - Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on university premises poses a substantial and immediate threat to any person, or to the stability and continuance of normal university functions.

Prohibited Conduct

11. Students at the university are expected to behave in ways that demonstrate respect for order, decency, personal honor and the rights of others. The following misconduct constitutes a violation of this Code that may result in sanctions:

   a. Intentionally or recklessly endangering, threatening or causing physical harm to any person, or intentionally or recklessly causing reasonable apprehension of such harm.
      **Note:** Threatening behaviors and/or attempts are considered violations of this Code and will result in immediate action by the university.

   b. Discriminatory acts, including stalking, intimidation, assault, harassment, abuse, hate speech, and hate acts; any act that discriminates against or limits the legal rights of others.
      **Note:** Comments and/or photos posted in online communities that may be perceived as threatening or violent are also prohibited.

   c. Indecent conduct that includes actions determined by the university to be lewd, indecent, disorderly or obscene on university-owned or university-controlled property. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video recording of any person while on university owned and controlled property without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in the gym, locker room or restroom.

   d. Stalking behavior in which an individual willfully, maliciously and repeatedly engages in a knowing course of conduct, including contact by electronic means or by proxy, directed to a specific person which reasonably and seriously alarms, torments or terrorizes the person or his or her family or close acquaintances, and which serves no legitimate purpose.

   e. Sexual harassment and sexual assault, as defined in university policy on sexual harassment and sexual assault (including any unwelcome, intimidating, hostile or abusive conduct of a sexual nature).
      **Note:** Alleged acts of student-to-student sexual harassment and/or alleged acts of student-to-student sexual assault shall be adjudicated by the Provost or his designee, subject to the policies and procedures outlined within this Code, as well as those outlined in the university’s Sexual Harassment/Sexual Misconduct Policy contained in the “Hawai‘i Pacific University Student Handbook.”

   f. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on university-owned or university-controlled property or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

   g. Possession, use, storage or manufacture of fireworks on university-owned or university-controlled property.
h. Intentionally or recklessly interfering with normal university or university-sponsored activities, including but not limited to, studying, teaching, research, university administration; interfering with fire, police or emergency services.

i. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.

j. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this Code.

k. Intentionally furnishing false information to the university.

l. Violation of university policies on possession or use of alcohol or illegal drugs or substances. (Students should refer to HPU’s Alcohol and Drug Policy, which is contained in the “Hawai‘i Pacific University Student Handbook.”)

Note: Materials discovered in online communities (such as Facebook and Twitter) that reflect a policy violation are subject to disciplinary action.

m. Forgery, unauthorized alteration or unauthorized use of any university document or instrument of identification.

n. Intentionally and substantially interfering with the lawful rights of others.

o. Attempted or actual theft of property or of services; knowing possession of stolen property.

p. Unauthorized removal, mutilation or misuse of university computers, software, library materials and/or other study materials.

q. Intentionally or recklessly destroying or damaging university property, or the property of others.

r. Presence in a restricted area or university-owned or university-controlled building during closed periods when doors are locked, except with special permission from the proper authority.

s. Any act which is determined by the university to be disrespectful, insulting or harassing to any university official or university employee.

t. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the university and/or infringes on the rights of other members of the university community; leading or inciting others to disrupt scheduled and/or normal activities within any university owned or controlled property.

u. Willfully failing to comply with the reasonable directions of university officials, including campus security officers and resident advisors acting in performance of their duties.

v. Hazing

w. Unapproved soliciting or proselytizing on university-owned or university-controlled property.

x. Littering on any university-owned or university-controlled property.

y. Creating noise, on university-owned or university-controlled property, which disrupts an atmosphere conducive to work, study and rest.

z. Gambling on university-owned or university-controlled property.

aa. Unauthorized possession, duplication or use of keys and HPU identification cards to any university premises or unauthorized entry to or use of university premises.

bb. Violation of any federal, state or local law.

c. Theft or other abuse of computer facilities and resources, including but not limited to: Use of another individual’s identification and/or password; unauthorized entry into a file, to use, read or change the contents or for any other purposes; use of computing facilities and resources to send obscene or abusive messages; use of computing facilities and resources in violation of copyright laws; and any violation of the Network/Wireless Access Policy.

d. Abuse of the Code of Student Conduct system, including, but not limited to: failure to obey the notice from a hearing board or presiding campus disciplinary officer to appear for a meeting or hearing as part of the student conduct system; falsification, distortion or misrepresentation of information before a hearing board or presiding campus disciplinary officer; attempting to discourage an individual’s proper participating in, or use of, the student conduct system; attempting to influence the impartiality of a member of hearing board or presiding campus disciplinary officer prior to, and/or during the course of the proceedings; harassment (verbal or physical) and/or intimidation of hearing board members or the
discipline officer; failure to comply with the sanction(s) imposed under the Code; influencing or attempting to influence another person to commit an abuse of the Code of Student Conduct.

ee. Violations of the Academic Integrity Policy, which is outlined in the “Hawai‘i Pacific University Student Handbook.”

ff. Classroom disruption. (The faculty member is responsible for managing the classroom environment. Students who engage in any prohibited or unlawful acts that result in disruption of a class are subject to the Code of Student Conduct.)

Note: The instructor assigned to teach or lead a particular academic course, exercise or activity has the discretion to determine what constitutes disruptive behavior in that particular academic course, exercise or activity.

gg. Violations of other nonacademic university regulations or policies published in hard copy or available electronically on the university website, including, but not limited to, policies related to the residence halls, the university computer use policy and the Registered Student Organization Handbook.

12. Sanctions that may be imposed in accordance with this Code include, but are not limited to:

a. Warning: notice, orally or in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

b. Referral: a requirement to meet with an advisor, counselor, psychologist or any other university official or external resource.

c. Censure: a written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

d. Disciplinary University Probation: a written reprimand for violation of specified regulations. Probation may include exclusion from participation in privileged or extracurricular institutional activities, or other limitations, for a specified period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation, or any other violation of this Code during the period of probation, will normally result in suspension or expulsion from the university.

e. Restitution: repayment to the university or to an affected party for damages resulting from a violation of this Code.

f. Termination of employment from the university when the student is employed by the university.

g. Eviction from university housing.

h. Suspension: exclusion from university premises, and other privileges or activities, as set forth in the suspension notice.

i. Expulsion (also referred to as dismissal): permanent termination of student status, and exclusion from university premises, privileges and activities. This action may be recorded on the student’s academic transcript, but may be removed by the Registrar after seven years, for good cause, with approval from the Provost.

j. Revocation of Admission and/or Degree: admission to or a degree awarded from the university may be revoked for fraud, misrepresentation or other violation of university standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

k. Withholding Degree: the university may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code, including the completion of all sanctions imposed, if any.

l. Other Sanctions: other sanctions may be imposed instead of or in addition to those specified in sections (a) through (l) of this part. Service, essays or research projects may also be assigned. Students may also be banned from specific areas of university-owned or university-controlled property or denied specified privileges for a designated period of time.

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

Note: Sanctions for violations of the university’s Alcohol and Drug Policy, violations of Residence Life policies, and violations of the Academic Integrity Policy are further outlined in the “Hawai‘i Pacific University Student Handbook.” Groups or organizations may be imposed sanctions, including those specified in sections (a) through (m) and deactivation, meaning loss of privileges, including club status, for a set period.
13. Violations of any section in Part 11 of this Code may result in suspension or expulsion from the university, unless specific and significant mitigating factors are present. Factors to be considered in mitigation, shall be the present demeanor and past disciplinary record of the offender, as well as the nature of the offense and the severity of any damage, injury or harm resulting from it. The imposition of lesser penalties may be deemed more appropriate by the university, as outlined in Part 12.

14. Retaliation of any kind against individuals who, in good faith, report complaints or who participate in or are witnesses in any procedure, is prohibited. Individuals who are found to have violated this provision will be subject to disciplinary action (which may include suspension or expulsion). Retaliation is any action by any person that is perceived as intimidating, hostile, harassing, retribution or violent that occurred in connection to the making and follow-up of a reported complaint.

15. Repeated or aggravated violations of any section of this Code may also result in suspension or expulsion, or in the imposition of such lesser penalties as may be deemed appropriate by the university.

16. Attempts to commit acts prohibited by this Code may be sanctioned to the same extent as completed violations.

**Process Standards**

16. Students subject to expulsion or suspension from the university will be entitled to a hearing before the appropriate campus hearing board, as specified in Part 27 of this Code. Students subject to lesser sanctions for nonacademic misconduct will be entitled to an informal conference, as set forth in Part 26 of this Code.

17. The purpose of campus disciplinary proceedings is to provide an administrative review and a fair evaluation of an accused student’s responsibility for violating university regulations. Formal rules of evidence shall not be applied, nor shall deviations from prescribed procedures necessarily invalidate a decision, unless significant prejudice to a student respondent or the university may result.

18. Accused students who fail to appear after proper notice will be deemed to have pled “not responsible” to the charges pending against them. A presiding campus disciplinary officer overseeing the disciplinary conference or members of the hearing/review board shall be presented the information in support of the charges, consider the information and make a decision on the basis of the information presented even if the accused student is not present.

**Case Referrals**

19. Any member of the university community may file charges against a student for violations of the Code. A charge shall be prepared in writing and directed to the Provost, or to a designated presiding campus disciplinary officer. Any charge should be submitted as soon as possible, but no later than thirty (30) calendar days after the event takes place, unless the individual is unable to make the complaint within this time period due to legitimate extenuating circumstances as determined by the university. Notwithstanding the foregoing, any charge relating or pursuant to Title IX (e.g., gender-based discrimination or harassment) will be received and handled in accordance with Title IX without regard to the thirty (30) calendar day time limit.

20. Any person may refer a student or a student group or organization suspected of violating this Code to the Provost or to a designated presiding campus disciplinary officer.

21. Those referring cases are normally expected to serve as the complainant, and to present relevant evidence in hearings or conferences. The complainant may request the assistance of a campus disciplinary officer in order to prepare the case.

22. Multiple Respondents: If one incident results in more than one student being charged with violating the Code, the presiding campus disciplinary officer may request the hearings be combined. A student may request a separate hearing, which will be granted for good cause shown.
Conference and Hearing Board Referrals
23. The presiding campus disciplinary officer will conduct a preliminary review to determine whether the alleged misconduct might result in expulsion or suspension from the university. Students not subject to suspension or expulsion will be entitled to an informal disciplinary conference with the presiding campus disciplinary officer, as set forth in Part 26 of this Code. Students who are subject to suspension or expulsion will be entitled to a hearing before the appropriate campus hearing board, as set forth in Part 27.

24. Students referred for a hearing by the presiding campus disciplinary officer may elect to have their cases resolved in accordance with Part 26 of this Code. Such an election must be in writing, affirming that the student is aware a hearing is being waived and that the full range of sanctions may be imposed, including suspension or expulsion from the university.

25. The presiding campus disciplinary officer may defer proceedings for alleged minor violations of this Code, with the approval of the Provost, for a period not to exceed 90 days. Pending charges may be withdrawn thereafter, at the discretion of the presiding campus disciplinary officer and with the approval of the Provost.

