



**JOHN PAUL
THE GREAT**
CATHOLIC UNIVERSITY

Student Handbook 2013/2014

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This handbook does not intend to set forth an exhaustive and unalterable list of policies, rules and procedures. Situations not foreseen here should be governed by common sense and brought to the attention of the Dean of Students for clarification. The President of the University, in consultation with his cabinet, serves as the definitive interpreter of this handbook.

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The Mission of the University

The vision of John Paul the Great Catholic University is to graduate innovative and determined students who know and love Jesus, and will boldly proclaim His Gospel in culture-impacting fields.

The mission of the University is to impact culture for Christ by forming students as creators and innovators, leaders and entrepreneurs at the intersections of media, business and theology, guided by the teachings of Jesus Christ as preserved by His Catholic Church.

JPCatholic is built on three core values that define its fundamental beliefs:

1. To put into action in our lives the teachings of Jesus Christ, being faithful to his word.

The Catholic commitment is organically embedded in a total, active and joyous life of faith. It aspires to dynamically develop the student's personal knowledge of and relationship with God through an ongoing and active prayer life, both personal and communal, and a thorough knowledge of scripture, thus leading to an active living of God's commandments.

2. To develop all students and staff spiritually, personally and intellectually.

The student's vocation is intellectual development with the ultimate purpose of becoming a mature, productive, creative and responsible citizen. Recognizing that its greatest resources are its people, JPCatholic pledges to treat each person with dignity and respect. The university welcomes and respects all students, faculty and staff and appreciates diversity among its students with respect to age, intellectual talents, financial resources, creed and ethnic background.

3. To put into practice within the university what we teach, by being innovative with our curriculum development, pioneering in our educational niche, and entrepreneurial in defining our future.

JPCatholic provides an education that emphasizes the integration of theory with practice, enhances the professional competence and ethical judgment of the student and has a particular focus on innovation and entrepreneurship. In its internal business processes and procedures, the university practices the very principles it teaches. JPCatholic recognizes the need to maintain leadership in its niche and will continue to be boldly entrepreneurial in maintaining its position as a leading teaching university.

Introduction

John Paul the Great Catholic University (JPCatholic) forms young men and women to **impact the culture for Christ**. JPCatholic is more than an academic institution; it “is a place to encounter the living God who in Jesus Christ reveals His transforming love and truth¹” and it endeavors to be an agent of authentic human development.

Students, therefore, should expect and welcome the means that will effect their genuine transformation. This transformation rests on the four pillars of Christian formation outlined by Pope John Paul II: human formation, spiritual formation, intellectual formation, and formation for mission.² The late Holy Father’s ordering of these pillars is not arbitrary: Human formation provides the foundation for all Christian formation. Spiritual formation outranks the intellectual in dignity and importance. The sound principles provided by intellectual formation must guide formation in the technical skills for the apostolate, and in the charity with which these skills are utilized.

While maintaining the highest standards of excellence in intellectual formation, JPCatholic seeks to form the whole person. The following section outlines the essential elements of this formation, which each *undergraduate* student shall incorporate into his or her **Personal Plan for Success** (graduate students are not required to fill out a Personal Plan for Success). The rules and practices that govern Student Life at JPCatholic are set forth to assist in the student’s integral formation, and facilitate a successful transformation in grace.

The Four Pillars of Christian Formation

Human, Spiritual, Intellectual, & Formation for Mission/Impact

Human Formation

To impact culture for Christ, students should reflect the beauty and virtue of Christ himself. The human qualities should become “a bridge and not an obstacle for others,” as well as the basis of their self-realization.³

The human qualities of JPCatholic students should include:

¹ Pope Benedict XVI “Address to Catholic Educators” Catholic University of America, Washington, DC, 4/17/08

² Pope John Paul II, Apostolic Exhortation, Pastores Dabo Vobis (I Shall Give You Shepherds) 1992, V, 42. “Formation for mission” is analogous to the pastoral formation mentioned in 57-59.

³ Pastores Dabo Vobis, V, 43.

Creativity and Innovation

Both classes and extracurricular activities at JPCatholic encourage the growth of creativity and innovation. Students should move from Introduction through Development to reach Mastery of each of these skills. Depending on the student's major, particular classes and projects will evaluate the student's progress towards Mastery.

Prudence, Discipline & Responsibility

Students are expected to exercise good judgment and common sense, as well as supernatural prudence and discernment. Best practices include:

- Reflect on the appropriateness of your appearance, language and behavior in the classroom, at Mass, in common areas, and in your apartment.
- Avoid activities that may undermine the practice of virtue, degrade the dignity of the human person, give scandal/offense to others, or tempt you/others to sin. For example, don't post things foolishly on Facebook.
- Ask for help right away when you are experiencing confusion, conflict, or poor academic performance.
- Communicate with your roommates and keep them appropriately informed of your whereabouts.
- Observe all public safety policies and procedures.
- Participate in clubs, apostolates, sports, and other sponsored activities and events.
- Foster healthy, open friendships with male and female students. Reach out to students who seem lonely or marginalized.
- Immediately contact the student life staff if you observe any person or thing that disturbs the peace or threatens public safety.

Career Development

In their first year, students should begin to think about the industry they are interested in and what position(s) within that industry they might want to fill. Some students will be ready to start attending networking events, industry fairs, etc. As upperclassmen, students should think about obtaining an internship or part-time job in their chosen field; they should also meet regularly with their advisor and the Director of Career Services. Upperclassmen are required to submit an updated resume and career plan each quarter with their Personal Plan for Success.

Spiritual Formation

To impact culture for Christ, students should come to know and love Jesus Christ and his church. Spiritual formation requires prayer, obedience, and sacrifice. Each student in their ***Personal Plan for Success*** will articulate individual commitments toward spiritual formation. The University expects students to attend weekday Mass at least once per week, to make one hour of Eucharistic adoration per week, and to participate in other community spiritual events.

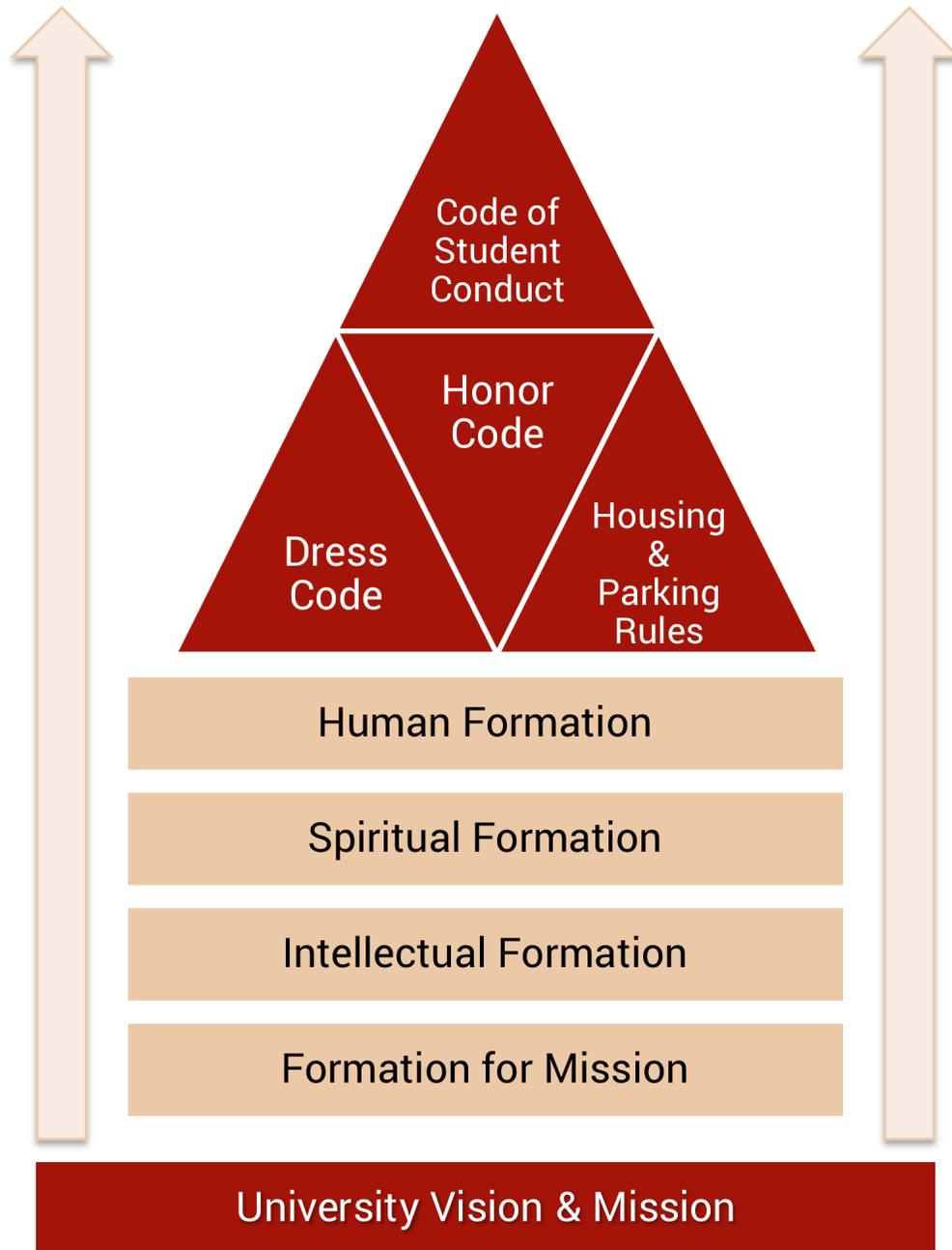
Intellectual Formation

To impact culture for Christ, students should rise above mediocrity in academic performance. Students are to see their studies as a vocation from God, and the primary duty of each day. They will endeavor to make great sacrifices to ensure that they reach their intellectual potential. Each student in their ***Personal Plan for Success*** shall articulate commitments toward intellectual formation. Unless otherwise noted in class syllabi, students are expected to attend all classes and participate in class discussions. Students are expected to spend two hours in personal study for every one-hour in class. Students are required to **maintain a cumulative GPA of 2.0 or higher**. Failure to do so will result in loss of institutional financial aid, academic probation, and possible academic disqualification.

