

Student Handbook

2022 - 2023

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Student Conduct Acknowledgement

Students are responsible for knowing and abiding by academic and administrative regulations of the University as stated in the Academic Catalog and Student Handbook. Students, by the act of registration, agree to observe all provisions of the Academic Catalog, Student Handbook, the Code of Student Conduct, any academic handbook or program requirements and all other university policies, procedures, and handbooks.

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 <https://studenthandbook.hpu.edu>.

Financial Responsibility

By registering for courses at the university, you acknowledge your responsibility to timely pay all fees and charges and agree to comply with the Registration Policies and all rules of the business office regarding payment of fees, late penalties and related policies and procedures.

COVID-19 Acknowledgement

The University is committed to the health and safety of its students and the entire HPU 'Ohana. We will take all recommended steps and follow applicable State and local laws along with CDC guidance to prepare our HPU campus and facilities in anticipation of your arrival. However, the health and safety of our University community depends upon each of us doing our part: to stay safe (through safe distancing practices and following CDC guidelines), to maintain cleanliness (by wiping areas after use and keeping your Unit clean), and to monitor and assess your own health daily. Orders from the local, state and federal government are subject to change and the University may be required to modify its programming, activities and offerings in order to comply with applicable law.

- I agree to be responsible for my own behavior, to maintain the standards above, and to comply with University policies along with safety guidelines and rules set by the University, as may be revised from time to time. Compliance with these rules is part of the Student Code of Conduct (found in this Student Handbook).
- I understand that failure to comply with these rules jeopardizes the safety of the entire community and may subject me to disciplinary action.
- I understand that there is no way to completely eliminate the risk of exposure to this virus in a campus environment and that there are certain unique risks associated with any shared living environment. In addition, individuals who may have been infected with COVID-19 may be asymptomatic for a period of time, or may never become symptomatic at all. To minimize these risks, I may be asked to perform temperature checks, isolate or quarantine when sick, or test (individually and/or pooled) for coronavirus from time to time when needed, for my safety and for the protection of our shared campus community. In addition, I understand that the University may require that students produce evidence of a valid COVID-19 vaccination in accordance with the University's policies that will be posted on the HPU website and may be updated from time to time.
- In addition, I understand that the University reserves the right to modify access to the Premises, close access to certain University facilities, impose occupancy limitations or other limitations in response to public health and safety concerns, local, state or federal law requirements or other University determinations in the interest of student health.

You play an important role in keeping yourself, the HPU 'Ohana and our larger community safe.

Dispute Resolution

By registering for courses at the university, you acknowledge that any claims, controversies, or disputes against the University arising out of or relating to your enrollment and attendance shall be fully and finally resolved by arbitration in accordance with the Rules, Procedures, and Protocols for Arbitration of Disputes of Dispute Prevention & Resolution, Inc., then in effect. Dispute resolution shall only apply after the parties have satisfied and exhausted all internal, administrative procedures and processes. In the event arbitration is so required, an arbitrator shall be appointed to hear and resolve the controversy. The parties further agree that the award of the arbitrator(s) is binding upon the parties and that judgment on the award rendered by the arbitrator may be entered in any court of competent jurisdiction.

Nondiscrimination Statement

Hawai'i Pacific University admits students without regard to sex, race, age, color, disability, religion, sexual orientation, gender identity or expression, 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:

Wendy Pierre
Employee Relations Manager and Deputy Title IX Coordinator
Human Resources
Hawai'i Pacific University
500 Ala Moana Blvd., Suite 4-545
Honolulu, HI 96813
Telephone: (808) 544-1191
Email: wpierre@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 and Sexual Harassment: Title IX Coordinator & Deputy 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
Hawai'i Pacific University
900 Fort Street Mall, Suite 17; 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. To make a report, go to www.hpu.edu/titleix.

Deputy Title IX Coordinators

For students:

Brian Reece
Assistant Dean of Students/Director of Conflict Resolution and Community Engagement
Hawai'i Pacific University
900 Fort Street Mall, Suite 17, Honolulu, HI 96813
Telephone: (808) 544-1461; Email: breece@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 Assistant Dean of Students/Director of Conflict Resolution and Community Engagement. The Assistant Dean of Students/Director of Conflict Resolution and Community Engagement is responsible for Title IX investigation for matters involving students. To make a report, go to www.hpu.edu/titleix.

For athletics:

Sky Nanoo
Associate Director of Athletics – Compliance, Business Administration
Hawai'i Pacific University
1188 Fort Street Mall, 2nd floor Mezzanine, Honolulu, HI 96813
Phone: (808) 687-7047; Email: snanoo@hpu.edu

If you have a complaint about gender equity in athletics programs, you should contact the Associate Director of Athletics, who is responsible for Title IX investigation for 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. To make a report, go to www.hpu.edu/titleix.

For employees:

Wendy Pierre
Employee Relations Manager
Human Resources
Hawai'i Pacific University
500 Ala Moana Blvd., Suite 4-545, Honolulu, HI 96813
Telephone: (808) 544-1191; Email: wpierre@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 Employee Relations Manager. The Employee Relations Manager is responsible for Title IX investigation for matters involving employees, including administration of all complaints against employees and vendors. To make a report, go to www.hpu.edu/titleix.

HPU does not discriminate on the basis of sex, which extends to employment and admissions. Inquiries can be referred to the Title IX Coordinator, the Assistant Secretary, or both.

HPU Title IX Coordinator

Marites McKee
Hawai'i Pacific University
900 Fort Street Mall, Suite 17; Honolulu, HI 96813
Telephone: (808) 687-7014; Email: mmckee@hpu.edu

Office of the Assistant Secretary for Civil Rights

U. S. Department of Agriculture
1400 Independence Avenue, SW
Washington, DC 20250, Mail Stop 0115
PHONE: (202) 720-3808; FAX: (202) 690-1782

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 the MyHPU Portal 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 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.

Freshmen and sophomores will have a designated professional Academic Advisor based on their major and academic pathway. Undergraduates who are undecided about a major also have a designated professional Academic Advisor. Professional academic advisors for each major and academic pathway are listed on the advising webpage under "Meet Your Advisor". Juniors and seniors are assigned to faculty advisors within their respective degree programs. Students are strongly encouraged to establish an on-going, working relationship with their advisors 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 an advisor every semester by going

online to make an appointment or by calling for an appointment at the appropriate academic advising center or faculty office.

Website: Click on the Academic Advising tab on the HPU Home page or go to www.hpu.edu/advising.

Hours, Locations and Contact Information

Academic Advising Office

Waterfront Plaza

500 Ala Moana Blvd, Building 6, 4th floor, Honolulu, HI 96813

Phone: (808) 544-1198; **Fax:** (808) 544-9355; **Email:** advising@hpu.edu

Office Hours: 8 a.m. - 5 p.m., Monday – Friday

Faculty and Graduate Advising

Contact your Program/Department Chair directly

Office Hours: Vary by Advisor

Academic Success (Tutoring, Testing, Retention, and Accessibility Services)

The Center for Academic Success (CAS) offers services to help students at all levels to be more successful at HPU. We offer support for good students to become great students, as well as to assist those who may be struggling academically. We offer tutoring designed to meet each student's individual needs given in one-on-one sessions (one tutor to one student) free of charge. In some cases, tutor-to-small-group sessions are provided. We also offer Academic and Success coaching to help students with time management, study skills, accountability and more. Coaches are also fellow students who are trained to help their peers in these areas. Meeting with a coach regularly can help students stay on track with their studies. Tutors and coaches 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. Students may also contact the Accessibility Services for assistance on ADA accommodations; Refer to Accessibility Services: ADA Accommodations in Section 3 of the Student Handbook

Services Provided

- One-on-one tutoring sessions (face-to-face or remote) are offered by appointment for writing assistance, language conversation, and more. Same-day appointments or walk-ins depend on tutor availability).
- CAS offers 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.
- Academic and Success coaching sessions are also offered free of charge to help students with executive functioning and important skills to be successful in a university environment.
- CAS is equipped with a small computer lab downtown for tutoring subjects that require use of computers.
- Saturday and evening tutoring hours are also available in the Aloha Tower Marketplace (ATM) Learning Commons during spring and fall semesters.
- Online tutoring services provided by “Smarthinking” are available to all currently registered HPU students in a variety of subjects. Log into the MyHPU Portal. Go to STUDENT SERVICES – MORE... to access the link. Online tutoring services are available 24 hours a day, seven days a week.
- The downtown CAS is also the site for administration of many HPU placement tests, DSST and College Level Examination Program (CLEP), as well as other tests.
- Placement tests are available for English Writing, Mathematics, and all modern languages taught at HPU. Please contact your academic advisor to confirm if placement testing is needed.
- Accessibility services are available to those with documented disabilities, whether temporary or permanent. For more information, please see the handbook section “Accessibility Service: ADA Accommodations”.

Location and Contact Information

On the downtown campus, CAS is located at Waterfront Plaza, 500 Ala Moana Blvd, Building 6, Ste. 440; (808) 544-9334. Tutor schedules are 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. More information about testing services is available at www.hpu.edu/testing.

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 six 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 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 1188 Fort Street Mall (MP Building), Sharky's Cove. For more information go to hpusharks.com or contact us at sharks@hpu.edu or (808) 544-0209.

Barnes & Noble College Bookstore

The Hawai'i Pacific University bookstore system is located at Aloha Tower Marketplace. Textbooks for all courses are stocked at the downtown campus bookstore. Details are available at www.hpu.bncollege.com. 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 a special coupon with your initial download.

We are now offering the Shark Bundle program! All required textbooks are now covered by your course materials fee to help you save money and ensure access by the first day of the term. More information about this program is available at <https://www.hpu.edu/student-services/shark-bundle.html> or on the Bookstore website at www.hpu.bncollege.com. If you choose to opt-out of this program or want to purchase any other course materials, you can stop by the Bookstore approximately 2 weeks before the term begins or you can place an order on the bookstore's website, www.hpu.bncollege.com. Orders can be picked up in-store or can be shipped to home or office.

The bookstore has partnered with ThinkEDU to offer thousands of computer software and products at educational discounts via a link on our website.

The bookstore has a wide selection of logo apparel and merchandise including T-shirts, sweatshirts, caps, pennants, mugs, and much more. They also stock all the school supplies you need for your classes as well as nursing uniforms and lab coats. In addition, the bookstore distributes graduation caps and gowns.

The bookstores also provide special services to students, such as U-Pass stickers at the beginning of each term for purchase by part-time students. When applied to the HPU student ID, the stickers will allow students 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.

While the bookstore buys back books for a textbook wholesaler year-round, they will buy back books for the upcoming terms at the end of each term. 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 notices posted a couple of weeks before the buyback is held or look up the schedule at www.hpu.bncollege.com. You can also sell your books online via the “Textbook 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 at the end of the term.

Hours, Location and Contact Information

Aloha Tower Marketplace

3 Aloha Tower Drive, Ste. 1207

Honolulu, HI 96813

Phone: (808) 544-0290; Fax: (808) 585-9016

Email: SM8094@bncollege.com; Website: www.hpu.bncollege.com

Hours: Check website for updated hours and holiday closures, as well as extended hours for special events and at the start and end of each term.

Business Office

The Business Office assists students in the following areas:

- Student account charges, payments, and balances
- Account Statements, Monthly Bills (eBills), and Activity Statements
- Monthly payment plans
- In-person payments – cash, check, or money orders
- Online payments – credit card, debit card, or electronic check payments
- Nursing and Perkins loans
- Financial Aid refunds
- Account overpayment refunds
- IRS Form 1098-T
- Financial holds (Account Balance Holds & Super Holds)
- Parent access to student financial account

Detailed information is available online at the HPU Business Office website: www.hpu.edu/business-office.

Tuition & Fees: Under HPU’s Registration Policies and other University policies, students are responsible for paying their portion of tuition and fees, along with all other University charges and costs then due, by each term’s tuition payment deadline. If there is a difference between expected and actual financial aid, students are responsible for paying any balance on their account resulting from this difference promptly. HPU’s Tuition and Fee Schedule (a full listing of student tuition and fee charges) is available on our website: <https://www.hpu.edu/tuition>. Tuition and fees are subject to change, and this website will host the most up-to-date information. Tuition payment deadlines are published in the Academic Calendar (<https://www.hpu.edu/registrar/academic-calendar.html>).

1. By registering for courses, students accept full responsibility to pay all tuition, fees, housing charges, meal plan charges, and other associated costs assessed as a result of registration, attendance and all University goods and services offered. Students agree to comply with all requirements for registration, including fulfilling all financial obligations related to enrollment (<https://www.hpu.edu/registrar/files/regpolicies.pdf>).
2. Failure to pay tuition and fees by the payment deadline may result in the following:

- a. Late fees may be added to the student account, increasing the amount students owe. Students are obligated to pay late fees assessed to my account.
 - b. A financial hold may be placed on the student's account. A financial hold will deny access to transcripts (official and unofficial), grades, and diplomas, and may prevent future registration, as set forth at: <https://www.hpu.edu/holds>. A financial hold will not be released until payment is made.
 - c. Students may be dropped from courses and/or registration may be canceled. This may occur before or after the semester starts, and will prohibit the student's ability to continue enrollment at the University until the account is cleared.
 - d. The student's account may be referred (sent or forwarded) to collections. If an account is referred to collections, a third-party collections agency is authorized to contact students in order to secure payment for outstanding debt to Hawai'i Pacific University. When a student's account is sent to collections, the student still owes the University; the debt is not forgiven or discharged.
3. If a student drops or withdraws from some or all of the classes for which they have registered, the student will be responsible for paying all or a portion of tuition and fees based upon the deadlines outlined in the Academic Calendar (<https://www.hpu.edu/registrar/academic-calendar.html>).
 4. The University reserves the right and retains the discretion to unilaterally implement changes to course content, instructional methods, class locations, and instructors. In particular, the institution retains the right to modify the mode of educational delivery, including in-person, hybrid, online or through whatever format or platform the university deems appropriate, and that there is no guarantee that classes, courses, activities, or any aspect of the university experience will be provided in-person, or on-campus, exclusively. Tuition and fees will remain constant in the event of a change in delivery format regardless of reason.
 5. The University reserves the right to alter academic programs, co- and extra-curricular activities, social events, access to University facilities, University events and the delivery of student services as necessary for any reason. These University services and programs may be modified from time to time and may be delivered remotely where the University so elects.
 6. Changes made to the curriculum, method of delivery, programs, facilities and location do not absolve students of their financial responsibility to pay the correct amount of tuition, fees, and other associated financial obligations assessed. The University will not refund tuition or fees in the event the university must deliver curriculum and services remotely or implement other changes to the academic program or University services, activities or events. Student fees support institutional infrastructure, operations, and maintenance. Like most private universities, HPU relies on tuition and fees to cover the majority of its expenses in providing educational services and prompt payment of student bills is crucial.
 7. Students are responsible for payment of financial obligations in full (the entire balance) by the tuition payment deadline, unless officially enrolled in a monthly payment plan by the payment plan enrollment deadlines. Information on payment plans and enrollment deadlines is available at <https://www.hpu.edu/paymentplans>.
 8. Students will receive periodic statements (eBills) from the University by email. Statements (eBills) show account balances as of the date the statement was issued, and that my account may change after a statement is issued. Students can view their current account balance at any time at <https://my.hpu.edu>. Even if a student does not receive or review their statement, the student is not absolved of financial responsibility to pay the University.
 9. It is possible that a student may have to repay or make payment after receiving a refund from the University . If there are adjustments to a student account after the date the refund is initiated, such as new charges or financial aid adjustments, students are financially responsible for those changes even if they receive a refund and must pay the account balance.
 10. Clerical, administrative, or technical billing errors do not absolve students of their responsibility to pay the correct amount of tuition and fees owed to the University.
 11. If a payment made to an account is returned for any reason (such as insufficient funds or account closure), a fee may be assessed to the account. Students agree to pay any fees for returned payments that are assessed to their account.
 12. Students authorize the University and its authorized agents (including third-party collections agencies) to communicate with them using a variety of communication methods (email, text, phone, mail, and/or social media) regarding their account balance. Students authorize the University and its authorized agents to use

automated telephone dialing equipment, artificial or pre-recorded voice or text messages, personal calls and emails, and social media communications in their efforts to contact the student. Students authorize the University and its authorized agents to contact students at their current and any future email addresses or phone numbers regarding the account balance.

13. Students are responsible for reading emails received to their University-provided email account timely.

14. Students are responsible for keeping their contact information current, including if they leave the university.

15. The University is not authorized to speak with a parent, family member, or other individual about a student's account unless the student has provided prior written authorization as outlined at <https://www.hpu.edu/registrar/ferpa>.

16. For questions about an account balance, how to pay, or any other question regarding financial obligations to the University, visit <https://www.hpu.edu/pay> to find information and resources including contact information. Email, phone, and in-person assistance is available.

17. Students younger than the applicable age of majority agree that the education services provided by the University are a necessity, and are contractually obligated pursuant to the "doctrine of necessities" and other applicable law.

Financial Aid Refunds/Account Overpayment Refunds/Housing Deposit Refunds: The Business Office issues three different types of student refunds: financial aid refunds (if the student is eligible), account overpayment refunds, and housing deposit refunds. HPU also offers eRefunds to students so they can receive their refunds directly to their bank account within 3-5 business days. To learn more about these types of refunds and to sign up for eRefunds, please visit the website <https://www.hpu.edu/refunds>.

Hours, Location, and Contact Information: Students may contact the Business Office in-person, by phone, or by email. Email is the recommended form of communication with the Business Office. With email, students can provide in-depth details and attachments to help the staff understand and properly address their concerns.

- *In-Person:* Waterfront Plaza Student Services Center, 500 Ala Moana Blvd., Suite 5A, Honolulu, HI 96813. Hours: 8:00 a.m. to 5:00 p.m. (HST), Monday to Friday, excluding University holidays. Hours may be restricted for making in-person payments.
- *Phone:* (808) 356-5272. If you reach our voicemail, leave your name, call back number, student ID, and the reason why you are calling.
- *Email for student account questions:* ar@hpu.edu. Be sure to include your name and student ID so we can locate your account information.
- *Email for financial aid refunds, Perkins or Nursing Loans questions:* gfa@hpu.edu. Be sure to include your name and student ID so we can locate your account information.
- *Mailing Address:* HPU Business Office, 500 Ala Moana Blvd., Suite 6420, Honolulu, HI 96813.

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 comradery 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, events, or getting involved, email cab@my.hpu.edu or visit www.hpu.edu/cab, www.facebook.com/CABHPU and Instagram: @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, to the extent available and subject to University policies and procedures:

- **Fitness & Wellness:** Free access to the Hawaii Loa weight room and Aloha Tower fitness center as well as various fitness classes and offerings such as Yoga, Zumba, Pilates and Swimming to help to engage the university in healthy fitness options.
- **Community Partners:** In an effort to maximize offerings, Campus Recreation partners with outside organizations to offer added variety of activities at a discounted cost for HPU students.

Hours, Location and Contact Information

Campus Recreation is part of Student Activities and is located at Aloha Tower Marketplace, ATM 1400. For more information call (808) 544-0277, email campusrec@hpu.edu, or go to www.hpu.edu/student-activities/campus-rec/index.html.

Career Development Center

The Hawai'i Pacific University Career Development 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.

Resources and Services

The Career Development Center provides a wide array of career-related resources and services to meet the needs of all students and alumni. The career advising team provides assistance with resume writing, interviewing, internships and more. Students are encouraged to visit the Career Development Center early and not wait until graduation. Career development services and resources 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 Development Center provides:

- Career advising
- Interest assessments
- Work experience for academic credit (cooperative education and internship programs)
- Handshake online job portal (part-time on-campus, Federal Work Study, internships, and full-time employment)
- 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
- On-campus employer recruitment
- Career development workshops

Career Advisors:

- Assist students in developing their career potential through personal advising services.
- Share information and resources that help students maximize the college-to-career transition.
- Encourage career and major exploration.
- Educate students about career opportunities.
- Develop, offer and introduce other related career experience opportunities such as employer information and recruitment and career development workshops.

Hours, Location, and Contact Information

The Career Development Center (CDC) is located at Waterfront Plaza, 500 Ala Moana Blvd, Building 6, Ste. 440-I and is open Monday - Friday, 8 a.m. - 5 p.m. The staff may be reached at (808) 544-0230 or cdc@hpu.edu.

Students and alumni are encouraged to schedule an appointment for one-on-one advising. For more information, go to www.hpu.edu/cdc.

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 and couples.
- 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 referrals to community resources:

- **(808) 832-3100 24 HOUR Mobile Crisis Hotline**
- **(808) 524-7273 24 HOUR Sex Abuse Treatment Center Hawaii Hotline**
- (808) 544-1198 HPU Academic Advising
- (808) 687-7014 HPU Campus Recreation
- (808) 687-7031 HPU Chaplain
- (808) 687-7014 HPU Food Pantry
- (808) 544-9361 HPU Health Services Office
- (808) 544-0276 HPU Title IX Coordinator
- (808) 356-5222 HPU Military/Veteran Office
- (808) 726-2600 Aloha Free Clinic
- (808) 526-9724 Bilingual Access Line
- (808) 545-3228 Coalition for a Drug-Free Hawaii
- (808) 832-3100 Crisis Access Line
- (808) 586-4824 Hawaii's Division of Vocational Rehabilitation (DVR)
- (808) 836-3600 Hawaii Foodbank
- 1-800222-1222 Hawaii Poison Center
- (808) 529-3111 Honolulu Police Department
- (808) 973-8387 Honolulu Vet Center
- (808) 432-7600 Kaiser Behavioral Health Services
- (808) 848-1438 Kalihi-Palama Health Center
- (808) 744-2543 Lavender Center and Clinic
- (808) 528-7046 Volunteer Legal Services Hawaii
- (808) 536-4302 Legal Aid Society of Hawaii
- (808) 847-8828 Na Loio Legal Immigrant Services
- (808) 734-4357 Narcotics Anonymous Hawaii
- 1-800-931-2237 National Eating Disorder Association (NEDA)
- (808) 526-2200 Oahu Family Peace Center/ Domestic Violence Shelter Access
- 1-800-769-0045 Planned Parenthood of Hawaii
- (808) 691-4401 Queens Counseling & Clinical Services
- (808) 595-6371 Salvation Army Addiction Treatment Services
- 1-800-232-4636 STD/AIDS Hotlines National Hotline
- (808) 922-4787 Waikiki Health Clinic
- (808) 259-7948 Waimanalo Health Center
- (808) 674-2414 Western Oahu Vet Center

Locations and Contact Information

Staff provide services at both the downtown (Waterfront Plaza, Building 6, 4th floor) and Hawaii Loa (Academic Center) campuses. To schedule an appointment, call the main line at (808) 687-7076. Appointments will not be made via email. Counseling services are free and confidential to all registered HPU students.

Dean of Students

The Dean of Students 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 cultivate an engaging 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).
- Connect students with health and wellness programs, services and resources.
- Assist students with addressing concerns, complaints and grievances.

Hours, Location, and Contact Information

The office is located in Pioneer Plaza, 900 Fort Street Mall, Ste. 17 and open Monday - Friday, 8 a.m. - 5 p.m. For more information, call (808) 687-7014.

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 can be either merit-based or need-based. Federal financial aid can be awarded in the form of grants, work-study, student loans, parent loans, scholarships and other awards to students who demonstrate that they have financial need.

Financial aid awards are made to students without preference to racial or ethnic origin, sex, age, disability or marital status.

Information pertaining to the varied and detailed aspects of these federal financial aid programs may be found at www.hpu.edu/financialaid or at <https://studentaid.gov>. External scholarships funded by local, state and national organizations are available through sites such as www.fastweb.com. Students can review their specific financial aid information and respond to their financial aid awards on MyHPU Portal, 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 Waterfront Plaza, 500 Ala Moana Blvd, Ste. 5A. For more information call (808) 544-0253 or email financialaid@hpu.edu.

First-Year Programs

The First-Year Programs (FYP) develops and implements programs and services that promote, support and enhance the co-curricular experiences of first year students at HPU. FYP collaborates with various departments to provide student support services and activities that help acclimate first year students to university life and develop a sense of community.

Primary Functions

- Provide orientation during the fall and spring semesters 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.
- Foster a sense of place by designing student experiences that connect students to Hawaii, and extend their learning and relationships in the greater community.

- Respond to and provide assistance to parents and families of first year students.
- Collaborate with Housing and Residence Life staff on residential community events, activities and programs.

Hours and Contact Information

For more information, call (808) 544-0277; visit www.hpu.edu/fye and Instagram: @hpufye; stop by Aloha Tower Marketplace, Ste. 1400; or email readysetgo@hpu.edu.

Food Pantry

The pantry is available to provide nourishment as well as self-care items at no cost to students who find themselves in need. This is for those who do not have consistent access to meals or basic necessities. Everything is provided by the generous donations of our students, faculty and staff. The goal is to support students' success by alleviating food insecurity and the stress of hunger within our HPU student community.

Hours and Contact Information

The Food Pantry is open Monday - Friday, 8:30 a.m. – 4:30 p.m. and is located at Aloha Tower Marketplace, Suite 1314. For more information, call (808) 544-1436; visit www.hpu.edu/healthcare; or email mmckee@hpu.edu.

Graduation

Students who intend to graduate from Hawai'i Pacific University and participate in a commencement (graduation) ceremony must complete two forms. The first is a **Petition for Degree Conferral**, which is typically filed in the first term of the final year of coursework. Academic advisors will review the remaining degree requirements to ensure that students are aware of outstanding academic requirements so that they can register for the correct courses in advance of the final term.

HPU holds both a fall and spring commencement (graduation) ceremony (December and May). Students who would like to participate in a commencement ceremony must also complete a **Commencement Ceremony RSVP** during their final term at HPU. To be eligible to participate in the graduation ceremony, a student must have completed the Petition for Degree Conferral Form and must have met with his or her academic advisor to verify the plan for degree completion. In addition, all outstanding university obligations, including receipt of prior transcripts and payment of outstanding balances, must be resolved one month prior to the graduation ceremony in order to participate.

For more information regarding the graduation ceremony, please visit www.hpu.edu/graduation. For petition deadlines and information about future ceremony dates, please review the academic calendar (<https://www.hpu.edu/registrar/academic-calendar.html>).

Health Insurance

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 already have health insurance, contact the insurance provider regarding the scope of coverage in Hawaii. If you are looking for health insurance plans, 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 reside in university housing, nursing students in nursing courses levels one through five and all nursing courses for MSN students, health science programs such as DPT, student athletes, and international students **are required to show proof of insurance**. For more information go to www.hpu.edu/healthcare.

Health Services (On-Campus)

Undergraduate and graduate students are charged a mandatory, non-refundable Health Center Fee. Students have access to certain on-campus health services, provided by a third-party provider, SP Health Clinic, at the Health Services Office (Aloha Tower Marketplace, Ste. 1315). This Health Center Fee includes unlimited visits during published office hours for certain health concerns. For covered health issues as provided in the program, there is no office visit fee for program participants and health insurance is not required to be seen. Students should not visit the Health Services Office for care in the event of a medical emergency. For details, including when to visit in person and when to request a tele-med appointment, please go to www.hpu.edu/healthcare.

Contact Information

For more information, stop by Aloha Tower Marketplace, Ste. 1315, call (808) 544-9361 during office hours or email studenthealth@splclinic.org.

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. 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 information about HPU's Academic Integrity Policy.

Contact Information

For more details about HPU Honor Societies, go to www.hpu.edu/honor-societies. From that page you may contact the sponsor/advisor of an honor society directly.

Information Technology Services (ITS)

General Computer Labs: The university's 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 also available at the Waterfront and Atherton Libraries. You are encouraged to purchase your own computer prior to the start of classes. Latest recommendations may be found in the Knowledge Base (<https://help.hpu.edu>) by searching "Computer Recommendations". Please note that Chromebooks are strongly discouraged.

The Learning Commons typically has rooms available for discussion groups and laptops to check out. Reservations are required through the 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 but not limited to Microsoft Office (MS Word, Excel, PowerPoint, and Access).

All computer labs have rules and regulations to maintain an environment of learning, as well as to ensure the best use of the computer labs. The latest rules available will be posted on-site. At a minimum:

- A student must have a valid HPU student ID to use the 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, smoking, vaping, sleeping, talking on a cellular phone or distracting conduct such as loud and boisterous talking are allowed.
- No food and drinks are allowed in the labs except for designated areas marked with signage.
- Children are permitted provided that a parent/guardian provides constant supervision and does not disrupt other students.
- All students are required to wear footwear.
- University equipment should not be unplugged to accommodate personal devices.
- Devices plugged into electrical outlets should be in acceptable condition (no frayed wires, etc.) so as 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 Learning Commons or ETC, nor will they accept telephone calls for students. Students needing to make telephone calls must use personal or public phones.
- A student cannot hold or occupy a station for a friend.
- Each student is responsible for watching over their 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.

MyHPU Portal

The MyHPU Portal is the HPU 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 order 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.
- Make timely payments for tuition, fees, and other charges to the HPU Business Office on your student account so you do not get "holds" that prevent you from registering and performing other required transactions with the university.
- Receive communications from the HPU Business Office regarding charges billed, payment due dates, payments received, outstanding account balances, and notices of unpaid account balances being submitted to a collection agency.

To access the MyHPU Portal, go to my.hpu.edu and enter your login name and password. Accounts will be set up within 24 hours of acceptance to HPU. Many students will also receive their login name in their Admissions acceptance package.