Disciplinary Conferences
26. Students accused of nonacademic offenses that may result in penalties less than expulsion, suspension and/or eviction are subject to a disciplinary conference with the presiding campus disciplinary officer. The following procedural protections are provided to accused students in disciplinary conferences:

a. Written notice of the specific charges at least three business days prior to the scheduled conference.
b. Reasonable access to the case file prior to and during the conference. The case file consists of materials which would be considered “educational records,” pursuant to the Family Educational Rights and Privacy Act of 1974. Personal notes of university staff members or complainants are not considered part of the case file.
c. An opportunity to respond to the evidence and to call relevant and necessary witnesses.
d. A right to be accompanied by an advisor, as provided in Part 32 of this Code.

Campus Hearing Boards
27. Students who are subject to suspension, expulsion and/or eviction will be entitled to a hearing before the appropriate campus hearing board, as follows:

a) The Student Conduct Review Board hears cases of alleged nonacademic misconduct when the final disposition of the case could result in suspension or expulsion from the university. The Assistant Dean of Students often serves as the presiding officer and the board may be comprised of staff such as the university registrar, an academic advisor, one faculty member, and two elected members from student government. The Provost or his designee reserves the right to alter the composition of the board at his professional discretion. Appeals are heard by the Provost or his designee.

b) The Academic Conduct Review Board hears cases of alleged academic misconduct, as determined by the Provost. The Assistant Dean of Students often serves as the presiding officer and the board may be comprised of an academic dean chosen by the Provost, two or more faculty members and two elected members from student government. The Provost or his designee reserves the right to alter the composition of the board at his professional discretion.

c) The Housing Conduct Review Board hears cases of alleged nonacademic misconduct when the final disposition of the case could result in a student resident being evicted from the residence halls. The Assistant Dean of Students often serves as the presiding officer, and the board may be comprised of staff such as the Dean of Students or her designee, one faculty member, Director of Security and Safety, and one resident. The Provost or his designee reserves the right to alter the composition of the board at his professional discretion. Appeals are heard by the Provost or his designee.
28. An *ad hoc* hearing board may be established by the Provost whenever the regular hearing board is not constituted, is unable to obtain a quorum, or is otherwise unable to hear a case. An *ad hoc* hearing board shall be composed of three members, including at least one student.

29. Both the findings and the sanctions determined by the campus hearing board shall be regarded as recommendations to the Provost in cases of alleged academic and nonacademic misconduct.

30. Members of any campus hearing board who are charged with a violation of this Code or with a criminal offense may be suspended from their positions by the Provost, in cases of alleged academic and nonacademic misconduct during the pendency of the charges against them. Members found responsible of any such violation or offense may be disqualified from any further participation in the university discipline system.

Hearing Board Procedures

31. The following procedural guidelines shall be applicable in hearings conducted by HPU campus hearing boards:

   a. In cases of academic or nonacademic misconduct, the Provost shall appoint the presiding hearing officer. The hearing officer may participate in board deliberations and discussions, but shall not vote.

   b. The presiding hearing officer shall give accused students notice of the hearing date and the specific charges against them at least five business days in advance. Notice shall be by personal delivery or by certified mail to the last address provided by the student to the university. Accused students shall be accorded reasonable access to the case file, which will be retained in the Provost's office.

   c. The hearing officer may call relevant witnesses, after consultation with the Provost in cases of alleged academic and nonacademic misconduct. Calling witnesses must be personally delivered or sent by certified mail. University students and employees are expected to comply with request issued pursuant to this procedure, unless compliance would result in significant and unavoidable personal hardship, or substantial interference with normal university activities, as determined by the President of the university.

   d. Accused students who fail to appear after proper notice will be deemed to have pled “not responsible” to the charges pending against them. A hearing may be conducted in their absence, if necessary, and a decision made on the basis of the information presented.

   e. Hearings will be closed to the public. An open hearing may be held, at the discretion of the hearing officer, if requested by the respondent.

   f. The presiding hearing officer shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person, including the accused student, who disrupts a hearing may be excluded by the presiding hearing officer.

   g. Hearings shall be tape recorded or transcribed. The record shall be the property of the university.

   h. All audio/visual tapes will be maintained as the university’s property. No one will be permitted to copy any tape or remove any tape from the university’s premises. No recording other than by the university will be permitted.

   i. Any party may challenge a hearing board member or the presiding hearing officer on the ground of personal bias. Board members may be disqualified by the presiding hearing officer, or upon majority vote of the voting members, conducted by secret ballot. The hearing officer may be disqualified by the respective vice president.

   j. Witnesses shall be asked to affirm that their testimony is truthful, and may be subject to charges of violating this Code by intentionally providing false information to the university.

   k. Prospective witnesses, other than the complainant and the respondent, may be excluded from the hearing during the testimony of other witnesses. All parties, the witnesses and the public shall be excluded during board deliberations, which shall not be recorded or transcribed.

   l. The Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student and/or other witness during the hearing by providing separate facilities, by using a visual screen and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement or other means, where and as determined in the sole judgment of the presiding hearing officer to be appropriate.
m. The charges against the respondent must be established by preponderance of the evidence.

n. Formal rules of evidence shall not be applicable in disciplinary proceedings conducted pursuant to this Code. The hearing officer shall give effect to the rules of confidentiality and privilege, but shall otherwise admit all matters into evidence which reasonable persons would accept as having probative value in the conduct of their affairs. Unduly repetitious or irrelevant evidence may be excluded.

o. Complainants and accused students, not their advisors, will be accorded an opportunity to ask relevant questions of those witnesses who testify at the hearing.

p. Board members may ask questions of the parties and all witnesses. They may also take official notice of matters which would be within the general experience of university students and faculty members.

q. A decision by the campus hearing board is a recommendation to the Provost in cases of alleged academic and nonacademic misconduct.

Advisors

32. Complainants and accused students, who are responsible for presenting his or her own information, may be assisted by an advisor, who must not be an attorney. The role of an advisor will be limited to:

- Providing confidential advice to the complainant or accused student.
- Advisors must be students, faculty or staff of Hawai‘i Pacific University; in the case of an unemancipated minor, parents may serve as advisors.
- Advisors shall sit quietly and not attempt to participate directly in the proceedings (e.g., advisors may not address hearing bodies, speak in disciplinary proceedings or question witnesses). Attorneys or other third parties are not allowed to serve as advisors in any campus hearing board proceeding.

Even if accompanied by an advisor, an accused student must respond to inquiries from the presiding officer and the hearing board. In consideration of the limited role of an advisor, and of the compelling interest of the university to expeditiously conclude the matter, the work of the hearing board will not, as a general practice, be delayed due to the unavailability of an advisor.

Student Groups and Organizations

33. Student groups and organizations may be charged with violations of this Code.

34. A student group or organization and its officers may be held collectively and individually responsible when violations of this Code by those associated with the group or organization have received the consent or encouragement of the group or organization or of the group’s or organization’s leaders or officers.

35. The officers or leaders or any identifiable spokesman for a student group or organization may be directed by the Dean of Students to take appropriate action designed to prevent or end violations of this Code by the group or organization. Failure to make reasonable efforts to comply with the director’s order shall be considered a violation of this Code, both by the officers, leaders or spokesmen for the group or organization and by the group or organization itself.

36. Sanctions for group or organization misconduct may include revocation or denial of registration or recognition, as well as other appropriate sanctions.

Appealing Decisions and Sanctions

37. Students who disagree with sanctions imposed by the presiding campus disciplinary officer or hearing board are entitled to one written appeal. Decisions by the presiding campus disciplinary officer or hearing board (regarding level of responsibility and/or sanctions) are recommendations to the Provost or his designee in cases of alleged academic and nonacademic misconduct. Accused students will be provided copies of the disciplinary officer or board decision(s) by personal delivery, or by certified mail to the last address provided by the student to the university. The student shall have five business days from the day of the resolution letter to provide a written letter of appeal to the Provost or his designee. Upon receipt, the Provost or his designee will either consider and decide the appeal or forward the case to the most appropriate staff member, at his discretion, to consider and
decide the appeal. When considering an appeal, no new witnesses or further student participation will be accepted. The Provost or his designee will not judge witness credibility. Rather, the Provost or his designee will decide only if the appeal has merit under the three bases for appeal, as outlined in Part 38. If the Provost or his designee determines that one or more of the three bases for appeal has merit, the original disciplinary conference or hearing board may be instructed to reopen the conference or hearing and reconsider the original resolution and/or sanction. If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

38. Basis for appeals includes:
   a. An unfair original conference or hearing (for example, the student making the appeal did not have a reasonable opportunity to prepare and present information).
   b. The facts presented were insufficient to support the findings.
   c. A need exists to consider new information that might be sufficient to alter the decision, but was not known at the original hearing.

39. The imposition of sanctions will be deferred during the pendency of the Provost’s review, unless, at the discretion of the Provost, the continued presence of the student on the campus poses a substantial threat to any person, or to the stability and continuance of normal university functions.

Transcript Encumbrances
40. In pending cases that could result in suspension or expulsion, a temporary encumbrance can be placed on a student’s records by the Registrar.

Disciplinary Files and Records
41. Case referrals will result in the development of a disciplinary file in the name of the accused student, which shall be voided if the student is found not responsible for the charges. Voided files will be so marked, shall not be kept with active disciplinary records, and shall not leave any student with a disciplinary record. Voided files will normally be destroyed after seven years.

42. The files of students found responsible of any charges against them will normally be retained as a disciplinary record for seven years from the date of the letter providing notice of final disciplinary action.

43. Disciplinary records may be voided for good cause, upon written petition. Factors to be considered in review of such petitions shall include:
   1. The present demeanor of the student.
   2. The conduct of the student subsequent to the violation.
   3. The nature of the violation and the severity of any damage, injury or harm resulting from it.

Note: Other than university expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s disciplinary record. Upon graduation, the student’s disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, university suspension, university expulsion or revocation or withholding of a degree, upon application to a disciplinary officer. Cases involving the imposition of sanctions other than residence hall expulsion, university suspension, university expulsion or revocation or withholding of a degree shall be expunged from the student’s confidential record seven years after final disposition of the case.

In a situation involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student’s conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the educational records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
Hawai‘i Pacific University believes in a safe, crime-free campus. In striving to maintain this atmosphere, HPU observes the following policy for all students, faculty and staff on the downtown and Hawaii Loa campuses, at Oceanic Institute, Military Campus Program sites and all university-sanctioned functions on or off campus.

It is expected that all faculty, staff and students will exercise sound judgment and care in their day-to-day activities, both on and off campus, to keep the university, as well as personal possessions, secure and safe, and to make every effort to promptly report dangerous situations or criminal actions—both major and minor.

**Reporting Crimes and Emergencies**

Whether it happens to you or you are a witness, you have the responsibility to report a crime. If a crime occurs on or around campus, report it immediately to Hawai‘i Pacific University Security or the Honolulu Police Department (HPD). HPD has primary jurisdiction over the areas surrounding HPU’s campuses and is generally called for any incident, crime or emergency that is outside of the authority of campus security or HPU.

For non-emergencies, contact Campus Security at (808) 236-3515 (Windward) or (808) 753-7304 (Downtown) or 911 for emergencies. Note: All those using HPU landlines must dial #9-1-1. Whenever possible, the actual victim or witness of the crime should call the police directly. Firsthand information is always more accurate and complete. If someone merely gives you information and leaves, please include this information. There are Emergency Phones on the first or second floor of each Residence Hall; these phones are directly linked to HPU Security at the Front Gate and also can call #9-1-1. The HPU Front Gate is staffed 24-hours a day by a trained security officer. The Front Gate Security Officer will dispatch the appropriate Security Officer or contact HPD, firefighters or paramedics/EMTs to handle the call if necessary.