Formation for Mission/Impact

To impact culture for Christ, a student must acquire the skills and attitudes necessary to effectively communicate the truth to the world. The mission of JPCatholic, namely, to *shape innovators and creators, leaders and entrepreneurs at the intersections of business, theology, and communications media*, requires that students move beyond merely passing grades and satisfactory performance. Students must come to love souls, and to desire for culture what Christ himself desires. This takes passion, commitment and hard work. Formation for mission involves not only practical and technical skills, but also the desire that “everyone be saved and come to the knowledge of the truth” (1 Tim 2:4). Students should learn to work in communion with one another in the Church, recognizing the gifts that each one brings to the Body of Christ. Each student in their ***Personal Plan for Success*** shall articulate commitments toward formation for mission. **Students who consistently demonstrate a negative attitude, a divisive spirit, or a lack of motivation, do not desire a JPCatholic education and will be asked to withdraw from the institution.**

Impact Culture for Christ



Honor Code

The JPCatholic community honor code of “**Love in Action and Truth**” encourages us to love others as Christ loved us who came “not to be served but to serve.” Our love is marked by **action**, especially sacrificial service to others, and **truth**, which demands that our “yes” be “yes” and our “no” be “no.”

In particular, this honor code entails a certain kind of living in the classroom, the JPCatholic community, and in the wider community:

- 1.) In the **classroom**, both faculty and students are to pursue knowledge of the **truth** with personal integrity, that is, through the pursuit of both the intellectual (knowledge, understanding, and wisdom) and moral virtues (prudence, justice, temperance, and fortitude), wherein they not only attain a deeper knowledge of the **truth**, but **act** in accord with **truth** through honest and respectful classroom engagement. As a result, this necessarily excludes all manner of cheating (plagiarism, lying, etc.) and calls for each student to fully commit to the pursuit of truth and professional excellence together with their classmates.
- 2.) In the JPCatholic **community**, faculty, staff, and students are to seek to **love others as Christ loved us** through building friendships that are ordered to **truth** and goodness in service to both God and the university. In order to build a community rooted in such friendships, not only are various forms of improper conduct necessarily excluded—verbal (e.g., gossip), physical, sexual, etc.—but the grace of self-sacrificial **love** is needed. In the person of Jesus we find the perfect example of this, for His self-sacrificial **love** mandates not shying away from sharing hard **truths** with His friends, but He does this with profound humility and gentleness, with the goal of helping His friends prepare for life in the heavenly world to come.
- 3.) In the **wider community**, faculty, staff, and students are to seek the grace to serve society at large in order to impact culture for Christ and demonstrate **love in action and truth**. While encouraging such engagement among students, it is also important that each student be able to balance both their classroom and community commitments with any additional service opportunities; for while essential, these additional opportunities should not lead to academic hardship but contribute to each students’ overall development while at JPCatholic.

Dress Code

Appearance and dress are an important part of “Formation for Mission”. Human beings tend to think and act in a manner consistent with the clothing they wear. We tend to think about vacation and relaxation, for example, when we dress in attire appropriate for the beach.

Similarly, by wearing dark, dressy clothes to a funeral, we show charity and respect to those who are mourning.

In addition, modest dress has always been an integral part of virtuous Christian living. St. Frances de Sales pays particular attention to modest dress in his Introduction to a Devout Life. Selected excerpts:

- Saint Paul expresses his desire that all Christian women should wear "modest apparel, with shamefacedness and sobriety" (1. Tim. ii. 9) –and for that matter he certainly meant that men should do so likewise.
- "External seemliness is a sort of indication of inward good order, and God requires those who minister at His Altar, or minister in holy things, to be attentive in respect of personal cleanliness.... Always be neat; do not ever permit any disorder or untidiness about you. There is a certain disrespect to those with whom you mix in slovenly dress...." St. Francis de Sales
- "For my own part I should like my devout man or woman to be the best dressed person in the company, but the least fine or splendid, and adorned, as S. Peter says, with "the ornament of a meek and quiet spirit." (Pet. iii. 3) S. Louis said that the right thing is for every one to dress according to his position, so that good and sensible people should not be able to say they are over-dressed, or younger gayer ones that they are under-dressed..."

The following prohibitions and exhortations regarding appropriate attire for men and women do not intend to foresee every circumstance. Rather, they provide examples to foster the formation of each student's conscience.

1. No short shorts or mini skirts.
2. No exposed bellies, hips or midriffs.
3. No exposed cleavage or bare backs.
4. No exposed undergarments.
5. No sheer or see-through fabrics without appropriate lining.
6. No pajamas or sleepwear.
7. No bare feet or slippers.
8. No spandex or other form-fitting clothing.
9. No halter-tops, spaghetti straps, or strapless shirts/dresses.
10. No costumes or themed accessories.
11. No hairstyles, hair colors, tattoos, or piercings that may be deemed mutilations of the body, or cause a distraction on campus. For example, men at JPCatholic shall not wear earrings, makeup/cosmetics or dress usually worn by women. Hair should not be dyed an unnatural color.
12. No clothing with words or images that may be considered suggestive, derogatory, or distracting.
13. No dirty, odorous, torn or tattered shoes or clothing.
14. No bikini bathing suits or Speedos in the pool area.
15. Business attire is encouraged for classes and functions.

Dress standards will be enforced in all public areas of the campus and Latitude33 residential complex. Violations of appropriate dress may result in fines or the student being sent to change into suitable attire. In such matters, it is better to err on the side of caution and formality.

Code of Student Conduct

While respecting each student as a maturing adult, John Paul the Great Catholic University seeks to foster a Christ-centered, hospitable environment based on the four pillars of human formation. As such, students are expected to take responsibility for their actions and their negligence with respect to both speech and behavior. The Code of Student Conduct applies to all students, both residents and non-resident commuters.

University Jurisdiction: University jurisdiction and discipline shall be applied to conduct that occurs on University premises or that adversely affects the University community and/or the pursuit of its objectives. When misconduct occurs off University premises, the Dean of Students, in conjunction with the senior leadership team, shall determine whether University jurisdiction should be asserted.

Proscribed Conduct

1. Any violations of University policy, the University Mission, Honor Code, Dress Code, and /or Housing rules and Parking regulations.
2. Acts of dishonesty, including but not limited to the following:
 - a. Falsifying information, lying, plagiarizing, cheating, forging, blackmailing, stealing, misleading, or taking credit for the work of someone else.
 - b. Pirating software, music, or movies.
 - c. Using the University's name, facilities or equipment without appropriate approval.
 - d. Possessing or making copies of University or Latitude33 keys without authorization.
 - e. Interference in student elections
 - f. Falsification, distortion, or misrepresentation of information before a Discipline Board.
 - g. Attempting to influence the impartiality of a member of a Discipline Board prior to, and/or during the course of, the Discipline Board proceeding.
3. Acts of disrespect, including but not limited to the following:
 - a. Vandalizing property or borrowing items without the owner's expressed permission.

- b. Decorating or furnishing the apartments in a way that may be offensive to others or that may damage University/Latitude33 property.
 - c. Disrespect for professors, staff and classmates. Disrupting a class or University function or obstructing the operations of the University.
 - d. Violating quiet hours in the apartments (after 10PM daily).
 - e. Failure to comply with the direction of University officials including Resident Assistants or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 - f. Violation of federal, state, or local law on University premises or at University sponsored or supervised activities.
 - g. Disorderly conduct, breach of peace, or aiding, abetting, or procuring another person to do such actions.
 - h. Abuse or misuse of fire prevention or control devices—which include fire alarm systems, fire extinguishers and all doors—or any security device or equipment.
 - i. Failure to exit a building during a fire alarm or drill.
 - j. Sales and solicitation are prohibited campus wide without written authorization from Student Life.
 - k. Attempting to discourage an individual's proper participation in or use of the student code system.
4. Abuse & Harassment
- a. Sexual assault, sexual harassment, physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/ or other conduct that threatens or endangers the health, safety, or educational opportunity of any person.
 - i. This includes unwanted touching
 - ii. Non-consensual sexual intercourse or non-consensual sexual relations
 - b. Hazing of any kind will not be tolerated
5. Self-destructive behavior, including but not limited to cutting or the abuse or misuse of prescription or over-the-counter medications
6. Possession and use of Alcohol, Drugs, & Weapons
- a. No use, possession, or distribution of alcohol, drugs, narcotics or other controlled substances on campus, including within the Latitude33 complex.
 - i. The following exception applies: Students who are 21 or over may consume alcohol in the Latitude33 Podium area when Residential Assistants are on rounds (8:30pm-10:30pm during the Quarter unless otherwise stated). Alcohol may not be consumed, possessed, or at the same table with individuals under 21. All students and accompanying guests must comply with directions given by the Residential Assistants and provide proof of identification upon request. All other university rules and state laws apply to the use, possession, and distribution of alcohol in this area.
 - b. It is prohibited for students to exhibit behavior consistent with intoxication.

