

# **STUDENT HANDBOOK**

**JOHN PAUL THE GREAT CATHOLIC UNIVERSITY  
SAN DIEGO, CA**

## I. INTRODUCTION

### A. University Mission Statement

**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:

#### 1. **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" (Jn 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).

**2. 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).

**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.**

JP Catholic provides an education that emphasizes the integration of theory with practice, enhance the professional competence and ethical judgment of the student and have 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).

**B. Student Life Mission and Goals**

*The responsibility for maintaining and strengthening the Catholic identity of the University rests primarily with the University itself. While this responsibility is entrusted principally to university authorities... it is shared in varying degrees by all members of the university community, and therefore calls for the recruitment of adequate university personnel, especially teachers and administrators, who are both willing and able to promote that identity (ECE General Norms, Art.4 § 1).*

Recognizing the directive of John Paul II that preserving the Catholic identity of the University is primarily entrusted to University authorities, the Student Life Team of John Paul the Great Catholic University is strongly committed to implementing the key principles set forth by the University mission. The University’s mission (laid out in section A of this handbook) clearly states its vision for the student body, aspiring to a culture of active and joyous faith, which, empowered by knowledge of Scripture, the

teaching of the Catholic Church, and active personal and communal prayer, aids students in their desire for a closer relationship with Christ. Student Life labors to create this culture and further JP Catholic's commitment to the development of all students spiritually, personally, and intellectually; ultimately guiding students to the fulfillment of their vocation as mature, productive, creative, and responsible citizens.

As JP Catholic's mission clearly conveys, the primary goal of the Student Life Team is to help the student body of JP Catholic to know and love Christ deeply and intimately. This is the key to Christian life, and its importance is acknowledged by Pope Benedict XVI in his encyclical *Deus Caritas Est*: "Being Christian is not the result of an ethical choice or a lofty idea, but the encounter with an event, a person, which gives life a new horizon and a decisive direction." We believe that through an authentic encounter with Christ, students become receptive to God's love and embrace it as the animating principle of their lives.

In order to facilitate this goal, JP Catholic Student Life commits itself to nurturing a faith-filled, dynamic, and orthodox environment, where students are encouraged to grow and to dig deeper into their faith. Student Life acknowledges that not every student enters JP Catholic with a solid relationship with Christ and so it will do everything possible to cultivate the students' thirst for truth and life, which can come to fruition in the person of Jesus Christ. Student Life also respects the student's dignity as free and responsible beings (cf. ECE 21) and encourages them to see that freedom as fulfilled in Christ (cf. John 8:32; Gal. 5:1).

### **1. Practical demonstrations of faith in the school's daily life**

*As a natural expression of the Catholic identity of the University, the university community should give a practical demonstration of its faith in its daily activity, with important moments of reflection and of prayer. Catholic members of this community will be offered opportunities to assimilate Catholic teaching and practice into their lives and are encouraged to participate in the celebration of the sacraments, especially the Eucharist as the most perfect act of community worship (ECE 39).*

Following the directive of John Paul II, all members of the JP Catholic community are expected to participate in the spiritual mission of the school and shoulder its responsibility to have daily practical demonstrations of its faith. Practical demonstrations of commitment to the spiritual vision of JP Catholic is evident in a commitment to the following:

- a. **The Holy Eucharist and the Sacrament of Confession.** JP Catholic is a community whose members (staff, faculty, students, etc.) actively enter into the rich and sacramental prayer life of the Church (ECE 39; cited above). Students who come to JP Catholic commit to making

the spiritual life the core of their daily life at the University, with the Eucharist, “the source and summit of the Christian life” (*Catechism of the Catholic Church* 1324), being at the very center. The University, and in particular, the Student Life team make as its first and foremost priority daily Mass (at JP Catholic or at Good Shepherd Parish, cf. sections C and D), encouraging attendance, ensuring transportation to it and the facilitation of the students’ participation. The Student Life team also ensures access to regular sacramental confession (including opportunities for spiritual direction) (cf. section D).

- b. **Other Devotions.** Other time-honored traditional liturgical celebrations and devotions in harmony with the Church’s teaching and liturgical guidelines, contribute to Catholic life on campus, such as Eucharistic Adoration, Benediction, the Rosary and other Marian devotions, and the celebration of the feasts and seasons of the liturgical year.
- c. **Evangelization and service.** Students work together in various apostolates and forms of evangelization and service. (cf. “Activities to Integrate Faith and Community” in section D below).

### **C. Students’ Commitment to Practical Demonstrations of Faith**

As with all the members of the JP Catholic community, students are expected to demonstrate their commitment to ensure that the Catholic identity of JP Catholic remains centered on the Eucharistic “source and summit” of its communal life. Students are therefore expected to commit to the following practical demonstrations of faith.

1. **Wednesday All-School Mass at JP Catholic.** As a community the student body comes together to attend Mass together each Wednesday coming before the Lord in worship, to hear his Word proclaimed, to receive instruction from their spiritual fathers, and, most especially, to receive the Lord in Holy Communion. The normative USCCB instructions for reception of the Eucharist apply to all present. It is expected that all members of the JP Catholic community make the commitment to be present, prioritizing schedules to enable attendance.
2. **Eucharistic Adoration at Our Lady of Sacred Heart Chapel.** To pray for the Lord’s continued assistance of the University, JP Catholic encourages members of the school community to visit the Blessed Sacrament chapel throughout the day. All members of the JP Catholic community are expected to assist in shouldering this responsibility. Students will show their commitment to this goal through participation in a schedule of hourly adorers drawn up by the Student Life Team.

- 3. Commitment to Evangelization and Service to the Community.** Students should plan to make time for extracurricular projects which carry out the school's responsibility to challenge the culture with the Gospel. For more information on such evangelization projects students should consult with the Student Life Team.

#### **D. Essential Information about Core Elements of JP Catholic's Spiritual Life**

##### **1. Mass Times**

*JP Catholic:*

- Daily

*Good Shepherd (Mira Mesa):*

- Weekdays: 8:30 am and 5:30 pm
- Saturday: 8:30 am, 5:00 pm, 7:00 pm (*Vietnamese*)
- Sunday: 7:00 am, 8:30 am, 10:30am, 12:15pm, 5:00pm, 7:00pm (*Spanish*)

##### **2. Sacrament of Confession and Spiritual Direction**

*JP Catholic:*

- Wednesday and Thursday after Mass; other times to be announced
- The chaplain, Fr. Richard Huston, also invites students to call him to schedule a meeting with him for Confession and/or Spiritual Direction: (858) 271-0207

*Good Shepherd (Mira Mesa):*

- Saturday 3-4 pm

- 3. Our Lady of the Sacred Heart Chapel** (located on JP Catholic's campus) is a place filled with prayer and solitude where students can pray throughout the day. Although communal prayer services may be scheduled, such events should be planned in such a way that they do not infringe upon the times scheduled for student adorers, who should have the opportunity to pray in silence. All liturgical celebrations must follow the liturgical norms of Church (e.g., as laid out by the *General Instruction of the Roman Missal, Redemptionis Sacramentum*, etc.) and all forms of prayer and devotion must be carried out in harmony with the teaching of the Church.
- 4. Chaplain:** Fr. Richard Huston, a priest from the Diocese of San Diego, ministers to the needs of JP Catholic (ECE, General Norms, Art. 6). Fr. Huston is a priest who is not afraid to proclaim the teachings of Jesus Christ, and we are truly blessed to have him. Fr. Huston was ordained at age 69 after his wife of 43 years died. He has 6 great-granddaughters. He is a senior priest at Good Shepherd Parish.

