



American
Jewish
University

2017 -2018 STUDENT HANDBOOK

Familian Campus
15600 Mulholland Drive
Bel Air, CA 90077
310-440-9777
www.aju.edu

Welcome to American Jewish University! We are happy that you are here and have joined our community. Since 1947, AJU has heralded a rich history of innovation and evolution and we are excited for you to be a part of this great tradition. As an AJU student, you will join a dynamic community that cultivates our core values rooted in *Leadership, Identity and Innovation*.

We hope that you will be academically challenged and personally inspired to grow and become empowered in your choices and activities. Along with our faculty colleagues, we want you to know how important each student is to our University community. Your experience at AJU, whether through campus life, student government and clubs or in classroom discussions and research will help shape your life and create lasting memories.

Please take the time to read through this Student Handbook. *You are responsible for the information it contains.* The contents are intended to make your experience at AJU as satisfying and successful as possible. The Student Code of Conduct, Honor Code and Academic Responsibility Contract are included within this book as well as other important information regarding policies and procedures related to campus resources, academic processes, student and administrative services and University protocol.

It is our hope that your AJU experience will be an enriching one. We hope that you get involved with campus life and participate in the many events and programs available to you. We are committed to your intellectual, social, emotional and spiritual growth and are here to help promote your success.



Daniel Grassian, PhD
Dean, College of Arts of Sciences
Vice President of Academic Affairs
American Jewish University



Nellie Goodarznia, NCC
Dean of Students
American Jewish University

TABLE OF CONTENTS

Academic Calendar.....	5
Campus Directory.....	8
University Services.....	9
University Policies.....	13
Academic Policies.....	20
Residence Life.....	31
Residential Policies.....	38
Emergency Procedures.....	53
Resident Fines.....	55
Auerbach Student Union and Lounges.....	57
Honor Code.....	61
Technology Policy.....	68

The University reserves the right to revise, delete, supplement, or otherwise amend any of the policies and procedures contained in this handbook at any time and without prior notice. The right to all such changes is effective at such times as the proper authorities determine, and may apply not only to prospective students, but also to those already attending or living on the American Jewish University Familian Campus. This handbook was prepared to provide information and does not constitute a contract between any student, resident, or staff member and American Jewish University.

Title IX

Title IX of the Education Amendments of 1972 (“Title IX”) is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. For inquiries related to gender discrimination, including sexual harassment, sexual and interpersonal misconduct, and sexual assault, please contact the Office of the Dean of Students.

Drug-Free Campus

The unlawful possession, manufacture, distribution, use, sale or gift of alcohol or other illicit drug is prohibited in and on any University property, or as part of any University activity. This includes being under the influence of alcohol and/or any illicit drugs. Illicit drugs include but are not limited to: marijuana, cocaine, heroin, amphetamines, barbiturates, LCD, PCP and substances typically known as “designer drugs” or “club drugs”. Illicit drugs also include prescription drugs, except for the use of medication in accordance with the instructions of a licensed physician. Possession of paraphernalia associated with the use, possession or manufacture of illicit drugs is also prohibited. Any student who violates this policy is subject to disciplinary action up to and including expulsion from the University, referral for prosecution and/or referral to an appropriate evaluation or rehabilitation program.

ADA and Section 504

The Americans with Disabilities Act (ADA) of 1990 and Section 504 (of the Rehabilitation Act of 1973) mandate equal opportunities for students to participate in or benefit from services offered by a place of public access, including private universities. A qualified individual under these two Acts must have a physical or mental impairment which *substantially limits* one or more major life activities. Moreover, a qualified disabled student must meet the academic and technical standards required for admission or participation in an educational program or activity. AJU does not waive academic requirements for degrees or alter admissions criteria for any student, but the University makes every effort to try and provide reasonable accommodations when presented with appropriate, compliant documentation.

Please visit the Office of the Dean of Students for more information on documentation required for registering and requesting accommodations.

ACADEMIC CALENDAR 2017 – 2018

August

Sat 5 First payment due for students on payment plan

Fri 11 Fall semester tuition due

Sun 20 Move-in day for new residents. CAS and ZSRS Orientation begins

Tue 22 Fingerhut Orientation begins

Wed 23 MBA Orientation begins

Sun 27 Move-in day for returning residents

Mon 28 First day of fall classes

September

Fri 1 Last day for CAS students to add classes

Mon 4 Labor Day – *AJU closed*

Fri 8 Last day for graduate students to add classes; Last day for students in all programs to drop classes; End of eligibility for 100% refund of tuition

Wed 20 Erev Rosh Hashanah – *No classes – AJU closes at 12:30 pm*

Thurs 21 – Fri 22 Rosh Hashanah - *AJU closed*

Tues 26 Classes held today follow Thursday schedule (make-up day for Jewish holiday closures)

Fri 29 Erev Yom Kippur – *No classes - AJU closes at 12:30*

October

Sun 1 FAFSA 2018-2019 open to new and returning students

Wed 4 Erev Sukkot – *No evening classes – AJU closes at 4:00 pm.* Classes held today follow Friday schedule (make-up day for Jewish holiday closures)

Thurs 5 – Fri 6 Sukkot – *AJU closed*

Mon 9 Last day to: Declare Pass/Fail or Audit option; withdraw from classes. End of eligibility for 50% refund of tuition

Wed 11 Erev Shimini Atzeret – *No evening classes – AJU closes at 4:00 pm.* Classes held today follow Friday schedule (make-up day for Jewish holiday closures)

Thurs 12 – Fri 13 Shimini Atzeret – *AJU closed*

Tues 17 Classes held today follow Thursday schedule (make-up day for Jewish holiday closures)

ACADEMIC CALENDAR 2017 – 2018

November

Mon 13 spring 2018 Advisement and Registration Week begins

Thu 23 – Fri 24 Thanksgiving –*AJU closed*

Mon 27 Additional \$100 SP-18 Late Registration Fee begins

December

Mon 4 Additional \$150 SP-17 Late Registration Fee begins

Fri 8 Last day of classes; Last day to petition for Incomplete

Mon 11 Finals Week begins

Tues 12 First night of Chanukah

Fri 15 Finals week ends. Semester ends. Residence halls close for Winter Break

Mon 18 Additional \$250 SP-17 Late Registration Fee begins

Mon 25 – Winter Break begins – *AJU closed*

January 2018

Tues 2 – Winter Break ends - *AJU open*

Fri 5 First payment due for students on 4-payment plan; spring semester tuition due

Tues 9 Move-in day for new students. CAS orientation begins. First week of Ziegler classes (Intensives)

Wed 10 Fingerhut Intensives begin

Sun 14 Move-in day for returning students

Mon 15 Martin Luther King Day– *AJU closed*

Tues 16 First day of classes; First day to submit 2017 Income Tax forms and 2017 IRS Transcript to Financial Aid Office

Mon 22 Last day for CAS students to add classes

Fri 26 Last day for graduate students to add classes. Last day for students in all programs to drop classes. End of eligibility for 100% refund of tuition

February

Fri 16 AJU 2018-2019 Financial Aid Application due

Mon 19 Presidents Day– *No Classes – AJU open*

Wed 21 Classes held today follow Monday schedule

Fri 23 Last day to declare Pass/Fail or Audit option, withdraw from classes. End of eligibility for 50% refund of tuition

Wed 28 Erev Purim

ACADEMIC CALENDAR 2017 – 2018

March

Thurs 1 Purim. No classes for Ziegler students

Fri 2 Deadline for FAFSA/Cal Grants for CAS students

Thurs 29 Spring Break begins. *No classes March 29 –April 6*

Fri 30 Erev Passover

April

Fri 6 Passover -*AJU closed.*

Mon 9 Spring Break ends. Classes resume. Fall 2018 Advisement and Registration begins

Mon 16 Additional \$100 Late Registration Fee begins

Mon 23 Additional \$150 FA-17 Late Registration Fee begins. 2017 Federal tax returns due (copy to Financial Aid Office)

Fri 27 Last day of classes. Last day to petition for Incomplete. Graduate financial aid exit interview

Mon 30 Finals week begins. Additional \$250 Late Registration Fee begins. 2018-2019 housing application priority deadline. MBA Capstone Oral Presentations begin.

May

Fri 4 Finals week ends. Semester ends. Residence halls close

Sun 6 Graduation

Mon 7 Ziegler Ordination

Sat 19 Erev Shavuot

Sun 20 – Mon 21 Shavuot– *AJU closed*

Mon 28 Memorial Day – *AJU closed*

June

Fri 1 Deadline for 2018-2019 housing applications

Mon 4 Additional \$100 late fee for housing applications

July

Tue 4 Independence Day Holiday – *AJU closed*

Fri 14 Signed Financial Aid Award Letters due

Mon 31 Additional \$200 late fee for housing applications

CAMPUS DIRECTORY
310-476-9777

<u>Department</u>	<u>Extension</u>
Academic Programs	
College of Arts & Sciences	X 539
Graduate Center for Education	X 279
Graduate School of Non-Profit Management	X 279
Ziegler School of Rabbinic Studies	X 380
Faculty Assistant	X 515
Residence Life Office	X 568
Facilities & Auxiliary Services	X 288
Technology Office	X 565
Student Accounts/Billing	X 595
Office of the Registrar	X 296
Dining Services	X 506
Office of Financial Aid	X 252
Health Center	X 219
Library	X 239
Office of the Dean of Students	X 539
Psychological Counselor (Glenn Peters, PhD)	818-475-2666

UNIVERSITY SERVICES

AJU E-MAIL ACCOUNTS

Students are given an AJU email address upon enrollment. Information disseminated by the University will only be sent to a student's AJU email address. **ALL STUDENTS ARE REQUIRED TO REGULARLY CHECK THEIR AJU EMAIL ACCOUNTS.** Students are held accountable for all of the information, deadlines, notices, etc. that is contained in such messages. Malicious use of e-mail is prohibited and may be considered an honor code violation and/or harassment.

CONFIDENTIAL RECORDS AND FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974, student records are kept confidential but are available upon request. The student's written consent must be obtained prior to disclosure of any confidential information, or as allowed by law. More information can be found on the Department of Education's website: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

HEALTH INSURANCE

All matriculated students are expected to carry an active health insurance policy. Students who currently have individual plans or are covered through their parents' health plans should take the necessary steps to be certain that coverage extends through the academic year. Alternatively, students may be eligible for individual health plans through the healthcare exchange.

Please visit <https://www.healthcare.gov/young-adults/college-students/> for more information.

STUDENT HEALTH CENTER

The University nurses are available to all students. They offer health assessments, immunizations, TB testing, over the counter medication, health education and physician referrals. A nurse is available Monday through Thursday, from 8:00am until 2:00pm, during the academic year.

All full-time students must provide a record of vaccinations which will be kept in the Health Services Office. In addition, students must provide an initial health history, which will be confidential and accessible only by the AJU nurse. Students who fail to provide these documents will have an administrative hold placed upon their account which may prevent them from participating in registration and other University activities.

Counseling is available on a short-term basis by Glenn Peters, Ph.D., a licensed clinical psychologist. Interactions with the counselor are considered confidential unless the student poses a threat or harm to himself/herself or others. Counseling services are available on select Fridays between 10:00 am until 2:00 pm in the Student Health Center during the academic year. Students may contact Dr. Peters directly at (818) 475-2666 to make an appointment.

REGISTRATION

Students must meet with their faculty academic advisors, complete the registration form listing their classes and have the form signed by their advisors prior to registration each semester. Only students who have received clearance through the Office of Student Accounts may register for the next semester. Completed registration forms are submitted to the Registrar's Office on specified registration days. Students sign the registration form as well, indicating that they are aware of the Honor Code and agree to abide by it.

RELIGIOUS LIFE

The Office of Student Life is available for individual and communal spiritual support and guidance. Throughout the year, Shabbat, cultural programs and holidays are planned collaboratively with interested students.

A traditional egalitarian minyan (morning and afternoon) is regularly held Monday through Thursday and is overseen by the Ziegler School of Rabbinic Studies. The prayer schedule is as follows:

Shacharit is in the Lainer Beit Midrash (Room 225/226)
Monday/Tuesday/Thursday: 8:00am and Wednesday: 7:30am
Mincha is in the Lainer Beit Midrash (Room 225/226)
Monday/Wednesday: 2:40pm and Thursday: 3:30pm

For special occasions (Rosh Chodesh or Chol HaMoed), please check with Eda Goldenberg at eda.goldenberg@aju.edu

Note: there are only services when classes are in session (no services during Chol haMoed Pesach, for example).

LIBRARY

The library contains a large collection of books, periodicals, and films. Student ID cards also serve as a student's library card. Hours are posted in the library. During the semester, the library is open Monday through Thursday from 8:00am to 8:00pm and from 8:00am until 2:30pm on Friday. The library is closed Saturday and open Sunday from 1:00pm until 5:00pm. These hours are subject to change, pending institutional need.

STUDENTS WITH DISABILITIES

Higher educational institutions are governed by ADA (1990) and Section 504 (Rehabilitation Act 1973). Students with documented disabilities may request appropriate accommodations through the Office of the Dean of Students. Accommodations may include extended time on tests, use of a personal laptop or possibility of recording lectures (with instructor permission). Students must document their disability

and provide a recent evaluation (within the last 3 years) from a licensed, credentialed medical provider. Please visit the Office of the Dean of Students for more information.

FOOD SERVICE & BERG RULES

The Berg Dining Hall is located on the third floor. Each meal is specially prepared by the Dining Services staff. Students on a meal plan are required to have their ID cards with them at each meal. Individual to-go meals may be picked up at any meal time, but it is not permissible to eat a meal at the Berg and then take an additional meal to go or to take more than one to-go meal at a time. Residents who are sick may have to-go meals brought to them by providing their ID card to the student who will be delivering the meal, but Dining Services must clear this first. Students are welcome to bring guests to the Berg. All guests must pay for their food. A student's meal plan is exclusively for his/her own individual use. Meals are not transferable, nor are they accrued from one week to the next. Guests for Shabbat must pre-pay for meals at the Accounting Office prior to 2:00pm on Friday. There is a reduced price for Shabbat meals for AJU students not on a meal plan.

Hours of Operation

Breakfast 7:30am – 9:00am (Monday – Friday)

Lunch 12:00pm/noon–1:30pm (Monday – Friday)

Dinner 5:00pm – 7:00pm (Monday – Thursday)

Appropriate Dress

In accordance with state law, the following minimum standards of dress must be maintained in the Berg Dining Hall:

- Shoes and shirts are required to enter the Dining Hall.
- Swimsuits are not acceptable.

Backpacks, Books, Briefcases, and Containers

Please keep the seating area and cafeteria serving area clear of backpacks, large bags, etc. There is a designated area at the entrance to the Berg where these items may be placed while students are dining. Mugs, water bottles and any outside food or drink are not permitted inside the food service area or Berg Dining Hall. AJU is not responsible for lost or stolen property.