First Time MyHPU Portal Log-In Procedure Directions:

1. Go to **https://my.hpu.edu**
2. Click on Let's Get Started (or First-time user)
3. Enter your username (received by Admissions communication plan)
4. Confirm your personal email address
5. Login to your personal email address, click on the set password link

6. Enter your preferred password
7. Go back to <https://my.hpu.edu> and login with your MyHPU username and password

If students encounter technical difficulties with MyHPU Portal, they may contact the Service Desk through the ITS Client Portal (<http://hpu.edu/help>), via email at help@hpu.edu, or by phone at (808) 566-2411.

Service Desk Information

Support is available via the Information Technology Services (ITS) Client portal (<http://hpu.edu/help>), via email at help@hpu.edu, or by phone at 808-566-2411. For requests received through email and phone, the hours of operation are Monday through Friday, 8:00 am – 7:00 pm HST excluding university holidays. Limited support is available Saturday through Sunday. The ITS Client Portal Knowledge Base is available 24 hours a day.

International Students and Scholars

The Office of International Students and Scholars (OISS) provides immigration information for students with F and J visas through seminars, orientation, individual student appointments, outreach, or other means to inform students of immigration regulations affecting their status. OISS has full-time advisors to assist international students with immigration concerns as well as travel, community resources, cultural adjustment and more. In addition, this information can be found in the international student handbook which is located on the OISS website www.hpu.edu/oiss. The OISS website also has many resources, forms, regulations and blogs. We encourage all international students to review the OISS website. All international students must comply with all applicable University policies and procedures, including any special requirements as set forth in the international student handbook.

Important Notice to International Students

It is ultimately the student's responsibility to maintain lawful F-1 and J-1 student status and compliance with all applicable laws and orders, including those related to travel, continued presence, etc. Begin by reading the "Instructions to Students" on page three of the I-20 form for F-1 students, and page two of the DS-2019 form for J-1 students. By following those instructions, as well as the guidelines listed below, students should be able to maintain lawful F-1 and J-1 student status with little difficulty. International students must maintain lawful student status in order 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 after traveling abroad.

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 completion of the degree program, the student must apply for an extension by going to OISS 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 students need to log onto MyHPU Portal Account and insert/update addresses. There are two 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.
- SEVIS Domestic (SD) – student's physical, live-in 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:

Educational Level	Total Credits Required	Required In-Class Credits
Undergraduate (Bachelor)	12	9
Graduate	9	6

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 the summer session. Full time requirements apply, please see an International Student Advisor to discuss full time requirements during the 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 seek less than full-time authorization from the International Student Advisor prior to dropping below full-time status and must be in compliance with all applicable law and orders. Please speak with an International Student Advisor to discuss this matter. To the extent permissible, the reasons below may be considered when requesting less than the full-time status:

- 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 OISS prior approval will be considered violating their F-1/J-1 status. Student also need to maintain normal progress toward their 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

The Office of International Students and Scholars is located at the Waterfront Plaza, 500 Ala Moana Blvd, Suite 5A. Students are highly encouraged to email iss@hpu.edu to schedule an appointment. Appointment times are Monday through Friday, 8:00 a.m. to 3.30 p.m. excluding university holidays . For more information please visit our website at www.hpu.edu/oiss.

Libraries and Learning Commons

Hawai'i Pacific University Libraries and Learning Commons support student learning and the HPU community with innovative services, resources, and facilities. To the greatest extent permitted, they serve as gathering places for study, collaboration, and instruction to exemplify the institution's mission and shared values. Hawai'i Pacific University maintains two libraries: The Library at Waterfront (downtown campus, Waterfront Plaza) and Atherton Library (Hawaii Loa campus) and a third site at the Learning Commons (Aloha Tower Marketplace), operated jointly by the Libraries and ITS Department. HPU Libraries are committed to providing instructional services and learning support opportunities to empower students to use information resources critically.

The Collections: 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 housed in campus libraries. Electronic books are available through the HPU Discovery platform for viewing and borrowing. Emphasis is given to acquiring academically-oriented titles in electronic format on subject matters relevant to the courses offered by the university. Online resources, including our capstone repository, full-text periodical, and

subscribed databases, are available via the Libraries' website, www.hpu.edu/libraries, and thru the Libraries' link in Blackboard.

Reference and Instruction Service: Reference services are available across the library and learning commons, providing professional research assistance to students and faculty. While off-campus, reference librarians are available via a 24/7 online chat service for research assistance. The "Chat with a Librarian" link is located in Blackboard and on the Libraries' website. HPU Libraries offer research consultations to individuals, new student group orientations, and in-class faculty-requested information literacy instruction sessions.

Access Services: General library services are available at both libraries, which include item check-outs and check-ins, book delivery services, reading assignments from instructors, and interlibrary loan services, to the extent available. The book delivery service transports books between the Library at Waterfront (downtown campus, Waterfront Plaza) and Atherton Library (Hawaii Loa campus). Students can check out books from the general collection for up to 56 days, with a possible renewal for 28 additional days.

Library Hours: During the major academic terms, the HPU libraries are generally open seven days a week, with at least one branch open during the weekend, including evening hours. Extended evening hours are offered across both libraries and the learning commons a week before and during the final examination period during the major academic semesters. Library hours are generally short during the summer sessions and winter breaks. All locations are closed on university-observed holidays. Library hours are posted online and on-site.

LIBRARY AT WATERFRONT

The Library at Waterfront is located in Building 6, Suite 302 of the Waterfront Plaza building in downtown Honolulu at 500 Ala Moana Blvd. There are seven study rooms, an assigned collaborative space, and a quiet study area with comfortable seating to facilitate the various studying needs of students. Computer workstations, printers, photocopiers, media equipment, and Wi-Fi are also available. Our general collections support Business, Social Sciences, Humanities, Computer Sciences, and Health Sciences degree programs. There are also books to support students in 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 funded as a gift from the Atherton Family Foundation. There are six individual study rooms, assigned collaborative and quiet study areas, computer workstations, printers, photocopiers, and Wi-Fi. Atherton Library's collections primarily support Diplomacy and Military Studies, Environmental Science, and Marine Science.

LEARNING COMMONS

The Learning Commons, located at the Aloha Tower Marketplace, counts four study rooms, individual and small group study tables, booths, and various general seating areas. Computer workstations, printers, photocopiers, media equipment, and Wi-Fi are also available. Laptop computers are available at the Learning Commons for student use and check out.

The Learning Commons is jointly operated by the Libraries and the university ITS department. Computer equipment, network information and troubleshooting services are available from ITS personnel at the service desk, while basic library services are available from Library personnel. In addition, the HPU Center for Academic Success provides tutoring services at the Learning Commons on weekends and most weekday evenings during the fall and spring semesters or otherwise, as may be adjusted from time to time. For more information about HPU Libraries and the Learning Commons, visit the HPU website at <https://www.hpu.edu/libraries/index.html>, email circulation@hpu.edu.

Office of Advancement

Office of Advancement furthers the mission, values, and educational objectives of the University by engaging the HPU community and encouraging lifelong investment in support of HPU students as they prepare to live, work, and learn as active members of a global society.

Advancement is the liaison between the University and all of its external constituencies, including more than 40,000 alumni living and working in all 50 states and more than 100 countries. In addition, the department serves the University's students, alumni, donors, and our local community. Advancement works to strengthen these community connections and advance the interests of HPU through a wide variety of revenue-generating efforts, including but not limited to fundraising and partnership development. Look us up at www.hpu.edu/alumni and www.hpu.edu/giving.

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-related information including but not limited to:
 - Important dates and deadlines
 - Processing of registration requests from advisors and/or academic departments
 - Verifying enrollment status
- 2) Student records matters such as:
 - Updating records (e.g., name change, address, phone number, email, emergency contact information, etc.)
 - Processing HPU transcript orders
 - Posting degrees to student transcripts and issuing HPU diplomas
- 3) Producing HPU Student IDs (UniCard identification cards)
- 4) Processing grades and all related functions (e.g., grade changes, course repeats, concurrent registration, dean's list, academic probations, suspensions, apostilles, etc.)

Hours, Location and Contact Information

The Registrar's Office is open Monday - Friday, 8 a.m. - 5 p.m. at Waterfront Plaza, 500 Ala Moana Blvd, Ste. 5A. For more information, contact the staff at registrar@hpu.edu or (808) 544-0239.

Registration

The academic year consists of a 16-week fall semester commencing in August and ending in December, and a 16-week spring semester commencing in January and ending in May. An accelerated 3-week winter term is offered between the fall and spring. Various summer sessions are offered between the months of May and August. For the detailed academic calendar, please see the Hawai'i Pacific University website: www.hpu.edu/AcademicCalendar.

All students are encouraged to consult with an academic advisor prior to registration. Eligible students may register online for courses through the MyHPU Portal. 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 to Banner Self-Service and on the HPU website prior to the registration period for each semester. The schedule lists the courses that are to be offered, their meeting times and locations, instructional methods, credit value, and the instructors. Regular attendance is expected at all class and laboratory sessions.

Books and other course materials are available from the university bookstore 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 in at least 12 semester credits during the fall and spring semesters. All graduate international students must be enrolled in 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, and providing up-to-date personal contact information.

Residential Honors Program

The Residential Honors Program (RHP) at Hawai'i Pacific University offers students enhanced educational and leadership opportunities through faculty mentorship, creative projects and a residential cohort experience. The program is designed for exceptionally capable and motivated students to help get the most out of their college experience. Through a program of innovative interdisciplinary seminars, meaningful research, extra-curricular opportunities, and an international focus, it gives students the tools and opportunities to excel intellectually and academically.

Any RHP student who does not remain in good standing (as defined below) may be placed upon probation or dismissed from the Residential Honors Program:

- to achieve a cumulative 3.0 GPA by the end of their freshman year of study at HPU and to maintain a 3.4 cumulative GPA thereafter
- to adhere to the Residential Honors Student Code of Conduct
- to complete all required co- and extra-curricular RHP requirements

Contact Information

For more information, visit www.hpu.edu/honorsprogram or call (808) 544-0810 or email honors@hpu.edu.

Security and Safety

The role 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 (808-236-3515) and Aloha Tower security center (808-544-1400) is open 24 hours a day.

Parking Information: For parking details, go to www.hpu.edu/commuterservices.

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. 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, skateboards 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. In addition, Student Safety rules may apply from time to time to address life safety, health or emergency conditions.

Liability: Hawai'i Pacific University takes every reasonable precaution to maintain a safe campus environment. The university, however, assumes no responsibility for injuries that students sustain on university property, or at university-sponsored activities and events.

Shuttle Service

The university provides a shuttle service between Hawaii Loa and Aloha Tower Marketplace and Waikiki Vista and Aloha Tower Marketplace, in compliance with applicable laws and government orders. Our mission is to provide safe, efficient shuttle service between campuses to registered HPU students, staff and faculty. Students must comply with all Shuttle Service rules as notified by the service provider, including those Shuttle Service Policies and Procedures below. For shuttle schedule updates, go to www.hpu.edu/commuterservices.

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.
- Seat belts required.
- 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 Activities

The Office of Student Activities 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 Activities 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 Shark Show, Halloween FunFest and leadership development workshops or similar events and activities).
- 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), and Registered Student Organizations (RSOs).

Hours, Location and Contact Information

For more information, stop by Aloha Tower Marketplace, Ste. 1400; call (808) 544-0277; email studentlife@hpu.edu; or visit www.hpu.edu/student-activities and Instagram: @hpustudentactivities.

Student Conduct Office

Guided by HPU's mission, university values (aloha, kuleana, and pono), and student conduct and conflict resolution practices, the Office of Student Conduct is committed to (1) educating students about HPU's expectations regarding the ways in which each person will act while studying at HPU; (2) promoting the personal growth of those involved in the conduct process by focusing on accountability, awareness, concern, commitment, decision-making, and community responsibility; and (3) cultivating character (e.g., honesty, respect, integrity, accepting responsibility, empathy, mutual care, active concern for the safety, security and well-being of others and property) through dialogue, reflection, and action. For students to be successful at HPU and be leaders of tomorrow, all must play a positive role in shaping community experiences and actively working together to make things right.

Primary Functions

- Provide information about expectations, policies, procedures, and rights and responsibilities within the Student Code of Conduct, as well as support services, resources, and programs.
- Facilitate informal and formal proceedings (including mediation) and when necessary, impose sanctions and/or repair any harms) for violations in accordance with the Code of Student Conduct.
- Support impacted parties by sharing options and resources. Offer educational trainings and prevention programs on various topics (such as alcohol and drugs) that promote university values and responsible citizenship.

Hours, Location, and Contact Information

The office is located in Pioneer Plaza, 900 Fort Street Mall, Ste. 17 and open Monday - Friday, 8 a.m. - 5 p.m. For more information, call (808) 544-1461.

Student Government Association

The Student Government Association (SGA) is the student governing body that represents all students. 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 and Executive members who represent them.

Hours, Location and Contact Information

For more information regarding SGA representatives and office hours as well as getting involved, email sga@my.hpu.edu or visit www.hpu.edu/sga, www.facebook.com/SGAHPU and Instagram: @hpu_sga.

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 HPU UniCard is valid as long as a student is enrolled at the university.

Card Issuance

Students must present 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 preferred 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 they are unable to comply, including furnishing the name and sect of their 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. 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. Refusal to present a current university identification card may result in denial of access to university facilities, events, activities, and/or services. 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 their HPU UniCard to complete university business in such places as the Registrar's Office, Financial Aid Office, and Business Office; and to gain access to events and facilities such as the Learning Commons (ATM), Waterfront and Atherton Libraries, Hawaii Loa Dining Commons, Pier Nine by Sam Choy, the Hawaii Loa and ATM Fitness Centers, and for registration in the eSports Arena.

Printing: The HPU UniCard allows students to use printing and copying equipment in HPU's computer labs and libraries. Based on a portion of the Technology Fee and/or monies students choose to put on their card via PaperCut to the print management application, students may print black-and-white or color copies in the computer labs and libraries. Charges are standard across university printers and are posted at the print locations as well as in the ITS Client Portal Knowledge Base.

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 or renew your library account, please bring the card to the main service desk at either the Library at Waterfront or Atherton Library anytime during open hours.

Replacement Cards: The first HPU UniCard is free of charge to all enrolled students. Subsequent cards issued to the same cardholder will be considered replacement cards whether the previous cards are lost, damaged or stolen and the cardholder will incur a fee of \$25. A request for a name change (e.g., marriage) resulting in the issuance of a replacement card will also incur a fee of \$25. 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 university 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 Security Office at (808) 544-1400. The university is not liable for lost or stolen cards and refunds will not be issued for unauthorized use of a lost or stolen card. The card holder will be responsible for unauthorized transactions resulting from the loss or theft of their card. If the previous card is found after a replacement card has been issued, students cannot reactivate the original card. Damaged or mutilated cards must be surrendered at the time of replacement. Upon the 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 reapplies and enrolls again with HPU, a new card will be issued with no fee.

Safeguards/Restrictions: To ensure that the HPU UniCard is maintained in the best possible manner, please 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. Please 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 microchip 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 credit cards, magnetic devices, or mobile phones.

Please do not affix stickers or make any other modifications to the HPU UniCard (exceptions include TheBus pass). 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 HPU. 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 HPU UniCard Credit Policy: For more details, please contact the Learning Commons (ATM) or the ETC on the Hawai'i Loa campus.

1. *Technology Fee:* Refer to the fee amounts for part-time and full-time undergraduate and graduate students online at <https://www.hpu.edu/business-office/fee-schedule.html>.
2. Any printing funds acquired through the technology fee at the end of the semester will be forfeited.
3. Any printing funds that the student adds (not through the technology fee) will roll over to the following semester and will not be lost.
4. If the student graduates or leaves the university, the remaining credit is non-refundable and will be forfeited.

5. HPU UniCard Deposits: A student may deposit more money on the UniCard through PaperCut. Instructions on how to add credit is located at <https://hpu.teamdynamix.com/TDClient/2041/Portal/KB/ArticleDet?!D=40431>.

Who gets the \$18.00 printing credit?

	Undergraduate	Graduate	MCP
Part-Time	No	Yes	No
Full-Time	Yes	Yes	No

Study Abroad and International Exchange Programs

Students can earn credit by studying, interning, or conducting field research in more than 70 different countries with over 450 options to choose from. Study Abroad will be offered in compliance with applicable laws and government orders regarding travel or other restrictions which may be in place from time to time.

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.

Where can you study abroad?

Please see the approved list of partner programs and universities available in each country at www.hpu.edu/studyabroad. This site is often updated, so please check it regularly. Through our website, you can also read program evaluation forms found in the online study abroad library to learn what past HPU students' experiences have been like or check out the HPU Study Abroad Blog: www.studyabroadhpu.blogspot.com

Are there options for every major?

With over 450 study abroad options, there are programs available for every major! However, we recommend coming to talk to a Study Abroad Advisor early in your HPU career, if possible during your first semester, so that we can work with you to figure out which classes will be best for you to take abroad and build studying abroad into your degree plan. You can make an appointment to speak with a Study Abroad Advisor at www.hpu.edu/study-abroad/schedule-appointment.html.

When should I start thinking about Studying Abroad?

As soon as possible! We recommend that students meet with us during their first semester at HPU to go over their options and start planning to study abroad. The application process begins at least a semester before you hope to go abroad and many scholarship applications may be even earlier. Schedule an appointment to come and see us here www.hpu.edu/study-abroad/schedule-appointment.html.

Can I afford to go abroad?

The Study Abroad Office at HPU works to help make studying abroad available to all students! Depending on the program you attend, the cost of a semester abroad may not be any more than spending a semester at HPU! We also have an HPU study abroad scholarship, and we work with students to help them apply for external scholarships. Check out a list of available scholarships at <https://www.hpu.edu/study-abroad/scholarships.html>.

What are the HPU eligibility requirements for studying abroad?

- Students must meet with an HPU Study Abroad Advisor before applying to study abroad
- One year of college credit
- Intention to graduate from HPU
- Minimum GPA 3.0

- Good Academic and Judicial Standing
- Spanish Speaking Countries: One semester of college level Spanish
- Japan: One semester of college level Japanese
- Some programs may have additional requirements and all travel must be in compliance with applicable law, regulations and orders

How are students selected to study abroad?

After meeting with an HPU Study Abroad Advisor, students will need to complete both an HPU Study Abroad Application and an application for the university or program they wish to attend. The HPU Study Abroad application includes a statement of purpose and other materials that a committee will review to ensure that each student is a good candidate for studying abroad, understands that this is an academic experience and not a vacation, and has all of the resources they will need to be successful during their time abroad.

How/When do I apply to Study Abroad?

After meeting with your Study Abroad Advisor, they will give you the HPU Study Abroad Application when you are ready to apply. Applications to study abroad in the fall or summer are due mid-March, and applications to study abroad in the spring are due mid-October. Students must comply with University policies and procedures regarding university travel and all applicable requirements.

What can I do now to make sure I'm on track to Study Abroad?

1. Check Out Your Options
Browse our website to see what interests you. There are options all over the world with classes available for all majors and programs ranging from traditional university settings, field-based programs, internships, and multi-country adventures. 2 types of programs:
- Partner Schools where students can use financial Aid and HPU Scholarships.
- Affiliated programs that offer a wide variety of program types. Students can use Federal Financial Aid.
2. Work Towards Meeting the Requirements
It's never too early to get started! Even if you don't think you'll study abroad until later, you can make sure to keep your GPA up and start taking languages classes if you want to go to a country with a language requirement.
3. Come Talk to Us
The sooner the better! Make an appointment as soon as you start thinking about studying abroad. We will talk about your options, what programs might be good for you, and how to fit studying abroad into your degree plan. For example, saving your Global Diversity gen-ed for Study Abroad is a great way to fill a requirement abroad.
4. Start Thinking about Scholarships and Financial Aid
Some scholarships have early application deadlines, so you will want to check out our scholarships page and work with our office so that you can apply for scholarships to study abroad. You will also want to meet with your financial aid counselor to understand what aid you can use abroad.

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 Waterfront Plaza, 500 Ala Moana Blvd, Suite 5A. For more information, call (808) 544-9326; email studyabroad@hpu.edu; or visit www.hpu.edu/studyabroad.

University Chaplain

Students may contact the chaplain for spiritual counseling. Students may stop by Waterfront Plaza, 500 Ala Moana Blvd., Ste. 440 during office hours or call the Chaplain at (808) 687-7031.

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.

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>."

Section Two

Housing & 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" and all other university policies and procedures.

Note: The information contained in the "Hawai'i Pacific University Student Handbook" is subject to change. The most-up-to-date Housing and Residence Life information, policies and procedures can be found online at <https://studenthandbook.hpu.edu>.

Waikiki Vista Residential Community: Residents who live at Waikiki Vista may be subject to additional rules, terms, and conditions. Residents should review applicable rules, terms, and conditions at www.hpu.edu/housing and click on Community Living.

Welcome to the Community

Our Mission

The staff in the Office Housing and Residence Life supports academic achievement and student development in a welcoming, safe, and inclusive community. Residents may participate in a variety of programs, events and activities; develop life-long skills; foster community life; and engage in various aspects of university life. For those seeking off-campus housing, the staff help with navigating the housing search process and provide on-campus resources to acclimate to university life (e.g., dining programs).

Staff Overview

The Dean of Students, Assistant Dean of Students/Director of Conflict Resolution and Community Engagement, Area Coordinators, Coordinator of Housing and Residence Life, Graduate Assistant, Community Advisors, and office student employees make up the Office of Housing and Residence Life. The staff collaborates with various departments to offer events, activities, and programs.

The Area Coordinators (AC) are full-time live-in staff members who reside in the community and supervise the Community Advisors (CAs). CAs are upper-level students who live in the communities and support residents with acclimating to HPU, building relationships, getting involved, assisting in emergencies, and upholding university housing policies and procedures.

Community Advisor on Duty

CAs on duty can assist with resident or community concerns (e.g., lock outs, noise issues, roommate concerns, and emergency situations) from 5 p.m. to 8 a.m., Monday – Friday, as well as at all times on weekends and holidays. HLC CA Duty Phone Number: 808-357-8967; Waterfront Lofts CA Duty Phone Number: 808-375-8965; and Waikiki Vista CA Duty Phone Number: 808-465-0247.

Shared Kuleana (Responsibility)

Campus safety and security at HPU is a shared kuleana. No campus or community is completely free from risk but the best protections against campus crime and to protect student health and safety is an alert, aware, and informed community. Safety depends on each member of the campus community taking the responsibility to protect themselves and others.

Office Locations and Contact Information

The main housing office is located at the Aloha Tower Marketplace, Suite 1314. The HLC Area Coordinator's office is located at the Hawaii Loa Campus on the first floor of the Academic Center, Ste. 116. The offices are open Monday - Friday, 8 a.m. – 5 p.m. We can also be reached at housing@hpu.edu or by phone (808) 544-1436. To reach the Waikiki Vista building front desk, call (808) 951-4547.

Community Standards

COVID-19 Acknowledgement

The University is taking all recommended precautions and following CDC guidance for cleaning of all University Housing prior to your arrival. However, the health and safety of our University Housing community depends upon each of us doing our part: to stay safe (through safe distancing practices and following CDC guidelines), to maintain cleanliness (by cleaning areas after use and keeping your Unit clean) and to monitor and assess your own health daily. Residents are responsible for their own behavior and to maintain the standards above, along with any guidelines and rules set by the University's Housing and Residence Life staff. Compliance with these rules is part of the Housing Agreement and the Student Code of Conduct. There is no way to completely eliminate the risk of exposure to this virus in a campus environment and there are certain unique risks associated with any shared living environment. In addition, individuals who may have been infected with COVID-19 may be asymptomatic for a period of time, or may never become symptomatic at all. To minimize these risks, residents are asked to wear a mask in common areas and follow CDC social distancing guidance and may be asked to perform temperature checks, isolate or quarantine when sick, or test for coronavirus from time to time when needed, for your safety

and for the protection of our shared campus community. In addition, the University may require that students produce evidence of a valid COVID-19 vaccination in accordance with University policies that will be posted on the HPU website and may be updated from time to time. Also, the University reserves the right to modify access to the Premises, close access to certain University facilities, impose occupancy limitations or other limitations in response to public health and safety concerns, local, state or federal law requirements or other University determinations in the interest of student health. You play an important role in keeping yourself, the HPU 'Ohana and our larger community safe.

Roommate Bill of Responsibilities and Rights

Being a roommate and having a roommate can be one of the most important experiences for a residential student. How residents approach this new experience, what they put into it, what they expect from it, and what they learn from it are equally important steps in determining the success of any roommate relationship.

The "Roommate Bill of Responsibilities and Rights" reveals what room- and loft-mates can reasonably expect from one another. Housing and Residence Life staff is available to assist, as requested.

- You have the RIGHT to a safe and secure residential community living environment.
- You have the RESPONSIBILITY to keep your room and door and hall/building doors locked and to not prop them or allow strangers in. You also have a responsibility to uphold all security policies and procedures; violations of these security policies and procedures put you and others at risk.
- You have the RIGHT to a reasonably peaceful and quiet space in which you can sleep and study.
- You have the RESPONSIBILITY to observe quiet hours, to keep your television, stereo, computer, and your voice at a reasonable volume in your room and within your hall/building/loft and to remind your guests and others that you expect the same of them.
- You have the RESPONSIBILITY to communicate with your roommate about your guest plans and get their approval, ensure your roommate(s) and loft/suite mates in your unit are comfortable and feel safe with the presence and behavior of your guests.
- You have the RIGHT to privacy and to the proportionate use of your room, both in terms of space and time, and to be free of unwanted guests in your room.
- You have the RESPONSIBILITY to let your roommate know of your wishes and preference of hours of sleep, study, and visitation, and to work through any difference you may have in a peaceful manner. You also have a responsibility to make sure your guests do not violate your roommate's rights or interfere with the use of your room.
- You have the RIGHT to express your needs and feelings about activities/behaviors of roommates when it infringes on your rights.
- You have the RESPONSIBILITY to listen to your roommate's needs and feelings and work toward an amicable resolution.
- You have the RIGHT to the assistance of your CA, Area Coordinator, or other Housing and Residence Life staff members when you need help with a problem.
- You have the RESPONSIBILITY to notify a staff person of your problem and request assistance in a timely manner and to cooperate with those involved as they work with you as you solve your problem.
- You have the RIGHT to know what is appropriate and inappropriate behavior in your living environment;
- You have the RESPONSIBILITY to read the information provided to you by HPU. This includes, but is not limited to, your Housing Agreement, Housing and Residence Life policies and procedures, Student Handbook and the Code of Student Conduct. You may report any violation, whether or not you were personally affected by it.

Residential Living Do's and Don'ts

DO...

- **Talk to your roommate/loft mate.** Communication is key to make any living situation successful. Fill out a roommate agreement and take it seriously.

- **Take your HPU ID and room key with you.** They will give you access to your community and room. If you lose your ID, please visit the Student Services Center to get a new ID (there is a charge to replace IDs.). Go to the Office of Housing and Residence Life to replace a lost key.
- **Make sure that you (and your guests) know the rules well (before you invite them over.)** Remember, you'll be held accountable for anything that your guest does and there are policies regarding hosting guests.
- **Lock the front door and lock up your valuables every time you leave.** This is a general safety measure everyone can do each day.
- **Get renter's insurance if you're not covered under your parents'/guardians' insurance.** The university is not responsible for personal property that is lost, stolen or damaged at any time.
- **Get involved in your residential community and on campus.** Getting involved is a great way to maximize your living experience and meet new people. Talk to your CA or Area Coordinator about more ways to get yourself out there.
- **Participate in the conflict-resolution process.** Working through problems can be a challenge but it's more challenging when you're unwilling to participate; involve your CA to help if needed.
- **Be up front with your parents/guardians if you're going to involve them.** Tell them the entire story. They want you to have a good living situation too and want to help you resolve the situation.
- **Know your resources.** There's a CA in your building who's there to help you as well as the Area Coordinator overseeing your community.

DON'T...

- **Get charged for damage you didn't create.** It pays to keep a watchful eye on your floor and your area. If damages or vandalism occur and the person responsible can't be identified, every resident of that floor/area gets billed for it. Do your part to make sure your community stays safe and clean.
- **Assume you can easily terminate your housing agreement.** The Housing Agreement that you sign with Housing and Residence Life is just like a lease for an apartment you might have off campus. The dates as well as the terms and conditions are binding. Be sure you understand it and ask questions to clarify the terms *before* you sign.
- **Take over the room if your roommate moves out – or be uninviting to a new roommate.** Vacant spaces may be allocated to a new resident at any time, so make every effort to keep the space neat, clean, and orderly. Do not put your belongings into or onto empty furniture in your room, suite, or loft.
- **Get hung up on “winning” if you're having a conflict with a room- or loft-/suite-mate.** Take some time to listen to your roommate and reflect on how to make things better for everyone involved; the goal is to reach a compromise.
- **Expect your parents/guardians to solve the problem for you.** You're the student and we're here to work with you; a Housing and Residence Life team member will ultimately need to talk to you if there's a problem. Definitely use your parents/guardians as a resource, but we expect you to work with us to resolve your situation.
- **Assume that if you request a move, you'll get exactly what you want.** Keep in mind that spaces are limited and the ability for us to approve your request depends on space availability.

Roommate Contracts

The Housing and Residence Life staff expects that residents take ownership in their living environment through the Roommate Agreement process. CAs will facilitate this during the first 3 weeks of fall and spring semesters.

Complicity in Prohibited Acts

Complicity is defined as being present, condoning, supporting, assisting, facilitating, encouraging, or ignoring the occurrence of any violation of the Code of Student Conduct and Sex Discrimination and Sexual Harassment Policy. Students who anticipate or observe any violation of the Code of Student Conduct or Housing and Residence Life policies are expected to remove themselves from association or participation in any inappropriate behavior. Individuals who fail to do so may be subject to the university's disciplinary process for alleged violations.