The HPU Security Officers on the downtown and windward campuses are in constant radio contact with other HPU Security Officers who are stationed or roving in each respective campus and available to respond to situations as they arise.

On receiving information concerning an incident, a security officer or police officer will investigate the incident, document the information and take appropriate action. Hawai‘i Pacific University Security may work with the HPD and other state and federal agencies. Cases are adjudicated through the county in which the incident occurred and/or through the university’s disciplinary system.

**Campus Security Authorities**

Students are encouraged to report crimes to Campus Security Authorities. The following are Campus Security Authorities as defined by federal legislation, specifically the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

- Director of Security and Safety; Security staff, in-house and contracted
- Athletics Director, Head Coaches, Assistant Coaches, Trainers and Athletics Staff
- Computer Center Staff
- Academic Advisors
- Financial Aid Counselors
- Registrar and Staff
- Campus Recreation Coordinator
- Center for Academic Success Staff
- Military Campus Programs Admissions Counselors
- Honor Society Sponsors
- Center for Student Life and First-Year Programs Staff
- Cheerleading and Dance Coaches, Assistant Coaches
- Advisors to Registered Student Organizations
- Faculty-Student Lounge at ATM and Sharky’s Cove Staff
- Commuter Services Staff
- Shuttle Drivers
- Director of Performing Arts and Staff
- Director of Counseling and Behavioral Health Services and Staff
- Residence Life and Staff
University Chaplain

The Jeanne Clery Act states that if someone “has significant responsibilities for student and campus activities,” he or she is a Campus Security Authority (CSA). By law, CSAs must report a crime (that has been reported to them) to Security personnel or higher authority. There is no discretion. The CSAs must report the crimes that come to their attention. There is not a need to investigate, only to officially report crimes that are reported to them.

Licensed counselors (including certified Sexual Assault Victim Counselors) and the HPU clergy (pastoral counselors) are exempt from reporting requirements. HPU encourages counselors and clergy, if and when they deem appropriate, to inform those they counsel of procedures for reporting crimes on a voluntary and confidential basis for inclusion in the Campus Security Report. Confidential/anonymous reports are extremely valuable in order to prevent further victimizations and to obtain a more accurate description of HPU campus crime.

Confidential Reporting

In certain instances, a crime victim may be reluctant to file a report fearing the process and/or loss of his/her anonymity. In such circumstances, crime victims are encouraged to consider making a confidential report to one of the designated Campus Security Authorities. At a minimum, crime victims will receive valuable counseling and referral information. Confidential reports are important because they provide valuable information that will enhance the safety of the community-at-large and they will, at least, provide a more accurate portrait of actual campus crime. (Remember, help is available. All you need to do is ask.)

If you are the victim of a crime and do not want to pursue action within the university judicial system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Security and Safety can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the university can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

CRIME PREVENTION TIPS

Safety Tips

Hawai‘i Pacific University’s safety and security measures are designed to address most areas of campus life, but a safe environment also depends on the awareness and cooperation of individual community members. Here are some common-sense steps you can take for personal safety and loss prevention:

- When walking the campus at night, stay within well-lit walkways. Avoid taking shortcuts through unknown areas.
- If you cannot avoid walking alone at night, call Security for an escort at (808) 321-1892 (downtown) and (808) 236-3515 (Hawaii Loa).
- Never prop doors open, even for a short period of time.
- Wallets, purses, book bags, backpacks should never be left unattended.
- Keep the doors and windows to your residence locked, even if you will be gone for a short time.
- Keep car doors and windows locked. Check front and back seats and the cargo area before entering.
- Use Operation Identification to engrave your portable valuables, and do not keep them unattended.
- Laptops and iPods should never be left unattended.
- Do not put personal information on social networking sites.
- Do not put an ID tag with your name, address or license number on your key chain; if lost, the key chain could lead to theft.
- Keep your bicycle locked in a rack when not using it.
- Immediately call university Security at (808) 753-7304 (Downtown) or (808) 236-3515 (Windward) to report any criminal incidents or suspicious persons or emergency 9-1-1, campus phone #9-1-1.
- Carry only the cash and credit cards you need.
• Carry a whistle or other means of making a loud noise.
• Avoid working or studying alone in a building at night.
• Do not accept drinks from strangers or leave your drink unattended because it could be drugged.
• If you suspect someone of having alcohol poisoning, call 911 (#911 if using a university phone) immediately. Do not wait until it is too late.

Emergency and Safety Information

EMERGENCY COMMUNICATIONS
As a critical, primary component of the HPU emergency communication plan, HPU urges all students to participate in an important system called Rave Alert. The system allows the university to instantly send emergency information to students, faculty and staff via text messaging and email. Hawai’i Pacific University encourages all students to have a mobile telephone in order to receive immediate alerts when situations arise (such as natural disasters, fires, bomb threats or acts of violence) that might threaten the lives and safety of HPU community members. There is no additional cost to students or others in the HPU community to participate in this program; regular text rates with their mobile service providers apply. Sign up today by visiting www.hpu.edu/RaveAlert/.

WATER SAFETY
The Hawai’i lifestyle includes the beach, sun and fun, but Hawai’i’s oceans can be dangerous and turn fun into tragedy. Use care and caution in all water activities, including in swimming pools, and always read and obey safety signs. They could save your life!

• Never go swimming alone, even if you are an exceptional swimmer. Never go to the beach alone.
• Be aware of high surf warnings and strong currents.
• If walking on ledges near water, be aware of large waves which can sweep you out to sea. Use caution and watch for breaking waves.
• Stay away from wet rocky areas and never turn your back to the ocean.
• Be careful of dangerous breaking waves at the shoreline.
• Most beaches post signs about the conditions of the ocean. Read and obey them. Strong currents may not be noticeable on the surface but can be dangerous beneath.
• Know the various beaches on the islands and the prevailing conditions at each. Select beaches with conditions that match your skills and comfort level.
• Most swimming pools are designed to be shallow at one end and drop, sometimes rapidly, toward the deeper end. Never go into a pool alone, unless you are a strong swimmer.
• Use protective sunscreen, preferably SPF 30 or above. Some dermatologists advise you to use sunscreen at all times.

If you would like to learn how to swim, call the following places for more information:
• YMCA (Young Men’s Christian Association): (808) 536-3556
• YWCA (Young Women’s Christian Association): (808) 538-7061
• Look in the yellow pages of the telephone directory under Swimming Instruction for additional places to learn how to swim.

Swimming lessons are offered for all levels—beginner, intermediate, etc. and costs range from month-to-month for a designated swim program. There is an annual membership fee with additional costs for adult swimmers.

HURRICANES
June through November is hurricane season in Hawai’i, although hurricanes may occur at any time of the year. When a hurricane warning is announced, leave beaches and low-lying, flood-prone areas. Hurricane/tsunami (tidal wave) evacuation maps can be found in the front part of the phonebook (white pages). Evacuate buildings vulnerable to devastating winds, storm surf and flash floods. Seek safety in sturdy, well-built buildings not vulnerable to high winds and flooding.
In case of a hurricane, do not travel. Stay indoors to avoid being hit by flying debris or electrical power lines. If necessary, evacuate to sturdy buildings or public shelters. Do not use the telephone unless it is an emergency. Stay away from plate glass windows, skylights or walls. Listen to the radio or TV for information and instructions.

FLASH FLOODS
Flash floods are rapid flooding of streams, valleys and other flood-prone areas. Floods are caused by heavy rains (e.g., tropical storms) and may occur at any time. In case of a flash flood, go to high ground. Do not enter flooded roads, streams, ponds or paths.

TSUNAMIS (TIDAL WAVES)
Tsunamis are series of destructive ocean waves affecting all shorelines. They may occur at any time with limited or no warning. In case of a tsunami, evacuate all coastal areas. Listen to the radio or TV for information and instructions. Do not travel if you are in a safe area.

EARTHQUAKES
Earthquakes occur without warning. Strong earthquakes may cause tsunamis. Be prepared. In case of an earthquake, if you are indoors, get under a desk, table or a supported doorway. If you are outdoors, stay in the open. Do not enter damaged buildings for any reason. Be aware of possible fires, downed power lines and aftershocks. If you are driving, STOP; remain inside your vehicle.

FIRE AND EVACUATION PLAN
Everyone shares in the responsibility of providing a FIRE SAFE atmosphere by being constantly vigilant in preventing fire hazards and also by initiating prompt and efficient action in the event of a fire emergency.

General Plan for all Buildings
1. Remain calm.
2. Shout, “FIRE!”
3. Pull the nearest fire alarm (if available).
4. Do not attempt to fight a fire unless properly trained and only if the fire is contained.
5. EVACUATE immediately; DO NOT USE THE ELEVATORS.
6. Notify building and/or floor captain (if necessary).
7. Call 911 (if necessary).
8. Go to designated gathering area and wait until instructed by the Honolulu Fire Department to return to the building.

EMERGENCY PROCEDURES/DISASTER PLAN
Always be prepared for any emergency:
• Keep a flashlight and/or emergency candles and fresh batteries on hand.
• Have a battery-operated radio.
• Fill containers with fresh water in case the water supply becomes contaminated or cut off.
• Keep a supply of nonperishable foods (e.g., foods that do not have to be cooked).
• Have a first aid kit.
• Have masking tape for windows and glass doors (to prevent shattering).
• Have access to a cellular phone or two-way radios.
• Know your evacuation plan and locate a safe meeting area away from plate-glass windows, skylights or exterior walls.

The HPU Emergency Preparedness/Disaster Plan can be viewed on HPU Pipeline. Go to the “Resources” tab and then go to the “Current Publications” channel box. Click on the arrow and select the “Disaster Manual” publication.
LOCAL EMERGENCY NOTIFICATION OPTION
Get emergency alerts sent directly from the Honolulu Department of Emergency Management and other local agencies to your mobile phone or email. Hear about water main breaks from the Board of Water Supply; receive emergency information from the Department of Emergency Management; stay informed of urgent traffic bulletins from the Honolulu Policy Department; and much more.

Sign up free at www.nixle.com/dem or text your zip code to 888777. You may opt out at any point by sending STOP to 888777. Send HELP to 888777 for information. No charge but Message and Data rates may apply. Most carriers are supported. Message frequency varies by user. Contact customer support at support@nixle.com.

Family Educational Rights and Privacy Act of 1974 (FERPA)

Notification of Student Rights
The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review their student education records within 45 days of the day the university receives a request for access.
   Students should submit a written request to the university registrar and identify the records(s) they wish to inspect. The request must include the requestor’s full name, date of birth and student identification number. The Registrar’s Office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the requested records are not maintained in the Registrar’s Office, the student will be notified of the correct official to whom the request should be addressed.

2. The right to request an amendment to the student’s education record that the student believes is inaccurate or misleading.
   Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the Registrar’s Office or the specific office involved with the record in question (e.g., a department office regarding a grade), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
   If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing will be provided to the student when notified of the hearing.

3. The right to consent to disclosures of personally identifiable information contained in student’s education records, except to the extent that FERPA authorizes disclosure without consent.
   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is: a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.
   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hawai‘i Pacific University to comply with the requirements of FERPA. The Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-5901.