- c. Possession or use of explosives, incendiary devices, fire- crackers, or dangerous chemicals on University premises.
 - d. The possession of all weapons, including but not limited to firearms and knives having over three-inch blades (with the exception of kitchen utensils), are not permitted on campus or in the Latitude33 Apartments. Pellet, paintball, or BB guns must be turned over to a member of the Student Life staff at the apartments; these items will remain with Student Life staff and may be checked out for use by the student. Ammunition for pellet, paintball, or BB guns may not be checked out for use on campus. The student must return the item by 7pm on the day it is checked out.
7. Inter-visitation in the apartments
- a. Inter-visitation in the apartments, rooms, garages, hallways or stairwells of members of the opposite sex. For filming that requires inter-visitation, see the Filming Policy at Latitude33.
 - b. Overnight guests are not allowed without the written permission of the student life staff. Such permission must be requested at least 24 hours in advance (see Guest Policy for further details).
 - c. Non-University guests are not permitted in student apartments past midnight, without prior approval from the Director of Student Life.
 - d. Visiting in common areas outside of designated hours.
8. Indecent, obscene, lewd or otherwise inappropriate behavior, including but not limited to the following:
- a. Fornication, pornography, or other promiscuous behaviors.
 - b. Excessive or inappropriate public displays of affection.
 - c. Any act that violates Catholic moral teaching on sexuality or the promotion or advocacy of such conduct or expression.
 - d. Scandal or any activity that may undermine the practice of virtue, degrade the dignity of the human person, give scandal/offense to others, or tempt you/others to sin.
9. Abuse of computer equipment, facilities, or networks, including but not limited to:
- a. Sending obscene, abusive, pornographic, or harassing messages
 - b. Unauthorized transfer of file or use of another individual's identification and/or password.
 - c. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
 - d. Unauthorized entry into a file or computer system

Housing and Parking Regulations

All undergraduate students are required to live on campus. Exceptions may be made in exceptional circumstances for students whose parents live within 20 miles of campus. Graduate students are not required to live on campus. Some campus housing may be available for single graduate students. Since campus housing involves a one-year lease, students are responsible for payment, even if they withdraw from the University.

Vehicles, Garages, and Parking

1. All students must register their vehicle with the student life office during the check in process. Due to limited availability, each student is allowed one vehicle.
2. All students with a car, both commuters and on-campus residents, must obtain a parking permit. For commuters, there is a \$25 fee for the sticker. For on-campus residents, the cost of the sticker is incorporated into the \$200/quarter fee for residential parking at Latitude (see #5, below).
3. Student, staff, and faculty parking is prohibited AT ALL TIMES on:
 - a. Grand Avenue between Escondido and Broadway.
 - b. S. Maple Street between Grand and 2nd.
 - c. Broadway between Valley Parkway and 2nd.
 - d. City parking lot bordered by Grand and Valley Parkway, Maple and Broadway

Students may park in the 2nd Street/Maple public parking lot after 5pm. Overnight parking is not permitted by students or guests in the Rite Aid or Movie Theatre parking lots near Latitude33.

Parking violation fines are: \$30 for the first offense, \$75 for the second offense and \$100 each time thereafter each due within two weeks of the fine.

4. Commuters: JPCatholic has an agreement with the City of Escondido to provide 50 reserved spaces during the hours of 8:00 am and 5:00 pm, Monday thru Friday in the city lot on the corner of Escondido Avenue and Woodward Avenue. After these hours, any student may park in that parking lot but the spaces are no longer reserved specifically for JPCatholic. Because of the limited reserved spaces and the close proximity of the Latitude Apartments to the campus, resident students are heavily discouraged from driving cars to campus during regular business hours.
5. In order to park within the gates of Latitude33 resident students with cars are required to pay a quarterly fee of \$200 to the University. This fee includes the \$25 parking permit which must remain properly displayed on the vehicle at all times and is not interchangeable between vehicles. Parking within the Latitude33 complex is only authorized in designated areas and violators will be cited by University staff. Parking

violation fines are: \$30 for the first offense, \$75 for the second offense and \$100 each time thereafter each due within two weeks of the fine.

6. While supplies last, students with cars have the possibility of renting a remote gate opener for a \$100 refundable deposit. Students are prohibited from obtaining/purchasing gate openers or parking permits directly from the Latitude33 leasing office.
7. Gate remote openers for garages and reserved parking spaces / parking passes will be given out in the following order:
 - a. Female students with registered cars
 - i. Seniors
 - ii. Juniors
 - iii. Sophomores
 - iv. Freshmen
 - b. Male students with registered cars
 - i. Seniors
 - ii. Juniors
 - iii. Sophomores
 - iv. Freshmen
8. All vehicles parked within the community must display current vehicle registration tags. All vehicles must be in good operational condition, with no leaks that may stain/damage pavement.
9. Only park vehicles in designated spots.
 - a. All unmarked parking spaces within the gated area are available for student or guest parking on a first come first serve basis.
10. Students are not allowed to park in the guest/visitor parking spaces located in front of the Latitude33 leasing office for any reason at any time. If a student is found parked there, they will be ticketed and may be towed at the student's expense.
11. Do not call the leasing office regarding parking issues; call Joe Cross at 978-835-7580.
12. No car washing, repairs or maintenance of vehicles are allowed on the property, unless done so in specifically designated locations. If clean up is required after a vehicle is repaired, the Resident will be billed for all maintenance, administrative or other associated cost to clean or repair the area.
13. It is the resident's responsibility to inform guests of the parking policies.

Housing Rules

John Paul the Great Catholic University leases multiple apartment units within the Latitude33 Apartment Complex, Escondido, California. This unique setting not only provides ample opportunities for student maturity and growth but also presents distinct student life challenges such as community development and student engagement.

Student Interaction with Latitude33 Administration / Maintenance Requests

Students themselves are not named in the University lease, and may not approach Latitude33 administrators on their own. Students must go through the student life staff for any maintenance requests, keys, car clickers, or complaints against fellow tenants.

In the case of maintenance emergency, contact the Director of Student Life Joe Cross immediately.

Fire Safety and Building Evacuation Procedures

Fire safety is a serious issue due to the population density and the potential for injury and loss that could occur as a result of a fire. When a fire alarm sounds, all residents, guests and visitors must walk quickly to the nearest stairwell and exit the building. Everyone should follow the instructions of the Residence Life staff, security officers, and fire personnel. Tampering with smoke detectors, fire extinguishers or fire alarms is prohibited and considered a serious violation. Disciplinary action could include dismissal from the University. In addition, such conduct may result in arrest and prosecution. Failure to evacuate the building when a fire alarm is sounded is against city ordinances and John Paul the Great Catholic University policy and may result in disciplinary action.

Reporting A Fire Emergency And Procedures For Student Housing Evacuation

Students reporting a fire emergency should contact the local fire department by dialing 911 from a cell phone. Students should also contact the Residence Director and/or the Resident Assistant On-Call (numbers posted in all residences), who will in turn contact the Latitude Apartment staff.

In case of a fire, students should exit their apartment or townhome by the nearest available exit. They should assemble at the main office of the Latitude33 complex, outside the pool and cabana area, where Resident Assistants and the Residence Life Director will take roll. Students should not return to their apartment or townhome until they are instructed to do so by a university official.

Follow these basic procedures to safely evacuate a building in the event of an emergency:

1. Safety stop your work

- Shut down equipment that could become unstable or present a hazard
- Gather your personal belongings such as glasses, prescription medication, keys and purse

2. Quickly evacuate the building using the nearest door marked with an EXIT sign

- Do not use elevators
- Go to the nearest safe stairway
- Help those who need special assistance, such as disabled persons and small children
- Touch closed doors before opening. If the surface is hot, do not open – use another exit route
- Close, but do not lock, all doors as you leave

3. Report to your designated assembly area

- Stay in your designated assembly area for a head count
- Report any missing individuals and last known locations to emergency responders
- Notify emergency responders about sensitive research, operating equipment, animals left in buildings, etc.

4. Wait for instructions from emergency responders

- Remain outside at your designated assembly area
- Do not reenter the building until authorized to do so by an appropriate authority (police, fire department, etc.)

Reporting Fires That Are Extinguished

Per federal law, JPCatholic is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below is the **non-emergency** number to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the University may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

JPCatholic Student Life 858-653-6740

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

Latitude33 Apartment Rules

The following regulations come from stipulations in the University's lease agreement with the Latitude33 Apartment Complex:

1. Residents shall not violate any government law in the use of the Apartment, commit any waste or nuisance, annoy, molest, or interfere with any resident or neighbor. While on the premises or in the surrounding area, residents shall neither engage in any criminal activity, nor engage in or allow any act intended to facilitate criminal activity.