Students living in the halls are accountable for the behavior of their guests and may be sanctioned under this provision as if they had committed the violations themselves. When in the presence of a potential policy violation, residents are expected to do one or more of the following:

- Personally address and stop the violation, except in cases where it may be dangerous to do so, such as in the case of violence or threat of violence.
- Bring the violation to the awareness of a Housing and Residence Life staff member or security.
- Leave the scene of the violation, if not assigned to the room/hall/loft in which the violation is occurring.

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. For more details, contact the Director of Security and Safety at (808) 544-1400.

Parental/Guardian Notification

Hawai'i Pacific University reserves the right, in accordance with the Family Educational Rights and Privacy Act (FERPA), to notify a student's parent(s) 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 or guardians regarding other situations involving student safety/security (e.g., harm to self or others) as allowed under FERPA and/or the HPU Student Emergency Notification Policy.

Title IX Coordinators and the Sex Discrimination and Sexual Harassment Policy

Contact information for the Title IX Coordinator and Deputy Coordinators and the Sex Discrimination and Sexual Harassment Policy are located in the Student Handbook. To make a report, go to www.hpu.edu/titleix.

Services and Amenities

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. To request cable service set-up, Hawaii Loa residents may contact Spectrum, and Waterfront Lofts residents may contact Hawaiian Tel.

Upon setting up service with Spectrum or Hawaiian Tel, residents must notify Housing & Residence Life at housing@hpu.edu.

Dining at the Aloha Tower Marketplace: Pier Nine by Sam Choy

Located at Aloha Tower Marketplace, the ATM student dining facility is a relaxing environment for residents to enjoy an all you care to eat meal and socialize with others. Waterfront Lofts residents and Waikiki Vista residents are required to purchase a university meal plan. Meals not used within one week's time do not carry over into the following week or semester, and meals (except the semesterly guest meal allotment) cannot be used by anyone except the resident to whom they are assigned. Residents are prohibited from removing any items from the dining facility including food, condiments, dishware, flatware, etc. except for approved take-out circumstances and when sick. Students may request take out, but it cannot be consumed in the facility; no outside food is allowed. Those who want more information on how to get meals while sick may contact the Housing and Residence Life staff. Information about Pier Nine by Sam Choy along with menu items can be found at www.pierninebysamchoy.com. Refer to the Housing and Residence Life website for meal plan options and rates as well as accessibility, hours or changes to the dining operations, and applicable rules. To provide feedback to the Pier Nine staff, go to

www.yourdiningvoice.com. For questions and concerns, you can find the most up-to-date contact information for Pier Nine by Sam Choy on their website.

Dining Commons at the Hawaii Loa Campus

The Samuel N. and Mary Castle Dining Commons is centrally located in the Hawaii Loa campus residence life area. HLC residents may also use their meal plan at Pier Nine by Sam Choy (Aloha Tower Marketplace). Meals not used within one week's time do not carry over into the following week or semester, and meals (except the semesterly guest meal allotment) cannot be used by anyone except the resident to whom they are assigned. Residents are prohibited from removing any items from the Dining Commons including food, condiments, dishware, flatware, etc. except for approved take-out circumstances and when sick. Food must be consumed in the Dining Commons and no outside food is allowed. Those who want more information on how to get meals while sick may contact the Housing and Residence Life staff. Refer to the Housing and Residence Life website for meal plan options and rates and dining facility hours as well as all applicable rules. To provide feedback to the Pier Nine staff, go to www.yourdiningvoice.com. For questions and concerns, you can find the most up-to-date contact information for Pier Nine by Sam Choy on their website.

Laundry

In consideration of other students, laundry should be taken out of the machines as soon as the cycle is completed. Misuse, vandalism, or use by non-residents will not be tolerated. Laundry equipment problems should be reported to both the company that maintains the machines using the WASH app (details can be found in each laundry room) and directly to the Area Coordinator of the community.

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 at the Student Center for residents to purchase 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. The machines may initially charge your card for more than the cost your laundry, but the final charge on your account will be the amount you used.

At Waikiki Vista, the laundry room is located on the 5th floor. Machines are coin-operated.

After use, please keep laundry doors and trays open to keep machines clean by allowing them to air out properly.

Mail Service (ATM and HLC)

Waterfront Lofts residents will receive a mailbox key to access their mailboxes upon move in (location: near the main entrance in building 4 at the Waterfront Lofts). Lost mail keys must be reported immediately to the Office of Housing and Residence Life. Hawaii Loa residents may pick up mail in the Student Center at HLC. Refer to posted service hours at HLC and the Waterfront Lofts.

Packages will be delivered to the HLC student center or Waterfront Lofts package room. It may take one to two business days for the university mail services staff to process the package and make it available for pick up at the HLC or Waterfront Lofts package room. Residents will receive an email once packages are ready for pick-up; friends or other residents are not allowed to pick up mail for one another. 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 of their forwarding address. No mail can be forwarded from or held by the Office of Housing Residence Life after residents check out. All first-class mail received after the housing occupancy term will be returned to the sender; non-first-class mail will be discarded.

Please use the following format for your address. If mail/package is not properly labeled, it will be returned to the sender.

Your Name
c/o HPU Waterfront Lofts
1 Aloha Tower Drive, Unit # _____
Honolulu, HI 96813

Your Name
c/o Residence Life
45-045 Kamehameha Highway
Kaneohe, HI 96744-5297

Your Name
c/o Waikiki Vista, Room # _____
2241 Kapiolani Blvd
Honolulu, HI 96826

Maintenance

If repairs are required in the Waterfront Lofts/Hawaii Loa room, log on to the HPU Housing portal (hpu.edu/HousingPortal) and complete a Maintenance Work Request form. In the case of a maintenance emergency, contact the hall/building CA or 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.

For Waikiki Vista residents, there are two ways to submit a maintenance request: (1) Call the front desk at (808) 951-4547 between business hours (6:00am to 10:00pm) or (2) submit your request online (instructions are located behind the front door of each room).

Parking

For general parking information, go to www.hpu.edu/housing and click on "Commuter Services". Parking options at Aloha Tower Marketplace, downtown Honolulu, and Hawaii Loa campus are provided. For Waikiki Vista residents, contact housing@hpu.edu for more information.

Residents living at HLC and Waterfront Lofts who own vehicles and wish to park at HLC are required to purchase a RESIDENT PARKING DECAL each semester from the HLC security office (Academic Center, 1st floor) during business hours. Waterfront Loft residents who have a moped may park at designated moped parking locations at Aloha Tower Marketplace (ATM). For those with vehicles, go to <https://eliteparking.net/alohatower/> for parking options at ATM.

Student Center at HLC

The Student Center is located on the lower level of the Dining Commons on the Hawaii Loa Campus.

Storage

Due to limited space on campus, personal storage is not available. Students should plan ahead by arranging for storage of their belongings off campus or bringing their belongings home with them at the end of their occupancy term.

Vending Machines

Beverage vending machines are available at ATM, HLC, and Waikiki Vista for your convenience. If one malfunctions or needs to be refilled, call the number on the machine.

Waterfront Lofts Grill Area

There are grills on the ATM Lanai – Blue Pavilion for the use of residential students and the HPU community. The cooking area can be used on a first-come, first-served basis and are not able to be reserved except for large events. If you decide to use the area, you are responsible for the clean-up of the area after use.

Wireless Connectivity at HPU

HPU has wireless access available to the university community. In order to access the wireless network, students must first create a wireless account through the MyHPU Portal. Problems with connecting and other issues should be reported to ITS via phone (808-566-2411), email (help@hpu.edu), or in person at the Learning Commons. At Waikiki Vista, residents will receive wireless network; questions can be addressed by the front desk staff.

Wellness and Safety

Face Masks: Personal Face Coverings

In the event of an emergency or situation that requires face masks (e.g., pandemic), residents must wear personal face coverings and modify their behavior as directed by government authorities and Housing staff. Please refer to email updates from the Housing and Residence Life staff, adhere to HPU health and safety flyers on campus, and consult with staff in the event of a health and safety crisis, emergency or pandemic.

Fire Alarm and Fire Sprinkler 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. Similarly, emergency exits may only be used in an emergency. Disciplinary action and/or criminal action will be taken against a student found tampering with fire equipment, falsely setting off the alarm system, improperly using or opening emergency exits, or causing a fire. Residents at the Waterfront Lofts must maintain an 18" clearance from the overhead fire sprinklers. Once a semester, security will make entry to residences to inspect the systems.

Health Services

HPU students have access to on-campus health services during the fall and spring semesters. The third-party provider, SP Health Clinic, staffs the office in Aloha Tower Marketplace, Ste. 1315, and is open during published hours. Office hours will be posted online at www.hpu.edu/health-services. Those participating in the program (students charged the Health Services fee and those who elect to "opt-in") will have no co-pay at the time of visit, and health insurance is not required to be seen.

For a list of conditions that will be evaluated as part of the program fee, and for the lab fees (if applicable), go to www.hpu.edu/health-services. Other conditions or diagnosis falling outside the scope of these common illnesses will be subject to referral to an off-campus medical provider based on the clinic staff's judgement. If you have additional questions, contact the office at (808) 544-9361.

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's entry doors and gate as well as student dining meals. Students may also secure a mobile version of their student ID (hpu.edu/gomobile). 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 or meal plan.

Keys

HLC residents receive a room key, Waikiki Vista residents receive a key card, and Waterfront Lofts residents receive both room and mailbox keys at check-in, whether at the beginning of the year or if relocating during the year. Keys may not be duplicated or lent to friends or guests. Residents who lose their keys must report the loss to the Office of Housing and Residence Life within 48 hours for safety reasons. Residents are required to pay for replacing any missing, stolen or damaged keys (room: \$100, mailbox: \$25). If a resident conducts a room change or moves out of their room and fails to return their keys within 24 hours, the resident will be charged accordingly.

Medical Insurance

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

Personal Health and Wellness

In accordance with infection prevention guidelines, students should practice safe health including staying home when ill; practicing physical distancing whenever possible; practicing proper hand hygiene; avoiding touching the eyes, nose, and mouth with unwashed hands; cleaning and disinfecting frequently touched surfaces (bathrooms, kitchenette areas); and undergoing temperature checks and daily symptom questionnaires prior to going to class and work. If you are not feeling well, contact your medical provider and/or the Health Services Office (ATM 1315).

Call first to avoid the risk of spreading any contagious health condition. Please consult the Student Safety Guidelines for additional guidance in the event of a health and safety crisis, emergency or pandemic.

Protective Orders, No Contact Orders and Trespass Warnings

A protective order is a court order that prevents an individual from being in contact with another individual in specific, identified ways. A judge can issue a TRO (Temporary Restraining Order) and/or a PRO (Permanent Restraining Order); a TRO is temporary in nature with a pending court date and hearing and PROs can be in effect for as long as three years. It is important to review the order closely to determine what the judge has ordered. Students must comply with all judge-issued orders at all times and must notify Housing and Residence Life staff and/or a campus security officer in the event that they are the subject of any TRO or PRO.

HPU's No Contact Order (NCO) is issued by HPU Security, Student Conduct Office, Title IX Office, or the Dean of Students Office. An NCO is an order directed by the University that states an HPU member may not have contact with a specific individual by telephone, email, text message or social media, location or through a third party. Violating this directive could result in disciplinary action. NCOs may be issued concurrently or exclusive of what may be ordered by a court (TRO or PRO).

Trespass warnings are not protective orders, but warnings issued by the University (normally through the Security and Safety Department) to inform an individual that their presence on campus is prohibited. They are issued to an individual who has violated a law or created a nuisance on or about the property. Once issued, they can be in effect for up to one year. Ignoring the warning and entering the property subjects the person to violation of State of Hawaii trespassing law, which is classified as a petty misdemeanor. In many cases a trespass warning may be issued in conjunction with a protective order.

All students and any of their guests/visitors who are subject to protective orders, no contact orders or trespass warnings must adhere to such orders or warnings. Failure to abide by such orders/directives is subject to disciplinary action.

Reporting Crimes

All members of the university community are encouraged to report any criminal activity or suspicion of criminal activity to HPU security as soon as possible at (808) 544-1400 (Aloha Tower Marketplace) or local police (911).

Room Entry and Inspection

Room/loft entry and inspection 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 Housing and 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 local, 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 the Office of Housing and Residence Life. The student(s) residing in the room shall be permitted access to the room only in the company of Housing and Residence Life staff or a campus security officer.

Housing and Residence Life staff may ask the student(s) to open closed areas including drawers, cabinets, boxes, bags, etc.; remove things from under beds, desks, other furniture or other obscured areas; 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, suspension, 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, appliances, refrigerator or microwave into the room, the university also reserves the right to inspect these areas/types of personal property.

Security

HLC and Waterfront Lofts have 24-hour security. All security officers assist in enforcing university policies, including Housing and Residence Life regulations. The latter includes, but is not limited to, noise violations, disorderly conduct, alcohol violations and guest visitation privileges. HPU security can be reached at (808) 544-1400. At Waikiki Vista, the front desk is staffed from 6am to 10pm and building security will be available from 10pm to 6am. The front desk staff can be reached at (808) 951-4547.

Smoke Detectors

Smoke Detectors should ALWAYS be in working condition; tampering with or removing smoke detectors 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 CA or by submitting a Maintenance Work Request through the Housing Portal (hpu.edu/HousingPortal).

Trash/Recyclable Removal

Residents are required to dispose of trash and recyclables in designated areas or as directed by the Housing and Residence Life staff. Theft or damage of provided trash or recycle bins may be charged against security deposits.

Wildlife on Campus

Animals, such as wild boars at Hawaii Loa and feral cats at Waterfront Lofts may wander onto campus. Residents should NOT approach or feed these animals. Contact security immediately and take safety precautions.

Housing and Residence Life Policies

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" and all university policies and procedures. 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 Housing and Residence Life policies.

Abandoned Items Policy

Common areas of residence halls/apartments, including lounges, community bathrooms, hallways, etc. are not intended for storage of personal belongings. If students leave their personal belongings in these areas the items will be considered abandoned property and may be removed or disposed of by HPU staff (e.g., Housing and Residence Life, Facilities, Security).

Items left in university housing rooms/units/halls after the owner has moved out/vacated the room/unit/hall, or relocated to another room, and items not marked as to ownership will be declared abandoned. When possible, HPU will make a reasonable good faith effort to reach out to the student should property (excluding trash) be left behind beyond the student's residency to arrange for the student to secure any property left behind. A written notification will be sent via housing@hpu.edu email to the HPU email address for a resident whose items have been left behind. Instructions for claiming lost or abandoned property will be included in the notification email. If the owner assigns another student or person to claim their belongings, an email to housing@hpu.edu must be sent to identify the individual who is approved to retrieve their belongings.

If no action is taken after three communication attempts and by the posted deadline to claim/retrieve the items from the unit, Housing & Residence Life will dispose of the items. The Hawai'i Pacific University and Housing & Residence Life are not responsible for items left in the residential room/unit/hall. If a student is evicted from their university housing assignment, they need to refer to the university housing agreement regarding procedures to vacate their room/unit and retrieve their belongings.

HPU cannot, under any circumstances, provide storage space or assurance of protection for the property. If a student fails to respond to a notice about abandoned property or fails to collect the property by the posted deadline, the HPU reserves the right to dispose of personal property and may charge the student for any costs associated with abandoned property disposal. Likewise, there is no expectation of privacy for any abandoned property items and the student expressly authorizes HPU to open, disassemble, or otherwise handle any closed, locked or sealed container or baggage. Students may be charged for the removal, transport, break-down and storage of any lost or abandoned items reasonably determined to belong to them, as follows:

- Charge per box under 25 pounds: \$50 (minimum charge)
- Charge per box over 25 pounds: \$75
- Charge per refrigerator, microwave, or TV: \$100

The university assumes no liability for damage, loss or claim related to any lost or abandoned property under this policy.

Accessibility Services: ADA Accommodations

Requests for accommodations in university housing shall be determined on a case by case in accordance to Section 3: University Policies and Procedures - Accessibility Services: ADA Accommodations. If you have questions regarding Accessibility Services, please email access@hpu.edu.

Alcohol and Drug Policy

For more information, refer to the "Alcohol and Drug Policy" in the university Policies and Procedures section of the Student Handbook.

Waikiki Vista Residential Community: Residents who live at the Waikiki Vista may be subject to additional rules, terms, and conditions. Residents should review applicable rules, terms, and conditions at www.hpu.edu/housing and click on Community Living.

Alcoholic beverages in residential facilities owned and/or operated by the University

Waterfront Lofts and Hawaii Loa residents and their guests are responsible for ensuring that university policy is upheld at all times with regard to alcoholic beverages. The use of alcohol is prohibited in some cases and regulated in others as described below:

- Residents who are of legal age are responsible for their alcoholic beverages (limited to 144 ounces of beer not to exceed more than 12 cans or bottles of beer and 750ml of wine or hard alcohol not to exceed 1 bottle of wine or hard alcohol; this includes empty containers) in their loft/unit at any given time.
- Consumption and possession of alcoholic beverages is prohibited in all public and common areas, including but not limited to, walkways, lanais, parking lots, and outdoor seating areas.

- Residents and guests are prohibited from being under the influence of alcohol or intoxicated in all public and common areas.
- Alcohol may be consumed or possessed only by those individuals of legal age inside their assigned units/lofts with the door closed.
- Partying and get-togethers that become detrimental to the community are inappropriate and subject to disciplinary action. At its discretion, university personnel, including campus security and Housing and Residence Life staff, may terminate parties and/or confiscate alcoholic beverages. In any event, any student gatherings must comply with any government orders and University policies and rules in effect regarding the size and location of gatherings.
- Should alcohol-related problems arise in individual rooms, student residents will be approached by university staff or HPU security and held accountable for their actions and the actions of those present in the room, even when not consuming alcoholic beverages personally.
- Large quantities of alcoholic beverages and common-source containers are prohibited in individual rooms, regardless of the resident's age. This includes, but is not limited to kegs, and cases of beer.
- Residents of legal age are encouraged to refrain from having under-aged guests over while consuming alcoholic beverages to avoid the appearance that they may be distributing such beverages to under-aged people.
- Residents under 21 years of age with alcohol containers in their unit, whether empty or full, are in violation of the Alcohol and Drug policy. Such items are considered alcohol paraphernalia and evidence of consumption/possession of alcoholic beverages.
- Residents who are of legal age should dispose of their empty alcohol containers immediately to avoid the appearance that alcohol was consumed by under-aged residents and guests in the event university staff or HPU security find alcohol in the unit.
- Equipment or supplies used in drinking games or to promote excessive drinking (e.g., beer pong tables) are prohibited.
- Students over 21 years of age who are transporting alcoholic beverages to their units must ensure the alcoholic beverages are sealed and not visible to the general public.
- HPU will not accept packages in the mail containing alcoholic beverages for residents.
- Delivery of alcohol by retail or wholesale distributors to HPU residential facilities is prohibited.

Approved Appliances

Hawaii Loa Campus (Residence Hall): Single-serve coffee maker (k-cups or pods): blender; rice cooker; microwave (between 1,000 - 1,200 watts) – limit 1 per unit only. Each unit comes with a mini-fridge. No other cooking appliances of any kind are allowed.

ATM Waterfront Lofts (2nd Floor Lofts Only): Single-serve coffee maker (k-cups or pods), blender, rice cooker, NuWave Pro Infrared Oven, microwave (between 1,000 - 1,200 watts) - 1 per unit. Some units may have a microwave already. Please note that once it no longer works, residents are responsible for purchasing their own microwave (only new, unused microwaves permitted), if desired.

ATM Waterfront Lofts (2nd Floor Studios Only): Single-serve coffee maker (k-cups or pods) – 1 per unit.

ATM 3rd Floor residences: Cooking appliances are not allowed in the 3rd Floor residences bedrooms. However, there is a common kitchenette with a microwave and refrigerator that everyone on the floor can use for simple snack prep only. A new, unused mini-fridge or 1,000 – 1,200 watt microwave (not both) is allowed in a 3rd floor unit. Email housing@hpu.edu for details.

Waikiki Vista: Units will have a microwave and mini-fridge. Residents will need to abide by additional rules, terms, and conditions.

Requests for additional mini-fridges for ADA accommodations in rooms must be pre-approved by Housing and Residence Life staff. Refer to the Fire Safety Policy in this section for appliances that are not allowed in university housing.

Assignments, Reassignments, Consolidations, and Relocation

The Office of Housing and Residence Life reserves the right to assign and reassign students within and between room, lofts/studios, buildings, and/or campuses as deemed necessary. Students not initially assigned a roommate (or temporarily without one) may be required to consolidate with others in the same situation. At times, room consolidation may be directed to support university requirements. Additionally, Housing and Residence Life 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 or as required to comply with disciplinary action or court orders. Also, in the event of fire, natural disaster, pandemic, student health and safety, electrical function, water or any act of God (Force Majeure), the university reserves the right to relocate residents to a different building, facility or other designated area. Student relocation related to any of the above shall be governed by the Agreement and University policies and procedures. The university reserves the right to terminate a student's Housing Agreement without refund by written notice if the student fails to comply with any of the terms and conditions of the Agreement.

Cleanliness Policy

Residents are required to maintain their room/loft and adjacent common areas (e.g., lounge space and walkways) to health and safety standards, keeping them clean and clear. Personal items, including shoes, plants and welcome mats/rugs, may not be left in common spaces, hallways or outside room/loft doors. Failure to comply may result in housing fines (up to \$100 per resident). Residents are responsible for providing their own cleaning supplies. Some cleaning equipment may be available by contacting the CA. Residents must provide a photo ID in order to use cleaning equipment. When borrowing cleaning equipment, residents are financially responsible for the repair or replacement of equipment if damaged or not returned. When required, residents shall comply with the cleaning standards as set forth in Student Safety Guidelines.

Hanging items (e.g., towels, beddings, wet clothes, shoes, dishes) on railings indoors or outdoors or off window ledges are prohibited. Failure to adhere to this policy may result in housing fines (up to \$100 per resident involved in the violation).

At the Waterfront Lofts, windows within each loft/room should remain closed at all times, except when briefly needed as set forth below, in order to prevent excess moisture intrusion, dust and air impediments and other undesirable conditions. In addition, leaving windows open while the A/C is running will not only cause damage to the A/C unit, but will increase energy usage, cause all rooms connected to that A/C unit to be warmer, and allow more dust, soot, and moisture into your room. Exceptions may be made temporarily (e.g., for a few minutes) in certain instances where ventilation of the room may be briefly necessary (e.g., burnt popcorn). Opening a window should not be a remedy to alleviate ongoing concerns about the temperature of a room. These concerns about the temperature of the room should be reported immediately to Facilities staff by completing a Maintenance Request Form through your HPU Housing Portal (hpu.edu/HousingPortal) so that they can investigate the problem. Students are responsible for damages to the unit and/or their personal property that result from leaving windows open. In the event that the A/C is down and cannot be quickly repaired, Facilities and/or Housing and Residence Life staff will communicate that the windows can be opened to provide ventilation to the rooms.

Electrical and Plumbing Fixtures Policy

Students may not remove, alter or affix items to fixtures or hardware in bedrooms/units or common areas in university housing.

“Flushable” Wet Wipes Policy

With the current COVID-19 concerns and the increased need for disinfection, the Wastewater Treatment Plant has seen an increase in the number of wipes being put into the system. We are asking our students/residents to please

throw all wipes into trash bins, which includes the ones advertised as “flushable”. All wipes, including “flushable” ones, increase the chances of clogging sewer lines that potentially lead to other health and safety issues. Wipes are also known to become attached to impellers and pumps connected to motors and, as a result, put extra strain on equipment or even cause major equipment failures. Unlike toilet paper, wipes do not break down in water in a way that makes them safe to the wastewater system. Therefore, only human waste and toilet paper should be flushed. Costs related to unclogging toilets or damages resulting from the use of “flushable” wipes will be charged to the residents of the unit from which the problem originated.

Eligibility for Housing

Students are required to maintain at least 12 credit hours (undergraduate) or 9 credit hours (graduate) per semester at HPU in order to maintain eligibility for student housing. Students who fall below this must request approval from the Housing and Residence Life staff. Students may be required to move without refund.

Fire Safety Policy

Due to the danger of fire, any type of open flame (e.g., candles), exposed and/or external heating elements, including but not limited to candle warmers, charcoal grills, compact or electric grills, crockpots, instant pots, hot plates, toaster ovens, sandwich presses, toasters and stoves or other similar electric or open flame cooking appliance are not permitted in the residence halls or outside near the campus buildings. For the Hawaii Loa campus and Waterfront Lofts, only approved appliances are allowed; check with Housing and Residence Life staff for more information. Only expressly approved equipment and appliances will be permitted in the residence halls or on campus. If the above items are found in a resident’s room, the Housing and Residence Life staff will confiscate the items and arrange with the owner a pick-up process at the end of the semester.

All electrical items must be plugged directly into wall outlets. Due to electrical capacities for the HLC residence halls, air conditioning units are not permitted. Halogen-bulb lamps, extension cords and outlet multipliers are prohibited from use. Surge protectors with circuit breakers and on/off switches are permitted. Live/fresh cut holiday/Christmas trees are not allowed in the residence halls.

Furniture Policy

University Provided Furniture: Room/loft furniture must remain in the room/loft. Putting mattresses on the floor or altering structural components of the beds are not allowed. Residents may request to raise or lower beds in accordance with process noted below. Additionally, lounge furniture must remain in the lounge area at all times and should not to be moved and/or removed. 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.

Furniture Requests: ATM and HLC residents who want their bed raised or lowered (if allowed within the bedroom) must submit a maintenance request at facilities@hpu.edu during the first two weeks of the start of the semester. If a resident is reassigned to a new unit during the semester, the request will need to be made within one week of move-in. Requests made after these periods will be assessed a \$50 fee. Questions can be sent to the Housing and Residence Life staff at housing@hpu.edu.

Personal Furniture: The university supplies bedroom and common-area furniture respective to each residence. Since the university provides students with furniture, the following personal furniture are examples of what is permitted in university-owned facilities: carpets, desk chairs, shelves, captain’s chairs, camping-style chairs and air furniture. Residents may have NEW furniture items such as bookshelves, kitchen carts, couches, and chairs. For health and safety reasons, the following are PROHIBITED from university-owned facilities: bars; lofts; construction of any kind; personally-owned mattresses; and used or previously owned upholstered or stuffed furniture, bean-bag chairs, futons, recliners and wicker furniture. Also, residents are not allowed to hang hammocks or work out rings from stairs, posts, or furniture. No additional refrigeration or freezer appliances without pre-approval from the Office of Housing and Residence Life. Disciplinary action may be taken if prohibited items are found in

university-owned facilities, and the residents will be required to remove the item. If residents do not comply, university staff will remove the items and the residents will be fined.

Gender Inclusive Housing

Gender inclusive housing is an option whereby 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 inclusive 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 inclusive housing, a request must be made on the housing application. Due to limited housing, we cannot guarantee gender inclusive 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 inclusive housing. If the housing staff is unable to place all students who request the gender inclusive housing option, each student will be contacted by the staff.

Eviction Policy

Refer to the Housing Agreement and Code of Student Conduct (i.e., eviction as one of the possible sanctions).

Guest Policy

Members of the Housing and Residence Life staff and security have the authority to verify an individual's residency. A guest to either the Waterfront Lofts residential campus or Hawaii Loa Campus includes any student who does not reside on that particular campus (i.e., Waterfront Lofts residents visiting the Hawaii Loa Campus or vice versa). Guests also include anyone who is not a resident of either campus. All residence halls/buildings begin the academic year with visitation hours from 8 a.m. until 10 p.m. Sunday through Thursday, and 8 a.m. to midnight on Friday and Saturday nights. Guest visitation may be limited by applicable government orders or University policies and rules regarding permitted gatherings.

During the fall semester, non-resident guest (defined as anyone who does not reside in HPU-sponsored housing) and overnight guest privileges will be suspended until October 15. During the spring semester, non-resident guest and overnight guest privileges will be suspended until February 25. These dates are subject to change based on current conditions, and residents will receive notice of any changes via their HPU email addresses from housing@hpu.edu.

Guests—whether HLC and Waterfront Lofts residents, HPU students, or non-HPU individuals—are expected to follow all policies of the university. Residents must seek permission from all room/loft/suitemates before allowing a guest into their unit. Residents are responsible for their guests and all actions of the guests while in the halls or anywhere on HPU's campus. Guests must be escorted by their host at all times and if found in violation of residence hall or university policies will be asked to leave university property immediately. Keys will not be issued to guests, and residents are prohibited from giving their keys and/or ID cards to any guests. Resident hosts are responsible for ensuring their guests have the appropriate permission and are registered to be a guest.

Overnight Visitor Policy

Residents are allowed to have overnight visitors—whether residents of a different HPU campus, HPU non-resident students, or non-HPU individuals—only with the approval of their roommate(s), suite/loft mates, and Housing and Residence Life staff. Residents will be held accountable for any policy violation of their guest(s) and may have their guest privileges revoked for violations of this policy.

A resident hosting the guest must complete an Overnight Guest Registration Form, which can be found in the, no later than 72 business hours before the first night the guest is hosted. Forms are available online in the [HPU Housing Portal](#) and require electronic signatures of roommates, loftmates, and/or suitemates, if applicable; the guest; and the parent or guardian of the guest, if the guest is under 18, in addition to other requirements. Each overnight guest is permitted a maximum overnight stay not to exceed 3 consecutive nights or 6 nights total in any 30-day period. Exceptions to this policy can be granted in limited cases by seeking approval through the Area Coordinator for your campus. This policy applies at the guest level, so guests may not stay on campus for additional nights by staying with different residents. All guests NOT registered as overnight guests are required to leave campus prior to the commencement of quiet hours. Guests under age 18 are not permitted to stay as a guest unless they are an immediate family member of the resident, and permission of a parent or guardian is required for under-age family members to stay overnight on campus. Housing and Residence Life reserves the right to limit overnight guest visitation. Failure to comply with the Overnight Visitor Policy may result in loss of overnight guest privileges or other disciplinary action, including possible eviction. Overnight visitation may be limited by applicable government orders or University policies and rules regarding permitted gatherings.