Institutions may disclose information about a student without violating FERPA if it has designated that information as directory information. At Hawai‘i Pacific University directory information includes:
• Name of student
• Local and other addresses
• Local and other telephone numbers
• Email addresses
• Date of birth
• Dates of attendance
• Enrollment status (full-time, part-time, etc.)
• Major field of study

• Education level (e.g., undergraduate, graduate)
• Class standing (e.g., freshman, sophomore, etc.)
• Previous educational institution(s) attended
• Degrees received and dates of conferral
• Honors and awards received
• Participation in officially recognized activities and sports
• Weight and height of members of athletic teams

HPU is under no obligation to release directory information to anyone who inquires. FERPA only states that an institution may release directory information. When in doubt, HPU will not release directory information and may require that a written release from the student be provided before directory information may be released.

Students have the right to restrict the release of their directory information. To exercise this right, a student must submit a written and signed request to the HPU Registrar’s Office in person or by mail. A request form is available at the Registrar’s Office or in downloadable format at www.hpu.edu/FERPA. Requests must be submitted no later than the last day to add/register for classes in the semester or term that the student is enrolled. Once the request is filed it becomes a permanent part of the student’s record and shall remain in effect until the student instructs Hawai‘i Pacific University, in writing, to have the request removed. Completed forms can be mailed to HPU Registrar’s Office, 1164 Bishop Street, Suite 216, Honolulu, HI 96813.

The university will not disclose official transcripts and/or information not identified as directory information to non-school officials without prior written consent from the student, or as provided as an exception to the law under FERPA.

Questions regarding the rights and release of information that FERPA provides to HPU students should be directed to the university registrar, 1164 Bishop Street, Suite 216, Honolulu, Hawai‘i 96813; (808) 544-0239 or registrar@hpu.edu. Students may also refer to the Student Education Records Policy section in this Handbook. The complete regulations and full definitions of terminology are at www.ed.gov/policy/gen/reg/ferpa/ or www.ed.gov/offices/OII/fpco/pdf/ferparegs.pdf.

Parental Notification
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) permits the university to notify the parents/guardians of any student under the age of 21 of any violation of its Alcohol and Drug Policy or in the event of a health or safety emergency.

• Parents/guardians may be notified by phone if a student is transported to emergency room or other emergency treatment center for drug use or intoxication.
• Parents/guardians or the listed emergency contact will be notified if staff believes the student’s health or safety is at serious risk.
• Parents/guardians may be notified in writing if a student committed a serious violation of alcohol and drug policy.

Harbor Waters and Piers Safety and Security Protocols

HARBOR WATERS AND PIERS ARE CONTROLLED AREAS
The Port of Honolulu is a busy, working commercial harbor. As such, various safety and security protocols are in-place to protect people, and to protect maritime operations from those who might seek to disrupt our State’s economic lifelines.
DO NOT ENTER HARBOR WATERS (OR AIR TRAFFIC) -- A maritime Security Zone is in effect for Honolulu Harbor which prohibits anyone from entering the water. The Security Zone is actively enforced by personnel stationed atop Aloha Tower as well as land and maritime patrols. Violations carry stiff enforcement penalties under Federal Law to include fines up to $25,000 and possible criminal penalties. Anyone found in violation of the Security Zone will be apprehended by Department of Transportation (DOT) Harbor Police or the U.S. Coast Guard. Also, air traffic over the harbor is restricted, which includes a prohibition on the use of remote operated drones.

DO NOT CROSS PAINTED SECURITY LINE ON PIER -- When passenger carrying boats are in-port, whether large or small, a Facility Security Plan for the adjoining piers is active which prohibits all persons, except authorized crew and visitors, from crossing the painted line. Anyone found in violation of the Security Zone will be apprehended by Department of Transportation (DOT) Harbor Police or the U.S. Coast Guard.

DO NOT BOARD VESSELS -- Vessels moored (tied) at State piers are private property. Certain vessels have heightened security and dedicated patrols as required by Federal law. Security personnel maintain a vigilant posture and constantly conduct surveillance of potential threats. Also, visiting ships may be registered in another country and are essentially protected by, and regarded as, extensions of those countries. Violators or trespassers may be subjecting themselves to unforeseen consequences.

ON "BOAT DAYS", EXPECT MORE CONTROLS (AND TRAFFIC) -- Aloha Tower Marketplace (ATM) is co-located with a busy waterfront managed by the State DOT Harbors. As such, cruise ships occasionally tie to the piers. As a result, certain replenishment or security operations will impact foot and vehicle traffic. In particular, when cruise ships are moored, a Facility Security Plan is activated and additional controls are put into place. Additionally, group transportation providers (i.e., taxi cab drivers, bus drivers, charter coaches) are busy parking, picking up passengers, and loading/unloading baggage. Cross ONLY at designated crosswalks.

AVOID SLIPS, TRIPS & FALLS -- As a working waterfront for vessels, operations occur 24/7 around-the-clock and may include water replenishment, fueling, crew changes, etc. Such operations involve equipment on the ground, security barricades, hoses, shipboard lines under strain (which could snap with great force), open hatches (covers) on the piers, strong vapors, puddles of liquids, and related hazards. As such, persons should maintain their distance at all times and be alert to the possibility and hazards on the ground and overhead.

NO VEHICLES ON PIERS -- Piers surrounding ATM are working berths for vessels. Only authorized vehicles are permitted to drive on the piers (Harbormaster Notice).

DO NOT OBSTRUCT FIRE LANE TO ALOHA TOWER -- The stone paver area from Aloha Tower Drive to Aloha Tower is a designated access lane for emergency responders. As such, persons should not obstruct or otherwise construct or organize any temporary structures, displays, or demonstrations in this area.

NO SMOKING -- Upon ANY wharf at ALL times, and within 50' of any fueling (19-42-114).

NO FISHING -- At any time from the piers surrounding ATM (19-42-137). Questions may be referred to HPU security personnel or Harbors’ Oahu District at 808-587-2070.

Pursuant to the Hawaii Revised Statute (HRS 266-28), if a person’s actions result in a fine for the Department of Transportation (DOTH), then DOTH will seek reimbursement for the full amount of the fine. Questions on anything above may be referred to HPU security personnel, or Harbors' Oahu District at (808) 587-2070.

Students who violate such safety and security protocols may be subject to disciplinary action (eviction, suspension or expulsion) via the Code of Student Conduct. Reference: Information above provided by the Department of Transportation Harbors (DOTH); Harbor Waters and Piers Flyer.
Lost and Found Policy

IF YOU FIND SOMETHING OF VALUE ON CAMPUS
If you find an item of value (e.g., book, notebook, purse, backpack, keys, etc.) on the downtown campus or the Hawai‘i Loa campus, please turn in the item to the on campus office:

Student Life Office       Hawaii Loa Campus Administration Office
1 Aloha Drive            Academic Center, Ground Floor
Honolulu, HI 96813       Phone: (808) 236-3500
Phone: (808) 544-0277     Hours: Open 24 hours
Hours: Monday - Friday, 8 a.m. - 5 p.m.

-HLC housing keys will be forwarded to the Residence Life Annex, Hawaii Loa campus, phone: (808) 236-3540.
-HPU student identification cards will be forwarded to the Registrar’s Office, 1164 Bishop Street, Suite 216, phone: (808) 544-0239.

IF YOU LOSE SOMETHING OF VALUE ON CAMPUS
It is a good idea to check with the offices for several days after you lose an item. If you are turning in an item you found, or searching for an item you lost, go directly to the offices identified above; do not wait in the line. To retrieve a lost item you will need to accurately describe the item(s), provide a picture identification upon claiming the item, and sign property receipt for claimed item. Items turned in during a term will be held until one week after the term ends. The sooner you try to locate a lost item, the better chance you will have of finding it. HPU reminds all students to keep track of their book bags, purses, computers, and other personal items at all times. Never leave your belongings unattended or out of eyesight and try not to carry large amounts of cash or valuables. HPU Security and Safety department, at the close of each semester, will dispose of found property or donate to a charitable organization.

Missing Person Policy and Procedures

The Higher Education Act of 2008 (HEOA) requires that all institutions that provide on-campus student housing must establish a student notification policy and procedures.

Statement of Policy:
Each resident in university housing has to identify and register confidential contact information for an individual to be contacted by the institution no later than 24 hours after the time that the student in question is determined missing. This is done via the Missing Person Emergency Contact Form at housing check-in. In the event a student is under 18 years of age, and has not been legally emancipated, the student’s parents will also be contacted.

If a member of the university community has reason to believe that a resident is missing for 24 hours, he/she should immediately notify Wayne Fernandez, the Director of Security and Safety, via phone at (808) 236-3597 (office) and (808) 722-2709 (mobile) or email wfernandez@hpu.edu. The Director of Security and Safety will generate a missing person report and initiate an investigation with the assistance of housing staff.

Should the Director of Security and Safety determine that the student is missing and has been missing for more than 24 hours, he/she will notify the Honolulu Police Department, and the Dean of Students will contact the resident’s emergency contact or the resident’s parents if the resident is under the age of 18 and not legally emancipated, no later than 24 hours after the student is determined to be missing.

For students who live off-campus in non-university housing, the Director of Security and Safety will investigate any report of a missing student and take appropriate action. Non-residential students are highly encouraged to identify and register contact information for an individual to be contacted in the event a student is determined missing. This can be done via HPU Pipeline’s Quick Links.
Missing Person Procedures
The following procedures are in place in the event a report is made regarding a missing student. These procedures apply university housing residents and students residing in non-university housing.

For the purposes of this policy, a student may be considered to be a missing student if the student’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include a reasonable/reliable report or suspicion that the missing student may be endangered. Examples may include the missing person is the victim of foul play, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

- Any and all reports of missing students shall be directed to Wayne Fernandez, the Director of Security and Safety, via phone at 236-3597 (office) and 722-2709 (mobile) or email wfernandez@hpu.edu.

- The Director of Security and Safety will generate a missing person report and initiate an investigation with the assistance of university personnel as appropriate. The investigation includes:
  - Gathering essential information about the student
  - Making contact with the student via his/her cell phone and email address.
  - Interviewing the person(s) who filed the report.
  - Interviewing the student’s roommates, friends and professors.
  - Getting the student’s course schedule.
  - Following up on leads given by those who are interviewed.

- If the Director of Security and Safety makes contact with the reported missing student, the Director will pass on the information to contact those that have expressed concern.

- If the report is determined valid and credible, and the student has been missing for more than 24 hours, the Director will notify the Honolulu Police Department (HPD) and submit a missing person report.

- Once the HPD report has been filed, the Director will notify the Dean of Students. The Dean of Students will contact other senior university administration as appropriate.

- If the reported missing student is under 18 years of age and has not been emancipated, the Dean of Students or her designee will notify the custodial parent or legal guardian that the student is believed to be missing no more than 24 hours after the time that the student is determined to be missing in accordance with the policy.

  If the reported missing student is 18 years of age or older, the Dean of Students or her designee will contact the Emergency Contact listed on the student’s HPU account no more than 24 hours after the time that the student is determined to be missing in accordance with the policy.

Note: If the student lives on the Hawaii Loa campus or Waterfront Lofts, he/she will be given the Missing Person Emergency Contact Form at housing check-in. For a student that lives in non-university housing, the emergency contact information can be saved on his/her Pipeline account throughout the year. The student may also contact the Registrar’s Office (808-544-0239) to designate an emergency contact person. This information will remain in effect until changed or revoked by the student.