Additional Information

- AJU reserves the right to provide meal service at campus locations other than the Berg Dining Hall should the need arise. Students will be informed in advance.
- For more information, please contact the Director of Dining Services, Mr. Jeff Stuart at Extension 506 or at jstuart@aju.edu

KASHRUT

One of the characteristics of traditional Jewish communities is the observance of a series of dietary laws called *Kashrut*, commonly referred to as the custom of “keeping kosher.” The two primary features of *Kashrut* involve the permissibility of certain food items and the combination of other items. Kosher food

is usually like any other food, except that certain foods like pork, shellfish, certain animal products and certain chemicals that are derived from animal products are not permitted. In addition, *Kashrut* does not permit the mixture of dairy and meat products at the same meal. Thus, when a meat meal is served in the Berg Dining Hall, milk and cheese are not available at that time. Similarly, when a dairy meal is served, meat products will not be served at that time. The only time this pattern changes is during the eight day holiday of Passover, when bread and other grain products such as pasta and rice are not served at all. For some of you, these customs may be rather new. The Dining Services staff will be happy to answer any questions you may have.

TECHNOLOGY

Wi-Fi is available throughout most of campus. Please contact the Technology Department at Ext. 565 for the most up-to-date username and password. A wide variety of software and internet connections are also available in various computer centers. There are seven computers in the library designated for student, staff and faculty use.

Responsible computing is ethical, reflects academic honesty and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, rights, system security mechanisms and an individual's right to privacy and freedom from intimidation, harassment, and unwarranted annoyance. Malicious use of university facilities and extension of the network connection beyond the computer for which it is intended is prohibited. Computing usage should be consistent with the decorum and behavioral standards of the university. Computing facilities may not be used in ways that violate local, state, or federal laws or regulations.

UNIVERSITY POLICIES

STUDENT LIFE

Student life at AJU is designed to contribute to social, recreational, academic, spiritual, professional and cultural development. Many events are offered during the academic year. There are many leadership opportunities available to students each semester. Through involvement in clubs and organizations on campus, students can obtain leadership experience in a variety of roles.

The Office of Student and Residence Life works closely with all clubs and organizations on campus. All student-sponsored clubs are chartered at the beginning of each academic year. Informational meetings are also held outlining policies, procedures, and responsibilities of club officers and members. These meetings include information about University policies such as the posting of notices, fund raising and the rights and responsibilities of clubs. All club officers should be familiar with the University's events policies and procedures manual.

DRESS POLICY

Students should be dressed in attire that is appropriate to this academic environment. For health and safety reasons, shirts and shoes are required at all times. Student workers may be required to adhere to specific dress codes within their departments.

COMMUNITY DISRUPTION

Any pattern of behavior that disrupts the curricular or co-curricular experience of other students is a disruption to our community. Examples include, but are not limited to: behavioral outbursts, repeated inappropriate, antagonistic or antisocial behavior directed towards an AJU community member or the University.

DISRUPTIVE ACTIVITY

AJU is committed to promoting a safe campus that fosters interpersonal relationships and academic growth. The University does not tolerate any activity that interferes with or disrupts the normal activity and operations of or promotes the interference of students, faculty, administration, staff or educational mission of the University. Such activity includes, but is not limited to, behavior in classrooms or instructional/recreational programming that interferes with the instructor's ability to conduct the class or with the learning environment. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be in violation of this policy as well.

THE PILLARS

The campus community is an opportunity for students to actively engage in the 5 pillars and mission of AJU. Students are encouraged to take on leadership roles and be active participants and leaders in their studies and with campus activities.

SOCIAL MEDIA

Guidelines for using social media are provided to help encourage students to share their voice in social media online communities in an effective and constructive manner. Remember that it is possible that messages may be inadvertently viewed or heard by others.

- Consider the Implications: Applications that allow students to interact with others online (i.e., Facebook, Twitter, LinkedIn) require careful consideration of the implications of friending, linking, following or accepting such a request from another person.
- Do No Harm: Be certain that the online network does no harm personally or to the University. Students are essentially ambassadors for AJU. What is written on social media sites may be disseminated to the public – even if only shared with “friends”. If the content of the message is not acceptable for face-to-face conversation or by telephone, it is not acceptable for a social networking website.
- Be Aware of Liability: Students are personally responsible for the content they publish on blogs, posts or pages where content is user-generated. Be mindful that what is published will be public for a long time and if questionable, could be harmful in the long run. There is no such thing as a “private” social media site. Search engines can turn up posts and /or photos years after the publication date. Comments can be forwarded or copied. Archival systems save information even if a post or photo is deleted.
- Respect: Do not use ethnic/racial/religious slurs, personal insults, threats, obscenity or engage in any conduct that would not be acceptable within the AJU community. You should show consideration for the privacy of others and for topics that may be considered sensitive.
- University Name or Logo: You are not permitted to use the name, mark or logo of American Jewish University on your personal online sites. You are not permitted to promote or endorse any product, cause or political party or candidate using the University’s brand.

AJU GRIEVANCE PROCEDURE

The purpose of the student grievance procedure is to provide a process for resolving student complaints. This procedure applies to all student complaints, including but not limited to: academic issues, student services, housing, administrative concerns or matters involving any form of discrimination or harassment. The student recognizes that the University may not be able to pursue anonymous complaints. In order to file a grievance, a student must complete and submit a Student Grievance Form to the Office of the Dean of Students. The form may be found online.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 www.bppe.ca.gov. Telephone: 916-431-6924 (Fax) 916-263-1897.

ALCOHOL POLICY

Alcohol use is not permitted by any student under the age of 21. Alcohol may be stored in a residence hall room if both roommates are over the age of 21, and may be consumed if everyone present is over the age of 21, in compliance with residence life alcohol policies. At no time is public drunkenness tolerated. Violating any other provision of the Honor Code while under the influence of alcohol is also a violation of this policy. Abuse of alcohol may have serious health consequences including damage to the heart, lungs, and other organs. Alcohol accidents are a leading cause of death for persons aged 15-24. Students wishing to seek treatment are encouraged to speak to a University nurse, psychologist or Student Life staff member. AJU complies with the U.S. Department of Education zero tolerance policy as stipulated in the Higher Education Act for alcohol and drug use/abuse. Students are encouraged to participate in campus events and programs related to drug and alcohol awareness. Students found to have violated policies or laws regarding alcohol use are subject to disciplinary action which may range from treatment requirements to expulsion, depending on the nature of the infraction.

DRUG POLICY

Students are expected to comply with all federal, state and local laws. Use, possession, manufacture or sale of illicit drugs, dangerous “designer” drugs, misuse of any legal drug prescription or other legal substance, or possession of drug paraphernalia is prohibited on campus. Violating any other provision of the Honor Code while under the influence of any illegal or illegally obtained drug is also a violation of this policy.

AJU acts in accordance with the Federal Higher Education Act regarding zero tolerance for alcohol and drug use/abuse. *Marijuana is illegal according to Federal law – regardless of medical recommendations.* A student who violates this regulation or whose behavior is affected by the use of illegal drugs or the misuse of legal drug prescriptions or other legal substances will be referred to the Dean of Students and will be subject to disciplinary action. AJU is obligated to report drug selling to legal authorities.

VIOLENCE PREVENTION

AJU will not tolerate violence or threats of violence of any type, from any source. The University will promptly deal with threats or acts of violence. Its response will include timely notification of law enforcement officials, when appropriate. The University will take strong disciplinary actions, up to and including expulsion and/or legal action as appropriate. Students are encouraged to participate in campus events and programs designed to increase awareness of violence prevention.

ASSAULT AND BULLYING

Any physical altercation, verbal threats or harassment should be reported to the Dean of Students. Incidents may include, but are not limited to text messages, email, voicemail or any type of social media. Such incidents are considered extremely serious and should be reported immediately.

HARASSMENT POLICY

Harassment may include physical abuse, verbal abuse, electronic abuse, threats, intimidation, coercion and/or other conduct that threatens or endangers the health or safety of any person. Speech protected

by the First Amendment is not a violation of this provision. Fighting words and statements that reasonably threaten or endanger the health and safety of any person are not protected speech and will result in University action. Each allegation of a violation under this provision shall be reviewed with these factors in mind. Telephone or electronic harassment includes annoying, abusive or obscene phone calls or text/email messages designed to irritate, anger or threaten a listener. Such harassment is in violation of University and Residence/Student Life policies. Students found responsible for, or associated with, the harassment of a resident or a student, are subject to University and/or Residence Life disciplinary action. If a resident should receive a threatening call or continued harassing calls or experience any other type of harassment, he/she should contact the Director of Student and Residence Life immediately.

HARM TO PERSON(S)/THREATS/HAZING

Actions which result in physical harm, have the potential for physically harming another person, which create conditions that pose a risk of physical harm to another, or which cause reasonable apprehension of physical harm are prohibited. Any conduct that threatens to cause harm to people or creates hazardous conditions for persons is also prohibited.

Hazing is an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy and/or complicity in the presence of hazing are not neutral acts; they are violations of this policy.

Psychological hazing, which is any act likely to compromise the dignity of a student, cause embarrassment or shame to a student, cause a student to be the object of ridicule or malicious amusement or inflict psychological or emotional harm is also prohibited.

Students engaging in these behaviors will face disciplinary charges including, but not limited to: administrative probation, suspension or expulsion from the University. If a student is a resident, his/her privilege to live on campus may be revoked.

SEXUAL MISCONDUCT

All forms of sexual misconduct are strictly prohibited on campus, including gender-based harassment or discrimination, stalking, sexual assault, sexual violence and intimate partner violence. Sexual misconduct includes physical intimacy or sexual acts perpetrated on a person against his or her will or where a person is unable to consent due to silence, being under the influence of drugs or alcohol or any disability. Examples of sexual assault or violence include rape, non-affirmative sexual consent, sexual coercion and sexual battery. Incidences of sexual misconduct should be reported immediately to the Dean of Students. All incidences of sexual misconduct will be subject to immediate disciplinary action up to and including expulsion from the University. Allegations of sexual misconduct will be investigated under the governance of Title IX federal guidelines as issued by the Department of Education.

SEXUAL HARASSMENT

American Jewish University does not tolerate harassment of any kind. Sexual harassment is prohibited by law and by University policy. This is defined as unwanted sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment or participation in University activities.
2. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive University environment.

A student who believes that he/she has been the victim of sexual harassment should immediately meet with the Dean of Students to discuss the incident. All incidences of sexual harassment will be subject to disciplinary action up to and including expulsion from the University. Allegations of sexual harassment will be investigated under the governance of Title IX federal guidelines as issued by the Department of Education.

SB 967 – AFFIRMATIVE CONSENT LAW: “YES MEANS YES”

This law adds section 67386 to the California Education Code. AJU's disciplinary process now uses an affirmative consent standard to determine whether a sexual assault complainant consented to the alleged conduct. “Affirmative consent” is defined as an affirmative, conscious and voluntary agreement to engage in sexual activity. **Under the law, neither lack of protest or resistance nor silence constitutes consent. Consent may be withdrawn at any time. Affirmative consent must be given by all parties to sexual activity.**

When the University investigates a complaint, it is not a valid excuse that the accused believed the complainant consented if: (a) the accused's belief arose from his/her own intoxication or recklessness, or (b) the accused did not take reasonable steps to ascertain whether the complainant affirmatively consented. Similarly, it will not be a valid excuse that the accused believed the complainant affirmatively consented where the accused knew or reasonably should have known that the complainant was unable to consent because he/she was (a) asleep or unconscious, (b) incapacitated due to drugs/medication/alcohol, or (c) unable to communicate due to mental/physical condition or disability. The University's policy requires the use of a preponderance of the evidence standard when adjudicating complaints. *To satisfy this standard of proof, the evidence must show that it is “more likely than not” that the victim did not consent.*

This new law extends beyond Title IX federal guidelines and has required the University to adopt a preponderance of the evidence standard. SB967 applies to disciplinary proceedings and is distinguishable from the standards applicable to criminal proceedings in certain ways.

First, the affirmative consent standard does not apply in the criminal context. A criminal trier of fact may consider whether an individual affirmatively consented, but that alone is not determinative of whether the sexual activity was consensual. Other evidence of consent or lack of consent, such as body language or silence, may also be considered in the analysis of whether a crime occurred. *Under this new affirmative consent law, the question of whether a victim affirmatively consented is by itself determinative of whether wrongdoing occurred.*

Second, the standard of proof in criminal proceedings is higher than the standard of proof used in campus disciplinary proceedings. In criminal proceedings, there must be evidence that provides beyond a reasonable doubt that unlawful sexual activity took place. *In contrast, in campus disciplinary proceedings, a complaint is substantiated if a preponderance of the evidence shows that the complainant did not affirmatively consent.*

PROFANITY/OBSCENITY

The use of rude, vulgar, indecent or obscene verbal or written expressions (including electronic) while having certain protection by the First Amendment, are considered detrimental to the community environment and are not condoned. All postings must contain the name of the student organization or affiliated club. The posting of materials in public areas must be approved by the Director of Student and Residence Life and he/she reserves the right to refuse any postings.

Any profanity that used against a University staff or faculty member is strictly prohibited. Students engaged in such behavior will face disciplinary action.

EXPECTED CLASSROOM BEHAVIOR

Students are expected to behave in a manner that shows respect and honors the rights of others to a full academic experience. Minor incidents of incivility will be dealt with by direct communication between the student(s) involved and the instructor.

Students who, either voluntarily or involuntarily, behave in class in a significantly disruptive manner so as to compromise the ability of an instructor to teach and/or of other students to learn, may, at the discretion of the instructor, be asked to leave the classroom. If the behavior continues, the instructor may, with the approval from the Dean of Students, ban the student from the class for the remainder of the semester, resulting in an administrative withdrawal. Should the student wish to appeal such a ban, he/she may do so in writing, within 7 calendar days of being informed of the restriction to the Vice President of Academic Affairs.

Disruptive behavior includes but is not limited to: inappropriate talking, inappropriate emotional outbursts, being under the influence of alcohol or drugs, using offensive language or disrespecting the instructor, demanding an inordinate amount of an instructor's attention, verbal or physical threats or acts of violence.

DISORDERLY CONDUCT

Disorderly conduct that interferes with University operations or University-sponsored functions, including but not limited to, public intoxication, fighting, disruptive, lewd or obscene behavior will not be tolerated. Any such incidents will result in disciplinary actions taken against the student(s) involved.

FAILURE TO COOPERATE

Failure to comply with the lawful and reasonable requests of University administrators, faculty or staff or avoidance of or refusal to cooperate in the conduct or disciplinary system, as well as verbally threatening, abusing or harassing any of the above officials in the performance of their duties will not be tolerated. Any such incidents will result in disciplinary actions taken against the student(s) involved.

UNIVERSITY POLICIES AND REGULATIONS/FEDERAL AND STATE LAWS

Violation of University policies, rules or regulations will result in immediate disciplinary action and sanctions with the possibility of suspension and/or expulsion. All students are responsible for abiding by University rules, including residential life policies should the student be a resident or a visitor in the residential complex.

Violation of any federal, state or local laws may require immediate suspension from the University pending review and during an investigation.