Emergency Circumstances: Natural Disaster and Pandemic

In the event of an emergency or for health and safety reasons (e.g., natural disaster, pandemic), HPU reserves the right to suspend the Guest and Overnight Visitor policies and prevent guests and visitors from entering HPU owned or controlled residential facilities and limit the number of ATM and HLC resident visitors in residential units during the academic year. Failure to abide by the guest policy may be subject to disciplinary action and fees.

Hall/Building and Room/Loft 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.

Hall/Building and Room/Loft Access Policy

Residents may not loan their HPU ID card and keys to anyone. In addition, attempting to bypass the housing access security system will result in disciplinary action.

Meal Plan Waiver Requests

University housing residents are required to purchase a meal plan, with only very limited exceptions. Those with specific dietary needs, food allergies or medical conditions should indicate these needs in Step 4 of the online Housing Application. The Dining Manager will work directly with students to accommodate special dietary needs or allergies.

Any exceptions to this meal plan requirement will fall under the meal plan waiver process as established by the Office of Housing and Residence Life. Residents requesting to waive this requirement must follow the following procedures and submit their request by the Add/Drop deadline of the fall and spring terms:

1. Submit a Meal Plan Waiver Request Form.
2. Submit a letter of support (from a medical provider, religious leader, nutritionist) to support this request. The letter should be specific in identifying the dietary needs so that the Dining Manager can determine possible accommodations as an alternative to a waiver.
3. Student to meet with the Food Services Director to discuss the meal plan waiver request and consider possible alternatives to a waiver, if any.

The Office of Housing and Residence Life, along with the Office of Accessibility Services, will then review the request form, the student's supporting documents and the Food Services Director's recommendation to determine whether the meal plan waiver will be granted. Once all documents are submitted, a decision will be communicated to the student within 10 business days.

Mopeds and Motorcycles

All parking must be in accordance with the Parking provisions in the Services and Amenities section and any university policies, procedures, and regulations. Motorcycles, mopeds, scooters, etc. are not permitted inside rooms/buildings, walkways, grassy areas, and lanais.

Pet Policy

Students are only permitted to have one five-gallon tank per unit of fish only. Other animals found in residential units will be removed at the student's expense.

Posting of Advertisements, Sales and Canvassing

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 Activities' (ATM 1400) posting guidelines and will be hung by Housing and Residence Life staff in approved areas. Materials shall not be affixed to entrance/exit doors, and sliding flyers under doors or distributing pamphlets, leaflets or flyers in mailboxes are not permitted. Any material not posted or given by Housing and Residence Life will be promptly removed and discarded.

ATM or HLC residents who are running for a Student Government Association (SGA) or Registered Student Organization (RSO) elected position must adhere to the SGA or RSO election campaign rules (e.g., door-to-door campaigning at the Waterfront Lofts or the Hawaii Loa residence halls, posting campaigning flyers in the halls/community floors).

For the residents' protection against fraudulent sales and annoyance, soliciting is not permitted in university housing without the prior written approval of the Area Coordinators or the Assistant Director of Housing and Residence Life. These policies also apply to student-owned businesses and ventures.

Quiet and Courtesy Hours Policy

Residents are expected to respect the right of others to live, study, and sleep in a quiet environment. During the hours of 10pm to 8am the next morning, Sunday through Thursday and 12am to 8am the next morning, Fridays and Saturdays, the residence hall/building environment should be quiet, free from noise, and conducive to study or sleep. Residential communities may agree to expand quiet hours. During final exams, 24-hour quiet hours will be enforced. Residents must comply with all policies and regulations regarding sound equipment and recreational activities within the residential facilities or on university grounds.

When Quiet Hours are not in effect, residents are expected to maintain reasonably courteous levels of noise at all other times. This includes, but is not limited to, containing most noise to a resident's own room. If approached by another student or a staff member and asked to lower the volume in one's room, it is expected that residents will respond respectfully. Failure to adhere to this policy may result in housing fines (e.g., up to \$100) per resident involved in the violation.

Recreational Activity Policy

As a safety measure and to provide an environment conducive to living and learning, games, recreational or outdoor activities such as golf, soccer, football, whiffle ball, frisbee, water guns, tennis, skateboarding, basketball dribbling, etc. are not permitted within the rooms/lofts/units, hallways, walkways, on lanais, common areas/lounges or in close proximity to university buildings or parking areas. 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, indoor pools, bodyboarding/boogie-boarding, rollerblading and skateboarding are prohibited on campus. Students are not permitted to jump or climb over railings inside or leading into the residence halls and are not permitted to climb the exterior of a building.

Renter's Insurance

HPU does not offer renter's insurance. Students may elect to purchase renter's insurance via their existing insurance providers or a 3rd party provider such as NSSI. Students are responsible for signing up for and paying for

renter's insurance to cover personal property and belongings in the Housing Unit. Students who do not purchase renter's insurance are responsible for their own personal property and belongings in the Housing Unit.

Room Personalization Policy

To protect the condition of residents' room/loft from damage, the following stipulations are in effect:

- Residents may use painter's tape to hang decorations where wall moldings do not exist. No adhesives (e.g., command strips, command hooks 2-sided double side sticky – 3M or other brands, clear packaging tape) beyond painter's tape should be used in any university housing.
- Under no circumstances should holes be drilled or placed in any walls or ceilings. Also, residents are not allowed to hang hammocks or work out rings from stairs, posts, or furniture.
- Damage caused by use of non-approved 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.
- Students are not permitted to paint any surface in the room/loft.
- All room décor that is visible through doorways or from the exterior of the room must be consistent with community standards.
- Students are not permitted to place items (e.g., decorations, messages, lights, images) on window glass or framing around windows that is visible from the exterior of the room/unit.

Service Animals and Emotional Support Animals

Students who have service and emotional support animals must contact Accessibility Services . Students must have pre-approval from the Office of Housing and Residence Life and Accessibilities Services before bringing the animal on campus. If you have questions, email Accessibility Services at access@hpu.edu.

Security Deposit

Reference the Housing Agreement and the Business Office policies for more information. Any amounts eligible for refund or return will be processed in accordance with the Business Office policies and may be reduced by amounts currently due on the student's account.

Smoking/Vaping Policy

For more information, refer to the "Smoking/Vaping Policy for Students" in the university Policies and Procedures section of the Student Handbook.

Termination of Housing Agreement

Refer to your Housing Agreement for details.

Threats, Intimidation, Harassment and Violence Policy

Even if a student intends no harm with their actions, these actions may be harmful to themselves or others. Comments, blogs, online discussions, and/or pictures posted on web pages, online journals or in web communities, and not adhering to health and safety practices and directives (e.g., self-isolating when sick, not maintaining social distancing, not wearing a face mask in public/common areas) may be considered disorderly, threatening, intimidating, harassing and/or violent and may be subject to disciplinary action through the Code of Student Conduct and Sex Discrimination and Sexual Harassment Policy.

Trespassing/Unauthorized Entry Policy

HPU students may enter and use all campus buildings and areas for the purposes assigned to these facilities and places during established operating hours and following all applicable rules and University policies. Exceptions to this rule are made only in the interests of safety and other university approved uses. When buildings or spaces within them are officially closed or restricted, limited access applies to students unless specifically exempted. Students must adhere to all local, state, federal regulations regarding trespassing on private property.

Unauthorized Access: No individual shall use or possess any key or ID card to any university housing room or area to which they are not specifically assigned. Residents may not grant permission or give use of keys and/or ID to an unassigned student.

Illegal Entrance - Unauthorized Presence: No student shall break into, or without authority or permission, enter any university housing unit, office, bedroom, or restricted area; nor shall any unauthorized student enter or remain in any residential building at a time when that facility is officially closed.

Restricted Areas: No unauthorized student shall enter into any restricted area; nor shall any student assist or make possible the unauthorized entry of any person into any restricted area. Restricted areas may include lanai, roofs, posted or enclosed construction sites, secured utility areas, and identified reserved parking spaces.

Unauthorized Parking: No student shall park in any restricted area; nor shall any student assist or make possible the unauthorized entry of any person into any parking area.

Restricted and unauthorized areas on or in close proximity to university housing, and prohibited behaviors include but are not limited to:

- 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, including, the lower campus fields.
- 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.
- Restricted designated floors and other areas where posted signage restricts access.

Weapons Policy in University Housing

Weapons, including but not limited to, firearms, explosives, incendiary devices (including propane tanks), spear guns, nun chucks, brass knuckles, air-powered pellet or "BB" guns, and knives (including diving knives) over 3 inches in length measured from the top of the hilt to the end of the blade and/or knives prohibited by Hawaii State law are prohibited in any university-owned or university-controlled buildings, including the residential communities. Weapons will be confiscated and destroyed—regardless of value or ownership—by university personnel, including HPU security, Housing and Residence Life staff, and Dean of Students staff. University personnel will document the incident and notify the appropriate staff of policy violation. Depending on the circumstances, the university may contact local police.

Housing and Residence Life Procedures and Services

Applications

To be considered for university housing, students must complete an online application and submit a housing application deposit via the HPU Housing Portal (hpu.edu/HousingPortal) during the published dates. If an

application deposit is returned, rejected, or not honored by a bank or credit card company, students may be subject to a late fee or other penalties in accordance with Business Office policies.

Bicycle Storage

Bicycles may not be stored in any path of egress. Bikes may be stored on bike racks at ATM, HLC, and Waikiki Vista and inside ATM loft units if space allows. Bikes stored anywhere else on campus will be considered abandoned and will be removed. Bicycles must be taken home at move-out; if bicycles are left behind they will be donated or disposed of.

Billing

The condition of your space will be assessed by Housing and Residence Life staff at move-in and move-out. Any damage done will be assessed against the Inventory and Room Condition form and billed to your student account. Common area damages will be divided among all residents and assessed to each individual student account. Charges for damages and cleaning will be determined by Housing and Residence Life and Facilities staff during the building inspections which take place after move-out.

Early Arrival

Students who have verified university business (e.g., mandatory athletic team practice, student employment) may request Early Arrival before Move-In Day by submitting the Early Arrival Request Form. Approval of early arrival requests is not guaranteed. Approved Early Arrival stays are subject to the daily rate charge for the student's assigned room type. Charges will be assessed to the student's HPU account.

Extended Stay

Students who have verified university business (e.g., mandatory athletic team practice, student employment, graduation responsibilities) may request an Extended Stay to remain after their Housing Agreement term ends by submitting the Extended Stay Request Form. Approval of extended stay requests is not guaranteed. Approved Extended Stays are subject to the daily rate charge for the student's assigned room type. Charges will be assessed to the student's HPU account.

Facilities and Damage Charges

Residents may be charged for missing keys; damages to their unit or other HPU property; cleaning and pest control beyond normal wear and tear or scheduled maintenance. Residents may also be charged for repairs, including clearing of clogged toilets, sinks and shower drains, and any damages resulting from clogged plumbing in their unit. Charges may be assessed during their stay and after final move-out. Students are notified via their HPU email of any charges assessed by Housing and Residence Life and Facilities staff. Charge amounts are posted to the student's HPU account.

Inventory and Room Condition

The Move-In Inventory and Room Condition process tracks the condition of a space prior to and after students occupy a space. Staff will perform an initial documentation before students' arrival, and students need to complete their own inspection via the HPU Housing Portal (hpu.edu/HousingPortal) by the published date. Students will receive the Inventory instructions and process at move-in. If students do not submit the Inventory inspection by the published deadline, they are acknowledging acceptance of the room inventory and condition as determined by the Office of Housing and Residence Life. Students will be held responsible for any damages not noted on the Inventory.

Move-In Procedures

All residents will receive detailed instructions via their HPU email address prior to Move-In Day. Residents must check in with staff and follow all staff instructions on Move-In Day. No Move-Ins will be permitted outside of the announced dates/hours without prior approval from the Office of Housing and Residence Life.

Move-Out Procedures

On the final day of occupancy, all students are required to clean and vacate their rooms/lofts by noon on the specified date. All residents will receive detailed instructions via their HPU email address, their mailbox and/or during hall meetings with their CA on proper Move-Out procedures. Residents are required to make a move-out appointment with their CA, and are subject to fines if they do not make and then keep their move-out appointment. Charges for damage or improper move-out will be assessed to the student's HPU account. Residents must return their room/loft and mailbox keys at their move-out inspection or residents will not be considered vacated from their room. Once a student vacates a room, they will not be permitted to return to that room. Items left behind will be considered abandoned. Students must have an approved Extended Stay request to be permitted to remain after the end of term.

Lockouts

Students' rooms should be locked at all times, whether or not the resident is in the room. Thus, we recommend that students keep their room keys on them at all times. Residents accidentally locked out of their room should contact their roommate(s) or a CA or call the CA on Duty phone for assistance after normal business hours or HPU security between 8am and 5pm Monday through Friday. A \$10 fee will be assessed each time HPU staff lets a student into the room.

If a room key or student ID card is lost, immediately report this to a CA, security guard, or Housing and Residence Life staff member. 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 ID are responsible for purchasing a new one in order to gain access to the residence hall/building.

Room/Unit Changes

Requests for bedroom/unit changes are considered after the first three weeks of the semester. All bedroom/unit changes must be approved by Housing and Residence Life staff; unauthorized bedroom/unit changes will result in a \$100 (per person) fine, disciplinary action and/or the resident being held responsible for any damage/cleaning fees incurred by occupants of BOTH bedrooms/units.

Emergency Information and Procedures

In the event of an emergency, students must follow university emergency protocol and directions given by Housing and Residence Life staff, HPU security, other university employees, and/or local law enforcement. Evacuation during an emergency or drill is required. Students who do not evacuate may face disciplinary action and/or fines.

Emergency Evacuation Procedures: In the event you need to evacuate your room, close your door, move quickly and calmly to the nearest emergency exit stairwell and MEET AT THE DESIGNATED ASSEMBLY AREA.

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

- *Building 1 and 4:* Residents assemble at the west side of Irwin Park.
- *Building 2 and 3:* Residents assemble at the east side of Irwin Park.

DO NOT CONGREGATE AT THE BUILDING ENTRANCE. 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.

In the event Waterfront Lofts residents must evacuate the Aloha Tower Marketplace facility, residents will be informed of the off-campus emergency location, which is located in the downtown Honolulu area. Please follow all directions given by Housing and Residence Life staff, HPU security, and/or other university employees.

Campus Shelter in Place Guide

If sheltering in place, underground garages, basements and concrete are the best structures for sheltering. However, any structure is better than being caught outside. If you are at your on-campus residential community, go to the following areas for shelter:

ALOHA TOWER MARKETPLACE:

ATM Building 1 2nd Floor: Room 2133 (Refuse Room)

ATM Building 2 2nd Floor: Room 2229 (Refuse Room)

ATM Building 3 2nd Floor: Room 2322 (Refuse Room)

ATM Building 4 2nd Floor: Stairwell across from 2412

ATM Bldg. 1 and 2 3rd Floor: Stairwell near elevators

HLC CAMPUS: Shelter in place in the Academic Center stairwell.

Waikiki Vista

Evacuation instructions are provided in your unit; residents will evacuate to the Ala Wai Community Park (2015 Kapiolani Blvd, Honolulu, HI) near the Waikiki Vista building. Follow the instructions set forth by the staff.

Lock Downs

In the event of a lock down, please follow the directions given by university employees. Lock downs require students, faculty, and staff to lock the doors of where they are located when the instructions are issued. An all clear message must be issued to resume activities. Please follow instructions from HPU security and local law enforcement.

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; in circumstances where a resident is unable to call, HPU staff may call 911 on behalf of the resident. If possible, HPU security and a Housing and Residence Life staff member should also be contacted. If a student does not use ambulance services for transportation, they should arrange for private or public transportation to and from the medical facilities. Students should not visit the Student Health Services Office for care in the event of a medical emergency.

Missing Person Policy

The Higher Education Opportunity Act of 2008 (HEOA) requires all institutions that provide on-campus student housing to establish a student notification policy and procedures. For more information, refer to the Missing Person Policy and Procedures in the "Student Handbook."

Waikiki Vista Residential Community

Waikiki Vista residents must acknowledge and agree to building rules while residing at Waikiki Vista. Additional University and building rules may be established or may be amended from time to time during the occupancy period at Waikiki Vista.

For up-to-date information on these rules, terms, conditions, what to bring, and other Waikiki Vista related information, please go to www.hpu.edu/housing, click on "Community Living".

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 <https://studenthandbook.hpu.edu>.

**Please refer to other handbooks, such as 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 Freedom Statement

The University seeks to foster in its students a mature independence of mind, and this purpose cannot be achieved unless students are free to express a wide range of viewpoints in accord with the standards of scholarly inquiry. The faculty are responsible for ensuring that student freedom of scholarly inquiry is fostered and preserved. Examples of student academic freedom include the right to free inquiry and exchange of ideas; the right to critically examine, present, and discuss controversial material relevant to a course of instruction, enjoyment of constitutionally protected freedom of expression; and the right to be graded by faculty, in accordance with academic considerations administered fairly and equitably under policies established by the University.

For students to develop a mature independence of mind, they must be free in the classroom to express a wide range of viewpoints, in accordance with standards of scholarly inquiry and relevance to the topic at hand. No student can abridge the rights of other students when exercising their right to differ. Students should be free to take civil and reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

The faculty has authority for all aspects of the course, including content, structure, relevance of alternative points of view, and evaluations. All decisions affecting a student's academic standing, including assignment of grades, should be based upon academic considerations administered fairly and equitably under policies established by the University. In professional curricula, such decisions may include consideration of performance according to accepted professional standards.

Students may also serve as instructors under supervision of the faculty. The faculty retains authority over all aspects of the course, including content, structure, evaluations, and delegation of authority for the course, and must base the guidance of student instructors on accepted scholarly and professional standards of competence in teaching. Subject to such authority, however, such student instructors share with faculty the freedom and responsibility to present concepts, to lead discussions in class, and to ensure the appropriate and civil treatment of other members of the academic community.

Faculty guidance and supervision of student research is desirable and appropriate. Students' freedom of inquiry while conducting research may not be abridged by decisions contrary to accepted scholarly and professional standards. Students are entitled to the protection of their intellectual rights, including recognition of their participation in supervised research and their research with faculty, consistent with generally accepted standards of attribution and acknowledgement in collaborative settings and in accordance with duly established university policies and procedures.

(Adapted from the University of California General University Policy Regarding Academic Appointees, Appendix B)

Academic Integrity Policy

I. General Statement

It is Hawai'i Pacific University's policy that any act of academic dishonesty in any learning modality 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.
 - c. The acquisition or sale of course materials.

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, 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 Provost 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 Office of the Provost. The Office of the Provost 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 Student Conduct within 5 working days. The Assistant Dean of Students/Director of Conflict Resolution and Community Engagement 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 their 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 their 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 their 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 their 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 their 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 Grade Appeal Procedures for Students or Student Compliant Procedures.

Academic Grade Appeal Procedures for Students

The assessment of a student's academic performance and the assignment of a grade is the faculty member's responsibility and prerogative. Evaluations are arrived at in accordance with the academic and professional judgement of the instructor and faculty make every effort to ensure that grades reflect the merit of each student's performance.

It is assumed that the final course grade assigned is correct; thus, the student assumes the burden of proof in appealing a grade.

Only the final course grade may be appealed. Students may appeal a final course grade on the following grounds only:

- 1) A mathematical error in the calculation of the grade or a clerical error in the recording of the grade.
- 2) Arbitrary or capricious grading defined as assignment of a grade without any reasonable basis.
- 3) The assignment of a grade on a basis that is inconsistent with those assigned to other students in the same class.
- 4) The assignment of a grade which deviates significantly from expectations stated on the syllabus and where the instructor failed to notify students of the change.
- 5) Failure of the faculty member to follow published course policies.

The following are NOT grounds for appealing a grade:

- 1) Disagreements with published course policies (for example, grade weighting methods or attendance policies).
- 2) Disagreement with the professional judgement of the faculty member.
- 3) Differences in classroom policies or grading schemes in different courses or between different sections of the same course.
- 4) A grade's impact on a student's academic progress or record.
- 5) A grade's impact on athletic eligibility.
- 6) A grade's impact on eligibility for veteran's benefits.

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 45 days after the end of the semester in which the grade was awarded.
2. A student who believes they have been assigned an improper grade initiates first an informal 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. If the instructor of record is not available, the department chair or designee may act in lieu of the instructor of record for the purpose of grade appeals.
3. If, after careful review of the grading procedures, the student is still dissatisfied, 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. Supporting documents must include:
 - a. a statement addressing how the appeal meets one or more of the criteria necessary for an appeal
 - b. a description of the efforts to resolve the grade dispute with the instructor of record
 - c. a copy of the course syllabus and any relevant assignment instructions
 - d. any other relevant documents that the student would like to be reviewed as part of the appeal process
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 of the receipt of the appeal.
5. The department chair will make a recommendation to the faculty member based on their 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, they may notify the academic dean will be notified within three days.
7. The academic dean will be provided with all relevant materials and 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 as referenced below. If the student wishes to appeal the academic dean's decision, they 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 Conduct Review Board. The Dean of Students or their 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 their 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 Conduct Review 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 Conduct Review 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 discrimination, refer to "Discrimination or Harassment Complaints" under "Student Complaint Procedures" in the Student Handbook.

Accessibility Services: ADA Accommodations

Under the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act and the ADA Amendments Act of 2008 (ADAAA), Title III (Public Accommodations) and Title V (Employment), and the Hawaii 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 or require the university to fundamentally alter the nature of its services, facilities, or programs.

Eligibility

A. Students

Students who seek accommodations are required to submit documentation to verify their eligibility. The documentation must be signed by a certified physician, psychologist or other relevant professional, 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 (Office of Human Resources, 500 Ala Moana Blvd, Building 4, Suite 545; (808) 544-1188; hr@hpu.edu) 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.

Procedures

ALL STUDENT-RELATED ACADEMIC ADA INQUIRIES SHOULD BE DIRECTED TO THE ACCESSIBILITY SPECIALIST, CENTER FOR ACADEMIC SUCCESS – ACCESSIBILITY SERVICES: Waterfront Plaza, 500 Ala Moana Blvd, Building 6, 4th floor; (808)-544-1197; access@hpu.edu

1. All ADA inquiries should be directed to the Accessibility Specialist.
2. The Accessibility Specialist will explain the requirements for establishing eligibility, which includes a disability declaration request and substantiating documentation.
3. The Disability Disclosure Form along with supporting documents must be submitted to the Accessibility Specialist prior to an accommodation decision being made.

4. Upon approval, the student will receive an ADA letter and Accessibility Services will provide an ADA letter to their professors.
5. Students are required to notify their instructors in advance of using their ADA accommodation. For courses that are hybrid or online, students are required to communicate their ADA accommodation with their instructors, i.e. via phone or email.
6. **Students are required to renew their ADA accommodations every semester.**
7. During each semester, students registered with Accessibility Services are highly encouraged to keep the Specialist informed of their progress as well as any concerns so that they can be addressed in a timely manner.

Student Employees

ALL WORK-RELATED ADA INQUIRIES SHOULD BE DIRECTED TO THE BENEFITS MANAGER IN THE OFFICE OF HUMAN RESOURCES

1. All WORK-RELATED ADA notifications should be directed to the Office of Human Resources. Applicants or employees with disabilities are responsible, at their discretion, 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 Office of Human Resources 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.

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 in this section. 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 upholding the laws as well as sharing responsibility for the safety and welfare of other members of the university community. In accordance with Hawaii 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 that is dangerous or disruptive and 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 by the Dean of Students Office or Office of Student Conduct.

Waterfront Lofts and Hawaii Loa Residential Communities: Alcoholic Beverages in University-Owned Residential Facilities

On-campus residents are responsible for ensuring the university policy is upheld at all times with regard to alcohol beverages. Students are responsible for the actions of their guests (whether HLC and Waterfront Lofts residents, HPU students, or non-HPU individuals), including but not limited to distribution, possession, and consumption of substances prohibited under university policy. Knowledge of, but not reporting, the use of alcohol by those under the legal drinking age, or use of/possession of alcohol paraphernalia, may be subject to disciplinary action. Roommates and suite/loft mates, even if not present, may be responsible for any violations of the Alcohol and Drug policy that occurs in the common areas of their rooms/units. Alcoholic beverage containers, whether empty or full, even if used for decorative purposes, will be considered as evidence of drinking and are prohibited in the residential units of underage students. For specific information, go to the Housing and Residence Life policies and procedures section of this Student Handbook.

Waikiki Vista Residential Community

Residents who live at Waikiki Vista may be subject to additional rules, terms, and conditions. Residents should review applicable rules, terms, and conditions at www.hpu.edu/housing and click on Community Living.

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 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 suite/loft mates, even if not present, may be responsible for any Drug Policy violations in the common areas of their rooms or shared bathrooms. Signs of usage, such as the scent of marijuana in residential units, and/or physiological signs of usage, may be forwarded to the Office of Student Conduct for disciplinary procedures. Drug-related paraphernalia (e.g. pipes, bongs, hookahs) or any item with or without 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, housing staff, and Dean of Students staff. 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 Accessibility Services.

Student Discipline

When violations of law or university policy come to the attention of university employees, the Office of Student Conduct will be notified and those individuals involved will be charged with Alcohol and Drug Policy violations. Refer to the Code of Student Conduct for disciplinary procedures and sanctions.

Amnesty Policy for Students

General Amnesty (Non-Medical)

Hawai'i Pacific University recognizes that students who have been drinking and/or using drugs at the time of a known violation of the Code of Student Conduct or other university policies may be hesitant to report an incident due to fear of potential consequences for their own conduct. The university strongly encourages students to report policy violation(s). A witness or Complainant/Reporting Party/Victim who comes forward and discloses a violation of a related university policy and/or the Code of Student Conduct to a university employee shall not be subject to disciplinary action for violation of the alcohol and drug policy.

Medical Amnesty

The university understands the potential for disciplinary action may discourage students from seeking medical assistance as a result of excessive alcohol or drug 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 may be required to meet with a Student Conduct 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 Office of Student Conduct. 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 seek help so assistance can be provided.

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, HPU security may be bound to report certain possible criminal details to local law environment 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 or drugs 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 for 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 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.

Even with the above (medical amnesty or Good Samaritan policies), university employees may notify parents/guardians in accordance with the Parental Notification (see below).

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 may be notified by phone if staff believes the student's health or safety is at serious risk.
- Parents/guardians may be notified in writing if a student has committed a serious violation of Alcohol and Drug policy.
- Parents/guardians may be notified by phone if a student is a harm to self or others.

If the university determines that a student 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 Housing and Residence Life policies and/or the Alcohol and Drug policy. Some policy violations that do not involve health or safety emergencies 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 phone call or notification letter being sent. For more details, go to the Family Educational Rights and Privacy Act (FERPA) and/or the Student Emergency Notification Policy in the Student Handbook.

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 in the Office of Student Conduct.

Campus Resources

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

- **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.
- **Office of Student Conduct, Student Activities Office, and Dean of Students Office** refer 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 relating to drugs and alcohol.
- **Housing and Residence Life:** Conducts various educational programs pertaining to healthy living, drugs and alcohol education and prevention, and the effects, trends and consequences of drugs and alcohol.
- **YOU@HPU:** An online tool to help students find health and wellness resources available at HPU and within the community.
- **University Chaplain:** A resource for students looking for support and guidance in numerous areas. The Chaplain can address and advise on topics including 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 Hawaii's mission is to reduce and prevent drug abuse in Hawaii through awareness, education and action.
- **www.tobaccofreehawaii.org** - The Coalition for a Tobacco-Free Hawaii, the Hawaii 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 Hawaii 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 is facilitates development and implementation of programs to address the multitude of issues related to drug abuse and underage drinking.
- <http://hawaii.gov/health/substance-abuse/index.html> - 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 Hawaii*: (808) 545-3228
- *HMSA Drug and Alcohol Treatment*: (808) 948-6111
- *Hawaii 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 Oahu*: (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

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 Office of Student Conduct at (808) 544-1461.

Change in Grade Policy

Once an instructor has submitted an official grade report to the Registrar's Office, a grade can only be changed within one year from the end of the semester in which the course was taken. To initiate a change, a Change of Grade Report Form must be filed by the instructor of record. In cases where the instructor of record is unable to file the Change of Grade Report Form, the instructor's department chair (or program chair) will file the form. All Change of Grade Report forms must be approved and signed by the Dean of the College in which the course was taken.

Final semester grades can only be changed for the following reasons:

- 1) Arithmetic or clerical error
- 2) Omission of assignments or parts of assignments in calculating the final grade
- 3) Student appeal (see Student Handbook "Academic Grade Appeal Procedures for Students")

Grades cannot be changed to:

- 1) Save a student from an academic penalty (e.g. probation, dismissal etc.)
- 2) Allow a student to graduate
- 3) Allow a student to graduate with academic honors

- 4) Allow a student to maintain academic eligibility for athletics, co-curricular activities, scholarships or financial or other benefits (e.g. veteran benefits)

Final grade changes cannot be made on the basis of work submitted after the semester is concluded. For students unable to complete all course work by the end of the semester due to emergency and extraordinary situations and who may be eligible to submit work after the semester has concluded, please see the Course Incomplete Policy.

Code of Student Conduct

At Hawai'i Pacific University, we care about each student and are committed to providing an environment conducive to learning. Inherent in this is the expectation that students act in accordance with shared community values (Pono, Kuleana, Aloha), abide by university policies, report to HPU when they observe others violating those rules, protect the health, safety and well-being of the community, and act with integrity and respect toward other persons, property, and the community.