- 5. Good Shepherd Catholic Church (in Mira Mesa):** In compliance with ECE, JP Catholic recognizes its obligation to the local Church (cf. ECE 27). Good Shepherd Catholic Church is JP Catholic's canonically determined parish and the school is deeply grateful for the strong support the parish community has given to school. The priests assigned there, especially its pastor, Fr. Michael Robinson, serve as spiritual fathers to the staff and students of the University. In addition to their participation in the liturgical life of the parish, students are highly encouraged to spend their extracurricular energies supporting the life of the parish. The University and, in particular, the Student Life Team, will help to encourage and facilitate the students' participation in parish programs and functions. While some students may assist in the work of other local parishes, the majority of student extracurricular parish involvement should be aimed at providing service for the local parish.
- 6. Activities to Integrate Faith and Community:** The Student Life team plans and executes activities to encourage the interaction between faith and fellowship. One such event is the monthly "On Mission" event, which gives students the opportunity to be strengthened in faith and knowledge by keynote speakers, followed by Adoration and Confession. Bible studies, nightly rosaries, and other activities will be part of Student Life team's effort to foster a dynamic faith community (ECE General Norms Art. 4 § 5). Other activities include, but are not limited to, homeless outreach, pro-life work, and service projects (ECE 39-40). All such activities will be encouraged by Student Life, but ultimately organized and managed by students.
- 7. The Theology Faculty at JP Catholic:** The Professor of Theology, Scripture and Catholic Thought, entrusted with the mandate from the Bishop of San Diego, is recognized as having normative authority, subject to the President's approval, in safeguarding JP Catholic's fidelity to the teaching and discipline of the Church both in the curricular and extracurricular life of the University. Thus, all departments, including the Student Life Team and committees such as the Student Government and the Liturgical Committee, will acknowledge his authority in determining and interpreting what does and does not cohere with authentic Catholic teaching and practice. This includes but is not restricted to the selection of materials used in Bible studies, the formation of student apostolates, the selection of outside speakers, materials used pertaining to spirituality and personal formation, interpretation of liturgical norms, etc. (ECE 19).

## **E. Student Life Standards**

For the creation of an authentically faith-filled student community, Student Life adopts the following positions:

1. JP Catholic embraces the Catholic vision for authentic human sexuality as put forth in Scripture and Catholic teaching, as it is found in the Catechism of the Catholic Church, Magisterial Documents such as *Humanae Vitae*, and especially the series of teachings by John Paul II, found in *Man and Woman He Created Them: A Theology of the Body* (1979-1984) (ECE, General Norms, Art. 2 § 2). Student Life refuses to endorse or support any group or activity that promotes sexual perversion or deviance. Sexual immorality is liable to disciplinary action up to and including expulsion.
2. JP Catholic Student Life encourages students to participate in peer-to-peer evangelization, which is the students' active apostolate to care for one another's spiritual needs within community life. Groups and apostolates that act as vehicles for peer-to-peer evangelization are formed by students and supported by Student Life (ECE General Norms, Art. 6).
3. JP Catholic Student Life encourages the student body to take their personal relationship and love of Christ as an impetus to serve their neighbor. Student Life provides the opportunity for students to participate in a variety of catechetical and service programs. These programs are formed and led by students. Above all, Student Life encourages students to pursue such activities at Good Shepherd Catholic Church (see above section) (ECE 34, 40-41).
4. JP Catholic Student Life supports entertainment and recreational activities for the edification of the student community and avoids activities that undermine Catholic teaching, virtue, and the dignity of every human person.
5. JP Catholic Student Life provides, within its means, counseling and other wellness services that assist full student participation in University life (ECE 42).
6. JP Catholic Student Life fosters student development through participation in community life. Student groups and clubs are required to promote the common good of their members and the University (ECE 42).
7. JP Catholic Student Life promotes student participation in athletic activities as a component of personal growth in mind, body, and spirit.
8. JP Catholic Student Life labors to espouse an orthodox and faithful Catholicism, while actively incorporating diverse cultures and cultivating respect for their unique contribution to the student community (ECE 12).

## II. CAMPUS INFORMATION AND STUDENT SERVICES

### A. Hours of Operation

b. Legacy Pool, Fitness Center, Theater, and Business Center

Legacy Apartment Complex offers a number of areas exclusively for resident use. The pool and spa areas' hours are 8:00am to 10:00pm. The fitness center is open for resident use from 6:00am to 10:00pm. The theater and business center are open during Legacy's normal office hours from 9:30am to 5:00pm. The Theater may be reserved after office hours with a two-hundred dollar deposit. For JP Catholic events in the theater area, Student Life will provide the deposit money.

c. JP Catholic Common Room Hours

**St. Jude Room (#1102) – Reserved for prayer and study**

8pm-12am – Sunday through Thursday (Closed Friday and Saturday)

**The Pelican Perch (#6106)**

7pm-12am – weekdays (Sunday – Thursday)

7pm-1am – weekends (Friday – Saturday)

d. Food Service Hours (Area Restaurants and Grocery Stores)

Listed here are the closest stores and restaurants, within reasonable walking distance. There are many more close by; this is not a comprehensive list.