- Once a reported missing student is found and needs assistance with the transition back to HPU, the student will work with the Dean of Students or her designee.
Campus communication about missing students: All communications regarding missing students will be handled by Honolulu Police Department, who are equipped to provide information and to work with the media.

Students and employees who want to make a report or aid in the search of a student should contact the Director of Security and Safety, who will work closely with HPD officers.

Prior to notifying the university community, HPU’s media relations staff will work with HPD, the Director of Security and Safety and the Dean of Students to ensure the investigation is not hindered and that communications comply with university policies and FERPA guidelines.

Network/Wireless Access Policy

Purpose
Hawai’i Pacific University provides a variety of computer and network resources to support the communication, research and curriculum-related needs of its students faculty and staff. Access to these resources is a privilege provided to students, faculty and staff and is subject to HPU policies, procedures and state and federal laws governing computer network and Internet access. By using these resources, each network user accepts the responsibility to become informed about, and to comply with, all applicable laws and policies. In using these shared resources for the HPU community, academic freedom, the right of free expression is balanced by the rights of others to freedom from intimidation or harassment, privacy, protection of intellectual property and security of information.

Eligibility
The university will provide network accounts to students maintaining current enrollment status at the university. Policies concerning employees are also found in the “Employee Handbook” and the “Faculty Handbook.”

First Time Wireless Account Setup Directions:
- Enter http://campus.hpu.edu or click on the link found on any HPU webpage.
- Enter in login name and password
- Go to the Tech Support tab
- Follow the directions under Network/Wireless control panel.

University Rights
The university reserves the right to:
- Add, delete or modify categories of users.
- Restrict or limit access to its system information services and its resources.
- Monitor and examine all files and messages stored on its systems.
- Monitor internal use of its system information services and its resources.

The network connection is for the use of authorized HPU users ONLY. An authorized user of the network system understands that there is no privacy expectation and expressly consents to the monitoring. When determined through receipt of legal notice that a violation has happened or through system monitoring that an HPU student appears to be using the system in breach of this policy, he/she may have all his/her activities, files, messages or other information on the system examined, which could result in disciplinary action up to and including expulsion. Illegal activity may be reported to law enforcement officials.

- Amend this policy as it sees fit.

You may use your Network Account to:
1. Communicate with others using email, instant messaging and blogs.
2. Search for and download legally available and appropriate files and software.
3. Connect to remote computers and databases.
The University has established the following for authorized HPU users:
1. An authorized user may access his/her account from on-campus locations through a wireless network connection to the university system by use of a personally owned device.
2. The university provides a virtual Windows 7 desktop to all students, containing much of the software needed by students.

Although many items on the Internet are free, some locations charge a fee for access. The account holder is responsible for all such fees and must pay all charges personally.

You may NOT:
- Notwithstanding HPU’s right to retrieve and read any electronic files and messages, such files and messages must be treated as confidential by other students, staff and faculty members, and accessed only by the intended recipient. Therefore, all users are:
  - Prohibited from the unauthorized use of the passwords and encryption keys of others to gain access to the other person’s electronic files and/or email messages.
  - Prohibited from using a code, accessing a file, or retrieving any stored information, unless authorized to do so.
  - Not authorized to retrieve or read any electronic files and/or email messages that are not sent to them.
- Use the network for unlawful acts, including:
  - Attempting unauthorized access to data or attempt to breach security measures on any electronic communications system of university or of third parties.
  - Transmitting messages or maintaining sites that are abusive, threatening, obscene or harassing. Examples of forbidden transmissions and sites include sexually-explicit messages, cartoons or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other messages or postings that can be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, religious or political beliefs, or other classifications protected under federal or state law.
  - Transmittal, posting or display of slanderous or defamatory messages, text, graphics or images.
  - Obscenity; child pornography; threats; theft; and violation of intellectual property or defamation laws.
  - Unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials.
  - Intercepting electronic communications without authorization.
  - Gambling.
  - Exporting of technologies subject to export control regulations (International Traffic in Arms Regulations’ (ITAR), Commerce Control List (CCL) by the Export Administration Regulations (EAR), Office of Foreign Assets Control (OFAC) or to “denied persons” ) including software, and technical data without an export license if such license is required.
  - Disclose, alter or delete any proprietary or confidential university information without proper authorization.
  - Use a university-provided account for commercial purposes.
  - Maliciously attempt to degrade the performance of the university’s computer system or change or damage the computer system or hardware. This includes the use of programs such as worms, Trojan horses or viruses.

Users of Hawai’i Pacific University network accounts are also subject to any established policies of any local, state or federal laws governing computers, electronic communication and information.

Unauthorized Distribution of Copyrighted Material
The university is committed to respecting the rights of copyright holders and complying with copyright law. As a globally focused university environment supporting research, creative works, and undergraduate and graduate learning, the university recognizes that the exclusive rights of copyright holders are limited under federal copyright law by provisions supporting our educational, research and teaching endeavors, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities. The laws in this area are complex and failure to comply with restrictions on use can subject the university to penalties. All members of the community are encouraged to learn more about copyright, fair use and work; to obtain permission when necessary; and to operate within the requirements of copyright laws.
The unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject a student to civil and criminal penalties. The university’s network and Internet access may not be used to illegally copy/download copyright-protected material, and/or violate federal or state laws related to the use of the Internet. Students violating this policy, including unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted material using the university’s information technology system may receive disciplinary sanctions under the Code of Student Conduct, including temporary or permanent deactivation of access privileges, disciplinary action, referral to state or federal authorities and expulsion from the university. In addition, as the downloading of material at times will utilize excess bandwidth, the university at times may regulate the downloading of files via Internet access. In the event that the university is issued a lawful subpoena for information residing on our network, such information will be disclosed to civil or criminal authorities.

The university offers information on options for legal alternatives for downloading or otherwise acquiring copyrighted materials. For example, the Library research tools on HPU Pipeline (refer to the libraries tab) are available for students or a librarian may assist students to gain access to copyrighted materials in the library databases. For a list of sites to legally download digital music and videos, go to www.educause.edu/legalcontent. Many of these sites charge and students should carefully read the terms and conditions of the license agreement so that individuals understand the fees they may incur. These sites are run by third parties and the university does not endorse or evaluate these providers.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq.

Disclaimer
Hawai'i Pacific University is not responsible for the accuracy or content of any information found on the Internet, or for any damage to personally-owned computers or data resulting from any programs on the Internet, to include worms, viruses or Trojan horses. Each account holder should protect his/her personal equipment by using a virus protection program.

Termination of an Account
• Violations of the Policy: Substantiated violations of this policy will result in the withdrawal of the privilege of an Internet account assigned to the user. Appropriate disciplinary or legal action will be taken by the university, if deemed necessary.
• Change in Status and Termination: Accounts of students who are not currently enrolled in the university will be deactivated.

Sex Offender Registry and Information
The Campus Sex Crimes Prevention Act requires sex offenders, who must register under state law, to provide notice of enrollment or employment at any institution of higher education (IHE) in that state where the offender
resides, as well as notice of each change of enrollment or employment status at the IHE. In Hawai‘i, Chapter 846E, Hawai‘i Revised Statutes, mandates that the Hawai‘i Criminal Justice Data Center (HCJDC) maintains a central repository of convicted sex offenders in the State of Hawai‘i. The following information about those persons is available to the public: name, prior names, aliases, nicknames and pseudonyms, year of birth and alias years of birth, physical description including scars and tattoos, photograph, residence, temporary and future addresses, personal vehicles(s) driven, street name of employment and volunteer location, college/university affiliation, and crime for which convicted, judgment of conviction, judgment of acquittal or judicial determination of unfitness to proceed for which the offender is registered, and the provision of law defining the criminal offense. The Hawai‘i searchable registry can be viewed online at http://sexoffenders.eHawai‘i.gov/sexoffender/search.html. For more information, go to http://ag.Hawai‘i.gov/hcjdc.

### Sexual Harassment and Sexual Misconduct Policy

The following policy is a statement on sexual harassment, assault and abuse for Hawai‘i Pacific University. Included with the policy statement are the procedures for the resolution of complaints of sexual harassment, assault and abuse, stalking, and retaliation.

Note: The following Sexual Harassment and Sexual Misconduct policy applies to all members of the HPU community. Cases of alleged student-to-student or student-to-faculty/employee sexual harassment and cases of alleged student-to-student or student-to-faculty/employee sexual misconduct are adjudicated as violations of the Student Code of Conduct, which is outlined in the “Hawai‘i Pacific University Student Handbook” (www.hpu.edu/studenthandbook).

#### I. Policy Statement

A. It is the goal of Hawai‘i Pacific University to provide the student, faculty and staff with an environment free from sexual discrimination, which includes sexual harassment and sexual misconduct.

B. Sexual harassment (including sexual violence) is prohibited as a form of sex discrimination in the learning environment and workplace by federal and state law; therefore, sexual harassment is prohibited on campus and in university programs.

C. Sexual harassment can be perpetrated by any member of the university community against any other member. This includes allegations made by or against students, faculty, staff, administrators, vendors/suppliers and includes opposite-sex and same-sex harassment, where the harassment is of a sexual nature.

D. The university is committed to taking appropriate action against those who violate the university policy prohibiting sexual harassment, including false and malicious allegations.

#### II. Definition of Sexual Harassment

A. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, living conditions and/or educational evaluation.

2) Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.

3) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive working or educational environment.

Examples of sexual harassment include direct or subtle pressure for sexual activity, unwelcome brushes or touches, physical aggression such as pinching or patting, inappropriate sexual innuendos, sexist jokes or
remarks or obscene gestures or comments.

B. There are two general types of sexual harassment:

Quid Pro Quo Sexual Harassment: Occurs when submission to, or rejection of, unwelcome sexual conduct is used as the basis for academic or employment decisions affecting an individual. It is perpetrated by someone who is in a university position that provides authority over the individual being harassed. The perpetrator’s intent or lack of intent to harass is not relevant to the determination of whether quid pro quo harassment occurred.

Hostile Environment Sexual Harassment: Is unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of employment or education and creates an environment that a reasonable person would find intimidating, hostile or offensive.

The determination of whether an environment is hostile must be based on all circumstances. These circumstances could include the frequency of the conduct, its severity and whether it is physically threatening or humiliating. Hostile environment sexual harassment could be perpetrated by students, faculty, staff, administrators, and vendors/suppliers including peers and co-workers as well as persons in authority.

As with quid pro quo harassment, the perpetrator’s intent or lack of intent to harass is not relevant to the determination of whether hostile environment harassment occurred.

III. Definitions of Sexual Misconduct

A. Forcible Sexual Offense: Is any sexual act (such as rape, sexual assault, sexual battery, sexual coercion) directed against another person, forcibly and/or against that person’s will; in situations where the victim is incapable of giving consent even if force is not used; or inducing incapacitation for sexual purposes.

1. The term “consent” refers to words or conduct indicating a freely given agreement to have sexual intercourse or to participate in sexual activities. Sexual contact will be considered “without consent” if no clear consent, verbal or nonverbal, is given; if inflicted through force, threat of force or coercion; or if inflicted upon a person who is unconscious or who otherwise reasonably appears to be without the mental or physical capacity to consent.