1. Purpose of the Code

The purpose of the Code of Student Conduct is to provide general notice of the expectations for HPU students, to articulate the University's procedures for resolving violations and conflicts, and to educate students about the impact of their behavior on others. This is a University administrative document rooted in education and community. As members of the HPU community, students are responsible for reviewing, understanding, and abiding by this Code and HPU's policies.

The Code of Student Conduct applies to all students, including those taking courses at HPU and those who are not presently enrolled but remain eligible to enroll, as well as students who have been notified of their acceptance for admission. Persons who withdraw or attempt to withdraw after allegedly violating university policies will be governed by the Code until such matters are finally resolved. Persons who seek to rejoin the University must first resolve any such matters. The completion of resolution or outcomes may be conditions of return to the HPU. While a matter is pending or in process, the university may proceed with resolution based on available information. If allegations of a violation cannot be resolved prior to a student's intended graduation date, HPU reserves the right to withhold a student's degree until after the matter has been finally resolved if the student has been deemed otherwise eligible to receive an HPU degree.

University policies and resolution processes include behavior that occurs (1) on university premises, (2) at university-sponsored or university-supervised activities, whether on or off campus, (3) on electronic networks or social media, or (4) off campus and/or unconnected to a university activity if, in the judgment of the university, the violation adversely impacts the university community or its educational interests and objectives.

2. Interpretation and Revision of Regulations

The university's conflict resolution processes are educational, rather than punitive, and are internal to the university. They are designed to be developmental and community-based, rather than adversarial or litigious. As this is not a legal proceeding, this Code does not, nor is it intended to, afford the specificity or the due process rights of criminal or civil statutes and procedures. The rules of evidence do not apply in student conduct proceedings. 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 designee.

3. Participation in Resolution Proceedings

Student participation in the Code of Student Conduct process is critical in making decisions about violations and how community harm should be redressed. Participating in the conflict resolution process and reporting violations of university policies contributes to the fair handling and resolution of student conduct matters.

4. Inherent Authority

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 Code of Student Conduct action for any violation of state or federal law or any violation of university policy, on or off campus, which affects the university's educational interests.

The University cannot protect students who violate public laws from action by law enforcement agencies; as a result, some situations may result in students' involvement with simultaneous external processes. Students are expected to conduct themselves according to U.S. federal law, Hawai'i state law, and applicable local ordinances. HPU will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus. Law enforcement officers have authority to pursue legal violations on campus within the constraints of the law. Individuals acting in their personal capacities are free to interact with governmental agents as they deem appropriate. Arrests or citations for illegal behavior which the university determines to adversely affect the HPU community or its objectives will be addressed through the conflict resolution process.

Students may be accountable under civil or criminal laws and to the university for acts that constitute violations of law and/or of this Code. An action under this Code of Conduct may proceed in normal course during the pendency of civil or criminal proceedings, and will not be subject to challenge on the ground that civil or criminal charges involving the same incident have been dismissed, reduced or resolved in favor of or against the civil or criminal law defendant.

5. Authority for Code of Student Conduct

Ultimate authority for all student conduct matters is vested in the President of the university, who entrusts this responsibility to the Provost in cases of alleged academic and nonacademic misconduct. Authority for matters pertaining to student conduct 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.

6. Definitions

When used in this Code:

- a. The term "Code" is used to reference the Code of Student Conduct.
- b. The terms "institution" and "university" mean Hawai'i Pacific University and its academic programs and all related university programs.
- c. The term "student" includes all persons taking courses at HPU, those who remain eligible to enroll, and those who have been notified of their acceptance for admission. Student employees are also subject to the Employee Handbook.
- d. The term "student organization" means any student-based club, society, organization, team, or group which may or may not be formally registered with the university.
- e. The terms "campus," "university premises," "university-owned property," and "university-controlled property" mean buildings or grounds owned, leased, operated, controlled, used or supervised by the university.
- f. The term "university employee" includes any person employed by the university, performing assigned administrative or professional responsibilities, including faculty, staff, student employees, and campus security officers acting in the performance of their duties.
- g. A presiding campus conduct resolution "case manager" refers to any HPU staff member (including, but are not limited to, the Director of Conflict Resolution and Community Engagement, directors, Area Coordinators, and Deans) with the responsibility to investigate alleged violations of this Code by delegation of authority from the university President and/or Provost.
- h. The term "university-sponsored activity" means any activity on or off university premises that is hosted, initiated, or supervised by the university.
- i. The terms "administrative conference" and "formal hearing board" refer to resolution proceedings consisting of an individual or group of individuals assigned to review the alleged violation, arrive at a resolution, and impose appropriate sanctions.

- j. The term “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. Credibility of statements or patterns of fabrication may be used in determining the preponderance of evidence.
- k. The terms “will” or “shall” are used in the imperative sense.
- l. The term “may” is used in the permissive sense.
- m. The term “Respondent” means the HPU student who has been charged with allegedly violating university policy.
- n. The term “Reporting Party”, “Harmed Party”, or “Complainant” means any person who submits a charge alleging that a student violated the Code. When a student believes that they have been harmed or a victim of another student’s misconduct, the student who believes they have been harmed or a victim will have the same rights under this Code as are provided to the Respondent, even if another member of the university community submitted the report.
- o. The term “weapon” is defined in accordance with state law, and includes any object or substance designed to inflict a wound or cause injury. Legal items used in the performance of an intimidating, threatening, or hazardous manner or which has inflicted or was intended to inflict harm on another shall also be covered under this definition.
- p. The term “careless” means action taken in an unintentional or negligent manner, or where insufficient thought or attention was taken during the course of action.

7. Violations of Code Referrals

Any member of the university community may report a student for alleged violations of university policy. Such a report may be prepared in writing and directed to the Office of Student Conduct. A report should be submitted as soon as possible, but no later than thirty (30) calendar days after the event takes place, unless legitimate extenuating circumstances exist. Reports by external agents, including law enforcement agencies and community members, can also be submitted to the University when students are involved. It is at the university’s discretion to evaluate reports, policy violations, and determine the means of resolution, if needed.

8. Interim Measures

When the University has information supporting the existence of an immediate threat to persons or property in the HPU community, to alleviate that threat and ensure the stability and continuance of normal university functions, the University may impose interim restricted access for a student before a resolution is issued. Interim restricted access is an interim, preventative action taken by the university in its reasonable discretion following an individualized safety analysis.

A. A student may be suspended from the university or temporarily removed from university housing for an interim period for pending Code or criminal proceedings at the discretion of the Provost or designee. The interim measures may become immediately effective without prior notice until such time as the Code of Student Conduct proceedings have been concluded.

B. A student suspended or removed from university housing on an interim basis may be granted an opportunity to appear personally before the Provost or designee, upon request, in order to discuss the following issues only:

1. The reliability of the information concerning the student’s conduct, including the matter of their identity and/or level of involvement in the situation.
2. 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.

9. Preponderance of Evidence Standard

Responsibility for violation of the Student Code or other university policies is determined on the basis of a preponderance of evidence; that is, whether the evidence indicates that it is more likely than not that the Respondent violated the Code. Students participating in any of the processes contemplated by this Code are responsible for identifying witnesses and evidence prior to their meeting or hearing.

Students who have a disability that necessitates assistance in the conflict resolution or appeals process may seek assistance and request accommodation through the Accessibility Services Office. The available informal and formal resolution pathways are noted below and shall be selected at the discretion of the conduct case manager considering factors such as the severity or community impact of the reported violation, frequency or existence of a pattern of behavior or violation, or issues related to fairness and equity.

10. Prohibited Conduct

Students at the university are expected to behave in ways that demonstrate respect for other persons, property, order, decency, the HPU community, personal honor, and the rights of others. The conflict resolution process is anchored in practices that aim to foster ethical development and hold students accountable for their behavior while also helping them understand the impact of their actions on others and the campus community. The following behaviors constitute a violation of this Code and may result in Code of Student Conduct proceedings:

- a. **Dangerous Conduct:** Intentionally or carelessly engaging in conduct that threatens or endangers the health or safety, or causes physical harm, to any person, including the violator, or which causes a reasonable apprehension of such harm.
 1. Threatening or placing a person in fear of imminent physical danger or bodily harm.
 2. Causing bodily harm to a person, or engaging in aggressive physical contact that would likely have caused bodily harm despite the lack of any measurable harm.
 3. Preventing or attempting to prevent another individual from exiting the premises by blocking their pathway.
 4. Preventing or attempting to prevent another individual from accessing their personal property, including but not limited to keys or phone.

- b. **Harassment:** Any actions, threats, gestures, and/or words- whether physical, verbal, electronic, oral, written or video- directed toward another person, which have the effect or purpose of a breach of the peace, create a hostile environment, or cause emotional distress to that person because of the humiliating, degrading, intimidating, insulting, coercive, ridiculing, and/or alarming nature of the conduct. A pattern or course of conduct may be considered in evaluating harassment.

- c. **Disorderly Conduct:**
 1. Acting in a manner to annoy, disturb, interfere with, obstruct, or be offensive to others.
 2. Shouting or making excessive noise either inside or outside a building to the annoyance or disturbance of others.
 3. Verbally abusing students, university employees, or student leaders of recognized student organizations acting in the performance of their duties.
 4. Any act which is determined by the university to be disrespectful, insulting or harassing to any student or university employee.
 5. Failure to comply with the reasonable directives of university employees.
 6. Behaving in a lewd, indecent, or obscene manner.
 7. Throwing items/objects towards individuals/groups.
 8. Not adhering to health and safety practices and directives (e.g., not self-isolating when sick, not maintaining social distancing, not wearing a face mask in public/common areas).

- d. **Dangerous Items:** The use, possession, manufacturing, or storing of any explosives, other weapons, fireworks, or dangerous chemicals. Items will be confiscated and destroyed—regardless of value or ownership—by university personnel, including campus security, housing staff, and Dean of Students staff. University personnel will document the incident and notify the appropriate staff of policy violation. Depending on the circumstances, the university may contact local police.
 1. Explosives and fireworks including, but not limited to, firecrackers, cherry bombs, smoke bombs, and similar devices.

2. Knives or other weapons, objects that could be construed as weapons, items that pose a potential hazard to the safety or health of others or which have intentionally or carelessly been used to threaten the safety of others. (Knives over 3" measured from the top of the hilt to the end of the blade and/or knives prohibited by Hawaii State law are prohibited under this clause.)
 3. Unauthorized hazardous materials or chemicals.
 4. Firearms and ammunition: Firearms are defined as any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets, shots (including paint balls), or other ammunition, regardless of the propellant used.
- e. Interfering with Fire Safety, Police, or Emergency Services:
1. Misusing, tampering or damaging fire safety equipment including, but not limited to, fire extinguishers, smoke alarms, sprinkler systems or exit signs.
 2. Unauthorized burning of any material in any university building, on university property or on areas adjacent to university property.
 3. Disregarding a fire alarm signal or refusing to evacuate a building or a section of a building when a fire alarm is sounding.
 4. Recklessly or intentionally activating an alarm or propping open or exiting through an emergency exit when an emergency situation does not exist.
 5. Any activity that obstructs or interferes with fire, police, or emergency services.
- f. University Operations: Obstructing or interfering with normal university or university-sponsored activities, including but not limited to, studying, teaching, research, and university administration.
- g. Dishonesty:
1. Knowingly furnishing false information to the university or a member of the university community, including at conduct proceedings.
 2. Forgery, misuse, unauthorized alteration and/or creation of documents, records, identification cards, keys, or other objects.
 3. Possession or use of false identification cards.
 4. Fraud, through act or omission, committed against a member of the campus community or others.
 5. Knowingly initiating or causing to be initiated any false report, warning or threat.
 6. Any violation of the Academic Integrity policy as set forth within the Student Handbook.
- h. Substances: Violation of university policy as set forth in the Student Handbook, any university policy including the Employee Handbook provisions on substance abuse or illegal substances, and/or federal, Hawaii State or other local laws pertaining to drugs, alcohol, or smoking.
- i. Complicity in a Prohibited Activity: Being present or otherwise involved in any act that is in violation of this Code. Note: Students who are aware of Code violations are expected to remove themselves and report the matter.
- j. Retaliation: Retaliation occurs when an adverse action is taken against an individual for engaging in protected activity or by taking adverse actions that are reasonably likely to deter an individual or others from engaging in a protected activity. Protected activity includes:
1. Opposing conduct reasonably believed to constitute discrimination, including harassment that violates university policy or state or federal statutes.
 2. Filing a complaint about such practice.
 3. Seeking an accommodation or remedial action under this policy.
 4. Testifying, assisting, or participating in any manner in an investigation or other proceeding related to filing a complaint under this Code.

- k. Violating a Protective Order, No Contact Order or No Trespass Order: Any violations of a Protective Order (Temporary Restraining Order or Permanent Restraining Order), a No Contact Order regardless of the method or location of contact, or a No Trespass Order, may be subject to Code of Student Conduct action including suspension or expulsion. HPU may contact the local authorities in such cases.
- l. Lawful Rights of Others: Intentionally or carelessly interfering with the lawful rights of others.
- m. Technological Offenses:
1. Violation of any computer lab policies or university policy, including limitations set on the consumption of system resources.
 2. Violation of system security mechanisms or individuals' rights to privacy.
 3. Unauthorized removal, mutilation, abuse or misuse of university computers, printers, software, library materials and/or other study materials.
 4. 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 or the Policy on Potentially Patentable Materials and Inventions as it may be adopted and changed from time to time.
- n. Damage to or Misuse of Property:
1. Intentionally or carelessly destroying, tampering with, or damaging university property or the property of others.
 2. Unauthorized use or misuse of university property or the property of others.
 3. Attempted or actual theft of property or of services.
 4. Possession of stolen property.
- o. Trespassing:
1. 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.
 2. Unauthorized entry to or use of university premises, including but not limited to residential units and office spaces.
 3. Unauthorized possession, duplication or use of keys and HPU identification cards to any university premises.
- p. Riots or Demonstrations: 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.
- q. Malicious Treatment and/or Hazing: Any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of an individual or student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at the educational institution.
1. Any type of activity involving the consumption of food, liquid, alcoholic beverages, drugs, sleep deprivation; or any other activity that exposes the student to an unreasonable risk of harm that adversely affects the mental or physical health or safety of the student.
 2. Abusing authority of one's class rank or leadership position.
 3. Using any form of physical bondage.
 4. Taking another to an outlying area and deserting them.

- 5. Any action taken or situation created intentionally to provide mental or physical discomfort or in any way to degrade the dignity of an individual student.
- r. Solicitation: Unauthorized solicitation, sale, or promotion of any good or service on university-owned or university-operated property or at university-sponsored activities or events.
- s. Littering: Littering on any university-owned or university-controlled property.
- t. Gambling: Gambling on university-owned or university-controlled property.
- u. Traffic: Obstruction of the free flow of pedestrian or vehicular traffic on HPU premises or at HPU sponsored or supervised functions.
- v. Violation of Law: Violation of any federal, state or local law.
- w. Obstruction of Code of Student Conduct Process: Interference with or obstruction of student conduct processes and procedures.
 - 1. Furnishing false or misleading information.
 - 2. Omitting or concealing facts or evidence.
 - 3. Bribing, threatening, intimidating, or harassing witnesses or reporting parties.
 - 4. Attempting to discourage another individual's proper participation in or use of the student conduct system.
 - 5. Attempting to influence members of a hearing board or campus resolution case manager.
 - 6. Harassment or attempts to intimidate a member of a hearing board or presiding campus resolution case manager.
 - 7. Influencing or attempting to influence another person to commit an abuse of the Code of Student Conduct.
 - 8. Violating the privacy of individuals and/or the integrity of the investigative process by sharing case information or other confidential information.
 - 9. Attempting to collude or align statements with other individuals.
 - 10. Failure to comply with sanction(s) imposed under the Code of Student Conduct.
 - 11. Failure to obey a notice from a hearing board or campus conduct resolution case manager.
- x. Bias/Discrimination: Any action, failure to act, threat, gesture, and/or words- whether physical, verbal or electronic, oral, written or video- which target individuals and groups based upon an individual or group's actual or perceived status (including but not limited to sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, gender identity/expression or other protected status) and is perceived as denigrating, malicious, harassing, threatening, or which creates a hostile environment sufficiently severe that it interferes with, limits or denies the ability to participate in or benefit from university programs or activities. The university reserves the right to sanction discriminatory behaviors even if the behavior in question does not rise to the level of legally recognized or actionable discrimination.
- y. Policy Violations: Violations of any other university regulations or policies published in hard copy or available electronically on the university website.

11. Processes for Resolving Conflicts and Addressing Violations

The Student Conduct Office routinely receives and reviews reports and determines the appropriate methods for their resolution. Conflict resolution relies on participants' honesty, integrity, and commitment to resolving allegations. Although many reports and complaints can be reasonably investigated and resolved informally by a conduct resolution case manager, some may require more formal procedures. HPU may utilize various processes to address conflicts and alleged violations of the Code and shall determine the appropriate proceeding in its

discretion. Upon receipt of a complaint, the Student Conduct Office will assess the nature of the violation and then do one of the following:

1. Assign a case manager and initiate one of the following proceedings:
 - a. Informal resolution proceedings as described below.
 - b. Formal Resolution proceedings as described below (i.e., administrative conference or Student Conduct Hearing Board).
2. Dismiss the case if the alleged conduct does not constitute a violation of university policy or if there is not sufficient evidence to proceed with an investigation.

Cases may be dismissed through consultation with the Student Conduct Office at any point during proceedings if the information available makes clear there was no violation of the Code of Conduct (e.g., withdrawal of a complaint, direct evidence of a false complaint).

12. Informal Resolution Proceedings

Some incidents are most appropriately resolved informally and the University reserves the right to assign certain alleged violations for informal resolution based upon the facts and circumstances surrounding the alleged violation and the potential and actual harm inflicted. For example, respondents who have engaged in first-time, low-level offenses of the Code with minimal to no harm (such as certain littering violations) may be referred to a variety of educational workshops or resources, in lieu of a more formal process. Matters meeting criteria for resolution under the Amnesty Policy for Students are also resolved informally. Students may also participate in mediation or restorative justice conferences and other methods of informal resolution. Informal proceedings that make known more serious violations of university policy may obviate the need for more formal proceeding. Resolution via certain informal processes requires mutual consent of the involved parties. Matters that are resolved informally, even where responsibility for policy violations is decided, are not released as part of a student's University disciplinary record but can be considered internally (e.g., to influence restorative outcomes in case of a future policy violation, or determine participation or recognition by the university). Typically, the informal complaint process will be completed within twenty-one (21) business days of receipt of the complaint. If it becomes necessary to extend the process, parties will be notified in writing of a revised expected resolution timeframe. Informally resolved matters are considered finally decided, with no subsequent process or appeal. Informal resolution options include the following:

A. Verbal and/or Written Notice: A student may receive notice of a conflict or minor violation of university policy. Students in receipt of a notice are not required to meet with a staff member regarding the occurrence but may do so upon request. The intent behind such a warning is to remind students of university policies and behavioral expectations with the aim of curbing future infractions.

B. Amnesty Policy for Students: Refer to the Alcohol and Drug Policy in the Student Handbook.

C. Educational Conversation: A Respondent may receive a request to meet with a conduct resolution case manager when behavioral concerns have been raised but no formal resolution action is being taken. The purpose of the meeting is to notify the student of the concern, redress the issue, identify resource referrals, and help the student reflect upon the situation, including but not limited to community impact.

D. Mediation: When students are in dispute, facilitated dialogue (mediation) can be an effective approach to help parties find an agreement that best meets their needs. A third-party mediator (case manager) works with students in dialogue. Students are referred to this pathway to find a mutually acceptable resolution, which may or may not include outcomes. Students must mutually agree to pursue mediation and, if so agreed, students are expected to participate in good faith, but may request to terminate the mediation at any time. Participation in a mediation or conflict resolution circle does not require admission of a violation by any involved party. However, if one or more involved parties is no longer willing or able to participate, the incident will be referred for resolution through another process outlined in this Code. For matters of alleged student misconduct involving Title IX Sexual

Harassment and Other Violations of Sex Discrimination and Sexual Harassment, see the University's Sex Discrimination and Sexual Harassment (SD&SH) policy, as set forth herein.

E. Restorative Justice Conference: Restorative practices are powerful in repairing harm and rebuilding community through the input of those most affected by wrongdoing. A restorative justice (RJ) conference is a collaborative decision making process that includes harmed parties/reporting parties, respondents, and other community members who seek to hold respondents accountable by asking them to (a) acknowledge and accept responsibility for their wrongdoing, (b) repair the harm they caused to harmed parties and the community to the best of their ability, and (c) work to reduce the risk of further violations by rebuilding positive connections to the community. Trained facilitators guide the conference. After discussion, involved parties (rather than a case manager or hearing board) decide what steps must be taken to repair the harm. An RJ conference is a voluntary process used when a student has admitted to a violation. If, after parties agree to participate in a restorative justice conference, either the harmed parties or respondent(s) are no longer willing or able to participate, the incident will instead be resolved through another process outlined in this Code. Similarly, failure by the responding student to complete decided obligations will result in referral to formal resolution.

13. Formal Resolution Proceedings

Where informal resolution may not be possible or appropriate, matters may be resolved via two formal options: administrative conference or a university conduct hearing board. Matters that are resolved formally are included in student's university disciplinary record. Typically, the formal complaint process will be completed within sixty (60) business days of receipt of the complaint. If it becomes necessary to extend the process, both parties will be notified in writing of a revised expected resolution timeframe. Formally resolved matters may be appealed.

A. Administrative Conference: Where informal resolution may not be possible or applicable, students in receipt of alleged violations of university policy which may result in penalties less than university housing eviction, suspension, or expulsion shall be asked to participate in an Administrative Conference. During an administrative conference, a case manager meets with the Respondent to discuss the incident and alleged policy violation. An administrative resolution may include more than one case manager. The case manager makes a determination of responsibility, and if applicable, issues appropriate outcomes, which are communicated to the Respondent in writing via a Resolution Letter. Review Sections 15-16 of the Code of Conduct for information pertaining to Formal Procedural Protections and Standards and Appealing Decisions and Outcomes, which are applied to such proceedings.

B. Student Conduct Hearing Board: Formal Hearings are conducted for cases of alleged policy violations when the final disposition of the case could result in university housing eviction, suspension, or expulsion from the university. The Assistant Dean of Students/Director of Conflict Resolution and Community Engagement often serves as the presiding case manager and the board may be comprised of three faculty and/or staff representatives. The Provost or designee reserves the right to alter the composition of the board. 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. Review Sections 15-16 of the Code of Conduct for information pertaining to Formal Procedural Protections and Standards and Appealing Decisions and Outcomes, which are applied to such proceedings.

C. Academic Conduct Review Board: An Academic Conduct Review Board resolves matters involving violations of the Academic Integrity Policy and Academic Grade Appeal Procedures for students. Review Sections 15-16 of the Code of Conduct for information pertaining to Formal Procedural Protections and Standards and Appealing Decisions and Outcomes, which are applied to such proceedings. Refer to the Academic Integrity Policy and Academic Grade Appeal Procedures section of the Student Handbook for details.

14. Advisors

HPU recognizes that the gravity and complexity of some incidents may prompt a student's desire for emotional support during a formal proceeding.

- A. Reporting parties and respondents, who are responsible for presenting their own information, may be accompanied by an advisor. The role of an advisor will be limited to:
1. Providing advice to the reporting parties and respondents.
 2. An HPU student, staff member, or faculty member accompanying the reporting parties or respondents for support, provided that the support member is not affiliated with and does not have personal knowledge of the case in question and has not been engaged and will not be engaged as legal counsel. In the case of an unemancipated minor, parents may serve as advisors.
 3. Students involved in the Code of Student Conduct process who want an advisor present during the proceedings must submit a student consent to release education records form to the Office of Student Conduct, which is then processed by the Registrar's Office.
 4. Advisors are strictly present for support and shall sit quietly and not attempt to participate directly in the proceedings (e.g., advisors may not address hearing bodies, speak in Code of Student Conduct proceedings or question witnesses).

B. Even if accompanied by an advisor, a respondent must respond to inquiries from the presiding campus resolution case manager and/or the Student Conduct 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.

15. Formal Procedural Protections and Standards

- A. In any formal proceeding, students reported for violating university policy are entitled to the following:
- A. To receive notice of the alleged violations of university policy in advance of the conduct meeting.
 - B. To a fair fact-finding investigation and process.
 - C. To request a reasonable extension of time to prepare a defense.
 - D. To be informed of the evidence upon which a charge is based and afforded an opportunity to offer a relevant response as well as to share evidence of their own.
 - E. To provide names of individuals who have relevant and necessary information pertaining to the allegations/matter. Character witnesses will not be accepted.
 - F. To respond to redacted information submitted by individuals involved in the process (e.g., Reporting Party, witnesses).
 - G. To be assured of privacy, in accordance with the terms of the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. Proceedings shall be closed to the public.
 - H. To be considered not responsible of all allegations unless proven responsible by a preponderance of the evidence.
 - I. To be accompanied by an HPU student, staff member, or faculty member for support provided that the support member is not affiliated with and does not have personal knowledge of the case in question and has not been engaged and will not be engaged as legal counsel.

B. The purpose of the student conduct process is to investigate the alleged violations, determine findings, and arrive at a resolution and outcomes. Respondents will be provided the opportunity to respond to the allegations, present evidence, name relevant witnesses, and share their perspective of what occurred.

In addition to the procedural protections cited above, which apply to all formal proceedings, the guidelines and procedural protections below shall apply to formal hearings.

C. Given Hawai'i Pacific University's status as a private institution, the university is not bound by due process but does ensure fundamental fairness to Respondents involved in the formal conduct process. Under fundamental fairness, the university is bound to following the conflict resolution process established in the Student Handbook. Furthermore, by enrolling at HPU students have agreed they will follow the behavioral standards delineated in the Student Handbook.

D. The presiding campus resolution case manager shall give a Respondent advance notice of the specific allegation(s) and schedule a meeting to address the matter. Notice shall be sent via HPU email account.

E. Respondents shall be given reasonable access to review the redacted case file, which will be retained by the Office of Student Conduct. The case file is maintained separately from the other contents of the student's educational record and is protected under the Family Educational Rights and Privacy Act of 1974. The personal notes of university staff members or complainants are not considered part of the case file.

F. Formal rules of evidence shall not be applicable in student conduct proceedings conducted pursuant to this Code. The presiding campus resolution case manager or hearing board shall give effect to the rules of confidentiality and procedural protections, but shall otherwise admit all matters into evidence which reasonable persons would accept as having probative value in their review of the student conduct case. Unduly repetitious or irrelevant information may be excluded.

G. A Respondent may be found in violation of any prohibited conduct (including sections for which the Respondent was not originally reported) when behaviors that were previously unknown are discovered during the course of the student conduct proceeding or if it is determined that a different section of the Code more appropriately addresses the conduct in question.

H. Respondents who fail to appear after proper notice will have their case reviewed *in absentia* based on the information contained within their student conduct file and the other information presented. A presiding campus resolution case manager overseeing the administrative conference or members of the hearing board shall be presented the information, consider the information, and make a decision on the basis of the information presented even if the Respondent is not present/responsive to the notices.

I. Any party may challenge a hearing board member or the presiding resolution case manager on the ground of personal bias. Similarly, members of any hearing board will be asked to recuse themselves if they know the Respondent or the Reporting Party, or if the member otherwise feels unable to participate in the hearing in a fair manner.

J. Administrative Conference Procedures

The following additional procedural guidelines shall be applicable in an Administrative Conference:

- a. Respondents shall be invited to a meeting with a case manager to discuss the incident. Notice of allegations and appointment time shall be conveyed via HPU email account.
- b. The Respondent shall have an opportunity to review available redacted information pertaining to the allegations and share their own perspective regarding the incident. Respondents may bring a written statement with them to the student conduct conference, although they are not required to do so.
- c. The case manager may ask questions pertaining to the incident as well as the community impact and what the Respondent hopes to learn from the experience.
- d. While the process seeks to be fair and preserve the rights of Respondents, the importance of upholding community standards and redressing impact caused by the incident shall also be taken into consideration when determining resolutions.
- e. Respondents shall be notified of the resolution of their case in writing via HPU email.

K. Hearing Board Procedures

The following additional procedural guidelines shall be applicable in hearings conducted by HPU Hearing Board:

- a. In cases of student misconduct, the Provost shall appoint the Director of Conflict Resolution and Community Engagement shall serve as presiding hearing case manager. The presiding hearing case manager may participate in board deliberations and discussions, but shall not vote.
- b. The presiding hearing case manager shall give Respondents advance notice of the hearing date and the specific charges against them via HPU email address.
- c. The Hearing Board shall be provided with the student conduct file, including transcripts of witness statements which have been obtained in advance of the hearing.

- d. Respondents 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 contained within the student conduct file.
- e. The presiding hearing case manager shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person, including the Respondent, who disrupts a hearing may be excluded by the presiding hearing case manager.
- f. Hearings shall be video tape recorded in a format determined by the university. The record shall be the property of the university.
- g. 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.
- h. The Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the reporting party, complainant or respondent during the hearing by providing separate facilities, 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 case manager to be appropriate.
- i. Board members may ask questions of the parties. They may also take official notice of matters which would be within the general experience of university students and faculty members. The Respondent shall be given the opportunity to make a statement and present evidence to the Board.
- j. A decision by the hearing board is a recommendation to the Provost for action in cases of alleged violations of university policy. Once the findings and outcomes are reviewed by the Provost, the Case Manager will then issue the resolution on behalf of the Hearing Board.

