

STUDENT HANDBOOK 2012

JOHN PAUL THE GREAT CATHOLIC UNIVERSITY

SAN DIEGO, CA

Updated April 2, 2012

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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.

The Mission of the University

Vision: To invent the future of Catholic higher education, graduating students that will boldly proclaim the Gospel of Jesus Christ with faithfulness and understanding, as innovators and creators, leaders and entrepreneurs.

Mission and Core Purpose: JP Catholic shapes innovators and creators, leaders and entrepreneurs at the intersections of business, technology and communications media, guided by the spiritual, moral and social teachings of Jesus Christ.

Beliefs and Core Principles: JP Catholic is wholly dedicated to implementing the vision for Catholic Universities laid out by John Paul II in the Apostolic Constitution *Ex Corde Ecclesiae* (1990) [hereafter designated as ECE]. John Paul II writes:

A Catholic University pursues its objectives through its formation of an authentic human community animated by the spirit of Christ. The source of its unity springs from a common dedication to the truth, a common vision of the dignity of the human person and, ultimately, the person and message of Christ which gives the Institution its distinctive character (ECE, 21).

Following this Apostolic Constitution, the University is built on three core principles that define its fundamental beliefs and commitments:

a. To put into action in our lives the teachings of Jesus Christ, being faithful to his word as it continues to be proclaimed by the Catholic Church.

The Catholic commitment at JP Catholic is organically embedded in a total, active and joyous life of faith. Students commit themselves to dynamically develop their personal knowledge of and relationship with God through an ongoing and active prayer life, both personal and communal, and a thorough knowledge of Scripture and Catholic teaching, thus leading to the active living of God's commandments (cf. ECE 33 and General Norms). In this, the school takes its lead from Christ himself: "If you love me, you will keep my commandments" (John 14:15).

All members of the JP Catholic community, including students, faculty and staff, will work to help achieve these goals of the University regardless of personal religious affiliation in their respective roles (cf. ECE, General Norms Article 4). Although the Student Handbook does not relate the specific responsibilities of other individuals associated with the school, students should know that in addition to implementing and enforcing school policies aimed at realizing the school's vision, all faculty and staff are expected to conduct themselves in a way consonant to the Catholic identity of the University. All members of the community are to be involved in the liturgical life and spiritual mission of the school. "*Directors and administrators* in a Catholic University promote the constant growth of the University and its community through a leadership

of service; the dedication and witness of the non-academic staff are vital for the identity and life of the University” (ECE 24).

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

JP Catholic recognizes that an essential part of the student’s vocation is intellectual development with the ultimate purpose of becoming a mature, productive, creative and responsible citizen. JP Catholic’s greatest resources are its people, and pledges to treat each person with dignity and respect. The JP Catholic community 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 (cf. ECE 12, 21).

c. 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.

JP Catholic 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 (cf. ECE 7). In its internal business processes and procedure, JP Catholic practices the very principles it teaches. JP Catholic recognizes the need to maintain leadership in its niche and is boldly entrepreneurial in maintaining its position as a leading teaching University (cf. ECE General Norms, Art. 2 § 1).

Introduction

John Paul the Great Catholic University forms young men and women to **impact the culture for Christ**. JP Catholic University 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 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, JP Catholic seeks to form the whole person. The following section outlines the essential elements of this formation, which each student shall incorporate into his or her **Personal Plan for Success**. The rules and practices that govern Student Life at JP Catholic 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

1. Human Formation

To impact culture for Christ, students should reflect the beauty and virtue of Christ himself. Each student shall create a **Personal Plan for Success** articulating personal commitments toward human formation. The human qualities should become “a bridge and not an obstacle for others,” as well as the basis of their self-realization.³

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.

The human qualities of JP Catholic students should include:

I. Prudence and Discretion

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

- a. Reflect on the appropriateness of your appearance, language and behavior in the classroom, at Mass, in common areas, and in your apartment.
- b. 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.
- c. Ask for help right away when you are experiencing confusion, conflict, or poor academic performance.
- d. Communicate with your roommates and keep them appropriately informed of your whereabouts.
- e. Observe all public safety policies and procedures.
- f. Immediately contact the student life staff if you observe any person or thing that disturbs the peace or threatens public safety.