2. Inducing incapacitation for sexual purposes includes using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent (as “consent” is defined in this policy) to sexual contact.

B. Nonforcible Sexual Offense: Is any unlawful sexual act (such as incest, statutory rape, etc.).

C. Sexual Exploitation: Is a person taking non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples include:

a. Non-consensual visual or audio-recording of sexual activity;
b. Non-consensual distribution of photos, other images, or information of an individual’s sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
c. Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
d. Engaging in non-consensual voyeurism;
e. Knowingly transmitting a sexually transmitted disease, such as Human Immunodeficiency Virus (HIV), to another without disclosing your sexually disease status;
f. Exposing one’s genitals in non-consensual circumstances, or inducing another to expose his or her genitals;
g. Possessing, distributing, viewing or forcing others to view illegal pornography.
D. Domestic violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or domestic partner or one who lived as spouse or domestic partner of the victim, a person with whom the victim shares a child in common, parents and children, person related by consanguinity or affinity, or current or former sexual or intimate partners.

E. Dating violence: Is violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be determined based on a consideration of length of the relationship, type of relationship, frequency of interaction between the persons involved in the relationship.

F. Stalking: Is a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.

IV. Policy Concerning Amorous (Romantic/Sexual) Relationships

Members of the university community, whether students, faculty, staff, supervisors or supervisees, put academic and professional trust and ethics at risk when they engage in or initiate amorous relationships with individuals with whom they have a direct evaluative relationship. In such situations the integrity of academic or employment decisions may be compromised or appear to be compromised and greatly increase the chances that the individual with the evaluative responsibility, typically a supervisor or faculty member, will abuse his/her power and sexually exploit the student or employee. Moreover, others may be adversely affected by such behavior because it places the faculty member or supervisor in a position to favor or advance a student or employee’s interest at the expense of others and implicitly makes obtaining benefits contingent upon amorous favors. Therefore, such relationships constitute a conflict of interest and are prohibited. The conflict must be resolved by terminating the direct evaluative relationship whenever the employee has supervisory, teaching, evaluation, advisory, coaching or counseling responsibilities for the student or will be likely to take on these roles in the future.

V. How to Make a Report

In order to take prompt and equitable corrective action, the university must be aware of sexual harassment, sexual misconduct or related retaliation. Therefore, members of the HPU community who believe that they have been sexually harassed, the victim of sexual misconduct or know of someone who may have been sexually harassed or the victim of sexual misconduct by a student, faculty, staff or vendor/supplier are advised to bring the matter to the attention of the Title IX Coordinator or a Title IX Deputy Coordinator listed in the “Student Handbook” (www.hpu.edu/studenthandbook) as well as the appropriate law enforcement.

Filing a complaint takes separate actions:
(1) Report an incident to law enforcement;
(2) File a complaint through the university student disciplinary process (contact the Title IX or Deputy Title IX Coordinator at (808) 544-0277) or Human Resources process as appropriate to the involved parties (including the option of filing via the university’s compliance hotline 1-877-270-5054 or www.tnwinc.com/hpu, which is available 24 hours a day, 7 days a week from any location);
(3) Choose to prosecute criminally and
(4) Choose to file a civil case.

Sexual Offense: In any and all cases of forcible or nonforcible sexual offenses, the complainant should immediately contact the closest available Hawai’i Pacific University administrator or manager (e.g. academic department chair, director) who may assist in notifying on-campus security and/or law enforcement authorities. When necessary, seek immediate medical attention at a nearby hospital. It is critical that all evidence be preserved as may be necessary to proving criminal sexual assault. The complainant will be notified of available on-campus counseling; the complainant may also be referred to off-campus counseling services.

VI. Procedures for the Resolution of Sexual Misconduct Involving Students

Note: When a complaint of alleged student-to-student or student-to-faculty/employee/vendor/supplier sexual harassment or a complaint of alleged student-to-student or student-to-faculty/employee/vendor/supplier sexual
assault are brought to the attention of the Title IX Coordinator, he/she shall notify the Assistant Dean of Students, who will adjudicate the matter as a violation of the Code of Student Conduct, which is outlined in the “Hawai’i Pacific University Student Handbook” (www.hpu.edu/studenthandbook). When a complaint of alleged faculty/employee-to-student/vendor/supplier sexual harassment or faculty/employee-to-student/vendor/supplier sexual assault are brought to the attention of the EEO/Affirmative Action Officer/Employee Relations and Compliance Manager and Title IX Coordinator, the EEO/ Affirmative Action Officer/Employee Relations and Compliance Manager shall investigate the matter consistent with policies set forth in the university’s “Employee Handbook,” “Faculty Handbook,” and/or “Academic Affairs Policies & Procedures Manual.”

There are two avenues for resolution of an alleged policy violation: formal and informal resolution. The Complainant has the option to proceed informally, when permissible. In cases involving allegations of sexual assault, informal resolution is not appropriate, even if both the Complainant and Respondent indicate a preference for informal resolution.

1. Informal Resolution Procedures (alleged student misconduct): The person who believes he/she has been harassed will discuss the matter with the Title IX Coordinator, who may determine that an investigation is in order. Informal resolution procedures are optional and may be used when the university determines that it is appropriate. The Assistant Dean of Students will make a record of the details of the complaint and initiate mediation between the involved parties to arrive at possible resolutions. Typically, an informal investigation will be completed within thirty (30) days of receipt of the complaint. If it becomes necessary to extend the process, both parties will be notified of a revised expected resolution timeframe. The matter may also be terminated with discussion and counseling by the Assistant Dean of Students, who may also draw on support and counseling services to assist complainants. The complainant has the right to end the informal process at any time and begin the formal complaint process. Informal procedures and mediation between the victim and alleged perpetrator are never applied in cases involving sexual offense complaints.

2. Formal Resolution Procedures (alleged student misconduct): If deemed appropriate, the Assistant Dean of Students will conduct or oversee the conducting of a fair and impartial investigation. Typically, an investigation will be completed within sixty (60) days of receipt of the complaint. If it becomes necessary to extend the process, both parties will be notified of a revised expected resolution timeframe. The Assistant Dean of Students or Student Conduct Review Board may interview the complainant, the accused and witnesses. The facts will be evaluated and the Assistant Dean of Students or Student Conduct Review Board will make a determination. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, freedom from retaliation, freedom from having irrelevant sexual history discussed during the disciplinary hearing, an explanation of the discipline process, and attend the disciplinary hearing except for the deliberation process. For the accused student, procedural protections are noted in the Code of Student Conduct, section 2.

Throughout the process, the Assistant Dean of Students will provide periodic status updates on where the process is with the complainant and the alleged perpetrator if the accused student has previous conduct violations, the Assistant Dean of Students or Student Conduct Review Board may receive such information if: (a) the accused student was previously found to be responsible; (b) the previous incident was substantially similar to the present allegations; (c) information indicates a pattern of behavior and substantial conformity with the pattern by the accused student. The Assistant Dean of Students, Title IX Coordinator and/or Provost will advise the university President of all proceedings. The standard of determining responsibility is based on a “preponderance of evidence” standard (refer to the Code of Student Conduct).

3. Violations of the Sexual Harassment and Sexual Misconduct policy may lead to disciplinary action up to and including termination, suspension or expulsion from the university.

A. Protection Against Retaliation: Retaliation of any kind against individuals who, in good faith, report instances of sexual harassment or who participate in or are witnesses in any procedure to redress a complaint of sexual harassment, is prohibited. Individuals who are found to have violated this provision will be subject to disciplinary action (which may include suspension or expulsion). Retaliation is any action by any person that is perceived as
intimidating, hostile, harassing, retribution or violent that occurred in connection to the making and follow-up of the sex discrimination report.

B. False Complaints: It is a violation of this policy for anyone to make intentionally false accusations of sexual harassment or related retaliation through the use of the university procedures. Any employee or student who is found to have made an intentionally false accusation of sexual harassment or related retaliation will be subject to disciplinary action. Upon the conclusion of a claim of sexual harassment, the Assistant Dean of Students may file a complaint against a complainant where the Assistant Dean of Students finds direct evidence of malice and fraud by the complainant.

C. Resolution of complaints against faculty/staff: Please refer to Section V-A-8-c of the “Employee Handbook,” Section 3.15 in the “Academic Affairs Policies and Procedures Manual” and/or the Sexual Harassment Policy in the “Faculty Handbook” for detailed information on the investigation process with regard to a faculty or staff member who is accused of sexual harassment or sexual assault.

4. Confidentiality

A. All reports or complaints of sexual harassment will be kept confidential, except that individuals with a legitimate need to know will be informed of the complaint in order for the university to conduct a meaningful review of each complaint and for the purpose of determining whether the complaint is isolated, frequent, part of a pattern of practice or pervasive. All records are confidential with access only to individuals with a legitimate need to know.

If a complainant requests confidentiality, the university will take all reasonable steps to investigate and respond to the complaint consistent with this request, including exclusion of personally-identifiable information in record-keeping on victims; however, confidentiality is not guaranteed.

B. In cases when a reporter or complainant does not want to have a report investigated, the Title IX Coordinator will consider the reasons for the request, including concerns about continued safety and well-being of the person reportedly harmed and members of the campus community. The Title IX Coordinator will initiate confidential consultation with appropriate individuals to analyze the situation and assist in determining appropriate measures to take. Consultation may occur with the Director of Counseling and Behavioral Services, Director of Safety and Security, Director of First-Year Experience, Vice President of Human Resources, and General Counsel. The Title IX Coordinator will make the final decision about whether to conduct a formal investigation or respond to the report in another manner, including taking informal actions, such as those described in this policy.

5. Notification of Resolution: The complainant and the accused will receive written notice simultaneously of the disciplinary case outcome and appeal procedures; any change to the result before it becomes final; and when the result becomes final.

6. Appealing Sanctions: Students who disagree with sanctions imposed by the presiding campus disciplinary officer or Student Conduct Review Board are entitled to one written appeal. The appeal should be received by the Provost or his designee within five business days of the date the sanctions were imposed. Upon receipt, the Provost or his designee will either consider and decide the appeal or forward the case to the most appropriate staff member, at his/her discretion, to consider and decide the appeal. (Refer to the Code of Student Conduct regarding sanctions in Section 12 and the appeal considerations in Section 37 – 39). Appeal questions as they pertain to a Human Resources investigation should be directed to the EEO/Affirmative Action Officer/Employee Relations and Compliance Manager and Title IX Coordinator.

7. The university actively takes prompt and equitable action to eliminate sex discrimination, and takes reasonable steps to prevent recurrence of any sexual harassment or sexual assault and to correct its effects as appropriate. Proceedings are conducted in a manner that protects the safety of victims and promotes accountability.
VII. Immediate Action and Interim Measures
Students who identify themselves as victims of a sex offense have the option to, or not to, notify and seek assistance from law enforcement and campus authorities. Students who notify the university may request various provisions in support of their recovery and during the disciplinary process. Such assistance includes:

- Not identifying the alleged perpetrator, unless the information is necessary to respond to a request for a specific form of assistance.
- Request university information about the reporting procedure prior to filing a report.
- Request assistance from HPU security or an HPU member in filing a report with a university department or with law enforcement including restraining and protective orders.
- Request a “no contact” order with the alleged perpetrator through the Dean of Students office.
- Request relocation in university housing.
- Request a change in a class schedule to avoid contact with the alleged perpetrator.
- Request student academic support services such as counseling, tutoring and consideration for re-taking a course or withdrawing from a class without penalty.
- Request alternative testimony options (such as a visual barrier) during a disciplinary hearing.
- Be informed of the resolution of the disciplinary case.
- Through the Code of Student Conduct, receive the following procedural protections: receive information about the disciplinary proceedings prior to and after filing a report; have witnesses provide statements regarding the case; have an advisor present during the disciplinary process; get access to disciplinary case information that will be used at the hearing; freedom from having irrelevant sexual history discussed during the disciplinary hearing; appeal the outcome of the hearing; and challenge the persons conducting the hearing with regard to personal bias.