2. Residents agree to abide by all reasonable rules and regulations for the protection, good order, safety and cleanliness of the Apartment whether or not they are posted in and around the Unit.
3. All musical instruments, television sets, radios, etc. are to be played at a volume that will not disturb other residents. No loud talking, bicycling, skateboarding, rollerblading, or other activities that may be disturbing to others, are permitted within courtyard areas. Community quiet times are before 8AM and after 10PM. Do not do laundry or run the dishwasher during quiet times.
4. The smoke detectors located in the halls are extremely sensitive. Any detection of smoke will activate the fire alarm in the whole building. In the case of burning food, DO NOT open the front door of your apartment to ventilate smoke! If the fire alarm is activated because of the negligence of a resident and/or guests, residents will be liable, and charged up to \$1500 to clean hallways and reset alarm system.
5. Abuse or misuse of fire prevention or control devices (including alarm systems, fire extinguishers, sprinklers and all doors) or any security device or equipment, is strictly prohibited.
6. All buildings are non-smoking buildings. Hallways, elevators, garages and common areas are also non-smoking.
 - a. Smoking is permitted on the apartment patios / balconies, including the Perch balcony, as long as the apartment windows and sliding glass doors are closed and the smoke does not bother other guests or apartments
7. Possession or use of firearms, explosives, other weapons, incendiary devices, firecrackers, or dangerous chemicals is not permitted on the premises. No trash, flammable materials, or other material may be accumulated or stored, which may cause a hazard, pursuant to any and all local health, and fire safety ordinances or regulations.
8. Access to roof is forbidden to residents at any time.
9. No personal items (such as bicycles, boxes, toys) may be placed in the halls, stairways, or about the building or any other common area. Bicycles and skateboards may not be stored in apartments/townhomes, but should be kept on the balcony, in the garage, or in the Latitude bicycle room.
10. No nail penetration on building exterior.
11. No littering. Do not place trash anywhere except in dumpsters.
12. Balconies and patios are to be kept clean. No storage (including JPCatholic Furniture) is allowed on the balconies at any time.
 - a. Residents may not possess or use a grill (including charcoal, gas, or electric) at Latitude33, including on balconies and garages.
 - b. Patio furniture may be brought as long as the Director of Student Life inspects it.
13. Pursuant to local municipal laws, towels must be used while using exercise equipment.
14. POOL AREA: Reckless (running, jumping, diving) activity is strictly prohibited in the pool area. No inner tubes or rafts are allowed in the pool. No cut-off jeans or street clothes in the pool. Alcoholic beverages and GLASS containers are strictly

- prohibited in the pool area. No loud music or boisterous activity in the pool area.
Towels must be used over pool furniture when using suntan oil or any other lotion.
15. Waterbeds are strictly prohibited in the apartments.
 16. Residents are not allowed to paint the apartment rooms or walls. In the past large fines have been given by Latitude33 to unwary students.
 17. Residents agree to use bathroom fans while showering or bathing and to report to the Director of Student Life any non-working fan.

Room Changes & Single Room Requests

Students who prefer to change apartments or roommates are required to notify the Director of Student Life and complete the appropriate form. The Director of Student Life will coordinate logistics and communication between the other apartments and students involved.

Students who wish to change rooms within an apartment should notify the Director of Student Life before the switch occurs. A request to change apartments or rooms is not automatic and may be denied.

For a variety of personal reasons students may request exclusive use of an apartment room. Note the following provisions:

- Depending on the size of the room requested (e.g. Master, double etc.), single room requests are subject to the normal double or triple occupancy rates.
- As space is available, student requests associated with disabilities will be given priority.
- The Director of Student Life will review all requests on a case-by-case basis.

Cleanliness & Room Checks

Students are responsible for keeping their apartments clean and in good working order. They should aim at creating a hospitable, welcoming environment that is suitable for study and common living. As a whole, each apartment will be assigned by the Director of Student Life a monthly inspection time with a member of the Student Life department. Apartments that do not meet the cleaning criteria will be fined accordingly. Note the following:

The University provides vacuums for student use. Vacuums can be checked out with the Resident Assistants or Director of Student Life. All other cleaning supplies are the responsibility of the students in the apartment.

Each student will keep his/her room clean and orderly. The students in each apartment will work together and fairly distribute cleaning and upkeep responsibilities.

Furniture and Kitchen Items

In each apartment, furniture and basic kitchen equipment is provided. Note the following conditions and expectations:

1. No furniture may be removed, swapped, or stored without the permission of the student life staff. Should residents want to move furniture in and out of the apartments for a

film shoot or another school related activity, please get permission from the Student Life staff prior to the move.

2. Additional furniture should not be brought in without prior permission from the student life staff. Furniture will only be approved if it is in new condition and accompanied by receipts. This policy is intended to prevent unnecessary bed bugs and other pests from entering with used or old furniture. Used mattresses, chairs, couches, and beanie bags are not permitted for this reason.

Guests

Students may request permission from the Director of Student Life for guests to stay in their apartment. A guest request form must be completed and submitted to the Director of Student Life at least 24 hours before the requested date. Note the following:

- Guest approval is not automatic and therefore students should receive approval before inviting guests or assuming the request will be granted.
- Guests of the student residences at Latitude are allowed to stay 2 free nights per month. If a guest stays additional nights at the residences after the allotted 2, even if they are spread throughout the month or different apartment/townhouses, the host will be charged a nightly fee of \$35 per night.
- Guests may stay up to 1 week each month. Requests to stay for additional time will be denied.
- Students can only have up to 2 guests at a time stay with them at their apartment/townhouse.
- For safety reasons, guests need to be thirteen years of age or older
- Male apartments may only accommodate male guests; female apartments may only accommodate female guests
- Residents are responsible for the behavior of their guests.
- Students who have overnight guests without filling out the appropriate guest form will be charged \$35 per guest per night and are subject to a fine.

Residence Liability Information

1. Landlord urges residents to obtain their own insurance for losses due to vandalism, theft, fire, smoke, water damage, leakage, flooding and the like. Landlord's insurance policies provide no coverage for Resident's belongings or vehicles.
2. Residents agree to indemnify and hold harmless the Landlord from any actions, claims, losses, damages, and expenses, including, but not limited to, attorneys fees that the Landlord may sustain or incur as a result of the negligence of the resident or any guest or other person living in, occupying, or using the Unit.
3. Damages due to sprinkler activation are the resident's financial responsibility. Residents may also be responsible for damages to neighboring condominiums and their belongings. Please understand the importance of renters insurance. Fire sprinklers can provide discounts on insurance premiums.
4. Individuals park on the property at their own risk. Please lock your vehicle and remove all valuables.

Mold and Mildew Prevention

There are several measures that you can take to reduce moisture build up in your Apartment and to discourage the growth of mold and mildew. First, make sure your Apartment is properly ventilated through operation of your HVAC system and/or opening windows and doors. Proper air circulation will help prevent excess moisture build up in the more humid areas of your Unit. Second, use the preinstalled fans in both your bathroom and laundry areas. In order to minimize the opportunity for moisture build up, start the fans before bathing or washing clothes, and allow them to continue to operate until after these activities are complete. Third, wipe down any visible moisture accumulation on windows, walls, ceilings, or other surfaces as soon as possible. Finally, promptly call the student life staff to report any signs of a leak or any signs of excessive mold or mildew growth.

Additional Housing Rules and Responsibilities

1. Space heaters and other heating devices that may cause fires are prohibited.
2. The use of power tools (such as power saws, drills, etc.) is not permitted in the resident apartments.
3. Students responsible for any loss, destruction, damage, vandalism or neglect of University property will be required to reimburse the University.
4. Signs and posters may only be posted in designated areas.
5. Students will endeavor to conserve water and electricity. Apartments that consume significantly more water/electricity than the average apartment will be billed accordingly.
6. Lit candles present a fire risk and are prohibited unless safeguarded by a glass container or other similar substance.
7. Babysitting is not permitted in the Latitude33 Apartments.

Filming Policy at Latitude33

To support the University's mission to impact culture for Christ through media, while also ensuring that filming does not unnecessarily disturb the residents in our community, JPCatholic has adopted a Policy Statement containing the rules and procedures that all student filming projects using Latitude33 locations must follow. The University reserves the right to revoke filming privileges if these policies are violated.

1. All filming conducted in Latitude33 requires prior approval from Student Life. The filming approval application form must be completely and accurately filled out at least 48 hours, but no earlier than 7 days, before the commencement of filming and submitted Monday thru Friday 9am-5pm. Request will be denied if submitted after hours or submitted on the weekends (Saturday and Sunday). Student life staff will make every effort to approve or deny the request to film within 24 hours of the submission of the approval application.
2. Any cancellations or changes to the location, time, or nature of the film shoot described in the approval application must be provided to the appropriate student life staff at least 4 hours in advance of the commencement of filming. Failure to advise student life

of such material changes will result in revocation of approval, and the student project will forfeit the ability to film at Latitude33 for the remainder of the week.