II. Freedom and Self-Discipline

Best practices include:

- a. Be where you are supposed to be—and be there on time.
- b. Be faithful to your ***Personal Plan for Success***.

III. Spirit of Service and Communion

Students are to imitate Jesus, who “did not come to be served, but to serve” (Mark 10:45). Best practices include:

- a. Respect your roommates:
 - I. Attend and contribute positively to your apartment’s weekly meeting and cleaning session.
 - II. Avoid any decorations or furnishings in the apartments that may be offensive to others, or may damage University/Legacy property.
- b. Respect professors, staff and classmates.
- c. Respect differences in charity and mutual esteem.
- d. Avoid gossip.
- e. Participate in clubs, apostolates, sports, and other sponsored activities and events.
- f. Foster healthy, open friendships with male and female students. Reach out to students who seem lonely or marginalized.

2. 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. In addition, in order to maintain University financial aid scholarships, the University requires students to attend weekday Mass at least once per week, to make one hour of Eucharistic adoration per week, and to participate in all “On Mission” events.

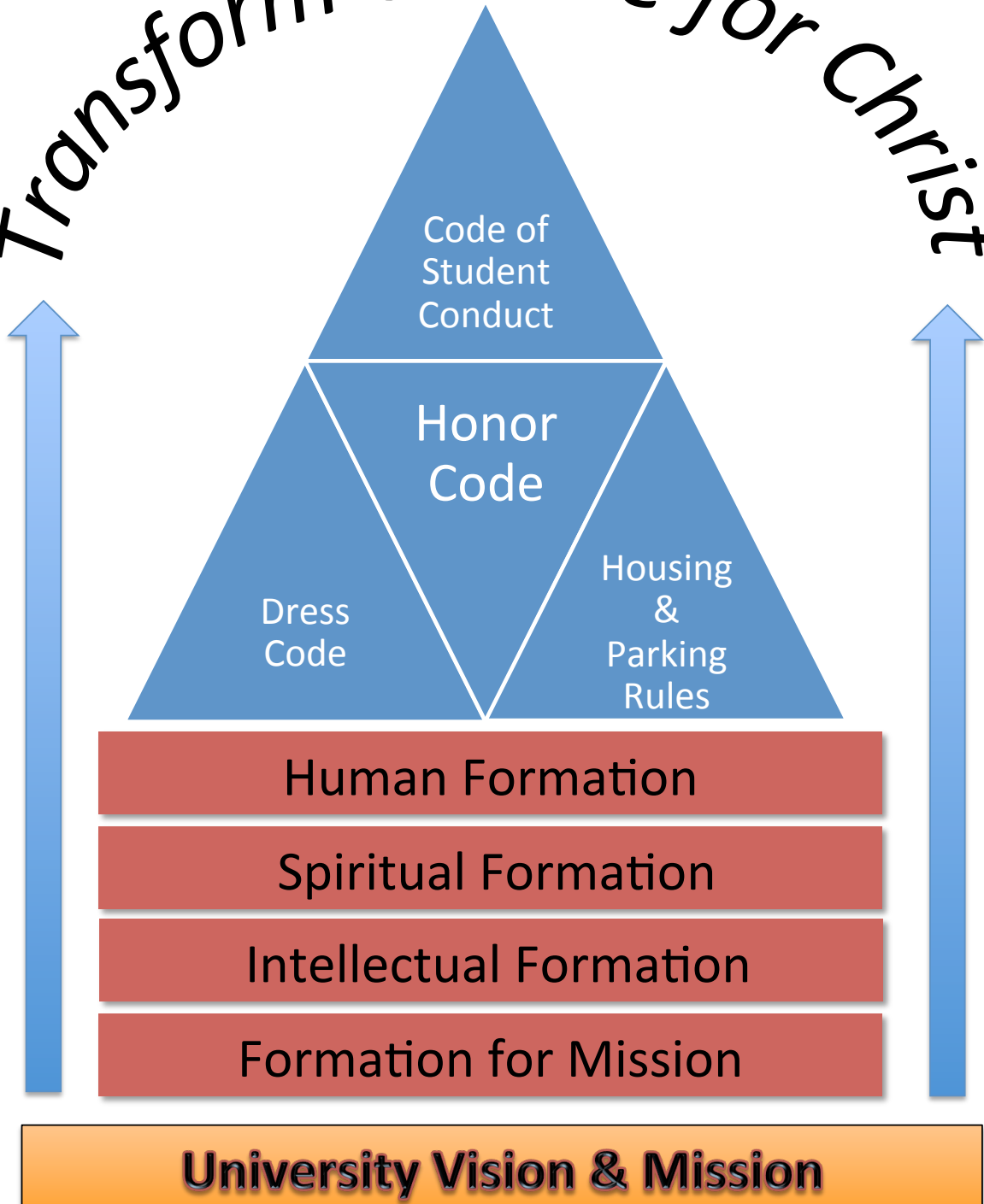
3. Intellectual Formation

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.

4. Formation for Mission

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 JP Catholic University, 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 JP Catholic education and will be asked to withdraw from the institution.**

Transform Culture for Christ



Honor Code

Students at JP Catholic University will follow a code of honor that governs all aspects of their life. The honor code "***Love in Action and Truth***", comes from 1 John 3:18: "Let us love not in word or speech, but *in deed and truth*." Students will not merely talk about their commitment to Christ but will seek to live their faith with integrity. Best practices include:

1. Be a person of your word; do what you say you will do.
2. Admit your mistakes and recognize your weaknesses. Seek to remedy your faults while trusting in the mercy of God.
3. Respond promptly to those in authority over you.

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 tank tops, halter-tops or spaghetti straps.
10. No costumes or themed accessories.
11. No hairstyles, hair colors, or piercings that may be deemed mutilations of the body, or cause a distraction on campus. For example, men at JP Catholic shall not wear earrings, makeup/cosmetics or dress usually worn by women.
12. Tattoos should be concealed
13. No clothing with words or images that may be considered suggestive, derogatory, or distracting.