VIII. Sexual Assault Prevention and Education Programs
Sexual assault prevention and education programs are offered at Hawai‘i Pacific University throughout the year. What follows is a list of resources available to students, faculty and staff:

A. Resources are available in various offices including the Counseling and Behavioral Health Services office and Residence Life. Topics include dating violence and staying safe on campus, among others.

B. Educational programs are offered at least once a year on topics such as personal safety issues. These seminars/workshops are coordinated by various departments including Center for Student Life and First-Year Programs and Residence Life.

C. Counseling and Behavioral Health Services (CBHS) provides free and confidential counseling to students and consultation and referral services to public and private community providers. During normal business hours, please contact the CBHS department at (808) 687-7076 or counseling@hpu.edu.

D. A counseling referral card is made available to students, faculty and staff. This list, which is updated annually by Counseling and Behavioral Health Services, includes phone numbers to agencies that provide assistance to those who need sexual assault counseling and assistance, anger management and/or domestic violence intervention. Hardcopies are available at various offices, including Academic Advising, Counseling and Behavioral Health Services, Center for Student Life and First-Year Programs, and Residence Life.

E. The Athletics department holds annual meetings with student-athletes to discuss the institutional and departmental policy concerning sexual harassment and sexual assault. Student-athletes also receive copies of the “Student-Athlete Handbook,” which details expectations, policies, procedures and resources.

IX. Resources to Victims and Survivors of Sexual Assault
A. Hawai‘i Pacific University reaffirms the principle that its students, faculty and staff shall be free from sexual discrimination. Sexual offenses such as rape, sexual abuse or discrimination in the form of sexual harassment or
sexual misconduct will not be tolerated.

B. If you were raped:
1. Go to a safe place as soon as you can.
2. Try to preserve all physical evidence (do not bathe, douche, use the toilet or change clothes).
3. Contact a close friend who can be with you until you feel safe again. Your friend can also accompany you to the medical exam and/or Honolulu Police Department (call 911).
4. Get medical attention as soon as possible.
5. Contact Campus Security and/or the Honolulu Police Department (call 911).

C. On-Campus Resources:
1. Counseling and Behavioral Health Services (CBHS) primary responsibility is to the student population on campus. CBHS also provides consultation and referral services to public and private community providers. During normal business hours, please contact the CBHS department at (808) 687-7076 (main line) or counseling@hpu.edu.
2. Campus Security’s general phone numbers: Downtown campus: (808) 753-7304 and Hawaii Loa campus: (808) 236-3515.
3. Pastoral counseling is also available. Contact the university chaplain at (808) 544-9394.

D. Off-Campus Resources:
**Sex Abuse Treatment Center**: Provides assistance for assault victims, care and assistance, medical exams, emergency intervention and legal help (office: (808) 535-7600, 8 a.m. - 4:30 p.m.). The 24-hour Hotline (phone: (808) 524-7273) provides confidential counseling, medical and legal advocacy services for victims of rape and sexual assault.

**Spouse Abuse Shelter**: 24-hour Hotline for women: (808) 841-0822. Hotel vouchers possible for abused men.

E. Self-Protection Tips:
1. Self-protection means knowing how to avoid being the victim of an attack and what to do if you are.
2. Be alert for the unexpected and don’t take unnecessary chances. Be extra alert when you are walking by yourself.
3. Walk with someone if you can. The Security and Safety Department will provide an escort upon request between any two points on campus.
4. If you are attacked, you may consider using your natural defenses. Make a scene, scream, yell, kick and try to get away. Run toward lights, people or buildings.
5. Do not panic; use your head. It is hard, but try to stay calm. Get a good description of your assailant, if possible.
6. Be alert for suspicious persons or dangerous situations.
7. Do not take chances.
8. Be security conscious; watch out for others and their property.

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**Smoking Policy for Students**

Smoking (including vaporizing from an electronic device) is prohibited in all university buildings and vehicles. Smoking is also prohibited within twenty (20) feet of all entrances and exits to buildings in which HPU business or classes are held.

At the Aloha Tower, students are required to go to the designated smoking area at Irwin Park. At the Hawaii Loa Campus, smoking is banned from all areas except in two designated outdoor smoking areas:

- The masonry table on the grass at the Kailua end of the Academic Center.
- The seating area behind the parking lot, across from Melia Hall.
It is expected that students will extinguish their cigarettes and dispose of them at the appropriate ashtray locations. Violations of the smoking policy are grounds for disciplinary action. All smokers are asked to be respectful and clean up after themselves.

State of Hawai‘i Health Clearance Requirements

State of Hawai‘i law mandates that certain health requirements be cleared before students can enter into postsecondary institutions (Hawai‘i Administrative Rules, Title 11, Department of Health, Chapter 157 Examination and Immunization). The following information is provided to assist students with fulfilling these requirements prior to registering for classes at HPU. Documents related to these requirements should be submitted to the Admission Office at HPU. Questions should be directed to admissions@hpu.edu or by calling 808-544-0238.

TUBERCULOSIS (TB) CLEARANCE
The State of Hawai‘i Department of Health regulations require that students in all schools provide a tuberculosis clearance issued in the United States. The certificate may be issued by the Hawai‘i Department of Health or a U.S. licensed medical physician. Clearance must have been given within 12 months prior to a student’s first attendance at HPU. If a skin test result is positive, a chest x-ray is also required to obtain a TB clearance. Students may not be allowed to register for classes until the appropriate TB clearance documentation is received and verified by the university.

In addition to a student’s personal health care professional, a list of the Department of Health TB Testing Clinics is available online at www.hpu.edu/Registrar (click on “State of Hawai‘i Health Clearance Requirements” under “Other Services”). International Students and U.S. citizens living overseas must complete the TB test immediately upon entry into the U.S. A TB certification issued by a non-U.S. licensed healthcare practitioner cannot be accepted by the university.

MEASLES, MUMPS, RUBELLA (MMR) IMMUNIZATION
The State of Hawai‘i Department of Health regulations require that all students provide medical proof for measles, mumps, rubella (MMR) immunizations prior to registering for their first semester at HPU. Two doses of live vaccine or two doses of MMR, separated by at least one month, are required. The first dose must have been given on or after 12 months of age, and the second must have been given at least four weeks after the first dose. Measles immunization may be waived if the student was born before 1957 (student must provide proof of birth date), or if a physician has confirmed diagnosis in the past, or if serologic evidence of immunity is presented (a signed statement from the attending physician written on official stationery). Students may not be allowed to register for classes until the appropriate MMR clearance documentation is received and verified by the university.

Note: First-time international students may submit medical proof of measles (MMR) immunizations taken in their home country. Any documentation from a country outside the U.S. must be reviewed and verified by a U.S. Medical Doctor (MD), Doctor of Osteopathy (DO), Physician’s Assistant (PA), or Advanced Practice Registered Nurse (APRN).

Student Complaint Procedure

Complaints that involve allegations of unfair treatment in coursework or other academic concerns are covered by the Academic Grievance Procedures for Students of the “Student Handbook.” Complaints of a nonacademic nature may be initiated by any student of Hawai‘i Pacific University to the appropriate authorities, including but not limited to Vice Presidents, Associate and Assistant Vice Presidents, Deans, Directors and other university administrators.

Formal complaints must be in writing (which can be sent directly to the Dean of Students at mmckee@hpu.edu or dropped off to the Student Life office in MP 105—1188 Fort Street Mall), dated, signed by the complainant, and addressed to the Dean of Students who, upon receipt, will forward the complaint to the appropriate HPU authority. A response by the appropriate authority will be sent in writing to the complainant within 30 days from
the date the written complaint is received by the Dean of Students. Depending on the nature of the complaint, interviews, statements, informal or formal hearings may be required. The complainant has the right to redirect the complaint to the Dean of Students for further action if he or she is not satisfied with the initial response from the appropriate HPU authority.

Every effort will be made to resolve the complaint in a confidential manner and as expeditiously as possible; however, complete confidentiality cannot always be guaranteed. In the process of handling complaints, certain information may be distributed to appropriate administrators, respondents and/or witnesses in order to conduct fact finding, institute remedial actions or to informally resolve the complaint. Records of formal complaints will be kept for a minimum of five years.

**Student Emergency Notification Policy**

Safety and emergency notification practices are top priorities at Hawai‘i Pacific University. As such, communicating to students, faculty and staff in an efficient and expeditious manner about safety and emergency situations is paramount.

HPU requires all admitted and enrolled students of the university to provide at least one emergency contact person. This provides a way for university personnel to notify a student’s designated emergency contact in the event of personal distress or missing person status. All students are further encouraged to participate in the Rave Alert emergency text program, the university’s primary notification system for making students aware of critical information via text messaging and email.

**Emergency Contact Information and Notification**

In cases when the student’s health and safety are of concern, HPU will notify the emergency contact designee.

Every student must provide HPU with the name and contact information of at least one individual who could be contacted in the event of an individual emergency:

- Those under the age of 18 (unless emancipated) must provide contact information of at least one custodial parent/guardian.
- Those over the age of 18 may designate anyone of their choosing to be the emergency contact.

Students are required to update their primary cell phone and emergency contact information in order to keep the information current. Students will be prompted once a semester during the registration period to make updates via HPU Pipeline. Questions about updating addresses, phone numbers, email addresses, and an emergency contact can be directed to the Registrar’s Office at (808) 544-0239.

**RAVE Alert Program**

As noted above, HPU uses Rave Alert text messaging and email system as a primary means of making students aware of critical safety and emergency information. By participating, students agree to the program’s terms and conditions. There is no additional cost to HPU community members to participate in this program; their regular phone text rates with their mobile service providers apply. HPU will not send students spam texts; only test messages once per fall and spring semesters, as well as emergency messages themselves.

To enroll in Rave Alert, go to [http://phone.hpu.edu](http://phone.hpu.edu), where you’ll be prompted to enter your HPU Pipeline ID and Password to enter the system.

**Privacy and Confidentiality**

Official use of emergency contact information is subject to the same privacy and record retention requirements as other official university information.