NON-COMPLIANCE

Failure to comply with reasonable directions and requests or failure to heed an official summons of University officials acting in the performance of their duties will result in immediate disciplinary referrals to the Dean of Students. **Not abiding with University policies will result in disciplinary action and appropriate sanctions.** *Failure to appear for disciplinary appointments or hearings is viewed as non-compliance and will result in disciplinary action.*

ACADEMIC POLICIES

MAXIMUM UNITS

Undergraduate students may take up to 18.5 credits per semester. Graduate students in the Business and Education programs may take up to 21 credits per semester. Graduate students in the rabbinical program may take up to 23 credits per semester. Additional credits taken are subject to additional fees. For federal and state programs, “full time” study means at least 12 credits per semester for undergraduate students, and at least 9 credits per semester for graduate students. To be eligible for most Tuition and/or Housing Grants, CAS, MAED and ZSRS students must take at least 12 credits per semester, while MAT students must take at least 9 credits per semester.

SCHEDULE CHANGES (ADD/DROP/WITHDRAW)

Students may add, drop or withdraw from courses as follows:

Weeks One and Two

Undergraduates may add a course during the first week of the semester and/or drop a course during the first two weeks of the semester. Graduate students may add and/or drop a course during the first two weeks of the semester. Adding, dropping or withdrawing from a class requires the permission of the student’s academic advisor. There will be no fee for such changes, and courses that are dropped will not appear on the student’s transcript. In order to add, drop or withdraw from a course, the student must complete the appropriate form that may be obtained in the Office of the Registrar. Nonattendance does not constitute withdrawal from a course. Any exceptions to these policies must be approved by the Dean of the Program.

Weeks Three through Six

During the third through sixth weeks of class, students may withdraw from courses only with the approval of the instructor and advisor. Students will receive a grade of W on their transcript for these courses.

After Week Six

After week six, the only withdrawals allowed are medical withdrawals as described below.

MEDICAL WITHDRAWAL

A student seeking a medical withdrawal from American Jewish University must secure the appropriate approvals through the petition process. The student should obtain a petition form from the Registrar’s Office. Medical withdrawal may be granted based on certain documented, extenuating medical circumstances. The petition may be granted if all required approvals are obtained.

The petition should include verifying documentation from the student’s personal physician. It will then be evaluated and approved initially by the Dean of Students. The Dean of Students will then refer the

petition to the student's Academic Program Dean for secondary approval. If a medical withdrawal is granted, a medical reevaluation from the student's personal physician may be required for re-enrollment.

Normally a medical withdrawal constitutes complete withdrawal from the University for a semester and no more than one academic year. Students who wish to medically withdraw from the University for more than one year must reapply to the University. A partial medical withdrawal may be granted if sufficient medical grounds exist and specific documentation is provided by the student's physician. All medical withdrawal petitions must be favorably approved by the Dean of Students and the Academic Program Dean.

In all cases where a student either does not appropriately request a withdrawal or is not granted one and nonetheless fails to complete the course requirements, a grade of "F" will be recorded.

These policies are applicable to both undergraduate and graduate students.

Students who are granted a medical withdrawal from the university during the first two weeks of the semester are eligible for a 100% refund. Students who are granted a medical withdrawal from the university during the third through sixth weeks of the semester are eligible for a 50% refund.

WITHDRAWAL FROM THE UNIVERSITY

A student who wishes to withdraw from the University must request a withdrawal form from the Office of the Registrar and specify which semester will be the student's last semester. Once a student has obtained the signatures required on the form, the withdrawal can be processed by the Registrar's Office.

ADMINISTRATIVE WITHDRAWAL

A student may be subject to administrative withdrawal (expulsion) from the University for a non-academic matter if it is determined by evidence or behavior that the student is a threat to him/herself or others and/or the student poses a danger to the academic environment or campus community.

If a student's behavior is not conducive to a successful collegiate learning environment, an instructor has the right to remove the student. Should a student be banned from attending a course for the remainder of the semester, the student will be administratively withdrawn from that course.

LEAVE OF ABSENCE

A leave of absence is granted by petition to students in good academic standing for each semester requested, for a maximum of two semesters. The petition must be approved by the appropriate academic advisor and submitted to the Office of the Registrar. Students must reapply for each additional semester requested. Approval of a request for a leave of absence is not automatic.

Students who fail to apply for a leave of absence must contact the Office of Admissions in order to apply for readmission to the program in which they were enrolled.

INCOMPLETE - COLLEGE OF ARTS AND SCIENCES, GRADUATE CENTER FOR JEWISH EDUCATION AND GRADUATE SCHOOL OF NONPROFIT MANAGEMENT

A student who fails to complete all required examinations and papers by the end of the semester will receive a grade based on the work completed by the end of the finals period. The student may petition for a grade of I (incomplete) in a course when unusual circumstances make it impossible to fulfill the requirements on time and he/she is doing passing work in the course. This petition must be first submitted to the instructor for written approval. In addition, the student must obtain the signature of his/her advisor. Students must submit petitions no later than the last day of class of a given semester. No petitions are accepted beyond this date. An incomplete must be removed by completion of the required work no later than 30 calendar days after the beginning of the subsequent semester. If the Incomplete is not removed within this time frame, the grade of F will be recorded. Candidates for graduation for any program may not petition for incompletes in their final semester prior to graduation.

INCOMPLETE – ZIEGLER SCHOOL OF RABBINIC STUDIES

A student who fails to complete all required examinations and papers by the end of the semester will receive a grade based on the work completed by the end of the finals period. The student may petition for a grade of I (incomplete) in a course when unusual circumstances make it impossible to fulfill the requirements on time and he/she is doing passing work in the course. This petition must be first submitted to the instructor for written approval. In addition, the student must obtain the signature of his/her advisor. Students must submit petitions no later than the last day of class of a given semester. No petitions are accepted beyond this date. An Incomplete must be removed by completion of the required work no later than 30 calendar days beginning the Monday after the end of the classes. If the Incomplete is not removed within this time frame, the grade of F will be recorded. Candidates for graduation for any program may not petition for incompletes in their final semester prior to graduation.

MINIMUM GRADES AND ACADEMIC PROBATION – COLLEGE OF ARTS AND SCIENCES

Undergraduate students must maintain at least a “C” average (2.0 grade point average). Students who drop below the minimum average will be placed on academic probation for one semester. Students will be dismissed if their GPA remains below a 2.0 in the probation semester.

American Jewish University is required to establish and apply reasonable standards for measuring whether an eligible financial aid applicant is maintaining satisfactory academic progress. All financial aid applicants are monitored on an annual basis for Satisfactory Academic Progress (SAP). If a student drops below the required GPA for two consecutive semesters, he/she will be placed on Financial Aid Probation the following semester. Financial aid recipients will be disqualified for financial aid if the GPA in the third semester is still below the required GPA.

DOUBLE COUNTING MAJOR AND MINOR COURSES – COLLEGE OF ARTS AND SCIENCES

With advisor approval, undergraduates may double-count up to two courses towards their major and minor requirements so long as they complete a minimum of 30 independent credits within the major and 12 independent credits within the minor. Any double-counted courses will need to be made up through the completion of free elective courses. Students will also still need to meet the minimum of 60 credits in-residency at AJU and 120 credits required for graduation.

REPEAT AND DROP POLICY – COLLEGE OF ARTS AND SCIENCES

Effective fall 2016, currently matriculated AJU undergraduates who received an “F” in an AJU course will have the option to retake up to five failed courses (if the exact course is offered again at AJU) for a higher grade. In addition, effective fall 2016, currently matriculated undergraduate students may also re-take one additional AJU course for a higher grade, regardless of the original grade earned in the course. In both circumstances, if a student achieves a higher grade in the course, the second grade will replace the first grade. While the first grade will no longer factor into a student’s GPA, it will still appear on his/her transcript with 0 credits next to the course title. If a course is repeated a third time, the second and third grades will be averaged. Beyond the situations above, all grades will be recorded and counted in the GPA and SAP (for financial aid). The above will have no bearing upon academic and financial aid probations. That is, a student will not be retroactively removed from academic or financial aid probation on the basis of nay retaken classes.

MINIMUM GRADES, ACADEMIC PROBATION AND REPEAT POLICY – GRADUATE CENTER FOR JEWISH EDUCATION AND GRADUATE SCHOOL OF NONPROFIT MANAGEMENT

Students enrolled in graduate programs must receive a grade of “C” or better in all courses. In a case where a student receives a grade lower than “C”, the course must be repeated. The original grade will continue to appear on the student’s transcript, but will not count toward degree requirements or the calculation of the cumulative GPA for graduation purposes.

All graduate students must maintain a “B” average (3.0 grade point average), both cumulative and per semester to remain in good academic standing.

Students who drop below the minimum average will be placed on academic probation for the immediately succeeding semester. Students who do not achieve a “B” average (3.0 grade point average) during the probationary semester may be dismissed from the university, at the discretion of the Dean.

MINIMUM GRADES, ACADEMIC PROBATION AND REPEAT POLICY – ZIEGLER SCHOOL OF RABBINIC STUDIES

Students enrolled in the Ziegler School of Rabbinic Studies must receive a grade of “C” or better in all courses. In a case where a student receives a grade lower than “C”, the course must be repeated. The original grade will continue to appear on the student’s transcript, but will not count toward degree requirements or the calculation of the cumulative GPA for graduation purposes.

All graduate students must maintain a “B” average (3.0 grade point average), both cumulative and per semester to remain in good academic standing.

Students who drop below the minimum average will be placed on academic probation for the immediately succeeding semester. Students may remain on probation for only one semester; students who do not achieve a “B” average (3.0 grade point average) during the probationary semester will be dismissed from the university.

PASS/FAIL OPTION

Full-time undergraduate students may take one course per semester (with a maximum of three) on a Pass/Fail basis. Courses offered only on a Pass/Fail basis will not count towards the student’s one course limit. Credits earned on a pass/fail basis may not be applied toward the fulfillment of core curriculum, major or minor requirements. They can only apply to free electives.

Part-time and graduate students may not take courses on a Pass/Fail basis, except for those courses offered only on a Pass/Fail basis (such as Colloquium). Graduate students taking undergraduate courses for any purpose, include prerequisites, may not take courses on a Pass/Fail basis.

Students must make decisions about the Pass/Fail option within the deadline included in the Academic Calendar. No changes in either direction will be permitted after the deadline has passed. A Pass will be awarded for a “C” or above for both undergraduate and graduate classes. Grades below these minimums will be recorded as an “F” and will be calculated as such in the GPA.

INDEPENDENT STUDY

Students may earn credits through independent study with permission granted for special study projects not covered in the general course offerings. Independent study criteria must be approved, in writing, by the instructor overseeing the independent project, the student’s advisor and the Dean of the student’s program. A detailed outline of the project, including material to be covered, bibliography, written work to be submitted, etc., must then be submitted to the academic advisor. All independent study courses must be documented using the Independent Study contract available in the Registrar’s Office and signed by the instructor, academic advisor and the Dean. This form shall be filed in the Registrar’s Office by the deadline for adding classes in the semester in which the Independent Study is to be taken.

Students may not take existing courses by independent study. No more than 12 credits of independent study will be counted toward degree requirements unless special permission to do so has been given (such as in an Individualized Major where classes needed may not be offered), and only one independent study may be taken per semester. Please note that AJU and its faculty are under no obligation to offer any independent studies at all.

AUDITING COURSES

Pending permission of the instructor, students may audit courses, or enroll in them without receiving credit. They are not obligated to write papers or take examinations; they are expected to attend class regularly and to complete all reading assignments. If auditing students do not prepare the assignments, instructors have the right to bar them from attending class.

Students who audit courses pay full registration and tuition fees for the courses they audit. A grade of “AU” will be recorded for auditors who meet regular attendance requirements; otherwise, the grade of

“W” will be recorded. Students who are admitted to the university and are enrolled in courses for credit may audit additional courses. Students who meet the academic requirements of the various schools of the university, but have not formally applied for admission, may request permission to enroll from the instructor of the course to be audited.

Auditors wishing to enroll in the University for credit must complete the regular admission procedure. After the deadline to declare a pass/fail, audit or withdraw, students may not change their status in a course from that of a regularly enrolled student to that of an auditor or vice versa.

GRADE APPEAL PROCEDURE

While the University supports the right of faculty to assign grades that they deem appropriate, a student who receives a grade that he/she believes to be inaccurate or legitimately unwarranted may file a grade appeal. The following outlines the process:

1. Within 15 days after the beginning of the subsequent semester after which the grade in question is assigned, the student must directly appeal the grade *to the instructor in writing*. The instructor will have 15 days to respond to the student in writing.
2. If there is no satisfactory resolution, the student may appeal to the Department Chair within 7 days after receiving a response back from the instructor. (Note: If the Department Chair is the instructor or if there is no Instructor, this step is skipped. If the Dean or the Vice President of Academic Affairs is the instructor, steps 2 and 3 are skipped.) This appeal must be in writing and must include a cover letter explaining why the grade is inaccurate or legitimately unwarranted along with any supporting documentation (including the written appeal to the instructor and any instructor response).
3. If there is no satisfactory resolution at the Department Chair level, the student may appeal to the Dean within 15 days of receiving a response back from the Department Chair (or within 15 days of hearing back from the instructor if the instructor is the Department Chair or there is no Department Chair).
4. If there is no satisfactory resolution at the Dean level, the student may appeal to the Vice President of Academic Affairs within 15 days of receiving a response back from the Department Chair. The decision of the Vice President of Academic Affairs cannot be appealed unless he/she is the instructor of record, in which case the grade may only be appealed to the President of the University within 7 days after receiving a written response from the Vice President of Academic Affairs.

ACADEMIC INTEGRITY

Academic integrity is essential to collegial pursuit of truth and knowledge and gives the University community credibility. The principles of academic integrity demand the commitment of all students. Academic dishonesty is viewed at the University as a serious offense and will not be tolerated.

The University expects the highest standards of integrity from all undergraduate and graduate students in the performance of academic assignments and research as well as campus and community involvement. Moreover, the University requires the cooperation of its students in creating an environment that is conducive to everyone's learning. Academic integrity includes, but is not limited to:

- Arriving and departing class on time;
- Attending class regularly;
- Being prepared for class work and discussion;
- Participating in class discussions in a way that doesn't discriminate against or harass peers or instructors and that respects the free inquiry of others;
- Refraining from disruptive behavior (i.e., talking, noises from electronic devices, coming and going during class, sleeping during class);
- Refraining from attending class under the influence of alcohol or illegal substances; and
- Adhering to specific classroom standards set forth by the instructor and the University Code of Conduct.

Academic dishonesty refers to forms of cheating which result in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own.

Dishonesty in work, whether on quizzes, laboratory work, papers, examinations, etc., and regardless of the learning environment or modality of instruction, is regarded as a serious offense and may result in failure in the course, academic probation as well as suspension or expulsion from the University. Anyone who willfully assists another in the breach of integrity is held equally responsible and subject to the same penalty.