Grocery Stores

Albertsons	(858) 578-7032	5 am to 12 midnight, 7 days a week
Ralphs	(858) 693-3034	24 hours, 7 days a week
Trader Joe's	(858) 549-9185	9 am to 9 pm, 7 days a week

Bookstore & Café

Barnes and Noble - (858) 684-3166                      9am-11pm, 7 days a week

Restaurants

Applebee's Bar and Grill	(858) 578-8280	<b>Su-Th</b> 11am - 11pm; <b>F-Sa</b> 11am-Midnight
Buca di Beppo (Italian)	(858) 536-2822	<b>M-Th:</b> 5-10pm; <b>F:</b> 5-11pm; <b>Sa:</b> Noon-11pm, <b>Su:</b> Noon-10pm
Coldstone Ice Cream	(858) 695-9771	11am-10:30pm, 7 days
Daphne's Greek Café	(858) 693-4471	<b>Su - Th:</b> 11am - 9pm; <b>F - Sa:</b> 11am - 10pm
In N Out Burger		<b>Su - Th:</b> 10:30am - 1am; <b>F - Sa:</b> 10:30am - 1:30am
Island's (Burgers)	(858) 578-6500	<b>Su - Th:</b> 11am - 10pm; <b>F - Sa:</b> 11am - 11pm
Jamba Juice	(858) 578-2355	

Mimi's Cafe	(858) 566-6667	<i>7 am - 11 pm, 7 days a week</i>
On the Border	(858) 530-1130	
Panera Bread	(858) 530-4000	
Pat and Oscar's	(858) 621-6100	<b>Su- Th:</b> 10:30am – 9 pm; <b>F-Sa:</b> 10:30am – 10 pm
Pick Up Stix	(858) 547-9553	
Rubio's	(858) 831-0634	
Starbucks Coffee	(858) 831-0313	
Togo's Subs	(858) 689-0821	

## B. Student Services

### 1. Academic Support Services

- a. Students with Disabilities.** JP Catholic believes in the dignity of the disabled and provides special accommodations for students with disabilities according to their specific situation. JP Catholic takes its responsibility towards disabled students seriously. The federal government's Department of Education outlines the following responsibilities that postsecondary schools have towards disabled students:

[A] postsecondary school is required to provide appropriate academic adjustments as necessary to ensure that it does not discriminate on the basis of disability. In addition, if [a] postsecondary school provides housing to nondisabled students, it must provide comparable, convenient and accessible housing to students with disabilities at the same cost.

Students are not mandated to disclose their disability. However, if special accommodations or adjustments are needed, whether in academics or living arrangements, the student must inform the Dean of Students if he or she expects accommodations to be made. These arrangements cannot place an unjust burden on the University institution. The Department of Education explains:

[A] postsecondary school does not have to make modifications that would fundamentally alter the nature of a service, program or activity or would result in undue financial or administrative burdens. Finally, [a] postsecondary school does not have to provide personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature, such as tutoring and typing.

If a student wishes to request an academic adjustment or living accommodation, they must ask for a disability disclosure form from the Dean of Students. This form merely requires the student to describe the disability in detail and provide a signature of a credentialed doctor who can confirm reliability of the information disclosed. The President and Dean of Students will then decide which reasonable accommodations may be made.

- b. Academic Mentoring.** If a student believes that he or she is struggling academically, the student is encouraged to apply to the Dean of Students for an academic mentor. The Dean of Students will then appoint either a peer mentor or a credible person from the JP Catholic community to help the student improve his academic standing. The student is responsible for the cost of mentoring and the mentor is not responsible for lack of academic improvement.

## 2. Miscellaneous Services

- a. Career Planning.** While most institutions of higher education place a strong emphasis on career planning services, students at JP Catholic are continually encouraged to become leaders, creators, and entrepreneurs, who forge the future in Catholic media and business. JP Catholic's unique curriculum focuses on students' building their own businesses. Emphasis is not placed on merely finding a job. Students, however, still have access to guides and mentors within the JP Catholic community who can help point them into the right business or career.
- b. Counseling Services.** Psychological and Counseling referrals will be provided proactively by the Dean of Students to meet the wide array of personal difficulties that may interfere with the student's academic success. Specific concerns for which students often seek assistance include 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 seek the help of any member of the Student Life staff, who can offer their own private counsel or referrals to either the JP Catholic chaplain or a professional counselor. Privacy will be strictly respected and students should not feel embarrassed in approaching Student Life staff or the Dean of Students. Students are encouraged to seek help quickly, minimizing the harmful symptoms which, if untreated, would grow in severity with time.

- c. Support Groups.** Support groups are available in San Diego for students who struggle with certain problems. These groups include Alcoholics Anonymous, Adult Children of Alcoholics, and groups for survivors of childhood abuse or neglect, as well as others. Students are encouraged to approach Student Life staff concerning help through support groups.
- d. Health Services.** General student health services to address minor ailments, as well as health education programs, will be provided on campus at no charge to all registration-paying students during the academic quarters. Students requiring more pressing medical or surgical care will be referred to local practitioners, hospitals, or clinics as appropriate and students should be prepared to assume the cost of such care. All students must have major medical health insurance as a nonacademic condition of enrollment.
- e. Student Work Opportunities.** Students may apply for work positions. Information and application forms may be found online or with University administrators.
- f. JP Catholic Common Rooms and Study Lounge Areas.** Students may reserve the common room area for events or movies by submitting a form to the Dean of Students.
- g. Security Tips.** Student Life team sponsors presentations on various safety issues.

### III. STUDENT GROUPS AND APOSTOLATES

#### A. Student Group Formation

Organizations at JP Catholic may be formed for any reason consistent with and supportive of the University's mission. Students with common interests and goals may file for organizational status with the Dean of Students. No student organization may have official standing without obtaining and submitting the appropriate forms to the Dean of Students and receiving formal approval.

#### B. Households

JP Catholic students are encouraged to organize themselves into households, or small groups of three or more people devoted to helping one another grow in Christian life. A Household is specifically defined as a Christ-centered group consisting of three or more students of the same sex, who share common prayer, a common mission and identity, live a communal life, and have a specific foundation on a written document endorsed by all members.

1. The core elements of a household are:
  - a. Prayer. The center of a household is shared commitment to prayer. Households will meet 3 or more times per week for common prayer.
  - b. Mission and Identity. The household will focus on a certain aspect of Catholic spirituality, such as a particular devotion (e.g. Divine Mercy) or an apostolate (e.g.. pro-life work).
  - c. Common Life. Through the community built among its members, the household become a building block in the University community, organizing events and leading prayer and service for the entire school.
  
2. The household's structure relies on its:
  - a. Written agreement. This sets forth the goals of the household in its mission statement and the means it will use to achieve these goals, its specific commitments.
  - b. Officers. The household will elect officers among its members and choose an advisor from the JP Catholic community.

The formation of households follows the same procedure as the formation of other JP Catholic student groups, as laid out in this handbook. Households will report to the Dean of Students.

### C. Student Government

A direct election at the start of each school year shall determine the four officers to serve on the Student Government (SG). The offices to be appointed will be President, Vice-President, Secretary, and Treasurer. The SG shall consider funding requests from student organizations and groups recognized by Student Life and distribute funds in accord with prudence and justice. SG shall also consider individual funding requests from students who want to put on activities or events. SG shall also take a proactive role, being responsible for programming events of its own. All initiatives taken by SG must meet the approval of the Dean of Students.

The SG shall set up a weekly meeting time and draft their own procedures and rules for the submittal and approval of funding requests. The Dean of Students must approve these procedures.