14. No dirty, odorous, torn or tattered shoes or clothing.
15. No bikini bathing suits or Speedos in the pool area.
16. Business attire is encouraged for classes and functions.

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 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.
 - i. Note: Cheating, plagiarism, and other forms of academic dishonesty are administered through the office of the Provost.
 - 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 Legacy 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/Legacy 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.
 - 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, pellet, paintball, or BB guns, bullets, and knives having over three-inch blades, are not permitted on campus or in the Legacy Apartments.
7. Inter-visitation in the apartments
- a. Inter-visitation in the apartments, rooms, garages, hallways or stairwells of members of the opposite sex

- b. Overnight guests are not allowed without the written permission of the student life staff. Such permission must be requested at least 48 hours in advance.
 - c. Non-University guests are not permitted in student apartments past midnight, without prior approval from the Residence Director.
 - 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.
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.

Overview

John Paul the Great Catholic University leases multiple apartment units within the Legacy Apartment Complex located at 9320 Hillery Drive in San Diego, 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 Legacy Administration / Maintenance Requests

Students themselves are not named in the University lease, and may not approach Legacy 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 Operations, Joe Cross immediately.

Legacy Apartment Rules:

The following regulations come from stipulations in the University's lease agreement with the Legacy 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. Smoking on the St. Jude patio is permitted, but the Perch patio is non-smoking.
 - a. Smoking is permitted on the apartment patios / balconies as long as the apartment windows 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.
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 JP Catholic Furniture) is allowed on the balconies at any time. Only gas and electric grills (**no charcoal**) may be used on the balconies.
 - a. Patio furniture may be brought as long as the Director of Operations or the Director of Student Activities 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 Legacy to unwary students.
17. Residents agree to use bathroom fans while showering or bathing and to report to the Landlord any non-working fan.