3. Per Latitude33 leasing policies, filming is prohibited in most public spaces in the complex, including but not limited to the pool and Jacuzzi area, streets and hallways, and common rooms. The two exceptions are the Podium or Cabana area (outside on the 2nd floor) and the conference room in the business center; these areas may be used for filming with prior approval from the Latitude management office. Student projects should receive prior approval from Latitude for filming in these areas before submitting a film approval application to student life.
4. Filming is permitted in student apartments and townhomes, as well as in the Perch. Students may film in student apartments and townhomes between the hours of 10am and 12am, Sunday through Thursday, and between 10am and 1am on Friday and Saturday. The Perch may be used for filming between the hours of 8am-6pm, 7 days a week.
5. For film shoots occurring in a student apartment or townhome, before submitting a film approval application to student life, the project must ask for and receive permission to film from the residents of that apartment or townhome.
6. If the film cast and crew involve both males and females (a “co-ed” film shoot), or if the filming occurs in the Perch, a Resident Assistant (“RA”) will be assigned to chaperone the film shoot. If an all-female film cast and crew is filming in a female apartment, or an all-male film cast and crew is filming in a male apartment, a film approval application must be filled out but no chaperone is required. Students are prohibited from directly arranging with an RA to chaperone the shoot—all requests for a chaperone will be processed when a film approval form is submitted, and a member of the student life staff will assign a chaperone.
7. During each week in the academic quarter, there will be 15 hours per week available for chaperoned film shoots. Students may request a time slot of no more than 7.5 hrs for any given week. To reserve a slot, a student must complete a film approval application form; other means of reservation, such as email or verbal discussion with a student life staff member, is not sufficient. The slots will be approved on a first come, first served basis. The approved time slot includes the time to set up, film, and take down the set. A film project may choose to use all their approved time in one consecutive block, or the project may divide the time up into smaller blocks in the week (e.g., 6 hours for filming on one day, 1.5 hours on another day for pick up shots or inserts).
8. For purposes of this policy, a week runs from Monday at 1am through Sunday at 12am. The University reserves the right to increase or decrease the weekly time slots available for film shoot chaperones. During select periods, such as before final exams or senior thesis due dates, additional weekly hours may be provided; during breaks and holidays, available hours will be decreased. Student life will make every effort to inform the student body in advance of any change in available hours.
9. To reduce the inconvenience to residents, each month, a maximum of two film shoots may be scheduled in the same apartment or townhome.
10. Filming at Latitude33 should impose a minimum amount of disruption of normal activities, and students must make every effort to return the location to the state it was

in before filming. This includes but is not limited to: returning borrowed or removed items, cleaning the space, and removing all filming equipment.

11. Filming at Latitude33 which involves the use of weapons (including replica firearms, pellet guns, etc.) must comply with the JPCatholic weapons policy found in the Student Handbook. In addition, before the student(s) can check out any weapon for use in filming, they must contact the appropriate law enforcement agency (e.g., Escondido Police Department) to apprise them of the film shoot. Filming with weapons is prohibited outdoors in Latitude33 (e.g., balcony, doorstep) as well as in the common areas.
12. Items from the Perch may not be borrowed for filming or other purposes without prior approval from student life.
13. In addition to the above, all Federal, State, County and local laws and ordinances, including Latitude33 policies, as well as the JPCatholic Student Handbook, must be obeyed by the cast and crew of the student film project and by any independent contractor(s) or assistants retained by the students.

Student Services

John Paul the Great Catholic University is committed to pursuing excellence in its service to students, seeking to provide the means necessary for student success.

Students with Disabilities

JPCatholic does not discriminate against students with disabilities and happily makes accommodations for such students as mandated by federal law. Students are not required to publicly disclose their disabilities. If special accommodations or adjustments are needed regarding housing or living accommodations, the student must inform the Dean of Students and complete a confidential disability disclosure form accompanied by the signature of a credentialed medical doctor or mental health professional.

Learning Disabilities

JPCatholic supports student learning in several ways. When students with learning disabilities who require learning accommodations inform the University, the Dean of Students and Provost collaborate with faculty who provide learning accommodations, as appropriate to the course situation.

English Language Services

JPCatholic assists student development of English as a second language through writing center appointments and additional mentoring with faculty and staff. While the University does not offer English language classes, the Dean of Students or Provost can assist students in finding such classes off campus; the normal fee for that class would apply.

Student Work Opportunities

Qualified students may apply for open work positions at the University. Ask the appropriate University staff.

Jobs and Internships

JPCatholic assists and empowers students to find jobs and internships. The University communicates open positions via Facebook, e-mail and a Jobs Board. Students are then responsible for following up with the client or potential employer. Internships for credit should be coordinated through the Career Services Center, see below.

Student Groups and Activities

JPCatholic celebrates its Catholic identity and professes fidelity to the Magisterium of the Church, while actively incorporating diverse cultures and cultivating respect for their unique contributions to the community. The University encourages the formation of student groups that promote the common good and support the University's mission. Such groups may include support groups, student government, apostolic initiatives, sports programs, and the like. Groups seeking official recognition by the University must be approved by the Dean of Students, and coordinated with the student life staff.

Undergraduate Academic Mentoring and Requirements for Registration

The Registrar's office automatically assigns every undergraduate student a mentor who serves as an academic advisor and assists with networking and career planning.

Per individual preference, students have the option of requesting an alternative mentor to the one assigned. Request changes should be made with the Registrar and the appropriate form completed. The University will make a concerted effort to accommodate preferences and find a suitable advisor. However, due to individual mentor responsibilities and workload, it is sometimes impractical for the student request to be granted.

Undergraduate students are required to meet with their mentor at least once per quarter. Students should bring in their updated ***Personal Plan for Success*** to share with their mentor. Once a student has completed the Personal Plan for Success, including the signature of their mentor, the form must be handed in to the Dean of Students by the assigned date.

Undergraduates who fail to meet with their mentor and/or complete the Plan for Success in a timely manner will be blocked from registering for classes for the subsequent quarter.

Mentor sessions are casual and are meant to assist and guide students through a variety of needs. Sessions are designed to follow the "Start, Stop, Continue" template: identifying negative behaviors that should be stopped (Stop), gaps where new activity, effort, or behavior is required (Start), and to reinforce where the student is succeeding already.

Counseling Services

Psychological and pastoral counseling referrals are provided proactively by the Dean of Students to meet the wide array of personal difficulties that may interfere with a student's success. Specific concerns for which students often seek assistance include the following: loneliness and isolation; homesickness; parent/family conflict; difficulty in studying, concentrating or test taking; challenges in interpersonal relations and communication; educational/career concerns; mental issues; depression; and anxiety. Students who feel these symptoms weighing on them should speak with the Dean of Students or the student life staff as soon as possible. All such matters will be kept confidential except those mandated by law such as when serious and imminent physical danger is concerned.

Below is the contact information for two Catholic counselors in the area. Students can connect directly with the counselor or the Dean of Students will happily arrange a session. For additional counselors in the area or for a recommendation for specific concerns, see the Dean of Students.

- 1) Mark Maxwell (San Diego). E-mail: maxmft@me.com; tel: 619-204-9513
- 2) Nancy Morgan (Escondido/Encinitas). Tel: 760-803-2295

Common Rooms

The Pelican Perch Student Center is a common area available to students for study and recreation. This area, as well as the Latitude33 cabana and pool may be reserved for specific gatherings by submitting a form to the student life staff at least 24 hours in advance. The Perch may also be reserved for filming.

Health Services

Students must have major medical health insurance as a condition of enrollment, and should be prepared to assume all costs of their medical care. Below is a list of a few medical facilities in Escondido. JPCatholic can provide referrals to other local practitioners, hospitals, or clinics if needed. It is the responsibility of each student to establish *in advance* whether the facility accepts the student's insurance. We strongly urge students not to use the emergency room except in an actual emergency—even with insurance, the price of one visit to the ER can be extremely expensive.

Culture of Life Family Services family doctors and referrals (offers Catholic and Christ centered medical care)

362 West Mission Avenue Suite 105
Escondido, CA 92025

(760) 741-1224
Fax (619) 692-8147

Graybill Urgent Care

225 East Second Avenue
Escondido, CA 92025
Hours: Monday-Friday; 9am-8pm
Saturday & Sunday; 8am-4pm

Palomar Health Downtown Campus standby emergency center and specialty services

555 East Valley Parkway
Escondido, CA 92025
(760) 739-3000

Palomar Medical Center 24 hour multi specialty hospital with emergency room and trauma center

2185 Citracado Parkway
Escondido, CA 92029
(442) 281-5000

Career Services Center

The Career Services Center facilitates opportunities for JPCatholic students to build relationships for employment, internships, mentoring, and networking experiences with the Southern California professional community.

Mission Statement: Guided by the University's commitment to the personal success of its students, the Career Services Center assists students in discerning their future career aspirations and goals. JPCatholic encourages students to start thinking about their future career aspirations from their first quarter on campus. Student career planning is incorporated into the student's Personal Plan for Success. The student, with their academic advisor and the CSC director, develops a plan for a progression of job experiences from entry level retail, to a career focused internship, to a part-time career focused job, to a full-time job following graduation. By having career aspirations and planning in mind, the student, on graduation, is better equipped to carry out the University's mission to impact culture for Christ.

Services

Explore Careers. Discover and explore the true breadth of careers available to you. Assessment tools can help identify a student's interests, skills, and work values. Assessments available annually to interested students include the Myers-Briggs Type Indicator, among others.

Gain Experience. The benefit of finding an internship or volunteer position is to acquire professional work experience related to one's academic major or career interest and apply

theories learned in the classroom to the workplace. An internship can also help the student develop a better understanding of the professional demands and requirements of a particular career field. It allows one to gain confidence in making the transition from being a student to the world of work.

Get a Job. The CSC helps students to build their network, to have their resume critiqued, to utilize online resources, and to meet employers. The CSC does not offer career placement services.

Consider Graduate School. Explore options, find field-specific guidance, meet recruiters and view resources to effectively prepare and apply.

Miscellaneous Policies

Student Events Policy

A student club or any other organization of students must receive prior approval from the Dean of Students or Director of Student Life in order to sponsor an event, whether on or off campus. An event is considered “sponsored” by an organization if the event is represented to the University community or to the public as connected with the student organization.