Academic dishonesty includes, but is not limited to: cheating, fabrication, plagiarism, abuse of resources, forgery of documents or assisting in academic dishonesty (i.e., any individual who authors papers for students they are assisting). AJU assumes the academic integrity of its students. In cases where academic integrity is in question, the following definitions and policies apply:

- (1) Cheating is using, attempting or including any information that does not belong to the student in any academic exercise. Examples of cheating are: copying homework from another student, copying another student's test or using an unauthorized "cheat sheet".
- (2) Plagiarism is the representation of the words and ideas of another as one's own in any academic exercise. Plagiarism includes failing to provide in-text and works cited citation(s) for any outside sources. Plagiarism also includes using the original or similar language of a source without quotations. Modifications and rephrasing do not reduce the requirement for providing a citation. Any source material must be phrased in a student's own language or it must be

quoted. This also applies to information obtained electronically from the internet as well as print sources.

- (3) Fabrication is the falsification or intervention of any information or citation in any academic exercise such as: making up a source, giving an incorrect citation or misquoting a source.
- (4) Forgery of documents is the unauthorized alteration or construction of any document.
- (5) Assisting in academic dishonesty is the unauthorized collaboration of individual work.

Sanctions

Faculty members have the right and responsibility to impose course-related sanctions for violations of academic integrity that occur in a course they teach. When an instructor perceives that a violation of academic integrity has occurred, the instructor is expected to consult with the student first in order to determine if a violation has occurred. When the instructor imposes the course sanction (i.e., failing grade on the assignment or failing course grade), the instructor will report the action to the Dean of Students in order to emphasize the seriousness of the violation and the University's commitment to academic integrity.

Appeals

A student who received an unfavorable judgment may appeal the decision to the Vice President of Academic Affairs within 7 calendar days of receiving the outcome. The appeal must be in writing and based upon one of the following elements in order for the appeal to be reviewed:

- (1) Substantial evidence did not exist.
- (2) Sanction is disproportionate to the offense.
- (3) New evidence has come to light.

It is the responsibility of the student to provide all supporting evidence with her or his written appeal. In cases where the sanction is immediate suspension or expulsion from the University, the decision is made and communicated to the student by the Vice President of Academic Affairs and thus, *is not eligible* for appeal.

COLLEGE OF ARTS AND SCIENCES - STATEMENT OF STUDENT ACADEMIC RESPONSIBILITY ¹

American Jewish University is committed to producing a rich and lasting educational experience and to promote the values of Learning and Scholarship, Culture, Ethics, Leadership and Peoplehood. The purpose of the *Statement of Student Academic Responsibility* is to ensure an atmosphere of intellectual inquiry, understanding, respect and professionalism. Following these fundamental principles of student conduct and behavior will contribute to the development of responsibility and ethics.

¹ This statement of academic responsibility is an addendum to the Student Honor Code.

Classroom Decorum

Attitude and individual responsibility to learning involves a sincere investment in hard work. With respect to classroom decorum, we promote the creation of a positive and productive learning environment; we support a classroom culture that fosters an intellectual and professional learning experience, includes courtesy and respect, and enhances the good of the community

Assignments

Reading and writing assignments are a vital component to learning in all courses. They help students better understand the ideas and concepts of the course and to improve communication, technical, analytical and judgment skills. Assignments are opportunities for students to extend and apply the ideas developed in class. They enhance the ability to think, to analyze and to discover. When done properly, these assignments facilitate the student's classroom participation.

Academic Integrity

Academic integrity is a fundamental value essential to nurturing a strong and vibrant learning community. Taking responsibility for ethical conduct promotes a sense of community trust. Academic honesty fosters the intellectual bond among students and augments the respect that developed for one another.

Class Participation and Attendance

The seminar-like structure of courses requires student presence and engagement. Students will be present when class begins and with rare exceptions, stay in their seats throughout class. It is University policy that a student may miss one class session without penalty for courses which meet once per week, up to two class sessions without penalty for courses which meet twice per week and up to three class sessions for courses which meet three times per week. It is up to each instructor whether she or he wants to distinguish between excused and non-excused absences. For each successive week of class missed (one class for a once a week class, two classes for a twice a week class, or three classes for a class that meets three times a week), the student's final grade will be reduced 1/3 of a letter (e.g., B to B-).

The following chart demonstrates the grade deductions according to the number of times the class meets per week:

Classes Missed	Once a Week	Twice a Week	Three Times a Week
1	No Deduction	No Deduction	No Deduction
2	1/3 Letter (A to A-)	No Deduction	No Deduction
3	2/3 Letter (A to B+)	1/3 Letter (A to A-)	No Deduction
4	1 Letter (A to B)	1/3 Letter (A to A-)	1/3 Letter (A to A-)
5	1 1/3 Letters (A to B-)	2/3 Letter (A to B+)	1/3 Letter (A to A-)
6	1 2/3 Letters (A to C+)	2/3 Letter (A to B+)	1/3 Letter (A to A-)

8	2 1/3 Letters (A to C-)	1 Letter (A to B)	2/3 Letter (A to B+)
Classes Missed	Once a Week	Twice a Week	Three Times a Week
9	2 2/3 Letters (A to D+)	1 1/3 Letters (A to B-)	2/3 Letter (A to B+)
10	3 Letters (A to D)	1 1/3 Letters (A to B-)	1 Letter (A to B)
11	3 1/3 Letters (A to D-)	1 2/3 Letters (A to C+)	1 Letter (A to B)
13		2 Letters (A to C)	1 1/3 Letters (A to B-)
14		2 Letters (A to C)	1 1/3 Letters (A to B-)
16		2 1/3 Letters (A to C-)	1 2/3 Letters (A to C+)
17		2 2/3 Letters (A to D+)	1 2/3 Letters (A to C+)
18		2 2/3 Letters (A to D+)	1 2/3 Letters (A to C+)
19		3 Letters (A to D)	2 Letters (A to C)
20		3 Letters (A to D)	2 Letters (A to C)
21		3 1/3 Letters (A to D-)	2 Letters (A to C)
22		3 1/3 Letters (A to D-)	2 1/3 Letters (A to C-)
23		Automatic F	2 1/3 Letters (A to C-)
24			2 1/3 Letters (A to C-)
25			2 2/3 Letters (A to D+)
26			2 2/3 Letters (A to D+)
27			2 2/3 Letters (A to D+)
28			3 Letters (A to D)
29			3 Letters (A to D)
30			3 Letters (A to D)
31			3 1/3 Letters (A to D-)
32			3 1/3 Letters (A to D-)
33			3 1/3 Letters (A to D-)
34			Automatic F

AJU is firmly committed to producing educated and intelligent students who are prepared to accept leadership positions and who will act as competent professionals and responsible and ethical citizens. We commit to abiding by the policies set forth in this document and, therefore, accept the personal responsibility needed to become skilled professionals, respected community leaders and proud graduates.

Classroom Decorum

To reach a desired learning environment, students must commit to:

- Attending all classes (except for documented illness, personal or family tragedy) –

- Coming to class prepared by having fully completed assignments;
 - Actively engaging in the classroom experience;
 - Dressing in appropriate attire;
 - Respecting the views of other students; and
 - Respecting the professor's prerogative to establish reasonable class standards.
- Being responsible for what transpired if a class is missed.
 - Arriving to class on time and to staying for the entire class period.
 - Turning off (or placing on vibrate) all cell phones, smartphones and other electronic devices (e.g., iPods, tablets) and hiding from view during class time.
 - Only using laptops and tablet computers if the instructor agrees and only if they are used for (quiet) note taking and accessing class material only.
 - Obtaining prior permission from the instructor for the use of a recording device during classes.
 - Avoiding *all forms* of academic dishonesty.
 - Taking responsibility for learning support (if relevant) by communicating appropriately with support services who will in turn communicate with appropriate instructors.
 - Refraining from any behavior which might interfere with the instructor's ability to conduct the class or disrupt the ability of other students to learn. This includes:
 - Abstaining from eating or drinking without permission;
 - Refraining from unnecessary conversation during class.

Assignments

Students are expected to:

- Submit assignments in a timely manner.
- Clearly document and reference other's work and contributions.
- Act ethically and submit own work for individual assignments.
- Work cooperatively, accept appropriate tasks, and contribute proportionally to team projects. It is the ethical responsibility of the individual team member to accept and contribute his/her appropriate share of the workload.

Academic Responsibility

Students are responsible for:

- Being honest on the preparation, submission, and taking of all exams, tests, quizzes and assignments.
- Exhibiting a sense of personal integrity and respect in all communication with faculty, administration, staff and fellow students.

RESIDENCE LIFE

In addition to the University's policies and regulations, students who reside in the University's residential complex are governed by specific policies that provide behavioral guidelines and regulations for living in a residential community. By following these guidelines, students can achieve a community where members are empowered to become strong students and good neighbors.

AJU students, regardless of residential status, are subject to Student and Residential Life policies while on campus property at all times.

The conduct system exists to address behaviors appropriate to the residential community environment and to help students redirect their behaviors in more constructive manners. Students may be relocated or removed from their residential assignment because of egregious violations of University policies, a series of conduct violations or a pattern of disruptive behavior.

Living in the residential complex is a privilege, not a right, and may be revoked or prohibited following violations of University policies and regulations.

The University is not liable for property belonging to students that may get lost, stolen or damaged while on the premises.

The Residence Life Office (RLO) at American Jewish University seeks to provide a safe, secure and clean living-learning environment that complements the educational mission of the University and contributes to the students' individual and interpersonal growth and development.

OBJECTIVES

- To challenge residents to accept responsibility for themselves as individuals, as well as for other members of the community.
- To assist students in creating an environment with their roommate based on mutual respect and responsibility.
- To provide well-trained Resident Advisors to assist students in their pursuit of a successful college experience.
- To serve as a liaison to facilities staff in order to respond to resident concerns regarding their physical surroundings.
- To help students develop a sense of belonging in their residential community by supporting opportunities for student involvement and leadership.
- To offer student life programming that encourages social, diverse and intellectual interaction that complements the educational mission of the University.

RESIDENCE LIFE OFFICE (RLO)

The Residence Life Office or RLO is located on the first floor of Keefer Hall. Typically, a staff member is in the office between the hours of 8:30am until 5:00pm Monday through Thursday and from 8:30am until 2:30pm on Fridays. When a staff member is not in the office during office hours, a staff member may be reached by calling 310-980-9001. Please note that this number does not accept text messages. The RA-on-Call may also be contacted during non-office hours in cases of emergency. In addition, security personnel are present nightly from 10:00pm until 6:00am.

RESIDENCE LIFE OFFICE STAFF

The AJU residence hall community staff members are individuals who are involved in fulfilling the mission and objectives of the Office of Residence Life Office.

Director of Student and Residence Life

The Director of Student and Residence Life is a live-in University staff member. The Director has primary responsibility for overseeing the overall operations of the Residence Life Office as well as the daily use of the Auerbach Student Union by residents. Duties include direct training and supervision of the RA staff, crisis intervention for residents, reporting emergency situations in the dormitory, student life programming and activities and adjudication of housing policy violations. The Director of Student and Residence Life reports to the Dean of Students.

Resident Assistant (RA) Staff

Resident Advisors (RAs) reside on the halls with other residents and are responsible for familiarizing the residents with the community, coordinating activities, planning recreational, cultural social, and educational programs, assuming on-call responsibilities, reporting malfunctions, responding to emergencies, informing, warning, and informing residents about policies and regulations, reporting violations to the RLO, referring residents to other professional resources, preparing the complex for check-in/out and acting as the primary channel of communication between the residents and the RLO. As an AJU employee, it is the RA's duty to report *every incident and policy violation*. The RA staff report to the Director of Student and Residence Life.

ON-CALL STAFF

An RLO staff member can be reached 24 hours a day, 7 days a week by calling the RA-on-Call phone (310-980-9001). Please note that this number does not accept text messages. An RA is on-call during weekday evenings (from 5:00pm - 8:30am the following day) as well as during weekends and holidays in cases of emergency.

All emergencies and housing policy violations should be brought to the attention of the RA-on-Call immediately. The RA-on-Call is responsible for security checks, walk-through of both the inside and outside of the residence halls, mail delivery, responding to residential policy violations, assisting residents with lock-outs, responding to any emergencies and calling for additional support services when necessary.

All emergencies and housing policy violations of AJU residents and their guests should be brought to the attention of the RA-on-Call. The RA may involve the Professional-on-Call (for immediate residential concerns) or an AJU administrator if needed.

RESIDENCE LIFE CONTACT INFORMATION

Director of Student and Residence Life	310-440-1568
Resident Advisor [RA-On-Call]	310-980-9001

ADDRESS

All incoming mail is delivered to the central mailroom on the main campus. In order for residents to receive mail promptly, all items should be addressed as follows:

[Student's name]
[Student's apartment # or building & room #]
15600 Mulholland Drive
Los Angeles, CA 90077

Note: The actual street address for the Residence Hall Complex is: 2785 Casiano Road. Students should provide this address, along with their room number, for the purposes of providing driving directions.

CABLE TELEVISION

All residence hall rooms are cable ready. To subscribe for cable, simply contact Time Warner Cable at 1-888-TW-CABLE (1-888-892-2253). Once an appointment is made:

1. The resident must notify the RLO with the date and time of the appointment in advance. An RLO staff member will need to give the cable technician access to the cable boxes, so it is important this is done prior to the arrival of the cable technician. If a student does not notify the RLO at least 48 hours in advance, the RLO cannot guarantee that someone will be available at the time of the appointment.
2. The resident must be present at the time of his/her appointment. RLO staff will not let the cable company into the resident's room.
3. Once the technician arrives, the resident should come to the RLO or call the RA-on- Call cell phone (310-980-9001) for access to the cable boxes.

COMPUTER LABS

There is a computer lab in Lee Hall 105 equipped with an internet connection and a laser printer. Students need to provide printing paper. Food and/or drinks are not allowed in the computer lab and students should review the University's Technology Policy prior to use. If there is a problem with the printer or computers, please notify the RLO. There are also computers available for use in the library.

MAIL

Residence Hall mailboxes are in the lobby of each building. Except on legal and Jewish holidays (including Shabbat), mail is delivered to the residence halls each evening by 8:00pm Monday through Thursday and by 5:00pm on Friday. Packages that do not fit in the mail slot, Parcel Post, special delivery and postage-due letters are held in the Mailroom on the first floor of the main campus. If a student receives one of these items, he/she will receive an email and will have to pick up the item there. To send mail, residents can use the Casiano Road mailbox (between the residential complex and the main campus) or go to the Mailroom. Residents can purchase stamps and send Federal Express or UPS packages in the Mailroom.

The Mailroom is open from 9:00am until 4:30pm Monday through Thursday and from 9:00am until 2:00pm on Friday. *Please note that AJU will only accept mail for current residents only.* Mail addressed to other individuals *will not* be accepted and will be returned to sender. During winter and summer intercessions, students can set up mail forwarding through the Mailroom. Upon moving off campus, students must complete official Change of Address paperwork with the Registrar's Office.

MEAL PLANS

All AJU students who live in the residence halls must contract with AJU for either a 12 or 19 meals-per-week meal plan. Commuter students may purchase 5-meal tickets through the Accounting Office. In either case, the 5-meal tickets are *not* valid for any Shabbat or Holiday meals. Meal plans may be changed within the first two weeks of each semester. Please see the Director of Student and Residence Life to alter any meal plan. Once this time frame has passed, there will be no changes permitted.