Vehicles, Garages, and Parking

1. All student vehicles must be registered with the student life office within a week of classes starting. Due to limited availability, each student is allowed one vehicle.
2. Students with bikes should see the Director of Operations about storage in one of the University garages.
3. Students with cars may request a parking sticker from the Student Life staff to park inside the gates of the Legacy complex. Stickers cost \$25. Students are prohibited from obtaining/purchasing gate openers or Summit Security parking permits from the Legacy leasing office or online.
4. While supplies last, students with cars have the possibility of renting a remote gate opener for a \$100 refundable deposit
5. Gate remote openers for garage and reserved parking spaces 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
6. Students may request a garage to house their vehicle. Priority is given to females first and to men second.
7. 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.
8. All vehicles parked overnight must display a parking permit from Summit Patrol. Failure to display a permit will result in citation and towing.
9. Only park vehicles in designated spots.
 - a. All unmarked parking spaces within the gated area are available for student parking on a first come first serve basis.
10. When Legacy gated parking is full, students may park in the Park and Ride located on Hillery Drive.
11. Students are not allowed to park in the guest/visitor parking spaces located in front of the Legacy leasing office, also known as "The Circle", 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. Note: commuter students are except from this rule and may park in the Circle.
12. Do not call the leasing office regarding parking issues; call Joe Cross at 978-835-7580.

13. 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.
14. It is the resident's responsibility to inform guests of the parking policies.

Room Changes

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

Students who wish to change rooms within an apartment should notify the Residence Life Director before the switch occurs.

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 arrange a weekly 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 Residence Director. 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 Residence Director for guests to stay in their apartment. A Guest request form must be completed and submitted to the RD at least 48 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 may stay for a maximum of three days and two nights.
- 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.

Agape Meetings

An “Agape” is a meeting between students of the same apartment that is centered on prayer and community. The aim of the meeting is to help apartment members grow in body, mind, and spirit through mutual support and accountability.

Students are expected to attend and actively participate in their apartment’s weekly Agape.

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.

JP Catholic Student Life - 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 Legacy Apartments

Student Services

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

Students with disabilities: JP Catholic 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. Similarly, if special accommodations or adjustments are needed in relation to academic services, the student should inform the Provost.

Academic Mentoring / Career Planning: The Registrar's office automatically assigns every 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. 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.

Students are required to meet with their mentor at least once per quarter. Students should bring in their Personal Plan for Success and completed Financial Aid Self-Evaluation Worksheet.

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.

Currently, JP Catholic has partnered with two Catholic counselors that align with the University mission. The counseling office is just down the street from JP Catholic and is therefore easily accessible. Students can connect directly with the counselor or the Dean of Students will happily arrange a session.

- 1) Julie Wells. E-mail: Julie@juliewellstherapy.com; (tel: 858-461-9140)
- 2) Mark Maxwell. E-mail: maxmft@me.com; (tel: 619-204-9513)

Writing Services: The Writing Center is a resource for all students, regardless of writing level or stage in the writing process - whether you want help brainstorming, need someone to double-check mechanics and formatting, or just want feedback on the content. Students can make an appointment with Tara Stone in the Yellow Line Office during the following hours:

Monday: 3:30 - 6:30 p.m.

Tuesday-Friday 3:00 – 6:00 p.m.

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. JP Catholic can provide referrals to local practitioners, hospitals, or clinics.

Common Rooms: The St. Jude Study Hall and Pelican Perch Student Center are common areas available to students for study and recreation respectively. These areas, as well as the Legacy clubhouse, theatre and pool may be reserved for specific gatherings by submitting a form to the student life staff at least 24 hours in advance. Note: a fee may apply.

Student Work Opportunities: Qualified students may apply for open work positions at the University. Ask the appropriate University staff.

Jobs & Internships: JP Catholic assists and empowers students to find jobs and internships. The University's communicates open positions via Facebook 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 Registrar's office.