Sign and Advertisement Policy

The content of all signs and advertisements must be consistent with the University’s identity and mission as a Catholic institution.

1. In order to preserve the appearance of our campus buildings for both the University community and its visitors, postings are restricted to certain areas on campus: namely bulletin boards in the student lounge and by the chapel and other designated areas such as the table outside the large classroom.
2. Unofficial student parties off campus cannot be advertised.
3. Students should practice stewardship and remove the signs when they are no longer needed.

Timely Warning Policy

In the event that a situation arises, either on or off campus, that in the judgment of the Dean of Students, Senior Vice President of Administration, or President constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. This warning will normally be disseminated via e-mail.

Academic Ethics and Honesty Policy

1. Unethical behavior and acts of dishonesty in class work, assignments, or test taking are serious offenses against morality and academic standards. The theft of intellectual

property, including but not limited to the work of one's classmates, published scholars, and other sources, is a grave offense and can lead to academic dismissal.

2. It is evident that tests are meant to measure an individual's grasp of class material. Unless otherwise specified by the instructor, the use of books, notes, other student's work, or anything other than the student's own mind is expressly prohibited in test taking and the violation of this policy can result in dismissal.
3. Plagiarism is the use of other's intellectual property, including but not limited to ideas and writings, inserted into a student's work without appropriate acknowledgement (including quotation marks and a source citation) is a grave offense and can lead to academic dismissal.
4. Consequences for violation of Academic Ethics and Honesty policy **will automatically** include zero credit for the assignment or test and a failing grade in the course. It **can** include expulsion from the University. In determining whether or not expulsion is appropriate in particular instances, the disciplinary board will consult with the faculty member(s) involved.

Violations of the Academic Honesty Policy will result in one of the following penalties:

1. Minimum: failure for the course with a requisite GPA for the next quarter.
2. Expulsion without prejudice (meaning a student could reapply after 12 months)
3. Expulsion with prejudice (meaning a student would not be allowed to reapply)

Family Educational Rights and Privacy Act (FERPA)

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to educational records. The law applies to all schools that receive funds under an applicable program of the US Department of Education. Students have three primary rights under FERPA. They have the right to inspect and review their education records; the right to have some control over the disclosure of information from their education records; and the right to seek to amend their education records, under certain circumstances.

FERPA identifies certain information, called directory information, which may be disclosed without the student's permission. The following is considered directory information:

- Student's name
- Local address/phone
- Permanent address/phone
- Email address
- Date of birth
- Hometown
- Major field of study
- Dates of attendance (current and past)

- Enrollment status and full or part-time classification
- Degrees, awards, and honors received and dates
- Expected graduation date
- Participation in officially recognized activities and sports

According to FERPA, nondirectory information may not be released without prior written consent from the student. However, exceptions include access by appropriate university administrators, faculty members, or staff members who require access to educational records in order to perform their legitimate educational duties; officials of other schools in which the student seeks or intends to enroll; and in connection with a student's application for, or receipt of, financial aid. Nondirectory information will never be released over the phone.

Exceptions where information may be disclosed without student permission

JPCatholic may disclose personally identifiable information without student consent to:

- School officials with legitimate educational interests
- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education
- State and local officials
- Authorized organizations conducting educational research
- Accrediting agencies
- Alleged victim of a crime
- Parent of a Dependent Student as defined by the IRS
- Parents of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

The University may disclose to anyone (including a student's parents) the final results of disciplinary proceedings conducted by the University against a student who is the alleged perpetrator of a crime of violence or non-forcible sex offense if the University has determined as a result of its disciplinary proceeding that the student committed a violation of the University's rules or policies with respect to such alleged crime or offense. In such instances, the University may elect to disclose (i) the name of the student who violated the University's rules; (ii) the rules violation committed; and (iii) any sanctions imposed by the University on the student for that offense.

More information regarding FERPA and how to withhold release of directory information is available in the University Catalog or by contacting the Registrar.

Likeness Release Policy:

John Paul the Great Catholic University reserves the right to photograph, record, and videotape students, faculty, staff, and guests while on property owned or leased by the University, during University-related functions, at functions using University-owned equipment, or at functions otherwise relevant to the academic and student life of the University. These images and audio may be used and edited by the University for promotional and educational purposes, in all forms of media, including but not limited to: use in University magazines, newsletters, press

releases, brochures, advertisements, websites, and social media. This right extends beyond the duration of the subject's enrollment or employment at the University and continues for the useful life of the content. If any student, employee, or guest's likeness is used contrary to their wishes, reasonable effort will be made by the University to accommodate their requests.

Media Use Policy

John Paul the Great Catholic University reserves the right to copy, display, publish, and distribute any media projects created by the University's students for a University class or created using the University's equipment or facilities. These media projects include but are not limited to: film projects, screen tests, audio clips, screenplays, animations, video games, photography, slideshow presentations, object models, and other multimedia files. By creating such content, the student retains the copyright over his or her creative material, while granting the University royalty-free license to display and distribute all or part of the projects for the purposes of promoting, recruiting, teaching, and informing. This right extends beyond the duration of the student's enrollment and continues for the useful life of the content. The University shall not utilize any media project prematurely; that is, it shall not inappropriately display student media projects before their official release, or interfere with the student's eligibility to submit his or her project to a film festival or other media contest.

Harassment Policy

Harassment of any kind is prohibited by JPCatholic, especially on the basis of sex, race, color, national origin, ancestry, age, disability, or any other legally protected status. Harassment may include any verbal, written, graphic or physical conduct that interferes with the person's work or academic performance, has the purpose or effect of interfering with the person's status or participation in a University's course, program, or activity, is used as a basis for educational or employment decisions, or has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment.

For purposes of applying this policy, sexual harassment includes conduct that is of a sexual nature or related to a person's gender and may include persons of the same or opposite gender.

Harassment is often defined by the person(s) receiving it. Inappropriate conduct may be harassment even if the individual did not intend to harass. The type of conduct, not the intent, is what is important.

While it is not possible to list all conduct or circumstances that can be considered prohibited harassment the following are some examples:

- Any intentional and knowingly unwelcome, unsolicited, and offensive conduct that tends to injure, degrade, disgrace, or show hostility toward a person because of a legally protected status;

- Implied or overt threats of physical violence, physical acts of aggression, threatening or intimidating conduct directed at another person because of any legally protected status;
- Demeaning jokes, taunting, racial slurs and derogatory names, innuendos or other negative or derogatory remarks relating to any legally protected status;
- Graffiti, slogans, markings, or visual displays, such as cartoons, drawings, posters or computer images, which depict slurs or derogatory sentiments or images;
- Unwelcome sexual advances, propositions, requests for sexual favors or other conduct of a sexual nature;
- References to sexual conduct, comments or inquiries about sexual activity or physical features;
- Physical interference with normal work or movement or unwelcome sexual touching;
- Criminal offenses directed at persons because of their legally protected status; and/or
- Promising or providing some favorable action or benefit if a person will submit to or tolerate prohibited-harassing behavior (i.e. Quid pro Quo or "This for That").

Sex Discrimination and Sexual Assault Policy

Sexual Assault Definition:

Sexual assault is any involuntary sexual act in which a person is threatened, coerced, or forced to comply against his/her will. Sexual battery is any unwanted touching of intimate body parts. Sexual assault is an extreme form of sexual harassment and abuse and will be considered a serious offense by the University.

Procedures to Follow in the Event of Sexual Assault or Other Sexual Misconduct

Victims of sexual assault are encouraged to report the incident to any of the following:

- SVP of Administration
- Dean of Students
- Director for Student Life
- Any member of the faculty or staff

These individuals are required by law to report any knowledge of sex discrimination, including sexual assault, to the University Title IX Coordinator (see below). If an individual becomes the victim of sexual assault, it is important to preserve evidence that may be needed for proof of criminal offense. The victim also has the option to notify local law enforcement officials, and University personnel will assist the victim with this process upon request.

OR

You may contact the U.S. Department of Education Office for Civil Rights directly at:
Office for Civil Rights U.S. Department Of Education 403 Maryland Ave., SW Washington,
 D.C.20202-1100

(202) 245-6800 1-800-421-3481 FAX: (202) 245-6840 TDD: (877) 521-2172 Email:
ocr@ed.gov Web: <http://www.ed.gov/ocr>

Title IX Coordinator

JPCatholic is required to designate at least one employee who is responsible for coordinating the school's compliance with Title IX. Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities; the University's Title IX Coordinator oversees policies and procedures that apply to complaints alleging sex discrimination (including sexual harassment, sexual assault, and sexual violence) by employees, students or third parties, and addressing any patterns or systemic problems that arise during the review of such complaints. The University's Title IX coordinator is:

Julia Carrano, Dean of Students, jcarrano@jpcatholic.com

Title IX Investigations and the Disciplinary or Grievance Process

Complaints of sexual misconduct by a student against another student or by a student against a faculty or staff member are governed by Title IX and are, therefore, investigated by the Title IX Coordinator. The adjudication of sexual misconduct cases involving a student complaint against another student shall follow the process outlined in Disciplinary Procedures Process, unless otherwise outlined below. The adjudication of sexual misconduct cases involving a student complaint against a faculty or staff member shall follow the process outlined in Grievance Process, unless otherwise outlined below.