BERG HOURS OF OPERATION

Breakfast	7:30am – 9:00am (Monday – Friday)
Lunch	12:00pm/noon–1:30pm (Monday – Friday)
Dinner	5:00pm – 7:00pm (Monday – Thursday)

PERIODS COVERED BY STUDENT MEAL PLANS

Meal service begins with dinner on Sunday, August 27, 2017 and terminates after lunch on May 4, 2018. The Berg Dining Hall will be closed for the following periods:

- Thanksgiving: will close after lunch on Wednesday, November 22, 2017 and will reopen for breakfast on Monday, November 27, 2017.
- Winter Break: will close after lunch on Friday, December 15, 2017 and will reopen for dinner on Sunday, January 14, 2018.
- Spring Break: will close after lunch on Thursday, March 28, 2018 and will reopen for dinner on Sunday, April 8, 2018.

ADDITIONAL BERG INFORMATION

Appropriate Dress in the Dining Hall

In accordance with state law, the following minimum standards of dress must be maintained in the Berg Dining Hall:

- Shoes and shirts are required to enter the Dining Hall.
- Swimsuits are not acceptable.

Backpacks, Books, Briefcases, and Containers

Please keep the seating area and cafeteria serving area clear of backpacks, large bags, etc. There is a designated area at the entrance to the Berg where these items may be placed while dining. Mugs, water bottles and any outside food or drink are not permitted inside the food service area or Berg Dining Hall. AJU is not responsible for lost or stolen property.

Additional Information

- AJU reserves the right to provide meal service at campus locations other than the Berg Dining Hall should the need arise. Students will be informed in advance.
- For more information, please contact the Director of Dining Services, Mr. Jeff Stuart at Extension 506 or at jstuart@aju.edu

ENTERTAINMENT

In addition to the Auerbach Student Union, there are lounges in the residence halls, a basketball court, and a soccer field available for use. The RLO has a variety of sports equipment, games and videos available for check out. Residents may stop by the RLO during business hours or call the RA-on-Call prior to 10:00pm nightly.

FITNESS CENTER

There is fitness center located on the first floor of the Auerbach Student Union. All students must fill out the appropriate paperwork with the RLO and review the Auerbach Student Union section of the handbook before they utilize the fitness facilities.

BASKETBALL COURT

The basketball court, wired with night lighting, is located adjacent to Parking Lot 4, at the south end of the Residence Hall Complex. Hours of operation are daily from 7:00am until 10:00pm.

SOCCER FIELD

The soccer field is located below the Auerbach Student Union on the west side of campus.

POOL TABLE

The pool table is located in the Auerbach Student Union. AJU students may contact the RA-on-Call to check out pool table equipment from the RLO. Checkout hours are from 9:00am until 10:00pm daily. Students will be asked to leave a valid AJU or state-issued ID card in order to check out equipment.

Damage to the pool table or subsequent equipment during the period they are in the possession of the student will be his/her responsibility.

MANDATORY HALL MEETINGS

The RLO may announce mandatory meetings. Residents who have conflicts with a mandatory hall meeting should inform the Director of Student and Residence Life as soon as they are aware of the conflict. Residents who are not excused from a mandatory hall meeting and who do not a make-up meeting are subject to discipline and/or a fine. It is the responsibility of every resident to receive all information delivered in hall meetings. Residents may bring issues and questions to these meetings.

KITCHENS

A dairy kosher kitchen is located on the first floor of Keefer Hall. On the first floor of Taper Hall there is another kitchen available for student use that does not conform to any standard of *Kashrut*. The kitchens are open 24 hours a day. It is very important that residents take personal responsibility for maintaining the kitchen areas. Failure to clean up properly could result in unsanitary conditions and, in some cases, could cause fire (especially if stovetops and ovens are not properly cleaned after use). Residents should clearly label their food items with their name, room number and the date in which the items were put into one of the refrigerators. The RLO Staff will monitor the refrigerators and discard items not labeled or past the expiration dates. Please do not take anything that does not belong to you. AJU and the RLO is not liable for any resident's personal items (food, dishes, etc.) left or taken.

LAUNDRY FACILITY

There is a common area laundry facility equipped with coin-operated washers and dryers, a coin machine and a laundry detergent vending machine. Only residents may use the laundry facility. Any malfunctioning machines should be reported to the RLO. Be sure to specify the washer or dryer ID and the nature of the problem. Never leave your laundry unattended. AJU and the RLO are not responsible for any damages incurred from the machines or for missing or stolen laundry items.

MAINTENANCE

For any non-emergency repairs needed in a resident's room, the resident must go to the RLO and speak with a designated staff member. The time frame to solve the maintenance issue depends on the problem and the load of work. For emergency repairs (such as broken water pipes) residents should call the RA-on-Call immediately. Residents may be charged for damages for which they are responsible or for maintenance responses to requests of a personal nature, such as retrieving a contact lens from a sink drain. Maintenance personnel work on campus from 8:00am until 5:30pm on weekdays and from 8:00am until 4:00pm on Sundays. They may not always be available at hours most convenient to residents.

Residents should cooperate with maintenance personnel so that repairs may be made as quickly as possible. Typically, maintenance personnel will enter resident rooms only after 9:00am (outside of emergency situations). Students who discover insect problems must report them to the RLO so that their rooms may be inspected and sprayed accordingly.

THERMOSTATS AND VENTS

In order to turn on the heater/air conditioner, turn the thermostat power switch to “on” and select the fan speed. Please note that the system automatically selects heating or cooling, depending upon the temperature of the outside air. If the outside temperature drops below 60 degrees, the system will automatically begin heating. Please be aware that even in the summer, the local nighttime temperature may fall below 60 degrees and cause the system to blow warm air. Conversely, the air conditioner will not work until the outside temperature is 80 degrees or above.

VACUUM CLEANERS

A vacuum cleaner may be checked out from the RLO with the resident’s AJU or state-issued ID card. Due to high demand for the vacuum cleaner, students are asked to return the vacuum cleaner in a timely manner (usually within one hour). Any vacuum cleaner that is checked out must be returned to the RLO by 10:00pm nightly.

WIRELESS NETWORK

Wireless internet service is available throughout the residence hall complex, in the Auerbach Student Union and on main campus. Please refer to the University’s Wireless Network Policy.

RESIDENTIAL POLICIES

CAMPUS HOUSING POLICY

The University considers the residential experience to be an important part of a college education. Currently, all AJU students who are under the age of 21 or who matriculate with fewer than 60 credits must reside in the University residence complex under a contractual room and board plan *or* reside with an immediate family member (parent, legal guardian, or grandparent), within a 20-mile radius of the university. Any students affected by this policy who wish to live off campus must file a *Request to Live Off-Campus*. This form may be found in the Residence Life Office.

The Dean of Students may grant exceptions to the above housing policy if a student has a fully documented medical disability or can demonstrate significant financial burden that makes it unfeasible to live on campus.

ALCOHOL USE

Alcohol abuse or illegal use of alcohol is subject to disciplinary action that may range from treatment requirements to expulsion, depending on the nature of the infraction. The possession and consumption of alcoholic beverages in the residence hall complex is a privilege extended to those residents of legal drinking age. However, violations of the alcohol policy will result in termination of this privilege. AJU acts in accordance with the Federal Higher Education Act regarding zero tolerance for alcohol and drug use/abuse.

- Residence hall staff and occupants are required to comply with state and local statutes concerning possession, sale and consumption of alcoholic beverages.
- At no time is public drunkenness tolerated. Loud or disruptive behavior and interference with cleanliness of the residence halls are prohibited.
- Alcoholic beverages may be possessed or consumed, but not sold, in the privacy of student rooms by those residents and their invited guests who are of legal drinking age. Serving minors or making alcohol available to them is strictly prohibited and actionable.
- In student rooms where both occupants are *not of legal drinking age*, alcohol is *not permitted* under any circumstances.
- Consuming alcohol in the dorms is permitted only when ALL individuals present are over the age of 21.
- Possession and/or consumption of alcoholic beverages is not permitted in hallways, balconies, lounges, stairways, courtyards, community bathrooms, parking lots or any public area on campus.
- Drinking habits that are injurious to the health or education of a student or those around him/her are reasons for appropriate disciplinary or remedial action by the University.
- Private gatherings held in student rooms must be confined to that specific room and the door must remain closed. Propping doors open is not acceptable. Locking doors is encouraged so underage students cannot unknowingly enter a room where alcohol is being consumed.

- Progressive drinking parties are not allowed due to the potential for noise violations, alcohol not permitted in public areas and/or illegal consumption.
- By default, all student programs/activities, whether on or off campus are alcohol free. Possession of such alcohol at these events will result in disciplinary action.
- Students may not possess excessive amounts of alcohol. The definition of "excessive" is at the discretion of the residence hall staff. Kegs, trashcans or other large vessels that contain alcoholic beverages are prohibited in the residence halls. Residents are responsible for the action(s) of their guests at all times. Alcohol use/misuse does not excuse disruptive, excessively noisy or indecent behavior.
- Possession or use of false identification will result in disciplinary and/or civil action.
- Appropriate disciplinary and/or civil action will be taken in cases where persons of legal age are found to be providing alcohol to persons under the age of 21.
- Residents under the age of 21 are *not permitted* to possess novelty alcohol bottles (empty or full) or other empty alcohol bottles at any time.

Situations in which the illegal or excessive consumption of alcohol takes place off campus and the resident then returns to the residence halls (i.e. underage residents return under the influence of alcohol or of-age residents return inebriated) may also result in disciplinary and/or civil action.

Possession or use of alcohol in violation of the above policies will result in disposal of the alcohol, as well as appropriate disciplinary and/or civil action.

In accordance with FERPA, the Director of Student and Residence Life may inform parents and legal authorities regarding alcohol incidents if the student is under the legal drinking age of 21.

ELECTRIC DEVICES AND OUTLETS

Use of electrical appliances is permitted in the residence halls within certain guidelines. Appliances used in the residence halls must be safe in design and structure (such as UL-approved appliances) and be properly maintained. Appliances with exposed heating elements are NOT permitted in the residence halls. Some exceptions include hair dryers, curling irons and clothes irons. Residents should ask the RLO staff if they have questions about specific appliances not listed here. The RLO may conduct monthly safety checks in order to ensure the above guidelines are being followed.

Cooking appliances with exposed heating elements are prohibited in residence hall rooms. Prohibited appliances include but are not limited to: hot plates, toaster ovens, electric skillet, etc. For these and any other appliances where the heating element is exposed, an object falling onto the heating element could start a fire. Thus, they are not allowed.

To avoid electrical problems, the following appliances are also prohibited or restricted:

- Refrigerators are limited to one compact model per resident.
- Microwave ovens are prohibited in residence hall rooms.
- Halogen lamps are prohibited in residence hall rooms.
- Electrical outlet splitters and extension cords are prohibited. If a student wishes to operate multiple devices, a surge protector must be used.

CANDLES AND INCENSE

For safety reasons, possession of and burning candles, incense or spices such as sage in the residence halls is not permitted. This also includes any plug-in scented device. Candles may be used for religious purposes only in designated common areas such as the Auerbach Student Center and the kitchens with RLO approval. Students found with possession of these items in their rooms will be cited with fees and incident reports.

BULLETIN BOARDS

Please refer to the bulletin boards in the main lobbies and floors for useful information. All flyers must be approved by the Director of Student and Residence Life prior to posting. No one other than designated University staff members should ever remove posted flyers from bulletin boards or other areas unless he/she posted those flyers. If posters or flyers are hung without approval, they will be taken down.

MOVING-IN/CHECK-IN PROCEDURES

When checking in, students verify a Room Inventory Sheet completed by their RA. Residents should double-check all listed damages, missing furnishings and other irregularities for which they may be charged later. Residents should submit the verified forms to that RA on the same day as check-in. It is important that residents check the room inventory sheet and bring to the RA's attention any items that should be added or any furniture whose listed condition should be changed prior to submitting the inventory sheet. Upon check-in, residents are required to complete appropriate paperwork. Please note that any damage sustained to the room and/or furniture that is not noted on the Room Inventory Sheet will be charged to the student's account during check-out. Residents will be issued a room key, a mailbox key and a student ID card which provides access to the residence halls as well as the Auerbach Student Union.

MOVING-OUT/CHECK-OUT PROCEDURES

Residents are expected to completely vacate their room by the date and time indicated on the current Residence Life Agreement. The RLO will notify residents about specific dates and procedures for the end-of-semester checkout periods. Residents who fail to make or keep a checkout appointment will be

assessed a charge and may be evicted. If such notice of eviction is given, student will be placed on residential probation and he/she jeopardizes the option of being able to return as a resident.

Residents are responsible for the condition of their rooms. Rooms should be in clean condition upon check-out and failure to do so will result in an extra cleaning fee. When damages occur, the fees for these damages will be charged to the responsible party. If the person causing the damage cannot be identified, the residents of the room must bear the charges for the damage.

The RA who checks out the resident will also collect key(s) and a forwarding address. Residents will be billed for a lost key if they fail to turn in their key(s) during check-out. No keys may be turned in after residence halls have closed for the term.

CANCELLATION OF ROOM AND BOARD CONTRACT

The room and board contract is for one academic year. The exception is for residents who request to cancel their agreements at the end of one semester due to medical withdrawal, academic dismissal or (midyear) graduation. Cancellations are subject to fines as described in the Residence Life Agreement. *The University may cancel the room and board contract, instructing the resident to vacate the dorm room, without any refund in room fees, with appropriate notice, if a student violates residence hall policies or University policies and regulations.*

COLLECTIVE LIABILITY

Residents are responsible for the condition of their room and any shared spaces. The RLO works hard to attribute damage and vandalism charges to the individuals responsible. When that is not possible, all members of a room, hall or building may be charged equally for any damages. It is expected that affected residents will provide information to the RLO to assign these charges to the individual(s) responsible.

RESIDENTIAL DISCIPLINARY PROCEDURES

Policies for the residence halls have been developed in an attempt to establish an environment in which a large number of residents may live together with maximum freedom while recognizing the rights of other residents. When a resident violates this basic standard of community living by endangering the safety of other residents or violating any of the policies outlined by the University or this guide, this behavior must be addressed. *The AJU Student Handbook outlines such policies and regulations that must be followed by all AJU students.* In areas where Title IX has been violated, the University will move forward based upon Title IX guidelines and fair processes that govern the manner in which an investigation and subsequent sanctions must be rendered.

Residence Life disciplinary action is administered by the Director of Student and Residence Life, who may render sanctions according to the violated policy. These measures may include, but are not limited to, community service, loss of certain privileges, incident report citation and fines, change of room assignment as well as residential probation or removal from the residence halls. *If a resident wishes to*

appeal the disciplinary action administered by the Director of Student and Residence Life, he/she may do so in writing within 7 calendar days to the Dean of Students.

When a student violates a residence life policy, an Incident Report is created by an RLO staff member and all Incident Reports are maintained by the Director of Student and Resident Life. Depending on the severity of the violation, sanctions may be immediately rendered including Residential Probation or Residential Dismissal. Being placed upon Residential Probation jeopardizes not only the possibility of remaining in the University's residential complex for the remainder of the semester, but also for future housing requests.