16. Appealing Decisions and Outcomes

Students who disagree with the resolution imposed by the presiding campus resolution case manager or applicable hearing board are entitled to appeal the resolution by written submission to the Provost or their designee as identified in the resolution letter, which shall be sent to the student’s HPU email address. Any written appeal must be submitted by the student within five (5) business days from the date of the resolution letter. Upon receipt, the Provost or designee will review the written submission and shall consider and decide the outcome of the appeal. The Provost or designee will not re-hear the case. Rather, the Provost or designee will decide if the appeal has merit under the basis for appeal, as outlined below.

A. Bases for appeals include:

- 1. There is an unfair original conference or hearing or a significant procedural error that impacts the findings of fact during the student conduct proceeding.
- 2. The facts presented were insufficient to support the findings.
- 3. There is new evidence that is relevant and significantly impacts the findings of fact that was previously unknown.

B. Actions by the Provost or designee include the following: overturning the outcome of the original matter, maintaining the original outcome, overturning sanction(s), imposing new sanction(s), and/or maintaining original sanction(s). The outcome of the appeal is final and binding. The student will be notified in writing via HPU email address.

C. Sanctions will be held in abeyance during the appeal period, 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. For instance, No Contact Orders, No Trespass Warnings, and Interim Suspensions are generally not held in abeyance during the appeal process.

17. Outcomes

HPU’s conflict resolution program is committed to restorative principles and strives, whenever possible, to design outcomes that address the needs of community members, educate the Respondent about their behavior, and create opportunities to redress harms and rebuild community.

Restorative outcomes may be applied singularly or in combination and influenced by mitigating and aggravating circumstances and/or the frequency, severity, and community impact of violations. Restorative outcomes represent a variety of educational and trust-building assignments that a student must complete to take steps towards community restoration. Restorative outcomes include but are not limited to action items cited below. Restorative outcomes may be imposed alone or in combination with one or more other restorative or other outcomes and/or sanctions.

- A. *Learning Module*: Online course utilizing interactive exercises to further one's education surrounding a particular topic.
- B. *Written Exercises*: Written reflection or research paper based on a prompt provided by the resolution case manager.
- C. *Community Service*: Volunteering in the community. This fosters positive engagement, demonstrates good citizenship, and is a platform to both personal development and making amends.
- D. *Letter of Apology*: Written apology to a harmed party to be specified by the resolution case manager.
- E. *Restitution*: Repayment to the university or to an impacted party for damages resulting from a violation of this Code.
- F. *Other Educational Activities*: Including but not limited to attendance at a workshop, community circle, or other activities at the discretion of the campus resolution case manager which has the intention of the personal reflection or education of the student or restoration of the damage that had been inflicted at the time the policy violation took place.

Resolution outcomes represent institutional disciplinary action taken regarding a student's status and access to certain spaces and functions on campus. Sanctions may include, but are not limited to, those described below. Each listed sanction may be imposed alone or in combination with other resolution outcomes and/or restorative outcomes.

- A. *Censure*: A written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may be cause for additional Code of Student Conduct action.
- B. *Revocation of Privileges*: A period of time in which a student may be excluded from participation in privileged or extra-curricular university activities.
- C. *Fines*: Payment to the university that serves as a deterrent to prevent future misconduct.
- D. *Disciplinary Probation*: A period of time in which a student is expected to demonstrate positive behavioral changes. New violations of university policy during this probationary period may result in suspension or expulsion.
- D. *No Contact Order*: A directive stating that a student may have no contact with a specific individual by telephone, email, text message or social media message, or through a third party. Violating this directive may result in suspension or expulsion.
- E. *No Trespass Warning*: 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.
- F. *University Housing Transfer*: Students may be administratively moved to alternative housing assignment. Any costs associated with that transfer are the responsibility of the student.
- F. *Eviction*: Removal from university housing. Students who are evicted from university housing are no longer eligible for university housing.
- G. *Suspension*: Exclusion from university premises, and other privileges or activities including academic courses, as set forth in the suspension notice during a specified period.
- H. *Expulsion (also referred to as dismissal)*: Permanent termination of student status, and exclusion from university premises, privileges and activities.
- I. *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.
- J. *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.

18. Sanctions

Violations of this Code may result in sanctions or restorative outcomes including but not limited to those cited above dependent on the nature of the case in question. Factors to be considered when making such determinations include: the present demeanor and past conduct record of the Respondent, as well as the nature of the offense and the severity of any damage, injury or harm resulting from it. Failure to comply with resolution outcomes or restorative outcomes imposed shall result in further action under the Code of Student Conduct.

19. Repeated Actions

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

20. Attempted Conduct

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

21. Retaliation

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 Code of Student Conduct action (which may include suspension or expulsion) by the Office of Student Conduct. 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.

22. Notification of Parents Regarding Alcohol and Drug Violations

In accordance with the Family Educational Rights and Privacy Act (FERPA), HPU has the authority to disclose information to a parent or legal guardian of a student regarding any violation of federal, state or local law, or any rule or policy of the University governing the use or possession of alcohol or controlled substances. Refer to the Alcohol and Drug Policy in the Student Handbook.

23. Student Groups and Organizations

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

A. 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.

B. The officers or leaders or any identifiable spokesman for a student group or organization may be directed by the Office of Student Conduct 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 directive shall be considered a violation of this Code, both by the officers, leaders, spokesmen, or where appropriate, individual members, who participate in the organization, for the group or organization and by the group or organization itself.

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

24. Transcript Hold

In pending cases that could result in suspension or expulsion, a temporary encumbrance may be placed on a student's record by the Registrar.

25. Conduct Files and Records

Violation of the Code referrals will result in the development of a conduct file in the name of the Respondent, 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 conduct records. Voided files will normally be destroyed after seven years.

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

Student conduct records may be voided for good cause, upon written petition issued to the Office of Student Conduct. 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 egregiousness of the violation and the severity of any damage, injury or harm resulting from it.

Students are eligible to make this written petition after graduation from their academic program or during the semester in which they are eligible to graduate. Students who have been expelled, whose degrees have been withheld, or in which the student's admission/degree has been revoked may not be eligible to have their file voided.

In a situation involving both a Respondent(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 Respondent(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.

26. Policy on Outstanding Student Account Balances Related to Code of Student Conduct Suspension or Expulsion

A student who is suspended or expelled from the university forfeits all payments for tuition, fees, or housing incurred for the semester/part of term the incident occurred as well as any prior terms. Any outstanding student account balances are the responsibility of the student for payment. For details, refer to the Business Office policies at https://www.hpu.edu/Business_Office/.

Crime Prevention: Reporting Policy and Procedures

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 campus (Aloha Tower Marketplace, Waterfront Plaza, Pioneer Plaza, MP building), Hawaii Loa campus, 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 emergencies call 911. For non-emergencies, contact the HPU Security Center at (808) 544-1400. 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. There are Emergency Phones on the first or second floor of each Hawaii Loa campus residence hall; these phones are directly linked to HPU security and also can call #-9-1-1. The HPU Security Center is staffed 24-hours a day by a trained security officer. The security officer on duty will dispatch the appropriate resources or contact HPD, Honolulu Fire Department (HFD) or paramedics/EMTs to handle the call if necessary.

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
- Admission Counselors
- Financial Aid Counselors
- Registrar and Staff
- Campus Recreation Coordinator
- Center for Academic Success Staff
- Student Activities and First-Year Experience Staff
- Performing Arts Program Staff
- Advisors to Student Organizations
- ESports Arena Staff
- Housing and Residence Life Staff
- Honor Society Sponsors/Advisors
- Libraries and Learning Commons Staff
- Dean of Students
- Title IX Coordinator and Deputy Coordinators

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 their 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 disciplinary 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) 544-1400.
- 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) 544-1400 to report any criminal incidents or suspicious persons or emergency 911, campus phone #-911.
- 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.
- Use a Safety App such as bSafe, SafeUp, UrSafe, Sister.

Emergency and Safety Information

EMERGENCY COMMUNICATIONS

As a critical, primary component of the HPU emergency communication plan, HPU will enroll students 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. For more details, refer to the Student Emergency Notification Policy.

EMERGENCY PROCEDURES: In the event of an emergency, students must follow university emergency protocol and directions given by HPU security, other university employees, and/or local law enforcement. Each building may have additional emergency procedures. Please consult any posted emergency plans, shelter in place procedures where applicable, and all other university emergency procedures as set forth in the university's emergency response manual.

WATER SAFETY: The Hawaii lifestyle includes the beach, sun and fun, but Hawaii'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 Hawaii, 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 at the Pacific Disaster Center (www.pdc.org/resources). 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. 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. If a fire is observed, 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 and understand the procedures directed by designated authorities. Being ready means:

- Keeping a flashlight and/or emergency candles and fresh batteries on hand.
- Having a battery-operated radio.
- Filling containers with fresh water in case the water supply becomes contaminated or cut off.
- Keeping a supply of nonperishable foods (e.g., foods that do not have to be cooked).
- Having a first aid kit.
- Having masking tape for windows and glass doors (to prevent shattering).
- Having access to a cellular phone or two-way radios.
- Knowing your evacuation plan and locating a safe meeting area away from plate-glass windows, skylights or exterior walls.

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 Police Department; and much more.

Sign up free at HNL.info. 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.

Campus Shelter in Place Guide: If sheltering in place, underground garages, basements and concrete are the best structures for sheltering. However, any structure is better than being caught outside. Go to the following areas for shelter:

ALOHA TOWER MARKETPLACE:

- ATM Building 1 2nd Floor Room 2133 the Refuse Room
- ATM Building 2 2nd Floor Room 2229 the Refuse Room
- ATM Building 3 2nd Floor Room 2322 the Refuse Room
- ATM Building 4 2nd Floor stairwell across from 2412
- ATM Bldg. 1 and 2 3rd Floor stairwell near elevators

HLC CAMPUS: Shelter in place in the Academic Center stairwell.

WATERFRONT PLAZA: Shelter in place in building stairwells.

MODEL PROGRESS (MP):

- **Primary shelter is the basement.**
- Classroom MP241A, Stairwells at back of building and 3rd Floor Elevator Lobby and two hallways leading to English or Math

PIONEER PLAZA (PL): Shelter in any of the four stairwells or in Arcade Level Classrooms PL11, PL12, and PL13.

MILITARY CAMPUSES: Follow the instructions set forth by Base Command.

WAIKIKI VISTA: Follow the instructions set forth by the staff.

Family Educational Rights and Privacy Act of 1974 (FERPA)

Notification of Student Rights: The Family Educational Rights and Privacy Act of 1974 (FERPA) (www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html) 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 that are maintained by the university. 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. The university has 45 days to comply with the request.

(2) The right to request that the University correct records that the student believes are inaccurate or misleading. If the university decides not to amend the record, the student has the right to a formal hearing. After the hearing, if the university decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent such as release to the following parties or under the following conditions (34 CFR §99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for, or on behalf of, the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

(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: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-8520.

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/registrar/ferpa.html. 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 remove the restriction. Completed forms can be submitted to the HPU Registrar's Office, 500 Ala Moana Blvd, Ste. 5A, Honolulu, HI 96813 in person, and/or via email (registrar@hpu.edu) or fax (808) 544-1168.

The university will not disclose official transcripts and/or non- directory information to a third party without prior written consent from the student, or as allowed as an exception under FERPA.

Questions regarding the rights of HPU students and/or the release of information that FERPA allows can be directed to the University Registrar, 500 Ala Moana Blvd, Ste. 5A, Honolulu, HI 96813; at (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 <https://studentprivacy.edu.gov/node/548/>

Parental/Guardian 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 an emergency room or other emergency treatment center for drug use or intoxication.
- Parents/guardians, or the listed emergency contact, may be notified by phone if staff believes a student's health or safety is at serious risk.
- Parents/guardians may be notified in writing if a student has committed a serious violation of Alcohol and Drug policy.
- Parents/guardians may be notified by phone if a student is a harm to self or others.

General Data Protection Regulation (GDPR) Policy

HPU is in compliance with the requirements of GDPR and similar privacy regulations, as applicable. For reference, the University's policy can be found at <https://hpu.teamdynamix.com/TDClient/KB/ArticleDet?ID=54538>.

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.*

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 campus, please turn in the item to one of the offices listed below, or any HPU security officer (call 808-544-1400):

Student Life Office
1 Aloha Tower Drive, Ste. 1400
Honolulu, HI 96813
Phone: (808) 544-0277
Email: studentlife@hpu.edu
Hours: Monday - Friday, 8 a.m. - 5 p.m.

Hawaii Loa Campus Security Office
Academic Center, Ground Floor
Phone: (808) 236-3500
Hours: Open 24 hours

Housing keys will be forwarded to Housing and Residence Life (ATM Suite. 1314); (808) 544-1436.

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, call or go directly to the offices identified above. 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, if instructed. 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. Found property will be held for one term and then donated 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, they should immediately notify the Director of Security and Safety at (808) 544-1400 or (808) 236-3597. 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, they will notify the Honolulu Police Department (HPD), 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 MyHPU Portal.

Missing Person Procedures: The following procedures are in place in the event a report is made regarding a missing student. These procedures apply to 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 their 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 the Director of Security and Safety at (808) 544-1400 or (808) 236-3597.
- 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 their 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 their 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 their 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 in university housing, they will provide emergency contact information during the application process. For a student that lives in non-university housing, the emergency contact information can be saved on their MyHPU Portal 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 their designee.
- Campus communication about missing students: Honolulu Police Department will be responsible for media communications regarding missing students.
- 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 the Honolulu Police Department.

Prior to notifying the university community, HPU's Strategic Communications staff will work with the Director of Security and Safety, the Dean of Students, and the Honolulu Police Department to ensure notifications do not hinder investigation efforts and that they comply with university policies and FERPA guidelines.

Network and Computing Usage Agreement

Purpose: Hawai'i Pacific University provides a variety of computer and network resources to support university business and operations, along with the university-related communication, research, and curriculum-related needs of its students, faculty, and staff. Access to these resources is a privilege subject to HPU policies and procedures as well as 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 all university policies and procedures relating to the use of these resources. 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, harassment, privacy, protection of intellectual property, and security of information.

This agreement applies to: in-class technology, electronic resources, computing devices, handheld devices, cellular phones, and services, both wired and wireless.

Personal equipment connected to the university network is also subject to this agreement. These guidelines apply to any user of IT resources provided by HPU and is in addition to those existing university policies and procedures applicable to students, faculty and staff.

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."

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, they may have all of their 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 after careful review of the End User License Agreement (EULA).

The University has established the following for authorized HPU users:

1. An authorized user may access their 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 virtual desktops to all students, containing much of the software needed by students.

Acknowledgements

- In the event of a hardware or software failure, HPU Information Technology Services (ITS) is NOT responsible for backing up, or recovering data stored on the computing device. University data should be stored on ITS approved shared drives or network/cloud storage.
- The prohibited usage, responsibilities, and acknowledgements also apply to contracted third party services, such as Office 365 or Google Docs., and I agree to abide by this agreement when using those services provided by the university.
- HPU data is the property of the university and upon request any HPU data that is placed in a cloud service or other external repository must be returned to the university.
- Users of Hawai'i Pacific University network accounts are also subject to any and all local, state or federal laws governing computers, electronic communication and information.
- 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.

Prohibited Usage includes but is not limited to:

- Unauthorized use of the passwords and encryption keys of others to gain access to the other person's electronic files and/or email messages.
- Using a code, accessing a file, or retrieving any stored information, unless authorized to do so.
- Password sharing.
- Retrieving or reading any electronic files and/or email messages that are not sent to them.
- Attempting unauthorized access to data or attempt to breach security measures on any electronic communications system of the 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, gender identification, 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 in violation of applicable law.
- 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.
- Disclosing, altering, or deleting any proprietary or confidential university information without proper authorization.
- Use a university-provided account for non-university 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.
- The willful use of electronic communication systems to send or receive information, documents, messages or files that violate laws, regulations, or breaches the behavioral standards, academic conduct, or harassment policies of the university.
- The use of electronic communications to intimidate others or to interfere with the ability of others to conduct HPU business, including academic pursuits.
- Accessing or attempting to access restricted information held on the university systems.
- Opening files from any unsolicited or unknown sources; includes email attachments and portable storage devices (USB Drives).
- Knowingly post personal identifiable information (such as home address, telephone numbers, contact details, or other personal information) about anyone, without the express permission of the university.

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 MyHPU Portal 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 their 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 and removed.

Chosen/Preferred First Name Policy

Purpose: Hawai'i Pacific University recognizes that as a community many of its members use names other than their legal names to identify themselves. For many of our students, a first name is an important part of their identity. To foster a more welcoming, supportive, and respectful campus climate HPU students may use preferred first names (other than their legal names) to identify themselves at HPU.

Definitions

- A. "Preferred First Name" is the name a student uses consistently and regularly other than, or in place of, their legal first name.
- B. "Legal name" is the name that identifies an individual for legal and official purposes. Legal name identifies a person on official government records such as U.S. social security cards, birth certificates, state licenses, passports, marriage or divorce decrees, etc.

Policy: HPU acknowledges the importance of allowing for a preferred first name to be used whenever possible in the course of university business and education.

The university shall permit the use of a preferred first name by students who wish to identify themselves with a preferred first name in addition to their legal name in accordance with this policy.

This policy is limited to first names and not surnames or family names. The option to use a preferred first name shall be available to all students as long as the use of the preferred first name is not for the purpose of fraud or misrepresentation.

HPU will utilize a “Preferred First Name” that is different than a legal name upon completion of the [Change of Student Information](#) form.

The university reserves the right to deny or revoke approval, with or without notice, for any preferred name in the event of any misuse, including but not limited to fraud, misrepresentation, attempting to avoid legal obligation, or the use of highly offensive or derogatory names.

The preferred first name will be maintained by the Registrar’s Office in the university’s Banner Student System.

Places Where Preferred First Name is Used: HPU will make every effort to display the preferred first name to the university community where feasible and appropriate and will make a good faith effort to update reports, documents, and systems accordingly, including:

- Student ID Card
- Class Roster
- Blackboard Learning Management System
- Email Address
- MyHPU Portal (active directory)
- Degree Works

Places Where Legal Name is Used: Legal name will be used on certain records that require the use of an official name of record.

- Official Transcript
- Enrollment Verification
- Degree Verification
- Diploma
- Financial Aid
- Student Employment (application, payroll records, paychecks)
- Medical records
- SEVIS (Immigration status reporting)
- Federal, State and City Agency Reporting
- Graduation Program
- Other records that require the use of an official name of record (e.g., Incident Reports involving safety or security matters)

Procedures for Adding/Changing/Deleting Your Preferred First Name and Legal Name: An HPU student who would like to add/change/delete a preferred first name or has completed a legal name change in Hawai’i or another state may update the name on their HPU student record via the [Change of Student Information](#) form. The form along with supporting documents (if applicable) must be submitted to the Registrar’s Office. Upon receipt of this form and documentation, the request will be updated on official student records.

Please note for Legal Name Changes: A current HPU Student who is also a student employee at HPU must contact the Office of Human Resources (HR) for Legal Name changes. HR will provide instruction and guidelines on the supporting documents that will be needed before a legal name change to be completed for HR purposes.

Replacement Student ID Card: Students who elect a preferred first name may visit the Registrar’s Office and complete the [Change of Student Information](#) form. Once the change has been updated in the student record system, a student may request a new Student ID Card. The first replacement card due to a Preferred First Name update will be free; subsequent IDs issued as a result of a preferred name change would be charged the standard replacement fee. Students must surrender their old ID card prior to obtaining a new one.

Email Address Change: The HPU email address follows a naming convention that uses the first letter of the first name. Students who elect a preferred first name may wish to have their HPU email address updated to reflect the first letter of their preferred first name. To request an update to the HPU email address after completing the Change of Student Information form, students may email the ITS Help Desk (help@hpu.edu) and include their preferred first name in their request. ITS will verify that the Change of Student Information form has been processed before updating the email address.

Request to Prevent Disclosure of Directory Information: Students who do not want their name available as directory information should consider restricting access to directory information in accordance with FERPA (Family Education Rights and Privacy Act). Changes to directory information may be updated by filling out the [Request to Prevent Disclosure of Directory Information](#) form and returning it to the Registrar's Office. Restricting name and other information in HPU directory does not mean that this information is anonymous to the university community, but rather to those outside the university, in accordance with FERPA and applicable laws.

Questions: Please contact the Registrar's Office at (808) 544-0239 or registrar@hpu.edu with questions or visit the office at the Waterfront Plaza, Student Services Center, 500 Ala Moana Blvd, Suite 5A. Student employees at HPU may contact Human Resources at (808) 544-1188 or hr@hpu.edu with question or visit the office at the Waterfront Plaza, 500 Ala Moana Blvd, Suite 4-545.

Policy on Potentially Patentable Materials and Inventions

GENERAL PROVISIONS

Hawai'i Pacific University has among its primary purposes teaching, research, and the expansion and dissemination of knowledge. Patentable inventions and other intellectual property are developed in the course and scope of research activities and daily work at the university. The university establishes this policy and procedures for the disclosure, ownership, assignment and handling of rights in various inventions and potentially patentable works (the "Covered Works") created by university employees, including all faculty (regular and special appointment), administration, all staff (whether full or part-time), as well as students (hereinafter collectively referred to as "Covered Individual(s)"):

- (i) in the course and scope of university responsibilities or other work at Hawai'i Pacific University, including but not limited to during a research or other assignment; pursuant to a research project, grant or contract; in connection with any other university administered program; or otherwise in the course and scope of employment at Hawai'i Pacific University; or
- (ii) with more than incidental use of Hawai'i Pacific University resources, equipment, funds or other contributions of Hawai'i Pacific University.

The "Covered Works" include the development of patents, potentially patentable inventions and goods, marketable and other forms of intellectual property, the new and useful process of discovery, art or method, machine, manufacture or improvement thereof and Tangible Research Property, as defined. "Tangible Research Property" shall mean tangible items such as biological materials, microorganisms, engineering drawings, computer software, integrated circuit chips, computer databases, prototype devices, circuit diagrams and equipment otherwise constituting Covered Works.

Please see the HPU University Policy on Potentially Patentable Material and Inventions in its entirety at the HPU Office of University Counsel Sharepoint Site, along with other university policies: <https://hawaiiipac.sharepoint.com/:b:/s/ouc/ETGJOBm1ue9Ep9xnKpL58LOBJgu2IDNd6HKJ8FT2LyEv5g?e=oRfcxa>

Remote Testing Statement

Enrollment in online and hybrid programs at the university requires remote testing. It is the kuleana of the institution to ensure academic integrity of remote testing in our programs to meet accreditation guidelines. As

such, HPU licensed the use of Respondus LockDown Browser and Respondus Monitor to support remote testing. Students enrolling in online and hybrid programs acknowledge, upon enrollment, that testing may be required through Respondus Monitor to proctor remotely.

Sex Offender Registry and Information

The Campus Sex Crimes Prevention Act requires sex offenders, who must register under any 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 Hawaii, Chapter 846E, Hawaii Revised Statutes, mandates that the Hawaii Criminal Justice Data Center (HCJDC) maintains a central repository of convicted sex offenders in the State of Hawaii. 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 Hawaii searchable registry can be viewed online at <http://sexoffenders.eHawaii.gov/sexoffender/search.html>. For more information, go to <http://ag.Hawaii.gov/hcjdc>.

Sex Discrimination and Sexual Harassment (SD&SH) Policy

The following Sex Discrimination and Sexual Harassment (SD&SH) policy applies to all members of the HPU community. Cases of alleged student-to-student or student-to-employee sex discrimination, sexual harassment, and sexual misconduct along with any other violation of this policy are adjudicated as violations per the SD&SH Policy, which is outlined in the Hawai'i Pacific University "Student Handbook" (<https://studenthandbook.hpu.edu>) and "Employee Handbook".

I. Policy Statement

- A. It is the goal of Hawai'i Pacific University to provide students, faculty and staff with an environment free from sex discrimination, which includes sexual harassment, sexual assault, dating violence, domestic violence, stalking, and other forms of sex discrimination.
- B. These violations are prohibited in an education program or activity (e.g., learning environment, workplace) by federal and state law.
- C. Sex discrimination and sexual harassment allegations can be made by or against students, faculty, staff, administrators, and vendors/suppliers where the violation is of a sexual nature or on the basis of sex.
- D. The university has procedures in place to provide for the prompt and equitable resolution of student and employee complaints alleging any form of prohibited sex discrimination and sexual harassment.
- E. HPU does not discriminate on the basis of sex, which extends to employment and admissions.

II. ALL STUDENTS HAVE THE RIGHT TO:

- 1. A learning environment free from sex discrimination and sexual harassment.
- 2. Be treated with dignity and be taken seriously when disclosing a report and complaint.
- 3. File a complaint alleging violations of a prohibited conduct.
- 4. A grievance procedure that address and resolve allegations of sex discrimination and sexual harassment.
- 5. Receive courteous, fair, equitable and respectful treatment and support services.
- 6. Not to be required to unnecessarily repeat incident details outside of the Sex Discrimination and Sexual Harassment informal and formal process.
- 7. Be free from retaliation by the Complainant, Respondent, students, faculty, staff, and/or parties' friends, family and acquaintances within the jurisdiction of HPU.

III. Title IX Coordinator and Deputy Coordinators

Below are the staff members who have primary responsibility for complaints of Title IX sex discrimination, sexual harassment, and sexual misconduct:

Title IX Coordinator

Marites McKee
Hawai'i Pacific University
900 Fort Street Mall, Suite 17; 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. To make a report, go to www.hpu.edu/titleix.

Deputy Title IX Coordinators

For students:

Brian Reece
Assistant Dean of Students/Director of Conflict Resolution and Community Engagement
Hawai'i Pacific University
Pioneer Plaza, 900 Fort Street Mall, Suite 17, Honolulu, HI 96813
Telephone: (808) 544-1461; Email: breece@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 Assistant Dean of Students/Director of Conflict Resolution and Community Engagement. The Assistant Dean of Students/Director of Conflict Resolution and Community Engagement is responsible for Title IX investigation for matters involving students. To make a report, go to www.hpu.edu/titleix.

For athletics:

Sky Nanoo
Associate Director of Athletics – Compliance, Business Administration
Hawai'i Pacific University
1188 Fort Street Mall, 2nd floor Mezzanine, Honolulu, HI 96813
Phone: (808) 687-7047; Email: snanoo@hpu.edu

If you have a complaint about gender equity in athletics programs, you should contact the Associate Director of Athletics, who is responsible for Title IX investigation for 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. To make a report, go to www.hpu.edu/titleix.

For employees:

Wendy Pierre
Employee Relations Manager
Human Resources
Hawai'i Pacific University
500 Ala Moana Blvd., Suite 4-545, Honolulu, HI 96813
Telephone: (808) 544-1191; Email: wpierre@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 Employee Relations Manager. The Employee Relations Manager is responsible for Title IX investigation for matters involving employees, including administration of all complaints against employees and vendors. To make a report, go to www.hpu.edu/titleix.

HPU does not discriminate on the basis of sex, which extends to employment and admissions. Inquiries can be referred to the Title IX Coordinator, the Assistant Secretary, or both.

HPU Title IX Coordinator

Marites McKee
Hawai'i Pacific University
900 Fort Street Mall, Suite 17; Honolulu, HI 96813
Telephone: (808) 687-7014; Email: mmckee@hpu.edu

Office of the Assistant Secretary for Civil Rights

U. S. Department of Agriculture
1400 Independence Avenue, SW
Washington, DC 20250, Mail Stop 0115
PHONE: (202) 720-3808
FAX: (202) 690-1782

IV. Policy Violations

The following are examples of prohibited conduct at HPU. Any other conduct that is prohibited by Title IX and other similar laws shall also be deemed a violation of this policy. Policy violations are handled as outlined below in Section IX: Procedures for the Resolution of Any Violation of this Policy Involving Students. Additionally, a student or employee has the right to file a complaint under Title IX with the U.S. Department of Education Office of Civil Rights concerning alleged failures by the institution to comply by contacting via phone at (206) 607-1600, email at ocr.seattle@ed.gov, or online at <https://ocrcas.ed.gov/index.cfm>.

- A. Sexual Harassment:** Unwelcome sexual advances, request for sexual favors, indecent exposure, and other verbal or physical conduct of a sexual nature when:
1. Submission of conduct, whether explicitly or implicitly, is made a condition or action of an individual's employment, education, academic pursuits, or participation in university activity.
 2. Such conduct affects or interferes with a person's employment, education, living environment, or participation in a university activity by creating an intimidating, hostile, or offensive working or learning environment.

For the purposes of Title IX, sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the university's education program or activity;
2. An employee of the school conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct; or
3. Sexual assault, dating violence, domestic violence, or stalking as those terms are defined in the Clery Act and the Violence Against Women Act (VAWA).

Under Title IX sexual harassment, HPU will respond to sexual harassment when the university has actual knowledge of the alleged sexual harassment and the alleged sexual harassment occurred in an education program or activity of the university against a person in the United States.