### D. Apostolates

Apostolates are of the utmost importance in fostering student growth and maturity in the Catholic faith. While always affirming that salvation is only possible through God's underserved gift of grace, the Catholic Church has always maintained that good works are an essential part of justification and salvation (cf. *Catechism of the Catholic Church* 1987-2029): "You see that a man is justified by works and not by faith alone" (James 2:24). When students experience the love of God, it is a profoundly personal experience, yet God's love must be shared with others. Jesus tore down the barrier between love of God and neighbor with the words: "What you do to the least of these you do to me." Love of Christ and neighbor are therefore fused. Student Life will encourage students to share the love of Christ that has been growing within them by reaching out to those in most need.

- 1. Apostolate Formation Procedure:** A group of a minimum of three students may approach the Dean of Students with the purpose of forming an apostolate. The founding members will be required to fill out the necessary paperwork (which states their mission statement and plan), swear fidelity to the University's mission statement, and agree to accept an advisor appointed by the Dean of Students. The advisor may be suggested by the students or selected by the Dean of Students. The Dean of Students will then prudentially decide how much financial help, if any, is needed for the proper functioning of the program and will approve the apostolate's mission statement. As with other JP Catholic programs, the apostolate will recognize the role of the Theology Faculty in forming and understanding its mission (cf. above).

## **E. Liturgy Committee**

Students are needed to help with the proper functioning of the liturgy at the JP Catholic chapel. The Liturgy Committee recruits student volunteers to become readers, servers, sacristans, cantors and choir members. Along with assisting at Mass, students involved with the Liturgy Committee organizes other liturgical functions, such as group prayer of the Liturgy of the Hours, the Rosary, Adoration, processions, and so forth. The Liturgy Committee is especially careful to ensure that all liturgical celebrations follow the appropriate norms of the Church (e.g., as laid out by the *General Instruction of the Roman Missal*, *Redemptionis Sacramentum*, etc.)(cf. the Theology Faculty's role in section I.D above).

## **F. Sports Programs**

Guided by the teachings of Pope John Paul the Great, an avid sportsman, JP Catholic recognizes the goodness of material creation and believes sports are critical for the growth and maturity of the whole person. JP Catholic Student Life team endeavors to promote sportsmanship and teamwork in competition, encourage a sense of team and togetherness amongst all JP Catholic students, and enhance students' physical health. The program reflects the interests of the student body.

## **IV. DISCIPLINARY SYSTEM**

JP Catholic believes in the dignity of each person as made in the image and likeness of God and seeks to encourage personal growth in each student towards Christ; this includes the role of discipline. The approach to discipline at JP Catholic honors the student as a maturing adult. Disciplinary actions are taken with the aim of reinforcing character development, which creates a responsible Christian outlook on relationships, property, society and oneself. Students are expected to take responsibility for their actions and their negligence with respect to both speech and behavior. In an effort to promote the common good of the members of the University community, there exists a system to resolve conflict or correct wrongdoing that cannot be resolved on a more informal basis. The following sections explain the procedures, sanctions, and rules that compose that system.

### **A. Student Life's Disciplinary Authority**

The Dean of Students ordinarily interprets campus rules, discipline system, and procedural rules for conducting judiciary hearings in accord with the mission of JP Catholic. The Dean of Students ordinarily has the authority to make the final interpretation of the Student Code, which shall only be overridden by the President of JP Catholic, or by a senior administrator acting on his behalf. The Dean of Students works with the Theology Faculty, acknowledging their determinative role as the interpreter of Catholic teaching and practice. If the students' on or off campus behavior is believed to have a detrimental effect on the University, the surrounding community, or on the students' fitness for continued enrollment, the Dean of Students reserves the authority to take disciplinary action. The Dean of Students may determine where the University's jurisdiction should be asserted in the case of off-campus behavior. In extreme cases where expulsion or suspension is in question, the Dean of Students reserves the authority to form and determine the composition of a Disciplinary Board to investigate and determine guilt or innocence of a particular case of student conduct.

### **B. Disciplinary Board**

The purpose of the Disciplinary Board is to investigate and rule on severe cases of detrimental student conduct that could incur suspension or expulsion. The Disciplinary Board, if deemed necessary by the Dean of Students, can also be appointed to resolve allegations of misconduct between two or more students. While the Dean of Students is the normative authority in all matters of discipline, the President had the authority to override all decisions.

The regular Disciplinary Board shall be composed of two or more faculty members or administrators and the Dean of Students. A quorum of three persons is necessary for the board to hear a case.

When deemed appropriate, the Dean of Students may appoint a Disciplinary Board other than a regular board.

University disciplinary proceedings may be instituted against a student charged with conduct that might violate the law as well as University rules and regulations. University proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus, as determined by the Dean of Students. Any member of the University community may send a complaint in writing, alleging misconduct by a student or student organization, to the office of the Dean of Students. Any charge should be submitted as soon as possible after the event takes place. 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. Such disposition shall be final, and there shall be no subsequent proceedings. All charges shall be presented to the accused student orally, indicating the alleged infraction. 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 Dean of Students.

The Disciplinary Board 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 or the President.
2. Admission of any person to the hearing shall be at the discretion of the Disciplinary Board.
3. In hearings involving more than one accused student, the chairperson of the Disciplinary Board, at his or her discretion, may permit the hearings concerning each student to be conducted separately or together.
4. The complaining student and the accused student have the right to be assisted by any advisor they choose, at their own expense, but the person must be a member of the University community. Students, whether complaining or accused, have the responsibility for presenting their own information to the board and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Disciplinary Board.
5. The complaining student, the accused student, and the Disciplinary Board shall each have the privilege of presenting witnesses, or suggesting questions to be asked, all being subject to the rights of the members of the Disciplinary Board to ask any pertinent questions. Students presenting witnesses or intending to be accompanied by an advisor must notify the Dean of Students in writing at least 24 hours prior to the hearing of the names of such persons.
6. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Disciplinary Board at the discretion of the chairperson.

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.
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.

**IMPORTANT NOTE:** Disciplinary board judiciary hearings **DO NOT** follow the central tenet of the US Court System that defendants must be proved guilty beyond reasonable doubt. The Disciplinary Board makes its decision based on their judgment of the defendant's case in light of the relevant facts surrounding the circumstance. The Disciplinary Board may sanction individuals based on its prudential judgment of guilt and innocence. All decisions relating to this procedure may be overridden by the President.

### **C. 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 Disciplinary 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.