EMERGENCY DOORS AND ROOFS

It is prohibited to access the emergency doors at the rear of the residence halls at any time other than an emergency. Accessing the dormitory roofs is prohibited at all times.

EMERGENCY EVACUATIONS AND DRILLS

In the event of an actual emergency (e.g. fire, earthquake) or a periodic emergency drill, *immediate compliance with directives given by University staff is required*. All drills are timed and must be repeated if the completion time does not meet safety standards. It is of the utmost importance that anyone in a residence hall responds promptly in emergency situation for the safety of that individual and for the safety of all. This same compliance is expected of guests. Failure to comply during drills or emergencies will result in disciplinary action and sanctions administered by the RLO.

EXPLOSIVES

Firecrackers, fireworks, explosives, flammable chemicals/materials, or pyrotechnics of any nature are not permitted within or around the residence halls for reasons of safety and noise. Possession or use of such items is considered a serious violation and will result in immediate disciplinary action and sanctions by the RLO.

EXTERIOR DOORS

For security reasons, exterior doors should remain closed at all times and should never be propped open or left unlocked. Any resident who does prop doors or leaves them unlocked places all others in the hall at risk and will be subject to disciplinary action. Only the professional staff may give approval to prop open the exterior doors. This may happen in rare situations where the card system does not work or on move in/out days. Residents should keep their dorm room doors locked at all times.

HAZARDOUS MATERIALS

Flammable solvents, except ordinary quantities of items such as lighter fluid, spot remover, and nail polish remover may not be stored in student rooms. Highly combustible material and noxious chemicals must not be kept in residence halls, except in amounts and in containers in which they are commonly available for household use (one pint or less). The improper use of or possession of flammable or hazardous substances may result in separation from the university or such lesser sanctions as may be

judged appropriate by the act. Gasoline in any amount and other flammable liquids in the same class are prohibited from storage in any residence hall. Furthermore, any vehicle, motorcycle, moped, or motored-device with a fuel tank is prohibited from entry into any University building.

FIRE EQUIPMENT REGULATIONS

Because it is imperative that fire and safety equipment function properly when they are needed, the following acts are prohibited:

- Tampering/Playing with fire extinguishers, smoke detectors, lights, or emergency lights.
- Tampering with or pulling a fire alarm under false pretense.
- Removing smoke detector or carbon monoxide detector batteries or otherwise rendering a smoke detector inoperative.
- Obstructing halls and stairwells with furniture, debris or any other materials.

FALSE IDENTIFICATION/FALSE INFORMATION

Acts of furnishing a University official with a false form of identification, using someone else's identification as your own, or using outdated identification will result in disciplinary action. Providing false information or false testimony to University officials will result in similar disciplinary action.

Residents who jeopardize the safety or security of any community member on campus will be subject to immediate disciplinary action. Disciplinary action will be brought against residents who cause potential fire hazards through unsafe practices (e.g. overloading circuits, use of extension cords or outlet splitters, use of unauthorized cooking appliances, etc.

FURNITURE

Additional furniture may be brought into the residence halls only with the written approval of the Director of Student and Residential Life. Removing furniture from rooms may occur only with the prior approval of the Director of Student and Residence Life, based on storage availability and other health, safety and space factors.

Students who misappropriate lounge or lobby furniture by taking it to their rooms or otherwise claiming it for their personal use are depriving other residents of amenities for which they have paid. Furniture must remain in the space for which it is designated. Residents are not to move public furniture to another public location without the prior approval of the Director of Student and Residence Life. Residents who remove common area furniture will be assessed a daily fine.

GUESTS / VISITORS

A guest or visitor is defined as any person other than the registered occupant(s) of that particular dorm room (including other resident students, non-resident students and non-students). All residence hall guests who do not live in AJU residence halls must be signed in by an AJU resident on the guest

registration forms located in the lobbies of each residence hall. Residents should meet their guests at the building entrance and escort their guests at all times. At no time should any resident provide entrance to the building for someone who is not his/her guest. Unescorted visitors will be asked to leave and may be banned from future visitation. Resident hosts must inform their guests of the residence hall policies and will be held accountable for the actions of their guests while in the residence hall facilities and adjacent areas, including any damages incurred to property. Guest privileges may be revoked for individuals or groups who violate the guest policies.

Hosting guests is a privilege that should not be abused. Visitors who come by daily and stay for hours can be an undue burden on roommates and the residential community. Each resident has the basic right to have privacy in his/her assigned room. Roommates have the option to establish limited visitation hours in their rooms. Residents who are unsuccessful in resolving visitation problems with roommates and neighbors should contact the Director of Student and Residential Life.

Residents are financially responsible for damages caused by their guests, and are subject to disciplinary action, including restriction of guest privileges, if a guest violates Residence Life Policies or University rules and regulations.

OVERNIGHT GUESTS IN THE RESIDENCE HALLS

Any non-resident visitor who is present in a residence hall room or apartment after 11:00pm Sunday through Wednesday or after 12:00am Thursday through Saturday is considered an overnight guest.

All overnight guests in the residence halls must be registered with the RLO staff by the host before 10:00pm (unless it is an emergency) on the same evening the guest intends to stay. Registration is done by completing an Overnight Guest Form signed by: (1) the host, (2) roommate (in doubles), and (3) RLO staff member. This form is located in the RLO and on the stairwells between the first and second floors of Lee and Keefer Halls. Once completely signed, the form should be given to the RA-On-Call. Residents should consult with their roommate and remain sensitive to his/her feelings and concerns. The resident must also follow proper procedure to check-out their guest. Failure to comply with the check-in/check-out procedure of guests will result in disciplinary action, fines and the possibility of having guest privileges revoked.

Residents are limited to 15 overnight visitors per semester. Guests may not stay with resident for more than 3 consecutive nights. Any violation will result in disciplinary action as well as a \$55/per person per night fine. All overnight guests must provide a valid, state-issued, photo ID upon check-in.

If a roommate is uncomfortable or feels threatened by the presence of a guest, the host will not be permitted to have that guest remain. *Neither guests nor residents may sleep in any of the common areas of the residence halls, such as lounges.* No overnight guests are permitted in the residence halls during the last two weeks of the semester.

Guests are not allowed in the residence halls when the resident is not present. Should residents not follow the designated rules, he/she jeopardizes the privilege of having overnight guests. Additionally, he/she will be cited with an Incident Report. Incident Reports carry the possibility of residential probation which may risk the probability of future residential housing.

ADDITIONAL UNIVERSITY REGULATIONS INVOLVING OVERNIGHT GUESTS

Residents who do not properly check-in or check-out their overnight guest(s) are subject to disciplinary action and must pay a \$55.00 per person/per night fine. The University reserves the right to ask any guest(s) to leave if they are in violation of any University rule or regulation, or federal/state/local law. Resident hosts are financially responsible for damages caused by their guests, and are subject to disciplinary action, including restriction of guest privileges, if a guest violates Residence Life Policies or University rules and regulations. *The RLO views such violations by guests and the presence of unregistered overnight guests in the residence halls as a security threat and action will be taken accordingly.* Residents should report any unescorted guests or suspicious people or vehicles in the Residence Complex. Additionally, any student previously dismissed from the University or from University housing may not be an overnight guest.

RESIDENCE HALL OR ROOM CHANGES

At the beginning of each semester, there is a 14-day freeze during which time no room changes are permitted. After the freeze, residents may request room changes for a specified period of time and at no charge. Residents wishing to make hall or room changes should apply in writing to the Director of Student and Residence Life. Changing rooms or halls without written authorization from the Director of Student and Residence Life will subject those involved to disciplinary action, a \$75 fee and they will be moved back to their original room. Not all requests for a room change can be honored and completed, but once a room change is approved, the new assignment cannot be reversed.

ROOMMATE CONTRACTS

Should a conflict between roommates arise, a resident may complete and submit an RLO Grievance Form. The RLO may instruct roommates to establish a mandatory roommate contract. In some cases, an RA and/or the Director of Student and Residence Life will mediate and facilitate the mandatory contract. Violation of terms agreed to by the roommates in mandatory contracts may result in disciplinary action.

ROOM CONSOLIDATION

The University reserves the right to change room assignments, assign a new resident or reassign a current resident to any unoccupied bed space at any time and/or consolidate vacancies at the discretion

of the University, disability accommodations, health concerns, disciplinary action, occupancy needs or the general welfare of the resident(s).

Failure to accept an assigned roommate may result in *required* payment for a single occupancy room or immediate termination of a resident's housing contract.

ROOM ENTRY AND SEARCH

The University appreciates your desire for privacy and will strive to protect this privacy. Occasionally, however, it is necessary for the University to exercise its contractual right to room entry. In essence, the policy states that a residence hall or maintenance staff member may enter a room on the following conditions:

- Building closures for holidays and end of semesters
- At the invitation of the resident(s)
- To provide maintenance (including at building closures)
- If there is cause to believe that a violation of University regulations is occurring, including but not limited to:
 - failure to evacuate during drills
 - reasonable suspicion of a violation of drug or alcohol policies
 - reasonable suspicion of a policy violation of or situation that affects fire safety (e.g. smoking, candles, incense)
 - probable cause and concern for the health, wellbeing or safety of the resident
- If an emergency exists or is believed to exist
- For monthly safety checks

Resident rooms should not be entered without knocking and allowing a time lapse of sufficient duration to provide the resident(s) ample opportunity to open the door. (Time lapse may be shorter if an emergency is believed to exist.) *Rooms may be entered in the absence of the resident(s).* When University personnel enter a resident room in the absence of the resident, the privacy of the resident will be maintained as much as possible. RAs must obtain permission from a professional staff member to enter resident rooms unless an emergency appears to exist. The evidence for such an emergency may not necessarily be revealed to the resident. During each fall and spring semester and during holiday closure preparations, residence and/or maintenance staff may enter rooms to check smoke detectors and to conduct a visual scan for unsafe conditions (i.e. use of inappropriate cooking appliances, use of improper extension cords, etc.).

ROOM USE/ROOM ALTERATION

Students are not permitted to sublet, assign or use their rooms for any commercial purposes. Residents who live by themselves in a double-occupancy room are expected to maintain their room in such a manner that a roommate who may be assigned to the room can move in at any time. This is especially important at the winter break between semesters, when new residents assigned to a room typically

arrive before returning residents. Residents whose rooms require special attention before new roommates can move in will be charged an extra cleaning fee (up to \$75).

The RLO may instruct residents to change their furniture arrangements or to remove furniture from the room for the purpose of adhering to fire code regulations. Rooms must be kept clean for reasons of health and safety.

Residents may not make any physical alterations to their dorm rooms. This includes but is not limited to the installation of additional locks, building of lofts, hanging items from ceilings, painting or paneling walls, installing shelves, etc. Residents are not permitted to remove equipment or furnishings from any room in the residence halls to alter any furniture (e.g. disassemble beds or shelves) without prior approval from the Director of Student and Residence Life. Furniture (such as one of the beds in a single) cannot be removed or moved due to lack of storage space in the complex. Residents may not remove window screens, block exits or make holes in walls.

Maintenance staff may inspect rooms on a monthly basis and will require residents to ameliorate any unauthorized changes or assess charges to restore the room to its original condition or configuration. Note: residents should not put items on the exterior of room doors other than what can be tacked to the small corkboard provided by the University.

ITEMS ON LEDGES

Residents living on the second or third floors may not place items (flower pots, bottles, etc.) on outside ledges since they may fall to the ground below and cause injuries or safety hazards.

KEYS AND ID CARDS

Keys and ID/building access cards are issued to residents upon check-in. Residents are responsible for carrying their key and building access card at all times and for locking their dorm room door when they go out. The room key and building access card a resident receives at check-in is for his/her own exclusive use. Giving or loaning keys and/or building access cards to others is prohibited. Duplication of any University keys, including room keys, is also prohibited.

LOST/STOLEN KEYS

In order to maintain security, a resident who loses a room key must report it to the Director of Student and Residence Life immediately. Room door locks may be re-coded when keys are reported lost. In the case of double occupancy rooms, the roommate whose key was lost or stolen is responsible for replacing his or her roommate's room key as well. Residents should reference the section on Residence Fines for a list of charges associated with lost/stolen keys and card replacement.

If a resident loses his/her room key three times, an Incident Report will be cited and the student will be placed on Residential Probation.

LOCKOUTS

If residents are locked out of their rooms during regular business hours, they should go to the RLO for assistance. If a staff member is not in the office or a lockout occurs during non-business hours, they should call the RA-On-Call phone. Each time a resident is locked out (this includes a building lockout as well as a room lockout) it will be logged. As a courtesy, residents will not be charged for the first lockout. Residents should reference the section on Residence Fines for a list of charges associated with lockouts.

If a resident is locked out of his/her room three times, an Incident Report will be cited and the student will be placed on Residential Probation.

LIABILITY

The University assumes no responsibility or liability for the personal property of students. This includes, but is not limited to, damage or loss due to fire, theft or flooding during the entire term of the Residence Life Agreement and including all University vacation periods during the year. The University recommends that students not leave valuables in their rooms during vacation periods. Students are strongly encouraged to consider carrying some form of personal insurance if their family's policy does not cover personal property loss in the residence hall.

LITTER

Students are responsible for the cleanliness of the common areas inside and outside of the residence halls. Areas in which garbage and food are left lying around are not only aesthetically unpleasant, but may attract insects, rodents and wild animals. It also constitutes a health and safety concern. Students found leaving garbage or food in common areas will be in violation of the compliance policy and may be subject to disciplinary action. This includes improperly disposing of cigarette butts.

MISSING PERSONS

If any student living in the Residence Complex is determined to be missing for more than 24 hours, or if the Director of Student and Residence Life has reason to believe that a student is missing, campus security and/or the police department will be notified. The Director of Student and Residence Life or another University administrator has the right to notify campus security or police immediately if he or she believes that there is reason to do so. The University will notify a parent or guardian of any student under the age of 18 if a student is missing or believed to be missing. Students should contact an RA or Director of Student and Residence Life if they have reason to believe that a student may be missing.

PARKING

All vehicles in the residence hall parking areas must display a valid AJU resident parking permit and be parked in their assigned parking spots. Parking permits for residents will be issued upon completion of

the parking permit application. Permits must be displayed on the vehicles for which they were purchased. *Vehicles not displaying valid permits or those parked in an incorrect space will be cited, booted and/or towed at the resident's expense.* Residents with vehicles must register their vehicles with the RLO and park in their assigned spot. Failure to do so will result in citations, fines and/or booting.

Residents may request temporary guest parking permits for their registered guests at the RLO and must follow those parking designations. The University is not responsible for any damage to vehicles in any of the parking areas. All residents are responsible for adhering to the AJU Student Parking Policy, available online and upon registering for a parking permit. The fine for violating the parking policy is \$25.00/per occurrence.

PETS

Fish are the ONLY pets permitted in the residence halls. Aquariums are limited in size to no more than 25 gallons. Should a resident wish to keep fish in his/her room, the fish must be removed during the breaks whereby residents must vacate the residence facilities (e.g., winter, spring, summer breaks). Fish may not be left behind in a resident's room. Restrictions and policies apply so residents should check with the Director of Student and Residential Life for more information.