The Title IX Coordinator will investigate a complaint of sexual misconduct within 14 days of receiving the complaint. The degree to which a victim of sexual misconduct participates in the investigation and subsequent hearing will be up to the victim to decide; however, when a victim does not wish to be a part of the investigation, wishes to remain anonymous, or refuses to provide information to the Title IX Coordinator, the Title IX Coordinator may be prevented from doing a full investigation. The Title IX Coordinator will compile all evidence, including the testimony of various witnesses, into a report. The report will not contain findings of fact as to whether a violation of the sexual misconduct policy actually occurred; however, the Title IX Coordinator will decide whether there is sufficient evidence of sexual misconduct such that the complaint needs to go forward for a hearing by the either University Disciplinary Board or Grievance Hearing Committee, as appropriate. If the Title IX Coordinator does not find there is sufficient evidence to proceed with the hearing, the victim may still request a hearing before the University Disciplinary Board or Grievance Hearing Committee. The victim's refusal to be present or participate in the hearing will not prevent the hearing from proceeding as long as there is other evidence of the sexual misconduct.

The Title IX Coordinator may be called as a witness and may present evidence found during the course of the investigation, including the testimony of individuals interviewed during the investigation. Because the University Disciplinary Board or Grievance Hearing Committee is the finder of fact, the Title IX Coordinator will not be asked whether the accused acted in violation of this policy, but the Title IX Coordinator may comment on inconsistencies found during the investigation and on the credibility of witnesses interviewed.

In cases involving sexual misconduct that are resolved through the Disciplinary Board process, within 24 hours of a decision from the Disciplinary Board, the Chairman of the Board will concurrently provide written notification of the decision and the process of appeal to the accused student, the victim, and the Title IX Coordinator. If the case is heard on appeal, the President will provide his decision to both the accused student and victim concurrently and in writing.

Victim Services, Accommodations, and Case Management

The law requires "procedures for ongoing case management, including procedures for keeping the victim informed of the status of any student disciplinary proceedings, the result of any disciplinary action or appeal, and helping the victim deal with academic difficulties that may arise because of the victimization and its impact." Case management will be provided by the Title IX Coordinator. The Title IX Coordinator will cooperate with others to provide effective protection of health and safety for the victim, assure strict confidentiality, initiate interim sanctions if appropriate, and maintain records.

JPCatholic will provide confidential counseling to students who are victims of sexual assault. In addition, the Title IX Coordinator can provide information and assistance regarding other off-campus resources for sexual assault victims, such as judicial no-contact, restraining, and protective orders.

The University will change a victim's academic and living situations upon request, provided such options are reasonably available.

Disciplinary Procedures

Students are expected to take responsibility for their words, actions, and for any negligence in their behavior. John Paul the Great Catholic University has a system by which it resolves grievances and addresses the violation of rules and policies.

The University's Disciplinary Authority

If a student's behavior, on campus or off, is believed to have a detrimental effect on the University, on the surrounding community, or on the student himself/herself, the Dean of Students has the authority to call a hearing of the Disciplinary Board. University disciplinary proceedings may be instituted against a student charged with conduct that violates both the criminal law and/or University regulations. University proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

Allegations of Misconduct / University Response

An allegation that a student has violated University rules, policies, or the rights of another student, may come to light in a number of ways. Any member of the University community may send a complaint in writing, alleging misconduct by a student or student organization, to the Dean of Students. After a complaint is received, the Dean of Students may conduct an

investigation to determine if the charges may have merit and/or if they can be disposed of by mutual consent. When charges may be satisfactorily disposed of by mutual consent, there shall be no subsequent proceedings.

The Dean of Students and/or the student life staff may also discover alleged misconduct through verbal reports, or through personal investigation. All allegations shall be taken seriously and investigated. Any charge should be submitted as soon as possible after the event takes place.

If the Dean of Students finds the accusation credible, the Dean of Students shall verbally inform the accused of the charges. He will inform the student of the seriousness of the allegations and explain the procedures of the Disciplinary Board.

The Dean of Students shall inform the President of the need for a disciplinary hearing. The Dean shall further investigate the alleged incident, document the facts, and collect testimony from witnesses as appropriate. A time shall be set for a hearing no more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the President, in consultation with the Dean of Students.

The Disciplinary Board

The Disciplinary Board is appointed for a calendar year and consists of six established members and one member that is selected by the accused student. One of the six established members is the Student Body President; however, the accused student may request that the Student Body President be excluded from the hearing. If the impartiality of a particular board member is called into question, the Dean of Students may request that the member be replaced or excluded from the hearing. The President shall decide whether to grant or deny such requests. At least five members of the Board must be present during the hearing.

The Disciplinary Board for 2014 is:

1. Director for Mission and Evangelization, Chris Plance
2. Professor of Theology, John Kincaid
3. Dean of Students, Julia Carrano⁴
4. Provost, Jim Monaghan
5. Student Body President, Abbey Mesich
6. Accused student selects one from among: Profs Tom Dunn, Chris Riley, Jerry Jackson, Michael Barber, Greg Breen or Vlad Bolsakov

The Disciplinary Board shall determine whether there is sufficient proof for the alleged misconduct, and whether the University should sanction the behavior. The Disciplinary Board

⁴ If the case involves an allegation of sexual misconduct and the Dean of Students is serving as the Title IX Coordinator, the President or his designee shall appoint an alternative member to the Board from among University faculty or administration.

has the authority to interpret all rules and policies contained in the Student Handbook. The Disciplinary Board's judiciary hearings shall proceed according to the following guidelines:

1. Hearings normally shall be conducted in private. Exceptions to this rule shall be made only with the permission of the Dean of Students and the President.
2. Admission of any person to the hearing shall be at the discretion of the chairperson of the Disciplinary Board. The chairperson is the Dean of Students or his/her designated appointee.
3. In hearings involving more than one accused student, the chairperson of the Disciplinary Board may permit the hearings concerning each student to be conducted separately or together.
4. In the case of one student accusing another, both have the right to receive counsel. Students, whether complaining or accused, have the responsibility for presenting their own information to the Disciplinary Board and, therefore, advisors are permitted to speak or intervene only at the discretion of the chairperson.
5. All parties involved, including the Disciplinary Board itself, shall each have the privilege of presenting witnesses, or suggesting questions to be asked. At least 24 hours prior to the hearing, students must submit to the Dean of Students in writing the names of any witnesses they intend to present.
6. Pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the chairperson of the Disciplinary Board.
7. All procedural questions are subject to the final decision of the chairperson of the Disciplinary Board. Rules of evidence and procedure, such as those that apply in civil or criminal courts, do not apply to University disciplinary hearings.
8. After the hearing, the Disciplinary Board shall determine by *unanimous* vote whether the student has violated each section of the student code that the student is charged with violating. The determination will be presented to the accused student in writing within 3 days of the hearing.
9. The Disciplinary Board's determination, like all discipline decisions, shall be made on the basis of whether it is more likely than not that the accused student violated the student code. The Board is not bound to determine guilt "beyond a reasonable doubt," as in criminal court.
10. There shall be a single verbatim record, such as a tape recording, of all hearings before a Disciplinary Board. The record shall be the property of the University.

Appeals Process

Decisions made by a Disciplinary Board shall be final, subject to a limited appeal process. An appeal may only be made if the student believes that the Board did not follow its own commitment to a fair proceeding. If this is the case, the student may compose a written plea to the President within two school days of the verdict. It is up to the President to review the hearing and decide whether a new Disciplinary Board should be constructed to investigate the case for a second time.

The President shall determine whether the original hearing was conducted fairly in light of the charges and the information presented, and in conformity with procedures prescribed by the University giving the complaining party a reasonable opportunity to prepare and present information that JPCatholic regulations were violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations. The President's decision will be presented to the accused student in writing within 3 days of the appeal.

Disciplinary Sanctions

The Disciplinary Board shall determine what sanctions, if any, shall be imposed upon a student who fails to abide by University regulations. Sanctions may include, but are not limited to: warnings, fines (up to \$500), community service, restitution, loss of privileges, academic probation, disciplinary probation, suspension, temporary expulsion, permanent expulsion. Sanctions for students found guilty of academic dishonesty may include but not be limited to zero credit for the assignment or test, a failing grade in the course, or expulsion from the University.

Student Complaints and Concerns

From time to time, a student may feel it necessary to bring a concern or complaint to the attention of the administration. Informal complaints can be done either verbally or in writing. These concerns are for informational purposes only. Note, for informal concerns the person to whom the concern or complaint is directed is not required to respond to the student regarding action or lack of action taken. Written concerns or complaints may be submitted anonymously or signed.

For all formal complaints intending an action for response, please use the student grievance procedure, below.

Student Grievance Procedures

Students are protected against any unreasonable, unlawful, false, malicious, and inappropriate behavior by faculty, staff, or any official of the University.

Formal grievances must be filed as soon as possible following the alleged violation, or from the time that the student learns of the basis of the grievance. Students should meet with the Dean of Students regarding the complaint/grievance prior to starting the process. Student grievances commonly fall into one of three categories: Academic, Non-Academic, and Discriminational.

Academic Grievances:

When the student believes that a grade for any course is in error, he/she must follow the Grievance Procedure.

Non-Academic Grievances:

Non-academic grievances must also be pursued according to procedure. Such grievances include, but are not limited to:

- Any act or threat of intimidation or harassment.
- Any act or threat of physical aggression.
- Arbitrary action, violation of student rights, or imposition of sanctions without proper regard to University policy.