**Authoritative Source**

The authoritative source of this policy and responsibility for its implementation rests with the Provost.
University Communication of Emergency
HPU has a variety of tools to communicate with students, faculty, staff and the public in the event of emergencies, which range from natural disasters and fires to acts of violence that require building evacuations and campus closures. The Hawai‘i Pacific University comprehensive emergency communications system consists of the following:

1. Rave Alert: Registered members receive emergency information via text messaging and email.
2. Website: Emergency notifications will be posted on HPU Pipeline; or the HPU Security and Safety website www.hpu.edu/About_HPU/security/index.html.
3. Email: Messages will be sent to all HPU students via their university email addresses.
4. Social media: In the event of emergencies, the university’s main www.facebook.com/hawaiipacific and Twitter (@HPU) accounts will be used as part of the notification process.
5. News Media: Office of Strategic Communications staff send press releases and makes calls to contacts in local media.
6. Informacast Phone Announcements: Through the telephones, emergency notification will be announced in offices and classrooms on the Hawai‘i Loa and Downtown campuses.
7. HPU Pipeline: All emergency notifications and updates are posted on HPU Pipeline.
8. Fire Alarm Systems: All HPU facilities are equipped with fire alarm systems. In the event a fire alarm is activated, members follow the evacuation procedures in place. Also, the Hawai‘i Loa campus residence halls are equipped with fire alarm systems. The residence hall Resident Advisors are trained to evacuate the halls in emergency situations and find shelter in place.

Questions
Access to emergency contact information is protected under FERPA; if you have questions pertaining to FERPA, contact the Registrar’s office at (808) 544-0239. Questions about acceptable use standards should be directed to the Student Life Office at (808) 687-7014. For more information about the Rave Alert program, contact the Director of Security and Safety at (808) 236-3597.

Student Right-to-Know Information
The Student Right-to-Know Act was enacted in 1990 by federal law. The law requires institutions that receive Title IV HEA student financial aid to collect, report and/or disclose graduation rates for full-time, first-time, degree-seeking undergraduate students and students receiving athletically-related student aid.

Family Educational Rights and Privacy Act
The Family Education Rights and Privacy Act (FERPA) was implemented in 1974 as a federal law to protect the privacy of student education records. FERPA also gives students the right to review their education records, seek to amend inaccurate information in their records and provide consent for the disclosure of their records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The Clery Act
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose crime statistics that happen on and around their campuses. The law was originally known as the Crime Awareness and Campus Security Act of 1990 and was amended and renamed in 1998 after Jeannine Clery, a Lehigh University student who was assaulted and murdered in her residence hall on April 5, 1986. This information is published in the annual “Hawai‘i Pacific University Annual Security and Fire Safety Report.”

Drug and Alcohol Abuse Policy and Prevention Plan
The Drug Free Schools and Communities Act Amendments of 1989 requires institutions who participate in federal student aid programs to provide information to its students, faculty and employees to prevent drug and alcohol abuse. Information about standards of conduct, health risks, programming opportunities, assistance programs
available to students and employees with suspected drug or alcohol problems, and the possible repercussions of violating state and institutional drug and alcohol policies is available in the “Student Handbook” for students (contact the Assistant Dean of Students at (808) 687-7022 for more information) and “Employee Handbook” for employees (contact Human Resources at (808) 544-1188 for more information).

**Equity in Athletics**

Any coeducational institution of higher education that participates in a federal student aid program and has an intercollegiate athletics program is required to publish an annual Equity in Athletics report. This report contains participation rates, financial support and other information on its men's and women's intercollegiate athletic programs. This report may be obtained from the Hawai‘i Pacific University Athletics Office and is also available on the Office of Postsecondary Education website.

**HPU Non-Discrimination Statement**

Hawai‘i Pacific University admits students without regard to sex, race, age, color, disability, religion, sexual orientation, or national or ethnic origin to all programs and activities generally accorded to or made available to students at the university.

As provided for and to the extent required by state and federal laws, the university provides educational opportunities without regard to, and prohibits discrimination, including harassment, against students on the basis of sex, race, age, color, disability, religion, sexual orientation, gender identity or expression, national or ethnic origin, or any other characteristic protected by applicable law in the administration of its educational programs, policies, admissions policies, scholarships, activities and loan programs, and athletic and other university-administered programs.

**Sexual Harassment and Sexual Misconduct Policy**

It is the goal of Hawai‘i Pacific University to provide students, faculty and staff with an environment free from sexual discrimination, which includes sexual harassment and sexual violence. The Sexual Harassment and Sexual Misconduct Policy (available in full format in the “Student Handbook”) outlines the definition of sexual harassment and sexual offenses, policy concerning amorous (Romantic/Sexual) relationships, reporting procedures, procedures for the resolution, provisions for students who have been subjected to sex offenses, sexual assault prevention and education programs and resources to victims and survivors of sexual assault.

In order to take prompt and equitable corrective action, the university must be aware of sexual harassment, sexual assault or related retaliation. Therefore, members of the HPU community who believe that they have been sexually harassed, sexually assaulted or know of someone who may have been sexually harassed or sexually assaulted by a student, faculty, staff or vendor/supplier are advised to bring the matter to the attention of the Title IX Coordinator or the Deputy Coordinators listed below. Additionally, members of the community may contact the Director of Security and Safety at (808) 236-3597 or (808) 722-2709 or the HPU Compliance Hotline at 1-(877) 270-5054 or www.tnwinc.com/hpu, 24 hours a day, 7 days a week from any location, to report sexual harassment or sexual assault.

**Sex Discrimination, Sexual Harassment and Sexual Misconduct: Title IX Coordinators**

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106. Sex discrimination includes sexual harassment and sexual assault.

Below are the staff members who have primary responsibility for complaints of Title IX sex discrimination, harassment and assault:
Title IX Coordinator
Marites McKee
Dean of Students and Title IX Coordinator
Hawai’i Pacific University
1188 Fort Street Mall, Ste. 105
Honolulu, HI 96813
Telephone: (808) 687-7014
Email: mmckee@hpu.edu

Any complaint of sex discrimination, sexual harassment and sexual assault can be made to the Title IX Coordinator, who is responsible for overall administration of discrimination-related grievance procedures for faculty, staff, students and other members of the university community.

Title IX Deputy Coordinators

For students:
Megan Kaptik
Assistant Dean of Students and Title IX Deputy Coordinator
Hawai’i Pacific University
1188 Fort Street Mall, Ste. 105
Honolulu, HI 96813
Telephone: (808) 544-1461
Email: mkaptik@hpu.edu

If you have a complaint against a student for sex discrimination, sexual harassment and sexual assault, in addition to contacting the Title IX Coordinator, you have the option of contacting the Deputy Title IX Coordinator. The Assistant Dean of Students is responsible for Title IX compliance for matters involving students, including administration of grievance procedures for all complaints against students.

For athletics:
Natasa Revere
Associate Director of Athletics/Compliance and Title IX Deputy Coordinator
Hawai’i Pacific University
1060 Bishop St. Suite 400
Honolulu, HI 96813
Phone: (808) 356-5214
Email: nrevere@hpu.edu

If you have a complaint about gender equity in athletics programs, you should contact the Associate Director of Athletics/Compliance, who is responsible for Title IX Compliance in matters related to gender equity in athletics programs. If you have a complaint against a student, coach or administrator for sex discrimination, sexual harassment or sexual assault, in addition to contacting the Title IX Coordinator, you have the option of contacting the Associate Director of Athletics/Compliance, who will facilitate the handling of the complaint with the appropriate office.

For employees:
Debbie Cairme
Employee Relations, Investigation, and EEO/AA Compliance Manager and Title IX Deputy Coordinator
Hawai’i Pacific University
1132 Bishop Street, Suite 310
Honolulu, HI 96813
Telephone: (808) 544-1191
Email: dcaime@hpu.edu
If you have a complaint against an employee for sex discrimination, sexual harassment and sexual assault, in addition to contacting the Title IX Coordinator, you have the option of contacting the Manager of Employee Relations and Compliance. The Manager of Employee Relations and Compliance is responsible for Title IX compliance for matters involving employees, including administration of grievance procedures for all complaints against employees and vendors.

**Other Institutional Information**

Federal legislation also requires the release of institutional information regarding the cost of attendance, accreditation, equity and academic program data; facilities and services to disabled students; financial assistance available to students and requirements and restrictions imposed on Title IV; and withdrawal and refund policies. This information is also published annually in the “Hawai‘i Pacific University Academic Catalog.”

For questions regarding forms on this page, please notify The Office of the Registrar at registrar@hpu.edu or at (808) 544-0239. Up-to-date information is available on www.hpu.edu; click on “About HPU” and then on the “Students Right-to-Know Information” page. Requests for specific reports or other consumer information about the university, such as campus security statistics, drug and alcohol abuse prevention and/or graduation rates, should be directed to the individual departments listed above or the Office of Institutional Research and Academic Support, Hawai‘i Pacific University, 1164 Bishop Street, Suite 1506, Honolulu, HI 96813 or Wai “Mandy” Bohnet, Academic Systems Analyst, at (808) 544-9383.

**Students with Disabilities**

Under the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act, Title III (Public Accommodations) and Title V (Employment), and the Hawai‘i Fair Employment Practice Law, Hawai‘i Pacific University does not discriminate against individuals with disabilities.

HPU will make reasonable accommodations in its policies, practices and procedures in order to: 1) allow students with disabilities to benefit from the services and facilities offered by the university and 2) employ otherwise qualified individuals with disabilities who are able to do essential tasks of specific jobs. HPU will accommodate known disabilities, unless to do so would impose an undue hardship. This is interpreted to mean significant difficulty (fundamentally altering the nature of the services and facilities provided by the university) or expense.

**Eligibility**

A. Students

Students who seek support services are required to submit documentation to verify their eligibility. The documentation must be signed by a certified physician or psychologist and include the following: 1) diagnosis of a specific physical or mental (including learning) disability and the precise recommended accommodations that are necessary and 2) reference to evaluation reports that are based upon the guidelines for certification.

B. Employees

Applicants or employees with disabilities are responsible for informing HPU that an accommodation is needed to participate in the application process, to perform the essential job functions or to receive equal benefits and privileges of employment. HPU may request documentation of those functional limitations, for which the accommodation is being requested, from a certified physician or psychologist.

**Student Procedures**

**ALL ADA INQUIRIES SHOULD BE DIRECTED TO THE DISABILITY RESOURCES COORDINATOR.**

1. All ADA notifications should be directed to the Disability Resources Coordinator.

2. When a student informs the Coordinator that he/she has a disability and wants accommodations and support services, the Coordinator will explain the requirements for establishing eligibility, which includes a disability declaration request and substantiating documentation.

3. The Disability Disclosure Form with supporting documents must be submitted to request a decision as to the provision of the necessary accommodations to the Coordinator.
4. The Coordinator will review the documents, and approve or amend the accommodations. A letter of accommodations will be prepared and copies will be provided for the student to give to their professors.
5. During the course, students with disabilities are advised to keep the Coordinator informed of their progress.

Student Employees
ALL ADA INQUIRIES SHOULD BE DIRECTED TO THE EEO/AA OFFICER IN THE HUMAN RESOURCES DEPARTMENT

1. All ADA notifications should be directed to the Human Resources Department. Applicants or employees with disabilities are responsible for informing HPU that an accommodation is needed to participate in the application process, to perform the essential job functions or to receive equal benefits and privileges of employment.
2. A Request for Accommodation form must be completed and submitted to the Human Resources Department for consideration and approval of the accommodation. HPU may request certified documentation of those functional limitations for which the accommodation is being requested from a certified physician or psychologist.
3. Once an individual with a disability has requested provision of an accommodation, effort will be made to determine an appropriate accommodation and if it is reasonable. The review and analysis may include: job analysis (to determine essential functions and marginal functions), consultation with the disabled individual (to identify potential accommodations) and selection of the accommodation (based on effectiveness, ease of implementation and cost). Each accommodation request is considered on a case-by-case basis.