RESIDENTS@AJU.EDU

Residents@aju.edu is an e-mail list used by the RLO to deliver important information, deadlines and announcements. The e-mail list is updated once a semester by the RLO. It is the resident's responsibility to check his/her AJU e-mail account for these communications and to act when necessary. Please contact the RLO as soon as possible if you believe that you are not on the list.

QUIET HOURS

Quiet hours must be upheld at all noted times. This helps maintain an atmosphere that is conducive to good scholarship and promotes an environment where individuals can learn from the experience of group living. Quiet hour restrictions, which apply throughout the residence halls are:

Sunday-Thursday: 11:00pm - 8:00am
Weekends and Holidays: 12:00am - 9:00am

During quiet hours, television/music volume should be limited to a level that does not disturb fellow dorm neighbors. This includes conversations in hallways. Slamming doors is not permitted.

Courtesy hours are in effect throughout the residence complex 24 hours a day. This means that although quiet hours may not be in effect, residents are expected to maintain reasonable volume levels at all times, including conversations in hallways and television/music volume.

The primary responsibility for the enforcement of quiet hours and courtesy hours belong to the residents. If conflicts arise that residents, themselves, cannot reconcile, an RA-On-Call should be contacted.

RESTRICTED ACCESS/RESTRICTED AREAS

Unauthorized entry to restricted areas such as building mechanical rooms and custodial closets is prohibited, as is venturing onto roofs, window ledges or breezeways. Entering the building through windows or other surreptitious entry points is prohibited. Emergency exits are for emergency use only. Entering another resident's room without his/her permission is prohibited. Sleeping in public lounges or hallways is also prohibited.

SCREENS

Removing window screens is prohibited at all times unless in the event of an emergency. Students may not sit on window ledges or engage in other behaviors that may result in injury or death. Removing screens on windows is seen as destruction of University property and will result in a citation and an incident report.

SKATEBOARDING, SKATING AND ROLLERBLADING

For safety reasons, skateboarding, skating and rollerblading are not allowed on campus property.

SMOKE DETECTORS

All student rooms are equipped with smoke detectors. Each semester, every detector is thoroughly checked. If residents observe problems with their smoke detectors, they should contact the RLO immediately. Citation and disciplinary action will result if a student removes the batteries, tampers with or disables a smoke detector or other fire safety equipment.

SMOKING

Smoking (cigarettes, electronic cigarettes, vapors or hookahs) is prohibited inside all residence complex buildings, including dorm rooms as well as outside areas in the complex, including external stairwells and courtyards. The only smoking area is the Lillian and Harry Blackman Recreation Area that is located outdoors, adjacent to the Auerbach Student Center. Smoking restrictions are strictly enforced out of concern for fire safety and the general health of residents. *Smoking in non-designated areas will be treated as non-compliance.* Smokers are responsible for disposing of their cigarette butts and ashes in the ashtrays provided in the smoking area.

SOLICITATION AND POSTING

To protect residents from unwanted disturbance, soliciting in the residence halls is prohibited. Students and campus organizations seeking special consideration should apply to the RLO. Off-campus groups and merchants seeking special consideration must apply to the RLO. The Director of Student and

Residence Life approve all postings in the residence halls. Postings are limited to designated bulletin boards or other areas approved beforehand. Any posting not previously approved by the Director of Student and Residential Life will be removed and discarded.

STAIRWELLS/SIDEWALKS/HALLWAYS

Stairwells, sidewalks and hallways must be kept clear of personal belongings. Fire safety codes require at least 36" of clearance in these areas in order to evacuate residents safely in an emergency. Maintenance staff will remove any items that impede access in these areas.

STORAGE

AJU has no storage space available. The use of PODs or other temporary storage containers on University property, such as a parking space or grassy area, is prohibited. Residents may not store personal items in the RLO during winter or spring breaks.

STUDY ABROAD

Residents taking a semester or year of study abroad should make prior arrangements for their housing needs upon their return. Special arrangements need to be discussed with the RLO staff to ensure a smooth transition when the resident returns to campus.

VACATION/INTERIM HOUSING PERIODS

All residents living in the residence halls are required to vacate during winter and spring breaks. Residents who will be returning to live on campus may leave their belongings in their rooms at their own risk. During these breaks, residents will need to surrender their keys and swipe cards to the RLO which means they will not have access to their rooms, buildings, or any other part of the residence halls. In special cases when access is necessary (i.e. learning materials, medications) the resident must obtain written approval from the Director of Student and Residence Life and will be charged \$10 for entry. Residents must coordinate mail forwarding through the mailroom in order to receive their mail during Winter Break.

VANDALISM

Residents who remove, destroy, or deface any property or area related to the University or Department of Residence Life (including but not limited to vandalism committed against grounds surrounding the buildings) are subject to disciplinary action and will be required to pay fines as well as repairs for any damages. Affected areas may be temporarily placed off limits due to vandalism. Vandalism is a University violation and disciplinary action will be taken against any/all offenders.

VERBAL ABUSE

Verbal abuse that may cause another person humiliation or stress, or that is threatening or carries with it intention to do bodily harm, is prohibited. Behavior where a resident persists in being argumentative,

responds by shouting, or makes rude, vulgar, indecent, or obscene comments and gestures to RLO staff member(s), including RAs, is considered verbal abuse. An Incident Report will be cited and violators will be referred to the Dean of Students who will take disciplinary action against any/all offenders.

WEAPONS

Use or possession of any weapon, including but not limited to rifles, shotguns, hand-guns, BB guns, toy guns (i.e., cap guns, Nerf guns, water guns), air rifles and pistols, bows and arrows, knives, daggers, swords, spears, brass knuckles or ammunition is prohibited anywhere on University property. Violations of such policies may result in immediate referral to the police department as well as disciplinary sanctions. A resident's room may be searched for weapons. The purpose of room entry and room search will be to maintain an environment in which learning can take place by providing a weapons-free living environment for AJU students.

WORKING ON CAMPUS

Because of liability issues, babysitting (for a charge or free of charge) of non-residents' children on or in Residence Life facilities is prohibited. Mentoring/training/hosting non-residents for a charge on or in Residence Life facilities (including the basketball court and soccer field) are prohibited.

EMERGENCY PROCEDURES

EMERGENCIES

1. In the event of an emergency, call "911".
2. When making an emergency call, give a clear description of the problem, your location (including floor and room) and your name.
3. Immediately following this call, contact the RLO staff so that on-site assistance can be initiated by the staff.

EARTHQUAKES

What happens in a typical building during an earthquake varies from building to building and from floor to floor. Lower floors will shake rapidly, much like smaller buildings. Unsecured books, plants, breakable items, etc., will fall from shelves. Top-heavy furnishings will fall over. Unsecured light fixtures and ceiling panels may fall. On upper floors, movement will be slower, but the building will move farther from side to side. Unsecured furniture will slide across the floor. Objects will topple from shelves and windows may break. There are steps you can take to lessen the threat of a major earthquake:

During an earthquake:

1. You will experience momentary panic when your plane of reference begins to move. It should pass in a few moments. If the shaking is severe—enough to cause damage—you will find it difficult to walk.
2. Do not rush outdoors, since most injuries occur from falling glass, fixtures, plaster, bricks, debris, and electrical lines as people are leaving buildings. Stay put.
3. Sit or stand against an inside wall or doorway or take cover under a desk, table, or bench (in case a wall, ceiling, or furnishings should fall). In high-rise buildings, doorways may not necessarily be the safest place to stand; taking cover under a heavy desk or table is preferred.
4. Stay away from all glass surfaces (windows, mirrors, etc.)
5. Do not restrain falling objects unless they endanger your life.
6. If you are outdoors, remain there. Move into the open. Do not stand under overhangs on the outside of buildings. Move away from power lines and stay in the open areas away from all structures.

After an earthquake:

1. Aftershocks may occur at any moment with nearly the same force as the original quake. Be prepared.
2. Move cautiously and observe your surroundings for hazards.
3. Check for injuries and provide first aid and CPR where necessary if certified.
4. Seek help by phone, if necessary, for emergency aid. Do not tie up phone lines with unnecessary or non-emergency calls.

5. Do not touch downed power lines or objects in contact with lines.
6. If your building has obviously suffered damage, wait until the initial shaking is over and then evacuate the building. Go immediately to designated emergency areas. Wait until authorities announce that it is safe to enter the building.
7. Tune in to local radio stations for information and damage reports.
8. Above all, try to remain calm and resist the urge to panic!

FIRE EVACUATION PROCEDURES

Residents should locate the fire exits on their floors and should be on the alert to prevent fires. Residents should be familiar with the fire instructions that are posted in each room. All residents and visitors are required to evacuate the building when the fire alarm is sounded. Periodic fire drills are required to ensure that residents know what to do in the event of a fire. Any student who does not participate in mandatory drills will be cited with an Incident Report and disciplinary sanctions will be rendered.

In the event the fire alarm sounds

Everyone is required to leave the building at once using the nearest stairway exit. Depart the room immediately, but dress in preparation for existing weather (shoes, coat, etc.).

Never use an elevator during a drill or actual fire. If you are away from your room when the fire alarm sounds, do not return to your room. Do not return to the building until given the all-clear signal by security or residence hall staff. In the event of a fire: contain the fire, if possible, by closing the door. Notify the Residence Life Office (RLO) or your RA immediately. Fire alarms are located on each hallway. Leave the building via the nearest stairwell. Close the room and hallway doors behind you. Remain calm at all times. No matter how small the fire, and even if it is already extinguished, report it to the RLO or your RA immediately.

The evacuation area is the AJU Basketball Court. In case the source of the fire is the southern wild vegetation or if the AJU Basketball Court is unsafe, the secondary evacuation area is Parking Lot #2.

RESIDENTIAL FINES ASSESSED FOR POLICY VIOLATIONS FEES FOR ITEMS NOT COVERED BY ROOM AND BOARD

Note: All costs are subject to change and additional fees may be assessed at the discretion of the Director of Student and Residence Life.

ITEM/VIOLATION	FEE CHARGED
Candles, Incense, Hookah	\$50
Failure to Checkout at Assigned Time	\$50
Failure to Sign up for Checkout	\$50
Failure to Turn in Keys at Checkout	\$85
Dirty Bathroom	\$20
Dirty Room (not vacuumed or dusted)	\$25
Failure to Evacuate During Drill	\$50
False Fire Alarm	\$150
Recharge Fire Extinguisher	\$50
Fire Alarm Due to Negligence	\$50
Improper Registration of Guest	\$55/per night, per person
Room Key Replacement	\$35/first offense \$50/second offense \$75/third offense & subsequent room key loss fee will increase by \$25/each occurrence with an Incident Report cited after third offense
Mailbox Key Replacement	\$35
Lockout (after 12:00am) [first lockout is not charged as a courtesy]	\$15/second offense \$25/third offense & subsequent lockout fee will increase by \$25/each occurrence with an Incident Report cited after third offense
Swipe Card Replacement	\$20
Missed Mandatory Residence Hall Meeting	\$20
Late Arrival or Early Departure from Mandatory Residence Hall Meeting	\$10

ITEM/VIOLATION	FEE CHARGED
Noise Violation	\$25
Propping/Tripping Building Door	\$25
Screen Removal	\$25
Screen Replacement	\$50
Skateboarding, Skating, Rollerblading	\$50
Smoke Detector Violation	\$50
Smoking in Undesignated Area Outside	\$50
Smoking in Room/Building	\$150
Trash Can Replacement	\$15
Misuse of Safety Equipment	\$50
Wall or Carpet Damage	At cost (per square inch)
Vandalism	At cost
Room Damage	At cost

AUERBACH STUDENT UNION AND LOUNGES

The Student Lounge in the Auerbach Student Union is intended to be for the sole use of AJU students, immediate family living with a student in an apartment on campus, and students residing in the residence halls at American Jewish University. All other groups will not be able to utilize the student lounge while the academic year is in session.

Hours of Operation: 8:00 am – 1:00 am daily

STUDENT LOUNGE RULES AND REGULATIONS

There are multiple lounges and study areas that residents may access in the residence halls.

Auerbach Student Union Lounge

The Auerbach Student Union Lounge is the largest of the lounges at the residence halls. The Auerbach is used for programming and residential community meetings, studying and gathering place. RLO events and student sponsored event reservations are the priority for this lounge.

Residents and their guests may access the TV, DVD player or the Piano inside the Auerbach Lounge.

Keefer Lounge

Keefer Lounge is on the second floor of Keefer Hall and is a prime area for student groups or individual study. There is a white board, a large table with chairs, a computer and a printer inside this Lounge.

The Sanctuary Lounge

The Sanctuary is located on the second floor of Lee Hall. This Lounge is to be used for prayer, celebration, mediation and other respectful, spiritual gatherings. It is reserved on Friday nights, Saturdays and for holiday prayer.

Lee Lounge

The Lee Lounge is located on the first floor of Lee Hall. This Lounge has a large TV with cable, along with a couch and a table. This Lounge is ideal for studying or gathering.

It is further expected that all trash will be disposed of properly into appropriate receptacles before leaving the student lounge. Any mess left by students in the lounge must be cleaned by the students. Cleaning supplies are available upon request from the RLO staff. Abuse of this privilege may result in revocation of student rights to have food in the lounges.

OUTDOOR AREA REGULATIONS

- Do not mark any fields or courts without permission of the Residence Life Office.
- No motor vehicles are allowed on the fields or basketball courts at any time without permission of the Residence Life Office.
- Any structures, such as tents, must be approved prior to the event.
- No stakes or posts may be placed into fields without (utilities) previous RLO permission.
- Weapons, of any kind, are never permitted.
- The possession or use of alcoholic beverages is prohibited on all outdoor fields.
- Rollerblades, bicycles and skateboards are prohibited on the basketball court and playing fields.
- Golf practice is not permitted on the soccer field.
- Use of the Food Service grill located in the Student Lounge is prohibited.

FOOD SERVICE AREA REGULATIONS

It is anticipated that AJU Dining Services will re-locate meal service from the Berg to the Auerbach Student Union periodically throughout the academic year. As with all meals served on campus, students on a meal plan are required to have their ID cards with them at every meal.

Any food or beverage requested for the first floor of the Conference Center must be catered through American Jewish University's Dining Services. No outside food is permissible.

Only AJU Dining Services Staff can be in the food preparation area. Students are prohibited from using any food services equipment (i.e. coffee makers, etc.) unless specifically permitted by the RLO.

EVENT RESERVATIONS

Reservations for the student lounge will need to be approved at least one week prior to the event. All reservations must be done in writing through the Director of Student and Residence Life. All groups utilizing the lounge area are responsible for cleaning the space after the event or program. A minimum \$50 fee may be charged for any needed cleaning.

A/V EQUIPMENT

It is recommended that the A/V system be tested at least an hour in advance when used in a program. Operating the karaoke system requires a reservation with the Director of Student and Residence Life.

FITNESS CENTER REGULATIONS

No person is permitted to use the Fitness Center or outdoor recreational athletic facilities until the individual has reviewed and signed all applicable forms. *Guests of AJU students are not permitted to use the fitness center.*

Hours of Operation

The Auerbach Student Union Fitness Center is open daily from 6:00am until 1:00am for all AJU students.