### **D. University Sanctions**

The following sanctions may be imposed upon any student who fails to abide by the regulations laid out in this document:

1. **Warning:** The student may receive a verbal or written notice for minor infractions.
  - a. **PLEASE TAKE NOTE:** A student may be sanctioned for behavior without a written or verbal warning. An issued warning merely takes into account a particular student's excellent past behavior record and informs the student that JP Catholic expects the minor incident to be a one time occurrence. The Dean of Students is not bound to follow a set order of sanctions. The Director may use any sanction for first time offenders that his prudential judgment deems just for the violation committed.
2. **Fines:** Financial penalties may be imposed anywhere from \$5 to \$500, depending on the Dean of Students interpretation of the severity of the infraction.
3. **Educational Sanctions:** The student may be required to attend activities intended to engage the student in a positive learning experience related to the student's inappropriate behavior. An educational sanction may include, but is not limited to, performing community service on or off campus, obtaining counseling, or writing a paper.
  - a. **Academic Probation.** Students whose GPA falls beneath 2.0 for the quarter will be placed on academic probation for the following quarter. During this quarter-long probationary period, the student must maintain higher than a 2.0 average. If the student fails to live up to this requirement, additional action including suspension or expulsion may be taken by the University. These additional actions will be decided on a case by case basis by the University's President, who will be aided in his decision by faculty and staff.
4. **Loss of Privileges:** The Dean of Students may restrict a student's privileges as a punishment for an infraction, which may include but is not limited to, ineligibility for service as an officer or member of a University organization.
5. **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. **Work sanctions:** A student may be required to do a work assignment, such as custodial work, as a possible sanction.
7. **Disciplinary Probation:** Probation is a formal notice to the student that the behavior in question is unacceptable within JP Catholic's student community. The notice informs the student that if the behavior continues or if other inappropriate behavior follows, more severe action will be taken, including the possibility of suspension or expulsion from the University. Probation is for a fixed period of time, which will not be less than one quarter. During that period, a student may not hold elected or appointed office or participate in any inter/intra-collegiate activity. During the probationary period the student is not considered to be in good standing with JP Catholic.
8. **Suspension:** Suspension from the University involves the exclusion of the student from participating in any academic or other activities of the University for a specified period of time to be determined by the Dean of

Students. Students may also be suspended from JP Catholic's residence apartments for a period of time with no refund of lost housing money. The Dean of Students or the Disciplinary Board may specify conditions for readmission to the academic and residence life of JP Catholic.

9. **Expulsion:** Permanent dismissal from JP Catholic.

## **E. Proscribed Conduct**

Any student found to have committed the following misconduct is subject to the disciplinary sanctions:

1. Acts of dishonesty, including but not limited to the following:
  - a. Furnishing false information to any University official, faculty member, or office.
  - b. Plagiarism, cheating, and other forms of academic dishonesty (see Section F. below).
  - c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
  - d. Tampering with the election of any University-recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University functions, including its public service functions on or off campus, or other authorized non-University activities when the act occurs on University premises.
3. 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.
4. Attempted or actual theft and/or damage to the property of the University or property of a member of the University community or other personal or public property, including vandalism.
5. Hazing, defined as "any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate" or that destroys or removes public or private property.
6. 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.
7. Unauthorized possession, duplication, or use of keys to any University premises or unauthorized entry to or use of any University premises.
8. Violation of any published University policy, rule, or regulation.
9. Violation of federal, state, or local law on University premises or at University sponsored or supervised activities.
10. Violation of any rule stipulated by Legacy Apartment Complex or Garden Management, including posted rules and rules agreed to in the Lease.

11. Use, possession, or distribution of narcotic or other controlled substances or drug paraphernalia except as expressly permitted by law.
11. Use, possession, sale, consumption, or distribution of alcoholic beverages, except as expressly permitted by the law and by University regulations, or public intoxication.
12. Possession or use of firearms, explosives, other weapons, incendiary devices, firecrackers, or dangerous chemicals on University premises. Guns that shoot plastic or aluminum BBs are treated as weapons.
13. Participation in a campus demonstration that disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
14. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.
15. Lewd, indecent, or obscene conduct or expression.
16. Disorderly conduct, breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by or participated in by the University.
17. Abuse or misuse of fire prevention or control devices (including alarm systems, fire extinguishers, and all doors) or any security device or equipment, or failure to exit a building during a fire alarm or drill.
18. Use of the personal computer for unethical use including, but not limited to:
  - a. Viewing obscene material.
  - b. Participating in online fraud or identity theft.
  - c. Sending harassing, obscene, or abusive messages.
19. Failure to obey the summons of the Dean of Students.
  - a. Falsification, distortion, or misrepresentation of information before the Disciplinary Board, Dean of Students, or someone acting on his behalf.
  - b. Disruption or interference with the orderly conduct of a Disciplinary hearing or other meeting.
  - c. Institution of a discipline proceeding or process knowingly without cause.
  - d. Attempting to discourage an individual's proper participation in or use of the discipline system.
  - e. Attempting to influence the impartiality of a member of a Disciplinary Board prior to, and/or during the course of, the Disciplinary Board proceeding.
  - f. Harassment (verbal or physical) and/or intimidation of a member of a Disciplinary Board prior to, during, and/or after a Disciplinary Board proceeding.
  - g. Failure to comply with sanctions imposed under this student discipline system.

- h. Influencing or attempting to influence another person to commit an abuse of the student code system.
- 20. Use of the University's name or facilities without approval of the University. Use of any school property, including equipment, for non-school related or non-approved activities or business ventures.
- 21. Sexual harassment or assault is particularly contrary to the mission of the University. Violations would include:
  - a. Unwanted touching of an intimate part of another person.
  - b. Non-consensual sexual intercourse or non-consensual sexual relations.
  - c. Other verbal or physical conduct related to sex with the result of substantially interfering with a person's performance at work or in study by creating an intimidating, hostile, or offensive environment in which to work or to learn.
- 22. Promiscuous activities, such as fornication and pornography, are strictly prohibited. Any activity that is deemed by the Dean of Students, the Theology Faculty or senior administration to degrade the worth of the human person is strictly prohibited.
- 23. Failure to comply with the University's directives regarding safety, which may be expounded at any time.
- 24. Failure to comply with any portion of the Housing Regulations section.

#### **F. 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 which may lead to academic dismissal.
- 2. It is clear to any student 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).
- 4. Consequences for violation of this policy will include but not be limited to zero credit for the assignment or test, a failing grade in the course, and expulsion from the University.

#### **G. Dress Code**

In the Gospel of John, Jesus says: "A new commandment I give to you, that you love one another; even as I have loved you, that you also love one another" (John 13:34). Loving

one another even as Christ loved us is the responsibility of all who call themselves followers of Christ. In the New Testament, St. Paul had to explain how this injunction applied to concern for the spiritual well-being of Christian converts from paganism. Many pagans believed that eating meat from animals sacrificed to idols had magical powers and that by eating of such food one could receive these powers. St. Paul explains that knowledgeable Christians know that such ideas are superstitious: such food has no magical powers because pagan gods are false gods. Those Christians who know this have the freedom to eat such meat because there is no danger in eating of it. Nonetheless, St. Paul explains that when knowledgeable Christians are among other Christians who may feel tempted to return to pagan practices, one should not exercise this freedom. Though they know eating such meat is harmless, Christians who know this must still refrain from partaking of it out of love for other Christians, who may be scandalized and fall into sin:

Only take care lest this liberty of yours somehow become a stumbling block to the weak. For if any one sees you, a man of knowledge, at table in an idol's temple, might he not be encouraged, if his conscience is weak, to eat food offered to idols? And so by your knowledge this weak man is destroyed, the brother for whom Christ died. Thus, sinning against your brethren and wounding their conscience when it is weak, you sin against Christ. Therefore, if food is a cause of my brother's falling, I will never eat meat, lest I cause my brother to fall (1 Cor 8:9-13).