- B. Sexual Assault:** Engaging in any physical act that is sexual in nature and which is committed under pressure, force, threat, or coercion, or without consent (forcible or nonforcible sex offense) of all persons involved.
1. **Non-Consensual Sexual Contact:** Any intentional sexual touching, however slight, with any object, by a person upon another person, which is without consent and/or by force. This may also be the use of

- force to cause a person to touch their own or another person's intimate parts. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner. Non-consensual sexual contact also includes stealthing.
2. **Non-Consensual Sexual Intercourse:** Any sexual penetration or intercourse (anal, oral, or vaginal) however slight, with any object, by a person upon another person, which is without consent and/or by force. Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, object, or oral copulation by mouth to genital contact or genital to mouth contact. Non-consensual sexual intercourse also includes stealthing.
 3. **Non-forcible Sexual Offenses:** Any unlawful sexual act (such as incest, statutory rape).
- C. Intimate Partner Violence:** Infliction of physical, verbal, emotional, or psychological control, intimidation, abuse, or harm.
1. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 2. **Dating violence** is violence committed by a person who has been in a social relationship of a romantic or intimate relationship with the victim and where the existence of such a relationship between the offender and victim shall be determined based on the following factors: (1) the length of the relationship, (2) the type of relationship, and (3) the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, (a) dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse and (b) dating violence does not include acts covered under the definition of domestic violence.
- D. Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety or the safety of others; or (b) suffer substantial emotional distress (e.g., seriously alarms, annoys or harasses the victim and would then cause substantial emotional distress, fear of death, physical injury, or fear of the death or physical injury of a family member or household member).
- *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
 - *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
 - *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Unwanted stalking behaviors include:

1. Making unwanted phone calls.
2. Sending unsolicited or unwanted letters or emails.
3. Following or spying on.
4. Showing up at places without a legitimate reason.
5. Waiting at places for the victim.
6. Leaving unwanted items, presents, or flowers.
7. Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth.

- E. Sexual Exploitation:** A situation in which a person takes non-consensual or abusive sexual advantage of another.
- a. Sexual voyeurism, such as watching a person undress, using the bathroom, or engaging in sexual acts without the consent of the person observed.
 - b. Taking pictures of, video recording, or audio recording another person in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as disseminating sexual pictures without the photographed person's consent).
 - c. Causing the prostitution of another person.
 - d. Engaging in sexual activity with another person while knowingly infected Sexually Transmitted Infections (STI) or Sexually Transmitted Disease (STD) and without informing the other person of the infection.
 - e. Administering alcohol or drugs to another person without that person's knowledge or consent.
 - f. Exposing one's genitals in non-consensual circumstances, or inducing another to expose their genitals.
 - g. Possessing, distributing, viewing or forcing others to view illegal pornography.

V. Consensual Relationship Policy Involving Students and Employees

Consensual romantic or sexual relationships involving undergraduate or graduate students may lead to unanticipated conflicts of interest, abuse of authority, and/or Title IX allegations. Accordingly, HPU employees and contracted employees are prohibited from initiating or engaging in consensual romantic or sexual relationships with undergraduate students (spousal relationships are excluded from this prohibition). In addition, HPU employees or contracted employees must not knowingly initiate or engage in a consensual romantic or sexual relationship with a graduate student wherein a professional or academic supervision or evaluative relationship exists.

VI. Definitions

When used in the Sex Discrimination and Sexual Harassment Policy:

- a. "Institution" and "university" means Hawai'i Pacific University and its academic programs and all related university programs.
- b. "Student" includes all persons taking courses at HPU, remaining eligible to enroll. Student employees are also subject to the Employee Handbook. For the purposes of Title IX sexual harassment complaints, a "student" is participating in or attempting to participate in the education program or activity at the university.
- c. An "education program or activity" includes locations, events, or circumstances over which HPU has exercised substantial control over both the Respondent and the context in which the sex harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by HPU.
- d. A "student organization" means any student-based club, society, organization, team, or group which may or may not be formally registered with the university.
- e. The terms "campus," "university premises," "university-owned property," and "university-controlled property" mean buildings or grounds owned, leased, operated, controlled, used or supervised by the university.
- f. A "university employee" includes any person employed by the university, performing assigned administrative or professional responsibilities, including faculty, staff, student employees, and campus security officers acting in the performance of their duties.
- g. A "Mandated Reporter" refers to university employees who have an obligation to report incidents of sex discrimination, sexual harassment, and sexual misconduct to the Title IX Coordinator.
- h. "Actual knowledge" means notice to a Title IX Coordinator or any official who has the authority to institute corrective measures on behalf of the institution. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. Besides the Title IX Coordinator, the University President, Provost, Deputy Title IX Coordinators, Athletic Director, Assistant

Vice President/Dean of Students, and Assistant Vice President of Human Resources have the authority to institute corrective measures on behalf of the institution.

- i. An "Investigator" refers to any HPU staff member with the delegated responsibility to investigate a prohibited violation of the Sex Discrimination and Sexual Harassment policy. In most cases, the Investigator will be a Deputy Title IX Coordinator.
- j. A "Mediator" or "Facilitator" is a faculty or staff who will facilitate an informal resolution process.
- k. The "Title IX Hearing Board" is made up of one or more faculty or staff members (exclusive of student employees) to review the alleged violation, adjudicate the case, and arrive at a finding of responsible or not responsible. The Chair of the hearing board will facilitate the hearing.
- l. The "Title IX Hearing Coordinator" is a faculty or staff member who advises the Title IX Hearing Board Chair about hearing board procedures; the coordinator is a non-voting member that attends hearings.
- m. A "Responsible Administrator" is an HPU staff member who determines the sanction(s) that are applied to a Respondent.
- n. The "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. Credibility of statements or patterns of fabrication may be used in determining the preponderance of evidence.
- o. A "Report" is a notice to a Mandated Reporter or Title IX Coordinator that an HPU student was subject to sex discrimination and/or sexual harassment. Sufficient details include the identities of the parties, if known, the conduct alleged constituting sex discrimination and sexual harassment, and the date and location of the alleged incident, if known.
- p. A "Formal complaint" is a signed document by a Complainant alleging sex discrimination or sexual harassment against a Respondent and requesting to proceed with an informal or formal resolution process. Under Title IX sexual harassment, at the time of filing a formal complaint, Complainant must be participating in or attempting to participate in the education program or activity.
- q. A "Complainant" is an HPU student who is alleged to be the victim of conduct that could constitute sex discrimination and/or sexual harassment.
- r. A "Respondent" is an HPU student who has been reported to be the perpetrator of conduct that could constitute sex discrimination and/or sexual harassment. Under Title IX sexual harassment, HPU will respond to sexual harassment when the university has actual knowledge of the alleged sexual harassment and the alleged sexual harassment occurred in an education program or activity of the university against a person in the United States.
- s. A "Reporting Party" is an individual who comes forward about an incident involving a Complainant.
- t. An "Advisor" is an adult who serves as a support person for the parties during the process. For Title IX sexual harassment proceedings, an Advisor conducts the cross-examination for the Complainant and Respondent. Individuals who participate in proceedings cannot serve as an Advisor.
- u. A "Witness" is an individual identified by a Complainant or Respondent or is named in a report that may have information about the allegation being investigated.
- v. "Due process" refers to the action of the university to recognize the rights of all involved parties and conduct a neutral investigation and hearing with no pre-determined outcome or bias.
- w. "Inculpatory evidence" is evidence that shows, or tends to show, a person's involvement in an act, or evidence that can establish guilt.
- x. "Exculpatory evidence" is evidence favorable to the Respondent that exonerates or tends to exonerate the Respondent of guilt.
- y. "Confidentiality" is the protection of personal information; it refers to an intention to keep information secret. With respect to Title IX reports, confidentiality cannot be guaranteed, as a Title IX report requires university action, and the involvement of areas/individuals within the university as deemed necessary to remedy the report and ensure compliance.
- z. "Privacy" or "private" refers to the intention of creating public boundaries and limiting intrusion.
- aa. "Supportive measure" means non-disciplinary, non-punitive individualized services as appropriate, as reasonably available, and without fee or charge to the Complainant or Respondent. Designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party.

- bb. A “sanction” or “remedy” is the outcome issued by the Responsible Administrator once the Respondent is found in violation of the SD&SH policy.
- cc. “Weapon” is defined in accordance with state law, and includes any object or substance designed to inflict a wound or cause injury. Legal items used in the performance of an intimidating, threatening, or hazardous manner or which has inflicted or was intended to inflict harm on another shall also be covered under this definition.
- dd. *“Complicity” or “complicit” refers to assisting, facilitating, condoning, supporting, encouraging, or ignoring the occurrence of a violation or violations of the Sex Discrimination & Sexual Harassment Policy. Complicity is prohibited conduct and could be subject to disciplinary action.*
- ee. “Consent” refers to words or actions 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 incapacitated or who otherwise reasonably appears to be without the mental or physical capacity to consent. In other words, sexual contact is consensual only in the presence of affirmative consent. Consent is also absent when the activity in question exceeds the scope of consent previously given or when acting in spite of or ignoring the objections of another.
- ff. “Incapacitation” means the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, without limitation, sleep, blackouts, flash backs or being under the influence of alcohol or drugs. Where alcohol (or other drug) is involved, one does not have to be intoxicated or drunk to be considered Incapacitated. Rather, incapacitation is determined by how the alcohol consumed impacts an individual’s decision-making capacity, awareness of consequences, and ability to make informed judgments. The question is whether the Respondent knew, or a sober, reasonable person in the position of the Respondent should have known, that the Complainant was incapacitated. Because incapacitation may be difficult to discern, students are strongly encouraged to err on the side of caution (e.g., when in doubt, assume that another person is incapacitated and therefore unable to give consent). Being intoxicated is never a defense for sexual misconduct.
- gg. “Stealthing” means the practice of non-consensual condom removal, where one sex partner secretly removes a condom, when sexual consent has only been given by the other sex partner for condom-protected safe sex.

VII. How to Make a Report

In order to take prompt and equitable corrective action, the university must be aware of violations of the SD&SH policy and/or related retaliation. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Reporting Parties and Complainants have the right to take separate actions:

1. Report an incident to the Honolulu Police Department (HPD).
2. File a report with the university Title IX Coordinator at (808) 544-0276 or submit a report online (www.hpu.edu/titleix).
3. Choose to prosecute criminally.
4. Choose to file a civil case.

Additionally, Reporting Parties and Complainants may take advantage of support services without filing a complaint. Information pertaining to these options and resources available on campus and in the local community will be provided by the Title IX Coordinator. These may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions

on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Amnesty Policy for Students

Refer to the Alcohol and Drug policy in the Student Handbook.

VIII. Duty to Report

In all cases of a reported violation of the SD&SH policy, the Complainant should immediately contact a university employee who will assist with notifying the Title IX Coordinator. Even so, all persons are encouraged to and may voluntarily report any incident involving a violation of the SD&SH policy to the Title IX Coordinator. State law imposes additional reporting obligations related to sexual abuse and neglect of a minor. Victims of sex discrimination and sexual harassment are strongly encouraged to report incidents of prohibited conduct in this policy.

Mandated Reporter

University employees are deemed to be a “Mandated Reporter” who has an obligation to report any incidents or allegations involving any violation of the SD&SH policy to the Title IX Coordinator. If they become aware of or reasonably suspects an incident, they must promptly report all relevant information to the Title IX Coordinator. A Mandated Reporter who receives a report should inform the Complainant that a Mandated Reporter has a duty to inform the university in a timely manner. The only exceptions to the reporting obligation for Mandated Reporter are those situations in which the Mandated Reporter received the information as part of a confidential communication in the context of a professional or otherwise privileged relationship (i.e., psychologist, medical doctor, lawyer, chaplain).

Protection of Minors

University employees have a duty to report if they have reasonable cause to suspect that a child is a victim of child abuse or neglect based on: (1) Information shared with them by the child or any other individual; or (2) Their own observations or knowledge. The duty to report is triggered by reasonable suspicion or belief. There is no requirement that there be actual evidence of abuse, nor should any individual seek to investigate the matter for themselves. Any doubt as to whether or not to report should be resolved in favor of making the report to ensure that the appropriate professionals in child protective services can assess the report and evaluate the safety of the child.

Campus Security Authorities

A university employee who has been designated as a Campus Security Authority (“CSA”) and who receives a report of a violation of the SD&SH policy must also contact the Director of Security and Safety for purposes of Clery information about incidents of sexual assault, dating violence, domestic violence, and stalking in accordance with law. CSAs are persons who have responsibility for campus security or who have significant responsibility for student and campus activities. Such persons include, but are not limited to, security staff, vice presidents, athletic directors, coaches, deans, directors, managers, club advisors, Student Activities staff, and Residence Life Community Advisors. Federal law requires that the university prepare and distribute an annual security report containing statistics for certain crimes that were reported to CSAs. The university must also issue timely warnings about crimes that pose a threat to students and employees.

Victims of the SD&SH Policy

Individuals who believe they have been victims of any violation of the SD&SH policy are encouraged to come forward and make a report. In certain instances, victims may be able resolve the incident informally.

IX. Report and Activity Log

The university’s Title IX Coordinator will maintain a log of Title IX reports as well as any alleged violations of this SD&SH policy. To the extent that other campus departments receive reports of a violation of the SD&SH policy, are involved with report investigations, or conduct any part of the resolution proceedings, they should report this

activity to the Title IX Coordinator for entry into the log, even if the reports are resolved without the involvement of the Title IX Coordinator.

X. Protection Against Retaliation

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. Any allegations of retaliation will be addressed through the conduct process by The Office of Student Conduct.

Retaliation: Retaliation occurs when an adverse action is taken against an individual for engaging in protected activity or by taking adverse actions that are reasonably likely to deter an individual or others from engaging in a protected. Protected activity consists of:

1. Opposing conduct reasonably believed to constitute discrimination, including harassment that violates university policy or state or federal statutes.
2. Filing a complaint about such practice.
3. Seeking an accommodation or remedial action under this policy.
4. Testifying, assisting, or participating in any manner in an investigation or other proceeding related to filing a complaint.

XI. Procedures for the Resolution of Any Violation of this Policy Involving Students

The university actively takes prompt and equitable action to eliminate sex discrimination, sexual harassment, sexual misconduct, or any other violation of the SD&SH policy and takes reasonable steps to prevent recurrence of any violation, and to correct its effects as appropriate. The student proceedings, as noted below, are conducted in a manner designed to protect the safety of the university community and to promote accountability.

An institution must respond to a Title IX sexual harassment complaint when the university has actual knowledge of the alleged sexual harassment and the alleged sexual harassment occurred in an education program or activity of the university against a person in the United States. For other forms of sex discrimination that falls outside of the Title IX sexual harassment jurisdiction, HPU members are encouraged to come forward by submitting a report, contacting the Title IX Coordinator, Deputy Title IX coordinators, or Mandated Reporters to ensure the university addresses the behavior and prevent its recurrence.

For the purposes of sexual harassment under Title IX, the Title IX Coordinator must dismiss a formal complaint of sexual harassment if the alleged conduct: (1) would not constitute sexual harassment even if proved; (2) did not occur in the university's education program or activity; or (3) did not occur against a person in the United States. Such a dismissal does not preclude action under the formal procedures for other forms of sex discrimination, sexual harassment, or sexual misconduct.

The Title IX Coordinator may dismiss a formal complaint of sexual harassment or any allegations therein, if at any time during the investigation or hearing: (1) a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; (2) the Respondent is no longer enrolled or employed at HPU; or (3) specific circumstances prevent HPU from gathering sufficient evidence to reach a determination as to the formal complaint or allegations therein. Upon a required or optional dismissal, the Title IX Coordinator will promptly and simultaneously send written notice to the parties.

There are two resolution paths for an alleged SD&SH policy violation: informal or formal resolution. Available options will be presented to the Complainant for consideration if determined appropriate by the Title IX Coordinator.

Throughout the process, the Complainant and Respondent will have the following procedural protections:

- a. Equitable treatment of parties.
- b. A fair fact-finding investigation and process.
- c. Objective evaluation of evidence.
- d. For the Respondent to be considered not responsible of all allegations unless proven responsible by a preponderance of the evidence.
- e. Receive support measures.
- f. Receive notice of alleged violations of university policy in advance of meetings, including updated notices for new allegations being investigated that were not included in the initial allegations letter.
- g. Request a reasonable extension of time to prepare for meetings, the hearing, and so forth.
- h. Reasonable timeframes for resolution and allow for temporary delay or limited extension for good cause.
- i. Be informed of the evidence; to present fact and expert witnesses and other inculpatory and exculpatory evidence; to inspect and review any evidence and investigative report upon which an allegation is based; and be afforded an opportunity to offer a relevant response.
- j. Provide names of individuals who have relevant and direct information pertaining to the allegations/case. Character witnesses are not relevant and will not be accepted.
- k. Be allowed to ask questions and review files related to the case throughout the process.
- l. Be assured of privacy, in accordance with the terms of the Federal Family Educational Rights and Privacy Act (FERPA) of 1974.
- m. Be accompanied by an Advisor. If a party is unable to secure an Advisor, one will be appointed.
- n. Challenge appointed individuals involved in the proceedings on the basis of bias or conflict of interest.
- o. Freedom from having irrelevant sexual history discussed during the process unless it is to prove that another individual committed the misconduct or to prove prior consent.
- p. Freedom from retaliation.
- q. An opportunity to appeal.
- r. Receive updates from the Title IX Coordinator regarding the process and timeline.
- s. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless parties holding such privilege have waived the privilege.

Informal Complaint Procedures (alleged student misconduct) involving Title IX Sexual Harassment and Other Violations of Sex Discrimination and Sexual Harassment:

In order to proceed with the informal complaint process, the Complainant and Respondent must voluntarily agree in writing to participate in an informal resolution process such as mediation and restorative justice. Title IX Coordinator, Investigator, Responsible Administrator, or any faculty and staff designated by HPU to facilitate an informal resolution process may not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. Informal resolution process may not be used to resolve allegations that an employee sexually harassed a student.

The informal complaint procedure will not involve a full investigation and adjudication. If parties proceed with the informal resolution procedures, the following will take place:

- a. The Mediator or Facilitator will send written notices disclosing: (1) the allegations and (2) the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming formal complaint arising from the same allegations, provided, however, that at the time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution processes including the records that will be maintained or could be shared.
- b. Both parties voluntarily agree in writing to participate in an informal resolution.
- c. The Mediator or Facilitator will schedule a meeting between the parties to discuss the complaint.
- d. The Mediator or Facilitator will go over meeting decorum, goals, outcome, and so forth.
- e. Parties will be asked to share their experience and suggest reasonable resolutions.

- f. When a resolution is agreed upon, the Mediator or Facilitator will send a resolution notice to both parties.

At any time prior to issuance of a final resolution, any party has the right to withdraw from the informal resolution process. Once a resolution is issued to both parties through the informal process, the Complainant cannot then pursue a formal complaint.

Typically, the informal resolution procedures may conclude within thirty (30) days of receipt of the complaint. If it becomes necessary to extend the process, both parties will be notified by the Title IX Coordinator of a revised expected resolution timeframe. Informal resolution documents and notices will be retained in the Title IX Office for seven (7) years. Last, informal resolution procedures are not an option if the allegations are against an employee and involve Title IX sexual harassment. Parties may involve an advisor during the process.

Formal Complaint Procedures (alleged student misconduct) involving Title IX Sexual Harassment and Other Violations of Sex Discrimination and Sexual Harassment:

The formal resolution process provides equal opportunity for parties to present fact and expert witnesses, and other inculpatory and exculpatory evidence. A Complainant must submit in writing (in person, by mail, by electronic mail, or through the Title IX Report Form) a formal complaint to the Title IX Coordinator or any official who has the authority to institute corrective measures on behalf of the institution.

Anyone can submit a report under this policy, but the Complainant must make a formal complaint. In the event there is no Complainant, the Title IX Coordinator may file a formal complaint. Typically, the formal complaint process will be completed within ninety (90) business days of receipt of the complaint. If it becomes necessary to extend the process, both parties will be notified in writing of a revised expected resolution timeframe. Disciplinary files, case documents collected and notices sent to the parties will be retained for seven (7) years.

A. Preliminary Assessment

Upon receiving a report, the Title IX Coordinator will promptly perform a preliminary assessment based on the facts reported to determine if the conduct alleged constitutes sex discrimination and/or sexual harassment. If the conduct as alleged does not constitute Title IX sexual harassment then HPU will terminate the Title IX grievance process. The Complainant will be informed that their report has been considered and of their options under the non-Title IX resolution procedures. While meeting with the Complainant, the Title IX Coordinator will discuss resolution options and procedures, the role of the advisor, support measures, and so forth.

At this time, the Title IX Coordinator will also consider consolidating complaints (which may include Code of Student Conduct prohibited conduct) arising out of the same facts or circumstances. This will be permitted as to allegations against more than one Respondent, by more than one Complainant against one or more Respondents, or by one party against the other where allegations arise out of the same facts or circumstances. If the Complainant submits a written request to proceed with a formal complaint, an investigation will proceed as provided below.

B. Supportive Measures

Based on any information acquired in the course of the preliminary assessment or investigation, the Title IX Coordinator will recommend that supportive measures be taken to protect the parties from further violations of this policy or retaliation while the investigation is still pending. This recommendation may involve others in the university before implementation. If requested and available, interim measures will be provided whether or not a victim chooses to report to a Mandated Reporter, Title IX Coordinator, Security, or local law enforcement. The university will provide written notification about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or other protective measures (e.g., counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures). Other remedial measures may also be appropriate, such as special training in the affected department or area, or the

dissemination of information about how to report sex discrimination and sexual harassment. The university must keep support measures confidential to the extent that maintaining such confidentiality would not impair the ability of the institution to provide them.

In situations deemed to be extreme or dangerous, the Title IX Coordinator may remove a Respondent from campus (i.e., temporary suspension and ban from campus) on an emergency basis provided that HPU (1) undertakes an individualized safety and risk analysis; (2) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal; and (3) provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal. If this decision is made, both parties will receive simultaneous written notification.

When criminal conduct is involved or personal safety is a concern, it is important that victims of sexual violence preserve evidence as necessary to prove the crime or secure a protective order through the court system. Victims may choose to seek medical treatment in order to preserve evidence, treat injuries, or prevent sexually transmitted diseases. It is also possible to get a rape kit or find a Sexual Assault Nurse Examiner (SANE) through law enforcement or local hospitals. Health care services are available at the Sex Abuse Treatment Center (SATC), Kapi'olani Medical Center for Women and Children (808-524-7273).

C. Selection of the Investigator

Upon receiving a written formal complaint by the Complainant, the Title IX Coordinator will create the case of Title IX allegation(s) and will assign the incident report to an Investigator. The Title IX Coordinator will consider any conflicts of interest, time constraints, or other relevant factors in selecting an Investigator. The Complainant and the Respondent may each raise concerns regarding bias or a potential conflict of interest of investigators or others involved in the resolution process by contacting the Title IX Coordinator.

D. Privacy and Confidentiality

Given the sensitive nature of allegations involving any violation of the SD&SH policy and the potential for damage to the parties' personal reputations, all reports will be investigated as privately as reasonably possible. The university cannot maintain anonymity of the Complainant due to disclosures via the written notice of allegations. Parties and witnesses may communicate with one another, and it is considered part of a party's right to meaningfully participate in furthering the party's interests in the case. However, if the party's conduct toward a witness might constitute "tampering" (for instance, by attempting to alter, coerce, or prevent a witness's testimony), harassment and/or retaliation, such conducts are prohibited and subject to disciplinary action. Complainants and Respondents who desire complete confidentiality may be advised that they can address their confidential concerns to pastoral and professional counselors, medical doctors, or their own legal counsel.

HPU will keep confidential the identity of any individual who has made a report or complaint of any form of prohibited sex discrimination and sexual harassment, including any Complainant, Respondent or witness, except: (1) as may be permitted by FERPA; (2) or as required by law; or (3) to carry out the Title IX regulations, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Records kept by the university relating to allegations of any violation of this policy are not publicly available, but in the event that the university is required to make any such records publicly available, any identifying information about the parties will be excluded, to the extent permissible by law, to protect the parties' privacy. Federal law requires the university to publicly disclose statistics about reported incidents of sexual assault, domestic violence, dating violence, and stalking; however, no personally-identifiable information is maintained or published for purposes of such reporting.

In cases when a Complainant does not want to file a formal complaint, 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 Dean of Students, Director of Counseling and Behavioral Services, Director of Safety and Security, Assistant Vice President of Human Resources, and General Counsel. The Title IX Coordinator will decide whether to sign a formal complaint alleging sexual harassment against a Respondent and request that the university investigate the allegation of sexual harassment. Accordingly, allegations involving violations of the SD&SH policy will be addressed through the resolution procedures as noted in this policy.

E. The Complainant's Written Complaint, Supporting Documentation, and Evidence

After meeting with the Title IX Coordinator and submitting a written formal complaint, the Investigator will contact the Complainant to schedule an initial meeting. The Complainant will be provided five (5) business days to prepare a statement and a list of witnesses, and gather evidence and other relevant materials for the initial meeting. If the Complainant wants to meet sooner, they can request to do so.

During the first meeting, the Investigator will invite the Complainant to provide a statement at the meeting; if they want to come in with a prepared statement, the Investigator will review the statement and ask follow-up questions. The Complainant should provide sufficient details, including the identities of the parties involved, if known; the conduct allegedly constituting sexual harassment; and the date(s) and location of the alleged incident(s), if known. The Complainant may also include an explanation as to why they believe the Respondent's behavior was in violation of university policy; corroborating facts and evidence (inculpatory and exculpatory); the names of witnesses who may have information relevant to the Complainant; other materials, documents or evidence in support of the Complainant; and desired outcome. During this time, the Investigator will also be asking questions. The Complainant will then review such evidence submitted within five (5) business days after the first meeting with the Investigator.

Once the alleged policy violations have been identified, the Investigator will ask the Complainant and their Advisor to review the allegations. An allegations letter will be sent to the Respondent as soon as possible and will include sufficient details of the allegations, including the identities of the parties and witnesses involved, the specific section of this policy that was violated, the conduct allegedly constituting the potential violation, and the date and location of the alleged incident(s). The Investigator may schedule additional meetings with Complainant and their Advisor to respond to questions and to review the Respondent's and witnesses' statements, supporting documentation, and evidence. Prior to the issuance of the investigative report, parties and their advisors involved may inspect and review the statements and supporting documents gathered during the investigation and be afforded at least 10 days to submit a written response.

If new allegations (including Code of Student Conduct prohibited conduct) are discovered during the investigation, the Investigator will update the parties of the new allegations that were not included in the initial notice. The Complainant and their Advisor are expected to be present at the Title IX Hearing.

F. The Respondent's Written Response, Supporting Documentation, and Evidence

The Respondent is presumed innocent until a determination of responsibility, based on a preponderance of the evidence, is made at the conclusion of the process. While reasonable efforts will be made to communicate with the Respondent, delivery occurs when the university sends the letter of allegations to the Respondent's HPU email address. Prior to meeting with the Investigator, the Title IX Coordinator will schedule a time to meet with the Respondent to go over the process, support measures, role of the advisor, and so forth. The Investigator will then reach out to the Respondent to schedule an initial meeting. The Respondent will be provided five (5) business days to prepare a statement and a list of witnesses, and gather evidence and other relevant materials for the initial meeting. If the Respondent wants to meet sooner, they can request to do so.

During the first meeting, the Investigator will invite the Respondent to provide a statement at the meeting; if they want to come in with a prepared statement and response to the allegations, the Investigator will review the statement and ask follow-up questions. The statement should indicate whether the Respondent admits or denies the allegations and should provide any facts or evidence (inculpatory and exculpatory), including the names of witnesses who may have information relevant to the allegations and other materials in response to the allegations. The statement may also include an explanation as to why the Respondent believes any admitted conduct was not

in violation of university policy or was lawful and whether any resolution proposed by the Complainant is or is not appropriate. The Respondent should provide documents, evidence, list of witnesses, and supporting materials, which must be submitted within five (5) business after the first meeting with the Investigator. The Investigator may schedule additional meetings with the Respondent and their Advisor to respond to questions and to review the Complainant's and witnesses' statements, supporting documentation, and evidence. Prior to the issuance of the investigative report, parties and their advisors involved may inspect and review the statements and supporting documents gathered during the investigation and be afforded at least 10 days to submit a written response.

If new allegations (including Code of Student Conduct prohibited conduct) are discovered during the investigation, the Investigator will update the parties of the new allegations that were not included in the initial notice. If the Respondent elects not to participate after timely notice the case will be adjudicated in absentia based on information collected through investigation. The Respondent and their Advisor are expected to be present at the Title IX Hearing.

G. Witnesses' Written Response, Supporting Documentation, and Evidence

The Investigator will contact the witnesses named by the parties to schedule a meeting. During the first meeting, the Investigator will invite a Witness to provide a statement as to what they directly observed or were involved in at the meeting; if they want to come in with a prepared statement/response, the Investigator will review the statement and ask follow-up questions. The statement should provide any facts or evidence, including the names of other individuals who may have information relevant to the allegations and other materials in response to the allegations. Witnesses should submit documents and supporting materials within five (5) business days after the initial meeting with the Investigator.

Statements and evidence that are submitted will be reviewed by parties and their Advisor involved in the case. The Investigator may schedule additional meetings with witnesses to respond to questions and to review other parties' responses, supporting documentation, and evidence. Witnesses may be called to participate in the live Title IX Hearing.

H. Concurrent Investigations

An investigation conducted under these procedures will be conducted independent of any associated criminal investigation or any other university investigation. If the university determines the issues raised in this investigation may be relevant to its determination in another non-criminal investigation that is simultaneously pending at the university, it may direct that the other investigation be suspended until this investigation and any appeals or administrative reviews are concluded. However, an investigation under these procedures will typically not be suspended pending the conclusion of a criminal investigation or any other investigation, though the fact-finding portion of the investigation may be delayed temporarily while the police are gathering evidence. While the findings and conclusions of one investigation will not determine the outcome of any other, any evidence or findings developed in any university or non-university investigation may be shared with and considered in any other university investigation.

I. Cooperation with University Investigations

Students who fail to cooperate in the investigation, including those who knowingly or recklessly misrepresent any facts or who withhold pertinent information, may be subject to disciplinary action up to and including suspension or dismissal from the university. The knowing or reckless reporting of false charges of any violation of this policy will be treated as a material breach of HPU's Code of Student Conduct, subjecting the individual making the false accusations to disciplinary action.