Grievances alleging Discrimination:

Students wishing to file complaints alleging discrimination on the basis of race, religion, age, gender, color, physical disability, mental disability or any other category of unlawful discrimination should also contact the Dean of Students.

Grievance Procedure – Level I (Informal)

Any student who believes an injustice has occurred against him/her should try to resolve the problem through an informal conversation with Professor, staff member, or University official involved before filing a formal grievance. If the student finds no resolution after these informal meetings, or if the accused refuses to meet or respond within 14-days, the student may proceed by meeting again with the Dean of Students. If the Dean of Students is unable to assist the student in resolving the issue satisfactorily, the student may take the grievance to the next level.

(Note: if the grievance involves the Dean of Students, the student shall follow the subsequent procedures with the help of the Provost.)

In cases involving sex discrimination (including sexual harassment), students may withdraw from the informal grievance process at any point and proceed to Level II (Formal). In cases involving sexual assault, domestic or relationship violence, or stalking, the informal grievance process is not appropriate and the complaint will proceed directly to Level II (Formal).

Grievance Procedure – Level II (Formal)

After meeting with the Dean of Students and still finding no resolution to the issue, the student shall complete a "Statement of Grievance," containing their name, the name of the accused, a brief summary of the complaint (including all significant dates, locations and circumstances related to the incidents in question), and documentation of the failed attempts to resolve the issue informally. Copies of any additional evidence may be attached to the form. The "Statement of Grievance" must be completed within 14 days of the meeting with the Dean of Students. Once filed, the University will take the following actions:

1. The Dean of Students shall inform the aggrieved student of the procedures, and of their associated rights and responsibilities.
2. The accused faculty/staff member shall receive a copy of the "Statement of Grievance" from the Dean of Student's Office within 14 days.
3. The accused will have 14 days to respond in writing. The accused has the right to ask any other member of the University community to serve as an advisor.

4. Both the aggrieved student and the accused may solicit documentation from other persons to support their positions.
5. Once the Dean of Students receives the response of the accused, he shall forward all documents to the Provost, who convenes the Grievance Review Committee.
6. The Grievance Review Committee shall normally be comprised of the Provost, the Dean of Students, and a senior administrator. This committee will make one of the following determinations within 2 days:
 - a. The complaint of the student is not grievable.
 - b. There is insufficient evidence to warrant further action.
 - c. The case should proceed to formal action, Level III.
7. The Grievance Review Committee shall make a written report of its determination, which shall be sent to the aggrieved student, the accused, and the President of the University within 2 days.
8. If the grievance involves a Student Life Office staff member, naturally that member will be replaced on the Grievance Review Committee. If the grievance involves the President, Provost, or Dean of Students, the process immediately moves to a Level III Grievance Hearing.

Grievance Procedure – Level III (Grievance Hearing)

If the Grievance Review Committee determines that further action is warranted, the following actions shall be taken:

1. The Provost will convoke the Grievance Hearing Committee, which must commence deliberations within 5 days of the report from the Grievance Review Committee.
2. The Provost shall send confidential packets to the members of the Grievance Hearing Committee prior to the hearing.
3. The Grievance Hearing Committee will normally be comprised of the following, at the discretion of the Provost:
 - a. The Provost, chair
 - b. The Dean of Students
 - c. Student Life staff member
 - d. One member of the faculty, usually a Professor of Theology
 - e. Two administrators, usually the Director of Admissions and CFO
4. If the President, the Provost, or the Dean of Students is the target of the grievance, the chairman of either the Board of Trustees or the Audit Committee will convoke and chair the hearing.
5. The grievant and the defendant shall be present to answer questions at the hearing.⁵ The grievant may have an advisor. The defendant also has the right to be accompanied by an advisor in the formal grievance hearing.

⁵ In cases involving sex discrimination, including sexual assault, domestic or relationship violence, or stalking, the victim need not be physically present. The victim may choose to participate in the hearing through the means of technology from an off-site location or at the hearing location separated from the accused by a barrier. The victim's refusal to be present or participate in the hearing will not prevent the hearing from proceeding as long as there is other evidence of the sexual misconduct.

6. The hearing shall be closed to the public. There shall be a single verbatim record, such as a tape recording, of the entire hearing. The record shall be the property of the University.
7. Once the hearing is convened, the Provost will state the purpose, process, and guidelines.
8. The grievant will then be allowed to make a statement specific to the grievance and the requested outcome.
9. Next, the defendant is allowed to make a statement specific to the grievance, requested outcome, and any statements/evidence presented by the student.
10. Both the grievant and the defendant have the right to present witnesses, testimony, and evidence, but only as related to the charges previously presented to the Grievance Review Committee. No new charges shall be admitted for consideration.
11. The members of the Grievance Hearing Committee may then ask questions specific to the case. Discussion, clarification and additional comments are allowed.
12. When the Provost determines that the committee has all the necessary testimony and information it needs, he calls for a recess as the members deliberate and come to a decision. The grievant and the defendant may be excused.
13. The Grievance Hearing Committee will assess whether to reject or support the grievance using a preponderance of the evidence standard. The Grievance Hearing Committee will deliver one of the following decisions within 2 days:
 - a. To reject the grievance and deny the requested outcome.
 - b. To support grievance and approve the requested outcome.
 - c. To support the grievance and approve a revised outcome.
14. Within 24 hours of a decision from the Grievance Hearing Committee, the Provost will concurrently provide written notification of the decision and the process of appeal to the grievant, the defendant, and the University President.

Appeal Process – Level I (University President)

If either party is dissatisfied with the decision of the Grievance Hearing Committee, an appeal may be submitted to the University President. Such an appeal must be submitted in writing within 14 days of the decision. The University President has 14 days to respond to the appeal. The University President will present his or her decision to the two parties concurrently and in writing.

Appeal Process – Level II (Board of Trustees)

If either party is dissatisfied with the decision of the University President, an appeal may be submitted to the Board of Trustees through the University President. Such an appeal must be submitted to the University President by certified mail within 14 days of notification of the decision regarding the first appeal. The Board of Trustees shall have two consecutive Board business meetings to review the appeal before making a final decision. The Board of Trustees may not overturn the President's decision without reviewing a transcript of the hearing. The Board will present its decision to the original grievant, defendant, and the University President concurrently and in writing.

The decision of the Board of Trustees completes the Grievance Process. Any further appeal must be filed through civil court. A record of the Board’s decision shall be kept on file in the University President’s office.

Time Limits

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

Financial Aid Award and Renewal

Financial Aid Awards

John Paul the Great Catholic University awards scholarships based on merit and need at the time of application, as well as continued academic commitment. JPCatholic requires scholarship recipients to demonstrate that they are good stewards of the funds provided to them. Scholarships are initially awarded for the first two quarters on campus.⁶ Each subsequent quarter of aid is renewed after review of the student’s GPA. Undergraduate students are expected to meet with their mentor on a quarterly basis regardless of whether they receive institutional aid.

Financial Aid Renewal & Criteria

Students who maintain a 3.0 or above will be in good standing and have their financial aid automatically renewed. Students who do not fulfill the criteria below risk losing all or some of their financial aid. Similarly, if a student consistently displays a negative attitude and is a source of division in the community, their financial aid may be revoked.

Since grades provide the most objective metric of student commitment, the effect of the student’s GPA on the renewal of financial aid is non-negotiable. Students who fail to maintain a 3.0 average will forfeit a percentage of financial aid according to the table below.

Academic Performance	
Cumulative GPA	% of Eligible Financial Aid
3.00 – 4.00	100%
2.90 – 2.99	80%
2.80 – 2.89	60%
2.70 – 2.79	40%
2.50 – 2.69	20%
< 2.50	0%

⁶ If student has other terms in their award letter, they must typically abide by the stricter requirements. Contact the Director of Financial Aid if you have any questions.

GPA-Based Scholarship Reinstatement

In the event that a student's quarterly GPA drastically improves from their previous quarter's cumulative GPA, students will be eligible to regain some or all of their lost scholarship funds. Students will be notified of the amount that they regained after grades come in for the current quarter.

Scholarship funds will be reinstated according to the table below:

GPA-Based Scholarship Reinstatement	
Quarterly GPA	Percent of Loss Reinstated
3.50 +	100%
3.40 – 3.49	80%
3.30 – 3.39	60%
3.20 – 3.29	40%
3.10 – 3.19	20%

Example: Joe Smith has a scholarship of \$1000 per quarter. However, due to a Fall cumulative GPA of 2.7, he has a scholarship loss for Spring quarter of 60% (\$600) and is billed at that rate. When the grades are reported for Winter quarter, Joe achieved a 3.4 quarterly GPA. For spring quarter, 80% of his scholarship loss (\$480) is reinstated for an adjusted loss of \$120.

Financial Aid Award Amounts

As long as the financial aid renewal criteria are met, a student's scholarship is awarded and renewed in the amounts of the original financial aid scholarship award letter. If a student would like to review or receive an additional copy of their award letter, they should see the Director of Financial Aid.

Student Acceptance Form (revised 1.6.14)

I, (STUDENT'S NAME:), _____

have read the Student Handbook and desire the transformation in grace it describes. I ask the University to challenge me to grow in the human, spiritual, intellectual, and apostolic dimensions of my vocation. If I am an undergraduate student, I will create and strive to be faithful to my Personal Plan for Success. I pledge to pursue academic excellence, and to serve others without counting the cost. I understand and accept the rules and principles contained in the Student Handbook, and I will cooperate with the Dean of Students and the Student Life Office staff.

Signature

Date