It was more important for St. Paul to avoid scandal than it was to insist on his ability to eat such food and convince others that it was harmless to do so. Love for others was his first priority. A similar concern for others should be expressed through one's dress. Differences regarding what constitutes modesty vary depending on factors such as locale and culture. JP Catholic students, committed to the Christian vision of the school, are not to be first and foremost concerned about securing their own perceived understanding of modesty, but should allow themselves to adapt their dress to the perceptions of others out of the concern to avoid giving scandal and presenting a temptation to them - much as St. Paul ordered others to refrain from eating certain foods out of concern for the perceptions others might have, whether rightly or wrongly. Students at JP Catholic are expected to dress respectfully at all times, showing esteem for the academic environment and fellow students. Because opinion differs as to what exactly is respectful dress, we find it necessary to specify what is and is not allowed in the JP Catholic classroom.

1. Student's clothes must be neat and in good repair. No torn or tattered shoes or clothing.
2. Women's skirts must fall to the top of the knee.
3. No cleavage may show at any time, nor may backs be exposed.
4. Blouses/shirts must be long enough so as not to show the stomach, midriff or hips.

5. Shoulder straps must be at least the width of two fingers; undergarment straps may not be showing.
6. Shorts must reach at least to mid thigh when standing.
7. No student may have exposed underwear at any time.
8. No sheer or see-through fabrics, without appropriate lining or underclothes.
9. No pajamas or sleepwear.
10. Shoes must be worn at all times. Bedroom slippers or bedroom slipper look-a-likes may not be worn.
11. Inappropriate items include short shorts, leggings, spandex or other form-fitting pants, tank tops, clothing that portray suggestive, derogatory, insulting pictures or writing, or in any way can be construed to have a "double" meaning, halter-tops, tops with bare shoulders, mini-skirts and spaghetti-strap dresses are not to be worn.
12. Any hairstyle or hair color that is deemed to be a distraction on campus is not allowed, i.e., spiked Mohawk, bright pink color, etc.

If an item of clothing is deemed to be inappropriate the student may be sent home to change clothes and will be given a verbal warning for the first offense, and progressive disciplinary action will be taken for further dress code violations.

At the JP Catholic apartments, students are reminded to dress modestly in consideration of others. Skimpy and revealing bathing suits are not to be worn by members of either sex. Where there is controversy over the meaning of these guidelines, the decision should be determined not by what the individual student feels appropriate to wear, but rather it should aim on the side of modesty, in charitable deference out of concern for the spiritual well being of others.

## V. Student Complaint and Grievance Procedures

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

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 Director of Student Life, or the Dean of Students or the Provost, regarding the complaint/grievance prior to starting the process.

Student grievances commonly fall into one of three categories:

- A. Academic,
- B. Non-Academic,
- C. Discrimination.

A. **Academic Grievances:**

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

B. **Non-Academic Grievances**

Non-academic grievances include, but are not limited to:

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

C. **Discrimination**

Students wishing to file complaints based upon discrimination on the basis of race, religion, age, gender, color, or physical or mental disability and any other category of unlawful discrimination should contact Dean of Students or the Director of Student Life.

A. **GRIEVANCE PROCEDURE – INFORMAL (Level I)**

Any student who believes an injustice has occurred against them should try to resolve the problem through an informal conversation with Professor or Staff member involved before filing a formal grievance (Level II). If the student finds no resolution after these informal meetings or if the faculty/staff member refuses to meet or respond within 14-days, the student may proceed by meeting with the Provost or Dean of Students.

If the student has not been able to resolve the complaint/grievance at any of the informal steps indicated, the student may file a request for a formal grievance

review (Formal Grievance Level II) within 14-days after meeting with the Provost or Dean of Students.

***Statement of Grievance form (Level I) must be completed in order to document that the student followed the informal resolution process.***

**B. FILING OF FORMAL GRIEVANCE – Level II**

If the student believes the issue has not been resolved satisfactorily at informal Level I, the following formal procedures are to be followed:

1. He/she shall file a Formal Grievance form with the Dean of Student's Office within 14-days after completing Level I. Additional documentation substantiating the grievance should be attached to the form.
2. The Dean of Students is responsible for informing the aggrieved student of his/her rights, responsibilities, and the procedures.
3. The faculty/staff member, against whom the grievance is filed, will receive a copy of the student grievance (Levels I and II) from the Dean of Student's Office within 14 days. The faculty/staff member will have 14-days to respond.
4. Both the student and faculty /staff member involved may solicit documentation from other persons to support their position.
5. The written grievance and written response by the faculty /staff member shall be forwarded to the Dean of Students.
6. The Grievance Review Committee will be convened to review the student grievance. The committee will be comprised of the Dean of Students and the Director of Student Life.
7. The Grievance Review 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.
8. The faculty/staff member and grievant will be notified within 2-days of the Grievance Review committee's written report.
9. If the grievance involves the Dean of Students or the Director of Student Life, the Provost will take responsibility for the formal process.

**C. GRIEVANCE HEARING –Level III**

If the Grievance Review Committee determines that further action is warranted, the Grievance Hearing Committee will review the case.

1. The Dean of Students will set the formal hearing date and the hearing must commence within 5-days after the Grievance Review Committee's decision.
2. The Dean of Students shall send confidential packets to the Grievance Hearing Committee member's prior to the hearing.
3. The Grievance Hearing Committee will be comprised of the following:
  - a. Dean of Students, Chair
  - b. Director of Student Life
  - c. One faculty – usually Professor of Theology
  - d. One administrator – usually Director of Admissions
  - e. Provost.
4. The following persons shall be present at the hearing to answer questions by the Grievance Hearing Committee:
  - a. The student grievant
  - b. The faculty/staff member defendant
5. The following process shall be followed when the hearing is convened:
  - a. Overview of the purpose, function, and guidelines of hearing will be given by the Chair. A transcript of the hearing will be recorded.
  - b. The student is allowed to make a statement specific to the grievance and the requested outcome.
  - c. Faculty/staff member is allowed to make a statement specific to the grievance, requested outcome, and any statements/evidence presented by the student.
  - d. The hearing committee members may ask questions specific to the case.
  - e. Discussion, clarification, and additional comments are allowed.
  - f. The hearing is recessed for a decision; student and faculty/staff member and any other invited parties are excused.
  - g. The hearing committee makes a decision within 2-days.
    - i. Reject grievance; deny requested outcome.
    - ii. Support grievance; approve requested outcome.
    - iii. Support grievance; approve revised outcome.
  - h. The Dean of Students will provide written notification to the student, faculty /staff member, the University President of the decision within 5-days.
6. 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.
7. Both the grievant and the defendant have the right to be accompanied by an advocate in the formal grievance hearing.