Student Groups and Activities: JP Catholic 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 any student group that promotes the common good and supports 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.

Miscellaneous Policies

Student Events Policy:

A student club or any other organization of students must receive prior approval from the director of Student Activities 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, 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.

Family Educational Rights and Privacy Act (FERPA)

JP Catholic University is subject to the terms and obligations of the Family Educational Rights and Privacy Act (“FERPA”). Employees must maintain the confidentiality of all education records.

Under the terms of FERPA, JP Catholic University has established the following as “Directory Information” which may be released to those requesting it unless the student specifically submits written notification to the Registrar’s Office:

- Student’s Name
- Local Address/Phone
- Permanent Address/Phone

- E-mail Address
- Date and Place of Birth
- Hometown
- Degrees and Awards Received and Dates
- Dates of Attendance (Current and Past)
- Full or Part-time Enrollment Status
- Participation in Officially Recognized Sports
- Major Field of Study

All other information may not be released without written consent of the student. Grades, Social Security Numbers, Ethnicity, and Student Schedules may not be released to anyone other than the student, except to other employees in the ordinary course of performing his/her duties on behalf of the University—and never over the phone. Students are given the opportunity to restrict Directory Information each year.

Exceptions where information may be disclosed without student permission

1. The University may disclose non-directory student information to parents or guardians who provide documentation that their child is a dependent by submitting a copy of their most recent federal tax form (a copy of tax form and notes relating to the release must be maintained in the student's education file).
2. The University may contact parents, guardians, or other persons whose knowledge of information is necessary to protect the health and safety of a student or other persons.
3. The University may disclose to parents or guardians of students who are under 21 years of age information relating to incidents when the student is found responsible for violating a law or University policy regarding alcohol or drugs.

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.

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

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

- VP of Administration
- Dean of Students
- Residence Director
- Any member of the faculty or staff

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. The Dean of Students and VP of Administration will cooperate to provide effective protection of health and safety for the victim, assure strict confidentiality, investigate the incident, initiate sanctions if appropriate and maintain records.

Case Managers

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 Managers at JP Catholic University are: The Dean of Students for students; the Provost from Academic Affairs for faculty; the VP of Administration for staff.

Victims of sexual assault who wish to be provided with case management services will be immediately referred to the appropriate person who will provide the mandated services, support, and referrals as needed.

Victim Services and Accommodations

JP Catholic will provide confidential counseling to students who are victims of sexual assault. In addition, the Dean of Students can provide information regarding other off-campus resources for sexual assault victims.

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

Campus Disciplinary Procedures

Should a victim choose to pursue on-campus disciplinary procedures, a disciplinary board will be convened.

Harassment Policy

Harassment of any kind is prohibited by JP Catholic University, 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”).

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, explain the procedures of the Disciplinary Board, and provide counsel.

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

When a disciplinary hearing becomes necessary, the President of the University, or a senior administrator acting on his behalf, shall appoint at least three members of the faculty or administration to the Disciplinary Board. When deemed appropriate, the Dean of Students may request that additional members be appointed to hear the case. 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.

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 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 President or his 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 majority vote whether the student has violated each section of the student code that the student is charged with violating.
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. The President of the University may override the decisions of the Disciplinary Board.
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 JP Catholic regulations were violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.

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.

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.)

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 of 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. The grievant may have an advisor. The defendant also has the right to be accompanied by an advisor in the formal grievance hearing.
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 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. The Provost will promptly provide written notification of the decision 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.

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 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 & Renewal

Financial Aid Awards

Benefactors of John Paul the Great Catholic University have generously contributed funds for scholarships with the explicit intention of forming men and women who will “Impact Culture for Christ.” The University, in turn, awards these scholarships based on merit and need at the time of application, as well as continued academic and spiritual commitment. For the sole purpose of honoring the intention of our benefactor’s contributions, the terms of renewal seek to measure the students’ good-faith effort to grow toward their potential as Christian witnesses. Students may free themselves from their obligation to report the fulfillment of their commitment (as outlined below) by declining the gift of their institutional funds.