J. Advisor: Support Person

Throughout the process, the Complainant and Respondent may select an adult Advisor of their choice who may be, but is not required to be, an attorney. An advisor provides support, guidance, or advice throughout the process. Individuals who participate in proceedings or are otherwise affiliated with the case in question cannot serve as an Advisor. If one party does not have one, the university will appoint an Advisor. Both parties must complete the FERPA Authorization to Release Education Record Information to allow the Advisor to be present at interviews,

meetings, or other proceedings. During the investigation and hearing, Advisors may not respond on behalf of their party; parties may seek advice and consult with their advisor throughout the process.

In a Title IX sexual harassment case, the Advisors will cross-examine parties and witnesses at the live Title IX Hearing. During a Title IX Hearing, the Title IX Hearing Board Chair may impose restrictions regarding (1) the extent to which the Advisor may participate and (2) adopt rules governing the conduct of hearings (e.g., conduct direct and cross-examination in a respectful and non-abusive manner, rules about the timing and length of breaks, forbid participants from disturbing the hearing by loudly conferring with each other, forbid badgering a witness, and deem repetition of the same question irrelevant). The Title IX Hearing Board Chair may require a party to use a different advisor if the original advisor refuses to comply with the rules of decorum.

K. The Investigation

The investigation is fair, impartial, thorough, and prompt. The university will, in good faith, attempt to conclude the investigation and resolution within ninety (90) business days of the Title IX Coordinator receiving the report. If, as a result of the complexity of the case, unavailability of witnesses, or other extenuating facts and circumstances, the investigation cannot reasonably be concluded within the ninety-day (90) period, the Complainant and the Respondent will be provided with written notice of the delay and the reason for the delay.

During the investigation, the Investigator will gather the Complainant's and Respondent's statements, witness' statements, interviews, and review supporting documents and evidence submitted by the parties and witnesses or discovered during the investigation. The final investigative report will include policy allegations; chronology of events; parties' and witnesses' statements; interview statements; findings of fact; evidence submitted by parties and witnesses (if applicable); credibility assessment; and summary of findings. It will then be provided to parties and Advisors at least ten (10) business days prior to the Pre-Title IX Hearing so each party can review and provide a written response.

L. Pre-Title IX Hearing

Involving Title IX Sexual Harassment:

Prior to the live Title IX Hearing, the Chair of the hearing board will schedule a pre-hearing with the parties and their advisors within 10 business days of receiving the investigative report. This will be an opportunity for the parties and their Advisors to provide (1) written comments regarding the investigative report, (2) a list of individuals they want to cross-examine at the live hearing, and (3) the cross-examination questions, which the Chair will determine if they will be relevant to the case at the live hearing. Parties will be reminded that questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence: (1) are offered to prove that someone other than the Respondent committed the alleged conduct; or (2) concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

During this time, the Complainant and the Respondent may each raise concerns regarding bias or a potential conflict of interest of hearing board members and others involved in the resolution process by contacting the Title IX Coordinator. The Title IX Coordinator and the Title IX Hearing Board Chair will work together to provide notices to individuals who will be called to participate in the live Title IX Hearing. Furthermore, the Title IX Hearing Board members will convene separately to review the investigative report, identify parties to interview, and questions to pose to participants prior to the live hearing.

Involving Other Violations of Sex Discrimination and Sexual Harassment:

Prior to the live Title IX Hearing, the Chair of the hearing board will schedule a pre-hearing with board members within 10 business days of receiving the investigative report. This will be an opportunity for the board members to:

1. Review the investigative report,
2. Determine a list of individuals they want to question during the live hearing, and
3. Develop the questions members will want to ask at the live hearing.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence:

1. Are offered to prove that someone other than the Respondent committed the alleged conduct; or
2. Concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

The Title IX Coordinator and the Title IX Hearing Board Chair will work together to provide notices to individuals who will be called to participate in the live Title IX Hearing.

M. The Title IX Hearing (Live)

Involving Title IX Sexual Harassment:

The Title IX Hearing Board will convene a live hearing to adjudicate and determine, based on the preponderance of the evidence (more likely than not standard), whether the Respondent engaged in prohibited conduct and will be found responsible for violating one or more university policies. The Title IX Hearing will include the following:

- a. The Title IX Hearing Board is made up of one or more HPU members, which may consist of faculty and staff. One member of the Title IX Hearing Board will serve as Chair, who will facilitate the meetings, ensure participants adhere to board meeting decorum, and determine if cross-examination questions are relevant. During the hearing, board members will consider findings in the report, consider new evidence if presented at the live hearing, and question the parties and witnesses (if applicable). Participants at the hearing who are disruptive may be removed from the Title IX Hearing by the Chair. The Title IX Coordinator, Responsible Administrator, and/or Title IX Hearing Coordinator (who will advise the hearing board Chair about board procedures) will be present at the Hearing as non-voting participants.
- b. The Title IX Hearing Board will determine, based on the preponderance of the evidence (more likely than not standard), whether the Respondent engaged in prohibited conduct or other behavior and therefore violated the Sex Discrimination and Sexual Harassment Policy.
- c. A live hearing will be conducted virtually with all parties in separate rooms thereby allowing participants to simultaneously see each other. The Title IX Coordinator will coordinate the virtual meeting and send meeting links to parties and their advisors.
- d. At and during the hearing, all evidence will be available to parties, who will be afforded equal opportunity to review, including for purposes of cross-examination.
- e. During the live hearing, parties' Advisors (on behalf of their party) will be allowed to cross-examine. Cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's Advisor and never by party personally. Only relevant cross-examination and other questions, including those challenging credibility, may be asked of a party or witness.
- f. Before a question is answered, the Title IX Hearing Board Chair will determine if the question is relevant and explain any decision to exclude a question as not relevant.
- g. The live hearing(s) shall be recorded. The record shall be the property of the university and will be made available to parties for inspection and review within five (5) business days after the hearing date. No recording other than by the university will be permitted.
- h. Title IX Hearing Board members may ask questions of the parties. They may also take official notice of matters which would be within the general experience of university students. Only relevant cross-examination and other questions, including those challenging credibility, may be asked of a party or witness. Before a party or witness answers a cross-examination or other question, the Chair must determine whether the question is relevant, and explain any decision to exclude a question as not relevant.
- i. The Title IX Hearing agenda will include:
 - i. Introductions
 - ii. Purpose of Hearing
 - iii. Hearing decorum/announcements
 - iv. Review individuals who will participate in the live hearing

- v. Parties' Advisors to call parties and witnesses for cross-examination; hearing board members may direct-examine
 - vi. Parties to address new evidence (if applicable)
 - vii. Closing statement from parties to board members (if applicable)
- j. If a Respondent, Complainant, or Witness is absent from a hearing or refuses to participate in the hearing, the Title IX Hearing Board members will not rely on any statement of that party or witness in reaching a determination regarding responsibility. However, the board members cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. Evidence submitted by a party or witness who is not present for cross-examination that points to a behavior (e.g., text message, email, social media posting) will be considered by the hearing board members.
- k. If additional information is needed by the Title IX Hearing Board due to new evidence presented, another hearing may be scheduled.
- l. The Title IX Hearing Board will make a determination of responsible or not responsible based on the evidence and findings of fact. The Board Chair will submit written findings of facts and the determination of responsibility to the Title IX Coordinator who, in turn, will forward to the Responsible Administrator for the notification of resolution. The Responsible Administrator will then determine the appropriate sanction(s), if applicable.
- m. Respondents who fail to appear after timely notice will have their case adjudicated in absentia based on information already collected through investigation.

Involving Other Violations of Sex Discrimination and Sexual Harassment:

The Title IX Hearing Board will convene a live hearing to adjudicate and determine, based on the preponderance of the evidence (more likely than not standard), whether the Respondent engaged in prohibited conduct and will be found responsible for violating university policies. The Title IX Hearing will include the following:

- a. The Title IX Hearing Board is made up of one or more HPU members, which may consist of faculty and staff members. One member of the Title IX Hearing Board will serve as Chair, who will facilitate the meetings, ensure participants adhere to board meeting decorum, and determine if cross-examination questions are relevant. During the hearing, board members will consider findings in the report, consider new evidence if presented at the live hearing, and question the parties and witnesses (if applicable). Participants at the hearing who are disruptive may be removed from the Title IX Hearing by the Chair. The Title IX Coordinator, Responsible Administrator, and/or Title IX Hearing Coordinator (who will advise the hearing board Chair about board procedures) will be present at the Hearing as non-voting participants.
- b. The Title IX Hearing Board will determine, based on the preponderance of the evidence (more likely than not standard), whether the Respondent engaged in prohibited conduct or other behavior and therefore violated the Sex Discrimination and Sexual Harassment Policy.
- c. The Complainant and the Respondent may each raise concerns regarding bias or a potential conflict of interest of hearing board members and others involved in the resolution process by contacting the Title IX Coordinator.
- d. A live hearing may be conducted virtually with all parties in separate rooms thereby allowing participants to simultaneously see each other.
- e. At and during the hearing, all evidence will be available to parties, who will be afforded equal opportunity to review.
- f. During the live hearing, board members will conduct direct, oral, and in real time direct-examination. Only relevant questions, including those challenging credibility, may be asked of a party or witness.
- g. The live hearing(s) shall be recorded. The record shall be the property of the university and will be made available to parties for inspection and review within five (5) business days after the hearing date. No recording other than by the university will be permitted.
- h. The Title IX Hearing agenda will include:
 - i. Introductions
 - ii. Purpose of Hearing
 - iii. Hearing decorum/announcements

- iv. Review: Individuals who will participate in a live hearing
 - v. Board members to direct-examine if applicable
 - vi. Parties to address new evidence (if applicable)
 - vii. Closing statement from parties to board members
- i. If additional information is needed by the Title IX Hearing Board due to new evidence presented, another hearing may be scheduled.
- j. The Title IX Hearing Board will make a determination of responsible or not responsible based on the evidence and findings of fact. The Board Chair will submit written findings of facts and the determination of responsibility to the Title IX Coordinator who, in turn, will forward to the Responsible Administrator for the notification of resolution. The Responsible Administrator will then determine the appropriate sanction(s), if applicable.
- k. Respondents who fail to appear after timely notice will have their case adjudicated in absentia based on information already collected through investigation.

N. Resolution and Disciplinary Sanctions

A majority vote within the Title IX Hearing Board is needed to find a student responsible for the allegation(s). Upon receiving the Title IX Hearing Board's findings, the Responsible Administrator will promptly determine the resolution of the allegations, including the imposition of any disciplinary sanctions, as provided in Section 12 of the Code of Student Conduct. Any person found in violation of this policy may be subject to discipline as described below, depending on the circumstances and the severity of the violation.

The Responsible Administrator(s) and the applicable disciplinary policy will be determined as follows:

The Responsible Administrator for allegations of violations of this policy against a student shall administer any discipline consistent with the Code of Student Conduct. Possible sanctions include fines, community service, loss of privileges, warning, university probation for a specified period of time, suspension (involuntary withdrawal for a specified period of time), or dismissal/expulsion (permanent), and a ban from campus.

If the student is also an employee of the university, the Title IX Coordinator will provide a copy of the findings and recommendation to the Employee Relations Manager, who will work with the respective supervisor to administer any discipline affecting the student's employment status in consultation with the Assistant Vice President of Human Resources. Possible sanctions include verbal counseling, written warning, reassignment, transfer, suspension of employment, and termination of employment.

The Responsible Administrator will communicate the outcome in writing ("Resolution Letter") to both the Complainant and the Respondent simultaneously. The written decision will include (1) allegations constituting sex harassment; (2) procedural steps taken of complaint through determination, summarizing notifications, interviews, visits, methods to gather other evidence, and hearings held; (3) findings of fact supporting the determination; (4) conclusions regarding application of the SD&SH policy to facts; (5) a statement of, and rationale for, the result as to each allegations, including determination regarding responsibility; (6) any disciplinary sanctions imposed on the Respondent, and whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the Complainant; and (7) description of appeal procedures. The Responsible Administrator's Resolution Letter will be sent to the parties' HPU email address.

O. Appeal Process

Complainants and Respondents with a basis for appeal (as specified below), can submit an online written appeal to the Provost within five (5) business days of the Responsible Administrator's decision. This appeals process may take twenty (20) to thirty (30) business days to complete. If the more time is needed, the Title IX Coordinator will notify the parties.

When an appeal is submitted, the Title IX Coordinator will notify the other party in writing when an appeal is filed; ensure that the appeal officer is not the Title IX Hearing Board Chair, Investigator, or Title IX Coordinator; give both

parties reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome; issue a written decision describing the result; and provide the written decision simultaneously to both parties.

Upon receipt of the online written appeal, the Provost or their designee will consider the appeal. The Provost or their designee will not re-hear the case. Rather, the Provost or their designee will decide if the appeal has merit under the basis for appeal, as outlined below. Basis for appeals include:

- a. Procedural irregularity that affected the outcome of the matter.
- b. New evidence that was not reasonably available at the time of the determination that affected the outcome of the matter.
- c. Conflict or bias on the part of the Title IX Coordinator, investigator, or decision-maker that affected the outcome of the matter.

If there is a merit under a basis for appeal, the Provost or their designee will reconvene the Title IX Hearing Board. The Hearing Board will have up to ten (10) business days to discuss and re-issue their findings to the Provost or their designee. Actions by the Provost or their designee include overturning or maintaining a finding or findings of fact, overturning or maintaining a determination or determinations of a policy violation, overturning sanction(s), imposing new sanction(s), and/or maintaining original sanction(s). The outcome of the appeal is final and binding. The parties will be notified in writing to their HPU email address the final appeal resolution letter.

Sanctions will be held in abeyance during the Provost's appeal review, unless, at the discretion of the Provost, the continued presence of the student on the campus poses a safety threat to any person, or continuance of daily university operations. No Contact Orders, No Trespass Warnings, and Interim Suspensions will not be held in abeyance during the appeal process.

P. Account Responsibility and Transcript Holds

If a student is found responsible for a violation of the Sex Discrimination and Sexual Harassment Policy, and is suspended or expelled from HPU, the student is still accountable for any outstanding tuition, fees, and housing costs associated with their student account in accordance with the Business Office policies. A Transcript Hold may be placed on the student's account preventing transcript or academic record access until any financial balance is addressed.

XII. Exhaustion of Remedies

A student may not initiate civil litigation or civil administrative remedies against the university or its employees, agents, officers, or trustees until all the remedies provided by these procedures have been exhausted.

XIII. Waiver of Claims

Failure to submit an appeal within the stated deadlines or to exhaust the remedies provided by these procedures within the time provided will constitute a waiver of the student's right to pursue any claim against the university in the matter, unless the right to pursue a statutory claim is preserved by law or the university waives this clause in writing.

XIV. 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 Title IX Office, Office of Student Conduct, Dean of Students Office, Counseling and Behavioral Health Services, Athletics, and Housing and Residence Life. Topics include consent, healthy relationships, staying safe on campus, bystander intervention, and more.

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 the Title IX Office, Student Activities, First-Year Experience, Athletics, Office of Student Conduct, and Housing 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 includes phone numbers to agencies that help those who need sexual assault counseling and assistance, anger management and/or domestic violence intervention. Hardcopies may be available at various offices, including Academic Advising, Counseling and Behavioral Health Services, Student Activities, First-Year Experience, Office of Student Conduct, and Housing and Residence Life.

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

XV. 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 sex discrimination. Sexual offenses such as rape, sexual abuse or discrimination in the form of sexual harassment or sexual misconduct will not be tolerated.

B. Preservation of Evidence and Medical Assistance: Evidence collected from a sexual assault can be a powerful tool in a criminal prosecution, if the victim chooses to file a police report. While evidence can be collected and preserved via medical examinations, victims can take steps to preserve evidence as well. To preserve evidence, try not to do any of the following immediately after a sexual assault:

- Shower, bathe, use the restroom, douche, comb your hair or brush your teeth.
- Change clothes – if you do, put the clothes into paper bags.
- Clean up the crime scene or move anything the offender may have touched.

If you suspect that you have been drugged, ask the medical provider about a toxicology kit which tests blood and urine. Medical professionals may also provide emergency contraceptive and Sexually Transmitted Disease (STD) testing. Please contact the Sex Abuse Treatment Center for more information about medical assistance.

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: (808) 544-1400
3. Chaplain: A chaplain is a member of the clergy in a specialized ministry and are called upon to serve in a pluralistic environment. Those seeking spiritual support may reach out at (808) 687-7031, or drop by his office during office hours at the Aloha Tower Marketplace, Ste. 1400.

D. Off-Campus Resources:

1. **Sex Abuse Treatment Center:** Provides care, medical exams, emergency intervention and legal help for assault victims (office: (808) 535-7600, 8 a.m. - 4:30 p.m.). The 24-hour Hotline (phone: (808) 524-7273) provides confidential counseling, as well as medical and legal advocacy services for victims of rape and sexual assault.
2. **Domestic Violence Action Center (DVAC):** Legal advocacy, confidential counseling, support and other services available. Contact the hotline at [808-531-3771](tel:808-531-3771) or textline at [605-956-5680](tel:605-956-5680).
3. **Hawaii State Coalition Against Domestic Violence:** A statewide partnership of domestic violence shelters and programs. Call 808-841-9316 or view their list of resources online at <http://hscadv.org/resources/>

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

E. Self-Protection Tips:

1. While being the victim of an attack is never the fault of the victim, there are self-protective measures you can take to help you reduce the risk of an attack, ward off attackers, or reduce harm during an attack.
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. HPU Security 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.
9. Use a Safety App such as bSafe, SafeUp, UrSafe, Sister.

Smoking/Vaping Policy for Students

Smoking (including vaporizing from an electronic device or smoking any product including medical marijuana from any 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. Consistent with State of Hawaii law, use and/or possession of nicotine or tobacco products by persons under the age of 21 is prohibited.

At the Aloha Tower Marketplace, 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/vaping policy, including but not limited to possession of nicotine or tobacco products and/or smoking related paraphernalia, are grounds for disciplinary action by HPU and/or local law enforcement. Furthermore, nicotine or tobacco products and electronic smoking devices found in the possession of persons under twenty-one are subject to confiscation and destruction, regardless of value or ownership, by university personnel, including HPU security, Housing and Residence Life staff, Student Conduct staff and Dean of Students staff. University personnel will document the incident and notify the appropriate staff of the policy violation. The university may also contact local police, if deemed necessary.

The State of Hawai'i Revised Statute 712-1258 regarding tobacco products and electronic smoking devices is listed below:

- It shall be unlawful to sell or furnish a tobacco product in any shape or form or an electronic smoking device to a person under twenty-one years of age.
- It shall be unlawful for a person under twenty-one years of age to purchase or possess any tobacco product or electronic smoking device, as those terms are defined:
 - "Electronic smoking device" means any electronic product that can be used to aerosolize and deliver nicotine or other substances to the person inhaling from the device, including but not limited to an electronic cigarette, electronic cigar, electronic cigarillo, or electronic pipe, and any cartridge or other component of the device or related product.

- "Tobacco product" means any product made or derived from tobacco that contains nicotine or other substances and is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by other means. "Tobacco product" includes but is not limited to a cigarette, cigar, pipe tobacco, chewing tobacco, snuff, snus, or an electronic smoking device. "Tobacco product" does not include drugs, devices, or combination products approved for sale by the United States Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act. [L 2016, c 231, §50; am L 2018, c 206, §8]
- This provision does not apply if a person under the age of twenty-one, with parental authorization, is participating in a controlled purchase as part of a law enforcement activity or a study authorized by the department of health under the supervision of law enforcement to determine the level of incidence of tobacco or electronic smoking devices sales to persons under twenty-one years of age.
- Any person under twenty-one years of age who violates this law shall be fined \$10 for the first offense. Any subsequent offense shall subject the violator to a fine of \$50, no part of which shall be suspended, or the person shall be required to perform not less than forty-eight hours nor more than seventy-two hours of community service during hours when the person is not employed and is not attending school. Any tobacco product or electronic smoking device, as those terms are defined above, in the person's possession at the time of violation shall be seized, summarily forfeited to the State, and destroyed by law enforcement following the conclusion of an administrative or judicial proceeding finding that a violation has been committed.

A more definitive explanation of the statute can be found at https://www.capitol.hawaii.gov/hrscurrent/Vol14_Ch0701-0853/HRS0712/HRS_0712-1258.htm.

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 (Hawaii Administrative Rules, Title 11, Department of Health, Chapter 157 Examination and Immunization which may be found at <https://health.hawaii.gov/opppd/files/2019/08/11-157-includes-Exhibit-A-and-Exhibit-B.pdf>). The following information is provided to assist students with fulfilling these requirements prior to beginning any face-to-face and on campus classes at HPU. More detailed information related to these requirements can be found at <https://www.hpu.edu/registrar/health-clearance.html>.

Hawai'i Pacific University has partnered with Med+Proctor to allow students to submit health and immunization records online through a secure, HIPAA and FERPA compliant portal. Detailed instructions may be found at <https://www.hpu.edu/registrar/health-clearance.html>.

TUBERCULOSIS (TB) CLEARANCE: The State of Hawaii Department of Health regulations require that students in all schools provide a tuberculosis clearance issued in the United States. The clearance must be on or after the student's 16th birthday or within 12 months prior to attending. Students may not be allowed to begin 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 the State of Hawaii Health Clearance Requirements website at <https://www.hpu.edu/registrar/health-clearance.html>. 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 beginning their first semester at HPU. Two doses of measles are required, with at least one of the two being an MMR (Measles, Mumps, and Rubella). 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: 1) Student was born before 1957, or 2) student provides laboratory evidence of immunity (positive antibodies) to MMR. Students may not be allowed to attend classes until the appropriate MMR clearance documentation is received and verified by the university.

VARICELLA (CHICKENPOX) IMMUNIZATION: The State of Hawai'i Department of Health regulations required that all students provide medical proof for varicella immunizations prior to beginning their first semester at HPU. Two doses of varicella vaccines are required, with the first dose given after the age of 12 months, and the second dose given at least 4 weeks after the first dose. Varicella immunization may be waived if: 1) Student was born in the United States prior to 1980, or 2) student provides laboratory evidence of immunity (blood titers), or 3) student provides signed, documented diagnosis or verification of a history of varicella disease or herpes zoster.

TDAP (TETANUS-DIPHTHERIA-ACCEULAR PERTUSSIS) IMMUNIZATION: The State of Hawai'i Department of Health regulations require that all students provide medical proof of at least one dose of the TDAP vaccine. Students aged 7 – 18 years not fully immunized with DTAP vaccine should receive a single dose of TDAP as one dose of the catch-up series. If additional doses are needed, Td vaccine should be used. Persons aged 7 years and older who have never been vaccinated against pertussis, tetanus, or diphtheria should receive a series of 3 vaccinations: TDAP, followed by a dose of Td at least 4 weeks after TDAP, and another dose of Td at least 6 months after the previous Td. A single dose of TDAP can substitute for any of the Td doses in the 3-dose series.

MCV (MENINGOCOCCAL CONJUGATE) IMMUNIZATION: The State of Hawaii Department of Health regulations require that all new students aged 21 years or younger who plan to live on-campus provide medical proof of at least one dose of the MCV vaccine. The most recent dose must have been given on or before the age of 16 years.

Note: New international students may submit medical proof of measles (MMR), Varicella, TDAP, and MCV 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 Nurse Practitioner (NP).

Student Complaint Procedures

Complaints may be filed by currently enrolled students or by formerly enrolled students. Complaints should be filed as soon as possible in order to ensure prompt handling and resolution. Except for complaints of sex discrimination or sexual harassment, formerly enrolled students should initiate a complaint within 45 days of the end of the semester in which they were most recently enrolled. Complaints involving sex discrimination and sexual harassment and how to make a report is referenced in the Sex Discrimination and Sexual Harassment policy in the Student Handbook (<https://studenthandbook.hpu.edu>).

Complaints against Faculty or Staff: Complaints regarding Faculty and Staff are covered by the respective handbooks and Code of Ethical Conduct. Students should contact the faculty member's supervisor (usually the department chair) or staff member's supervisor to address the matter. If the complaint is received by another office/department, it will be forwarded to the appropriate supervisor to address. If the complaint alleges discrimination and/or harassment, follow the procedures in the Discrimination or Harassment Complaints section.

Discrimination or Harassment Complaints: Any student who believes they have been discriminated against or harassed based upon their sex, race, age, color, disability, religion, sexual orientation, gender identity or expression, national or ethnic origin, or any other characteristic protected by applicable law may initiate a complaint by reporting the matter to the appropriate authorities, including but not limited to Vice Presidents, Associate and Assistant Vice Presidents, Deans, Directors and other university administrators.

Complaints of sex discrimination or sexual harassment by a student, employee or vendor/supplier should be directed to the Title IX Coordinator and/or via an online report at www.hpu.edu/titleix. For specifics, reference the Sex Discrimination and Sexual Harassment policy in the Student Handbook (<https://studenthandbook.hpu.edu>).

HPU will keep confidential the identity of complainants, respondents, and witnesses, except as may be permitted by FERPA, or as required by law, or as necessary to carry out a Title IX proceeding. 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.

All Other Student Complaints: For complaints involving grades or academic integrity, please reference the Academic Integrity Policy or Academic Grade Appeal Procedures for Students in the Student Handbook. For other academic complaints students should initiate the complaint through the appropriate academic department chair or academic program supervisor.

Complaints of a non-academic 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. Student complaint procedures regarding prohibited behavior are covered by the Code of Student Conduct.

Students may also file a complaint with the Dean of Students. Complaints must be in writing, which can be sent directly to the Dean of Students at mmckee@hpu.edu or dropped off to the Dean of Students Office at Aloha Tower Marketplace, Ste. 1314, 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. In addition, an anonymous complaint may be recorded at www.hpu.ethicspoint.com.

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.

File a Complaint to a Regulatory Agency

After exhausting all administrative remedies available at HPU and a complaint or problem is not satisfactorily resolved, students can contact the University accreditor, the Western Association of Schools and Colleges (WASC) Senior College and University Commission or one of the following agencies in Hawaii.

WASC Senior College and University Commission

1001 Marina Village Parkway Suite 402

Alameda, CA 94501

Phone: [510-748-9001](tel:510-748-9001)

Fax: 510-748-9797

www.wscuc.org

Hawaii Postsecondary Education Authorization Program (HPEAP)

P.O. Box 541

Honolulu, HI 96809

Phone: 808-586-7327

hpeap@dcca.hawaii.gov

The Hawaii Post-Secondary Education Authorization Program (HPEAP) [<http://cca.hawaii.gov/hpeap/>] was created

in 2013 by Act 180 to provide regulatory oversight of certain post-secondary educational institutions that have a physical presence in the state. The Act was then codified as Hawaii Revised Statutes Chapter 305J.

Students participating in online programs may contact the National Council for State Authorization Reciprocity Agreements (NC-SARA) entity in Hawaii.

Bobbi Lum-Mew, Program Administrator
Hawaii Postsecondary Education Authorization Program
Department of Commerce and Consumer Affairs
P.O. Box 541
Honolulu, HI 96809
Phone: 808-586-7327
hpeap@dcca.hawaii.gov

Online students residing outside Hawai'i may contact the entity that handles complaints in their **state**. You may also visit <https://nc-sara.org/> for all U.S. State contacts.

Note: This list includes contact information for agencies that handle complaints in each state, but is not meant to be a definitive list of those agencies that regulate the University nor a statement as to those states in which the University is authorized to operate. Many states, through the relevant agencies or Attorneys' General Offices will accept complaints regardless of whether an institution is authorized to operate in that state. Also, the University does not maintain these state websites and information may change without the University's knowledge.

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.

In addition, students are automatically enrolled 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. HPU will use the mobile phone number currently on file (go to MyHPU Portal to update your phone number). Those who wish to opt-out of the Rave Alert text program may do so by going to <http://phone.hpu.edu>.

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 MyHPU Portal. Questions about updating addresses, phone numbers, email addresses, and an emergency contact can be directed to the Registrar's Office at (808) 544-0239 or email registrar@hpu.edu. Questions about when the university is permitted to contact a parent/guardian is located in the Family Educational Rights and Privacy Act of 1974 (FERPA) section of the Student Handbook.

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. 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. If you have not already updated/verified your cell phone number in order to receive RAVE emergency text messages, we request you do so in MyHPU Portal.

1. Log into MyHPU Portal (<https://my.hpu.edu>)
2. Click on General Person Info
3. Click on Personal Information
4. Update your Cellular phone number; set as Primary if preferred

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 MyHPU Portal; or the HPU Security and Safety website (<https://www.hpu.edu/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 [@HPU](https://twitter.com/HPU) accounts may be used as part of the notification process.
5. News Media: If deemed necessary, the Strategic Communications staff will facilitate media relations.

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 Hawaii Loa campus residence halls and Waterfront Lofts at the Aloha Tower Marketplace are equipped with fire alarm systems. The residence hall Community Advisors are trained to evacuate the halls in emergency situations and find shelter in place.

Emergency Procedures: In the event of an emergency, students must follow university emergency protocol and directions given by HPU security, other university employees, and/or local enforcement. Each building may have additional emergency procedures. Please consult any posted emergency plans, shelter in place procedures where applicable, and all other university emergency procedures as set forth in the university's emergency response manual.

Questions: Access to emergency contact information is protected under the Family Educational Rights and Privacy Act (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 Dean of Students 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 athletics-related student aid. For more information, go to <https://www.hpu.edu/student-services/student-right-to-know.html>

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.

Requests for specific reports or other consumer information about the university, such as campus security statistics, drug and alcohol abuse prevention efforts, equity in athletics, HPU non-discrimination statement, Hawai'i Post-Secondary Education Authorization Program, and/or graduation rates, should be directed to the individual departments noted on the website.