8. The hearing shall be closed to the public.
9. **Note:** If the grievance is against any of the positions mentioned – the CFO will replace that person in the process.
10. If the Dean of Students is accused, the Director of Student Life will be excused from the committee, and replaced by a nomination of the Provost.
11. If either the President or the Dean of Students is the target of the grievance, a member of the Board of Trustees will be appointed to the Grievance Hearing Committee.

### **TIME LIMITS**

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

### **APPEAL PROCESS**

#### University President

1. If either party is dissatisfied with the decision of the Grievance Hearing Committee, an appeal may be submitted to the University President.
2. Such an appeal must be submitted to the University President within 14-days after notification of the decision.
3. The University President has 14-days to respond to the appeal.

#### Board of Trustees

1. 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.
2. Such an appeal must be submitted to the University President by certified mail within 14- days after notification of the decision by the University President.
3. The Board of Trustees shall have two consecutive Board business meetings to review the appeal before making a final decision.
4. 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.



**Response to Level I** -- *Documentation of attempts to resolve through Informal Action*

- Response from Faculty or Staff member

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\_\_\_\_\_  
*Faculty/Staff Member Signature*

\_\_\_\_\_  
*Date*

- Response from Dean of Students/CFO/Provost

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\_\_\_\_\_  
*Dean of Students/CFO/Provost*

\_\_\_\_\_  
*Date*

- Response from President

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\_\_\_\_\_  
*President Signature*

\_\_\_\_\_  
*Date*

I Agree/Disagree (circle one) with the outcome of Level I

I will / will not (circle one) proceed to Formal Level II- Grievance Review

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

## VI. HOUSING REGULATIONS

### A. Legacy Apartment Complex Regulations

The student body should be aware of some general rules and information provided by the Legacy Apartment Complex. Fines and sanctions will be issued by Dean of Students for the failure to obey and respect the letter and spirit of Legacy's regulations, even if Legacy does not warn or take action against the student. In some cases, repeated disregard for Legacy's rules may entail heavy sanctions and even expulsion.

The following information is taken from the Legacy lease contract.

1. Important Housing Rules
  - a. Reckless (running, jumping, diving) and boisterous activity are strictly prohibited in the pool area. No inner tubes or rafts are allowed in the pool and residents shall not wear cut-off jeans while swimming. Alcoholic beverages and glass are strictly prohibited in the pool area. Towels must be used over pool furniture when using suntan oil or any other lotion.
  - b. NO SMOKING: All buildings are non-smoking buildings. The smoke detectors located in the halls are extremely sensitive. Any detection of smoke will activate the fire alarm in the whole building. If the fire alarm is activated because of negligence of resident and/or guest or visitors, residents will be liable, and charged up to \$1500 to clean hallways and reset alarm system.
  - c. No littering.
  - d. No trash, flammable materials, or other material may be accumulated or stored, which may cause a hazard, pursuant to any and all local health, fire safety ordinances or regulations.
  - e. Access to roof is forbidden to residents at any time.
  - f. No storage is allowed in resident's balcony area.
  - g. No nail penetration on building exterior.
  - h. Residents shall not violate any governmental law in the use of the Unit, commit any waste or nuisance, annoy, molest, or interfere with any other resident or neighbor. Residents shall also comply with all statutes, ordinances and requirements of municipal, state, and federal authorities now in force or which may hereafter be in force, pertaining to the use of the Unit.
  - i. Only gas and electric grills may be used on the apartment's balcony area.
  - j. Waterbeds are strictly prohibited in the apartments.
  - k. Tenants may not run their dryers or create noise disturbances after 10pm.
  - l. Residents agree to use bathroom fans while showering or bathing and to report to the Landlord any non-working fan.

- m. No car washing, repairs or maintenance of vehicles are allowed on the property, unless done so in specified designated spaces/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.
- n. All vehicles parked within the community must display current vehicle registration tags. All vehicles must be in good operational condition and must remain clean at all times.

## 2. Residence Liability Information

- a. Landlord urges residents to obtain their own insurance for losses due to theft, fire, smoke, water damage, and the like. Landlord's insurance policies provide no coverage for Resident's belongings.
- b. Residents agree to notify the Dean of Students of any problems with the air conditioning and heating systems.
- c. 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.
- d. Damages due to sprinkler activation are the resident's financial responsibility. You 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.
- e. Individuals park on the property at their own risk.

## 3. Mold and Mildew Prevention

There are several measures that you can take to reduce moisture build up in your Unit and to discourage the growth of mold and mildew. First, make sure your Unit 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 leasing office to report any signs of water leakage or infiltration or any signs of excessive mold or mildew growth. PLEASE NOTE: Students must go through the Dean of Students with any maintenance requests or complaints against fellow tenants. Students may not approach Legacy administrators without first informing Student Life of the matter.

## B. Student Life Housing Rules and Responsibilities

Students should be aware of the basic expectations of Christian conduct in JP Catholic housing before entering the fall quarter. JP Catholic University is committed to creating a respectful environment, which embodies orthodox Catholic values. This commitment creates certain constraints on student behavior, especially in the context of living in community with fellow students. Students are expected to exemplify model Christian respectful behavior.

1. **No inter-visitation is allowed.** Zero tolerance means immediate expulsion. This means that no female students may visit the apartments of male students and no male student may visit the apartments of female students.
2. **No alcohol or drugs are allowed.** Zero tolerance means immediate expulsion. JP Catholic expects a student culture that does not make alcohol a focal point of residential activities.

California Law states that, parents of those who are not of legal age may be held accountable for their children's decision to break drinking laws. JP Catholic recognizes its legal and moral responsibility to parents of students under the legal drinking age. These responsibilities outweigh any possible concern for students of legal consumption age. Thus, no alcohol will be allowed in any student apartment or in any place within the Legacy apartment complex. Moreover, JP Catholic recognizes all legal codes relating to alcohol. Any consumption by someone under 21 years of age is strictly prohibited and will be severely punished. Drunkenness is strictly prohibited on resident and campus facilities and is punishable by fines. Repeat offenders are liable to suspension and expulsion. [NOTE: The school will allow those students of legal consumption age (21 years or older) to propose a policy to the Dean of Students which might facilitate their use of alcohol. This policy will be submitted to the Administration of the school for review, though there is no guarantee of approval of such a policy.]

Federal law prohibits the use of illicit drugs. Student use of illegal drugs is punishable by criminal conviction and expulsion from JP Catholic.