The financial aid process adopts a performance management system that seeks to motivate students and provide them with the opportunity to both **own** and **develop** their performance. The key to this is **frequent, honest, and constructive conversations** that **empower students to take accountability** for results and gives them the opportunity to play to their strengths.

JP Catholic requires scholarship recipients to demonstrate that they are good stewards of our benefactors’ investment. Scholarships are initially awarded for the first two quarters on campus. Each subsequent quarter of aid is renewed after review of the student’s Self-Evaluation & Mentor Discussion List.

Financial Aid Renewal & Criteria

A student’s eligibility for financial aid renewal is determined by their commitment to the four pillars of Christian formation as outlined in the Student Self-Evaluation form, after they meet with their Mentor/Academic Advisor at the beginning of each quarter.

Students who maintain a 3.0 or above, complete their Personal Plan for Success, and are whole-heartedly committed to the Mission of the school, will be in good standing to have their financial aid 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 will be revoked. Financial aid will be calculated and renewed per the following criteria:

1. Successful completion of a student’s “Personal Plan for Success.” This plan should be updated each quarter and shown to one’s mentor.
2. Cumulative GPA of 3.0 or higher
3. Weekly Mass attendance on campus
4. Weekly participation in one hour of Eucharistic Adoration

5. On Mission attendance
6. Weekly participation in Agape meeting (minimum of twenty minutes)
7. Timely completion & submission of student self-evaluation document

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 in the Student Self-Evaluation Guidelines document. Note: JP Catholic's faculty and administration stand ready to offer academic assistance to any student who may be struggling.

To make the commitment to spiritual formation less arbitrary and still allow the students some flexibility, a 40-point evaluation system has been instituted. Through the Student Self-Evaluation form, each student will record his total score. Students that make a concerted effort and score a 34 or greater will be in good standing. Students who score less than 34 are at risk of losing their financial aid.

Step-by-Step Financial Aid Evaluation, Review and Renewal Process

1. Student is provided with Student Self-Evaluation form via their student mailbox
2. Student reviews information, including assigned mentor / academic advisor
 - a. Student may request a change through the Registrar's office
3. Prior to mentor meeting, student completes Personal Plan for Success and Student Self-Evaluation Form per the provided Guidelines
4. Student arranges a meeting with their mentor a minimum of once per quarter
 - a. Meeting must be completed by the end of the fifth week
5. Mentor meeting takes place, comments are recorded, and document is signed
 - a. Includes: "Start, Stop, Continue" discussion (See "Academic Mentoring/Career Planning" under "Student Services")
6. Student returns completed and signed Self-Evaluation form to the Director of Financial Aid by the deadline provided
 - a. Students who fail to complete and return the Self-Evaluation document are ineligible for financial aid for the subsequent quarter
7. Director of Financial Aid will input applicable information from Student Self-Evaluation form into a Tabulation Sheet
8. Students who may lose a portion of their aid for reasons other than GPA will be contacted in the sixth week of the quarter for an intervention meeting with the Dean of Students
 - a. If Dean of Students determines the situation serious and the student is still at risk of losing their aid, they may schedule an appeal to the Financial Aid Review Committee
 - b. Appeal Appointments are made with the Director of Financial Aid
 - i. For dates, see Academic Calendar
9. Financial Aid Review Committee meets
 - a. Committee meets with students appealing loss of their financial aid
 - b. After an appeal is heard and discussed with the Financial Aid Renewal

Committee, the resulting decision is final and may not be appealed further
c. After an appeal is heard, similar circumstances may not be appealed the following quarter

10. Students are notified of changes to their financial aid & Self-Evaluation forms are returned by the eighth week

11. Process is iterative and repeats each quarter

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:

Quarterly GPA	Percent of Loss Reinstated
3.5 +	100%
3.4-3.49	80%
3.3-3.39	60%
3.2-3.29	40%
3.1-3.19	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

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. In particular, 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