3. Students are required to be respectful to the studying needs of their fellow students. This entails a period of quiet-hours starting at 10:00. Music and excess noise in general may not be allowed after these hours. Legacy Apartment Complex security also strictly enforces its prohibition against noise disturbances after 10:00 pm daily. This includes running washing machines and dryers.
4. Students may have a guest of the same sex in their rooms without charge for up to two consecutive nights. The student **MUST** fill out an approval form obtaining consent from his roommates and submit it to the Dean of Students. This notification in writing must occur at least 24 hours in advance, and the student must accept full responsibility for the actions of the guest. The guest's stay will

- not exceed 2 nights per quarter. Students who have overnight guest without filling out the appropriate guest form will be fined.
5. As with the modesty issue (see above), concern for the perceptions of others who may be scandalized by various activities applies to other behavior as well. To avoid the appearance of illegal drug use and to avoid needlessly offending those who do not understand what a “hookah” is, students will refrain from smoking a hookah or water pipe in any place in the Legacy Apartment complex. Moreover, such concerns for the feelings of others should also dictate the selection of forms of entertainment, such as films, television shows, video games, etc. Rather than justifying their choices, students should make charitable deference for others their guiding principle. “Let all that you do be done in love” (1 Cor 16:14).
  6. All immoral sexual activity, as defined by magisterial Catholic teaching, is strictly prohibited in JP Catholic housing.
  7. JP Catholic furniture and kitchen materials are to be kept in good condition. And must not be moved out to the balcony or removed. JP Catholic provides furniture for apartments. There will be no additional furniture brought into the apartment without prior permission from the Dean of Students. Offending students will be fined and will be required to remove the additional furniture.
  8. Student Life prohibits the use of the fireplaces to heat rooms. Space heaters and other heating devices that cause fire hazard are prohibited.
  9. Students are encouraged to decorate their rooms to reflect their personal taste. Any décor, however, that undermines Catholic moral values are strictly prohibited. Painting of the rooms is not permitted as well as the use of any other objects that may mar the walls, ceilings, room door, or other items in the room.
  10. Driveways, sidewalks, courts, halls, entry passages, stairs and other public areas in Legacy apartment complex shall not be obstructed at any time with JP Catholic students’ possessions.
  11. All pets, excluding fish, are prohibited in JP Catholic housing. Aquarium capacity may not exceed one 10-gallon tank per apartment. Seeing-eye dogs are allowed for the seeing impaired.
  12. Students are responsible for maintaining healthy conditions in their rooms. Students may be required to clean an excessively filthy room. Students will be fined and required to pay for the clean-up of a dirty room after neglecting to clean it after repeated requests. If a student refuses to clean his or her room, he may be brought before the Disciplinary Committee.
  13. The use of power tools (such as power saws, drills, etc.) is not permitted in the resident apartments.
  14. Student vehicles must be registered with the Dean of Students.

### **C. Common Room Policies**

1. Students must respect the authority of the Resident Assistants and agree to obey any requests to clean up messes or exhibit more appropriate behavior.

2. Any damage will be charged to the students who were responsible.
3. The common room may be reserved for an event after approval from the Dean of Students.
4. Signs and advertisements may only be posted in the designated appropriate areas in the common room.

#### **D. Other Residential Policies**

1. **Quiet Hours.** Resident Assistants will announce quiet hours at 10:00pm on weekdays and weekends. Quiet hours prohibit the loud playing of music or excessive boisterous behavior that might inhibit other residents' ability to study or sleep. Quiet hours will be expanded during exam week and this extension will be announced at the appropriate time.
2. **Residency Requirement Policy.** 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 on-campus housing may be available for single graduate students.
3. **Guest Policy.** See above, V.B.3.
4. **Room Change.** For the first two weeks of the quarter, students have the option to trade space with another student or move to another room or apartment, provided that there is extra space available. Before changing rooms, students must fill out the appropriate forms at the Dean of Students. Room changes after the two-week window may only be made in special circumstances and at the discretion of the Dean of Students.
5. **Withdrawal Policy.** Once a student moves into his or her designated apartment, they are responsible for the entire year's payment, and there will be no refund of this money. If the student wishes to withdraw from campus housing mid-year, he or she must inform the Dean of Students in writing before the end of the current quarter. The student must refer to their Resident Agreement if they have any questions concerning their contractual obligation to JP Catholic. Under certain circumstances, however, the student may seek release from their housing obligation towards JP Catholic mid-quarter.
  - a. *Military Duty:* The student is called to active military duty involuntarily by the U.S. Government. The student is responsible for all the fees up until the time of their departure.
  - b. *Extraordinary Circumstances:* Release may be obtained upon such terms and conditions as the Dean of Students and JP Catholic President may prescribe. A student may submit a written request to the President of JP Catholic and the Dean of Students citing extraordinary circumstances and requesting release from housing payments mid-quarter.

#### **E. Evaluation for Financial Aid**

JP Catholic has the ability to offer Financial Aid to students thanks to the generosity of donors who have sacrificed greatly to help young people committed to the vision of the University receive the benefits of Catholic higher education.

The school recognizes its responsibility to such donors to be good stewards of their contributions, which they have entrusted to the University at great personal cost. Financial Aid is NOT an entitlement, but a gift given to those students who demonstrate their commitment to the pursuit of academic excellence and the spiritual mission of JP Catholic. It is assumed that all incoming students have come to JP Catholic because they are committed to these goals. Students who continue to demonstrate their commitment to the pursuit of academic excellence and participation in the school's spiritual mission as it is laid out in the first section of this Student Handbook will retain their Financial Aid. The school will also reevaluate the decision to give Financial Aid to those who fail to show a commitment to academic excellence and who fail to participate in the school's spiritual mission and life.

#### **VII. INTERPRETATION OF THIS HANDBOOK**

The President of the University serves as the definitive interpreter of this handbook.

### VIII. STUDENT SIGNATURE PAGE

I, (STUDENT'S NAME:), \_\_\_\_\_ have come to JP Catholic because I share the University's vision of inventing the future Catholic Higher Education. I am fully committed to supporting the mission of the University as laid out in the Student Handbook. I pledge to fulfill my vocation as a student by devoting myself to pursuing academic excellence, attending my classes and striving to perform course work to the very best of my abilities. Furthermore, I fully commit to the school's spiritual mission and promise to participate fully in the Catholic culture of JP Catholic by observing the commitments expected from all the students as described in this handbook. I look forward to working with other students who share my passion to implement the vision of the University. I commit myself to contributing to the moral culture of the University. I pledge that I will not fail my fellow members of the student body who have chosen to attend JP Catholic with the expectation of working with other people committed to the school's vision. I recognize that financial aid given to me upon my acceptance to the University is not an entitlement but a gift and that retaining it is contingent upon the demonstration of my commitment to academic excellence, the mission of the University and the spiritual vision of the school. I have read JP Catholic's Student Handbook and fully understand its contents and subject myself to all of its guidelines and principles without reservation.

This is the school and the community I want to call my own!

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Signature

Date