Rules and Regulations

- All patrons must carry their AJU ID Card with them to the Fitness Center and present it when asked by a staff member.
- Appropriate shirts and shoes along with proper exercise pants (i.e. athletic shorts, sweats, leotards or wind pants) are required. Unacceptable forms of attire include jeans, khakis, cut-off denim, bathing suits, bikini tops, thong leotards, boots and shoes with soles that will mark the floors. Shirts must be worn at all times.
- No food or drinks except for water are permitted in the fitness area. All bottled water must be removed from the Fitness Center upon user departure.
- Chewing gum must be disposed of in the trash receptacles provided.
- Profanity or abusive language is prohibited.
- No one under the age of 17 is permitted to work out in the facility.
- Electronic equipment units may not be moved at any time. The only equipment that may be moved are free weights and exercise balls.
- Users may not leave personal exercise equipment in the Fitness Center without pre-approval from the Facilities Staff.
- Patrons must abide by all policies set forth by the Facilities and RLO staff. Such policies may include, but are not limited to, regulations regarding risk management issues, proper sanitation, informal game playing etiquette and proper usage of equipment.
- For safety reasons, students must have at least one additional person present to use free weights.
- Patrons must pay careful attention when using free weights to avoid damage to the floor.
- Use of personal musical devices is acceptable with the use of headphones.
- No tape may be placed on the floor of the aerobic/fitness rooms.
- Patrons must wipe down equipment after every use.
- Users are required to have full-length towels on all machines; wash towels and hand towels are not acceptable.
- Permission must be granted before any alterations may be made to equipment or facilities.

Patrons must abide by all policies set forth by the University. Such policies may include, but are not limited to, regulations regarding proper usage of equipment, proper sanitary considerations, or risk management issues.

LOCKERS AND SHOWERS

- Lockers and showers are for the use of non-residents. All residential students are *prohibited* from using lockers and showers. Any personal locks will be cut off and any possessions in the locker will be brought to the Conferences Office. All patrons in violation of this rule will be charged a fine of \$20.
- All patrons using the Fitness Center showers must wear proper shower footwear (flip-flops, sandals, aqua socks).
- Any shampoo, soap, body lotions or other shower amenities will be provided by the patron utilizing the showers and either disposed of or removed from the area after use.
- Patrons may not enter the locker/shower area of the opposite gender. Violation of this policy will at a minimum result in loss of Student Union privileges.

Violation of these policies or failure to comply with reasonable directions and requests of University officials (including RAs) acting in the performance of their duties will result in disciplinary action and revocation of privileges.

AMERICAN JEWISH UNIVERSITY HONOR CODE

I. PREAMBLE

As an educational institution fundamentally concerned with the free exchange of ideas, American Jewish University depends on the academic integrity of each of its members. In the spirit of this free exchange, the students and faculty of American Jewish University recognize the necessity and accept the responsibility for academic honesty. Because our community is committed to sustaining its institutional values of personal responsibility, respect, decency, and care, American Jewish University also has high communal expectations regarding general student behavior. An essential aspect of the University's educational mission, as a Jewish institution of higher learning, is to instill in students an understanding that Judaism represents a way of life where prayer and ritual must be accompanied by proper conduct and concern for others. To these ends, the Honor Code of American Jewish University has been developed to reflect the importance of upholding community values and minimizing conflict in order to do our best to be a model human community. The Honor Code is based upon the premise that concern for the individual rights of students must be balanced by the ethos of personal responsibility.

The Honor Code of American Jewish University was written by a committee of undergraduate and graduate students, faculty and administrators and was discussed and approved by the elected and appointed officers of the Associated Students of the College, the Academic Senate and the Graduate Student Association. Under the Honor Code of American Jewish University, students have a two-fold obligation: individually, they must not violate the code, and, as members of a community, they are responsible to see that suspected violations are reported. Where the Honor Code is concerned, an individual's obligation to the student body as a whole and to the reputation of American Jewish University in particular should transcend any reluctance to report suspected infractions.

II. STUDENT RIGHTS AND RESPONSIBILITIES

A. STUDENT RIGHTS

Every student attending American Jewish University is entitled to the freedoms of speech, assembly, and association as defined within the context of this document. A concomitant responsibility of the University is the maintenance of order on campus to ensure the broadest range of freedom for all members of the University community. Maintaining the balance between students' rights and responsibilities necessitates the promulgation of rules and regulations that reasonably limit some student activity and proscribe certain behavior as harmful to the orderly operation of the University and the pursuit of its legitimate goals.

Every student also has the right to a fair process. Safeguards have been incorporated into the Honor Code to the extent that some disciplinary sanctions may be appealed and the student may present evidence relevant to the issues involved in the allegations. In matters related to alleged Honor Code

violations, an accused student has the right to be accorded a presumption of innocence until such time, if ever, that his or her guilt is established by a preponderance of evidence. He/she has the right to remain silent at a hearing and, at the same time, to be assured that said silence shall not be construed as evidence of guilt. He/she has the right to be apprised of the evidence to be presented against him or her and the right to present evidence in rebuttal. He/she also has the right to present evidence on his/her behalf. Students, however, do not have the right to utilize legal counsel at any point during a university honor code violation investigation or hearing unless mutually agreed to by the student and the university.

Students also have the right to confidentiality. All proceedings and/or records related to each student conduct code case are strictly confidential to the extent the student poses no harm or threat to himself/herself or others. Student records will be maintained in accordance with the Family Education Rights and Privacy Act of 1974. The Dean of Students shall keep records of all cases. If a student is found guilty of a violation, records of the case will become a part of the student's permanent academic file, which is housed in the Registrar's office. Sanctions of academic or administrative suspension or expulsion will be recorded on the student's permanent academic transcript. Information from student records will not be made available to either persons on or off campus except as provided by FERPA.

Finally, students possess the right to an education and an equal opportunity to learn. The concomitant responsibilities of American Jewish University include goals for student learning, assessment of student performance and the provision of faculty and instructional resources to meet these expectations.

American Jewish University is dedicated to preventing any form of discrimination by or toward students. It is a violation of University policy to discriminate based on age, sex, race, color, creed, religion, marital status, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. If any student believes that unlawful discrimination has occurred, he/she should submit a written complaint to the Office of the Dean of Students requesting an investigation.

B. STUDENT RESPONSIBILITIES

For the purposes of this article, the following terms are defined:

1. The term "member of the campus community" is defined as American Jewish University academic, non-academic, or administrative personnel; students; Board of Directors; or other persons while such persons are on campus property or at a campus function.
2. The term "campus property" includes: real or personal property in the possession of, or under the control of, the Board of Directors of American Jewish University, and
3. All campus dining, retail, or residence facilities whether operated by the campus or a campus

auxiliary.

4. The term "deadly weapon" is based upon definitions of state law.

5. Reference to behavior described as "lewd, indecent, or obscene" is based upon definitions of state law.

6. The term "hazing" refers to any method of initiation into a student organization or any pastime or amusement engaged in which causes, or is likely to cause bodily danger, or physical or emotional harm to any member of the campus community.

7. Actions which are held to be "intimidating, demeaning, harassing, coercive, or abusive to another person" must be so in the eyes of reasonable observers and not solely in the opinion of the accuser.

1. CONDUCT CODE:

Any student at American Jewish University may be found to be in violation of the Honor Code of American Jewish University for one or more of the following causes:

- a. Academic dishonesty.
- b. Forgery; alteration; or misuse of campus documents, records, or identification; or knowingly furnishing false information.
- c. Misrepresentation of oneself or of a student organization to be an agent of the American Jewish University.
- d. Obstruction or disruption, on or off campus property, of the campus educational process, administrative process, or other campus function. This also includes disruptive behavior in the classroom or at a campus event.
- e. Physical or verbal abuse, on or off campus property, of the person or property of any member of the campus community or members of his or her family or the threat of such abuse.
- f. Theft of, or non-accidental damage to, campus property, or property in the possession of, or owned by, a member of the campus community.
- g. Unauthorized entry into, unauthorized use of, or misuse of campus property.
- h. The sale, or knowing possession of, or use of dangerous drugs, restricted drugs, illicit drugs or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction, or analysis.
- i. Knowing possession or use of explosives, dangerous chemicals, or deadly weapons on campus property or at a campus function.
- j. Engaging in lewd, indecent, or obscene behavior on campus property or at a campus function.
- k. Hazing a member of the campus community.
- l. Any actions, including those of a sexual nature or involving sexual activities, which are intimidating, demeaning, harassing, coercive, or abusive to another person, or which invade the right to privacy of another person.
- m. Creating a fire, safety or health hazard.

- n. Unauthorized use of a computer system, access codes, or similar devices to access restricted or controlled data, property or areas of the campus.
- o. Making an accusation which is intentionally false or is made with reckless disregard for the truth against any member of the campus community.
- p. Soliciting or assisting another to do any act which would subject a student to disciplinary action under the Honor Code of the American Jewish University.
- q. Failure to report known Honor Code infractions committed by fellow students.

2. STANDARDS OF ACADEMIC INTEGRITY: The term "academic dishonesty" which appears in the Conduct Code, Section A, includes but is not limited to the following definitions:

(a) Examination Behavior:

Unless expressly permitted by the instructor, use of external assistance during an examination shall be considered academically dishonest. Inappropriate examination behavior includes but is not limited to:

1. Communicating with another student in any way during an examination,
2. Copying material from another student's examination,
3. Allowing a student to copy from one's examination,
4. Using unauthorized notes, calculators, the Internet or other sources of unauthorized assistance.

(b) Fabrication:

Any intentional falsification, invention of data, or false citation in an academic exercise will be considered to be academic dishonesty.

Fabrication involves but is not limited to: (1) inventing or altering data for a laboratory experiment or field project, (2) padding a bibliography of a term paper or research paper with sources one did not utilize, (3) resubmitting returned and corrected academic work under the pretense of grader evaluation error when, in fact, the work has been altered from its original form.

(c) Plagiarism:

Plagiarism is the representation of the words and ideas of another as one's own in any academic exercise. Plagiarism includes failing to provide in-text and works cited citation(s) for any outside sources. Plagiarism also includes using the original or similar language of a source without quotations. Modifications and rephrasing do not reduce the requirement for providing a citation. Any source material must be phrased in a student's own language or it must be quoted. This also applies to information obtained electronically from the internet as well as print sources.

(d) Other Types of Academic Dishonesty:

Other forms of academic dishonesty include but are not limited to:

1. Submitting a paper written by (either wholly in part) or obtained from another person.
2. Using a paper or essay in more than one class without the instructors' expressed permission.
3. Obtaining a copy of an examination in advance without the knowledge and consent of the instructor.
4. Altering academic records outside of official institutional procedures.

5. Using another person to complete academic assignments such as homework or take-home exams, essays or using another person posing as oneself to take classroom examinations.

III. UNIVERSITY JUDICIAL PROCEDURES FOR ALLEGED HONOR CODE VIOLATIONS

A. INITIATIONS OF CHARGES INVESTIGATION

In order to initiate an Honor Code investigation with the Office of the Dean of Students, a current matriculated student must complete and submit an AJU grievance form along with any witness statements or supporting evidence. It is the accusing student's responsibility, not that of the university, to gather witness statements and supporting evidence.

The Dean of Students determines whether the grievance is potentially actionable and whether an additional fact-finding investigation is necessary. This fact-finding may involve interviews with named individuals or requests for additional, written statements. While respecting confidentiality as much as possible, the Dean of Students or a named representative from the Office of the Dean of Students may also consult with other campus administrators, staff or faculty.

Students may not involve legal counsel in any alleged Honor Code violation, investigation or hearing, nor can legal counsel engage other AJU students, staff or faculty without the university's written consent. Without this written consent, legal counsel will be considered trespassers.

B. INTERIM ACTION

The Dean of Students, jointly with the Vice President of Administration, may order the immediate restriction or suspension of a student alleged to be in violation of the Honor Code for an interim period prior to the resolution of a disciplinary proceeding if there is reliable or credible information that the continued presence of the student on the university campus or at university sponsored events poses a threat of harm or substantial disruption. The decision to restrict or suspend a student for an interim period of time will be communicated in writing to the student from the Office of the Dean of Students. Partial suspensions (e.g., from university housing or from specific classes or activities) are also possible.

A student who is restricted or suspended may appeal this decision to the Vice President of Academic Affairs within 5 business days following the effective date of the interim action. Assuming the interim action is not overturned, it will remain in effect until a final decision has been made on the pending charges or until the Dean of Students and the Vice President of Administration determine that the reasons for imposing the interim action no longer exist.

C. PRELIMINARY REVIEW AND DELIBERATIONS

If the Dean of Students determines that there is sufficient basis to believe that an Honor Code violation may have occurred, the investigation will be forwarded to a Hearing Board so that a hearing date may

be set to determine guilt and potential sanctions. The Hearing Board will consist of a combination of university faculty and staff.

The Dean of Students will convey in writing to the accused student the specific Honor Code violations and provide the accused student with a copy of the grievance form(s) and supporting evidence supplied by the accusing student(s) in advance of the hearing date. The accused student will have an opportunity to supply any supporting evidence to the Dean of Students by a specific deadline prior to the hearing.

D. THE HEARING

In order to preserve the confidential nature of the disciplinary process, and to protect the privacy of the student charged with the Honor Code violation(s) and the witnesses who may be called to testify, the hearing conducted by the Hearing Board will be closed. Except as otherwise agreed to by all parties, witnesses will be excluded from the hearing except during their own testimony. However, the accusing party may attend the entire hearing if he/she so chooses.

A staff member from the Office of the Dean of Students or another designated staff member will serve as the coordinator of the hearing. This coordinator's presence is purely administrative and will serve as a hearing stenographer. The hearing coordinator does not participate in the hearing.

The accused and accusing parties may each be accompanied by a personal advisor (not legal counsel), who may provide emotional support. Should the student wish to invite his/her personal advisor, he/she must convey this request in writing to the Dean of Students at least 3 business days in advance of the hearing date, and the Dean of Students must approve this request in writing. This personal advisor, however, is not allowed to directly participate in or speak during the hearing. Should a personal advisor obstruct or disrupt a hearing in any way, the Hearing Board reserves the right to remove the personal advisor. As addressed previously, unless otherwise agreed upon *by all parties*, attorneys are not allowed at a hearing, and the university bears no responsibility to respond to any student's legal counsel.

Information regarding prior misconduct will not be used as proof of a current violation, but may be admitted for other purposes - to show that the student had prior experience relevant to the charge or to show that the student had previously been informed that the conduct was unacceptable. Evidence of prior misconduct may be considered by the Hearing Board in determining an appropriate sanction.

A student who fails to appear at the hearing will be deemed to have abandoned his/her request for an appeal, unless the student can demonstrate that an extraordinary circumstance beyond his/her control prevented his/her appearance.

The hearing will be recorded manually or by a recording device.

The content and procedure of the hearing will be as follows:

1. A representative from the Office of the Dean of Students will present an overview of the allegations which will summarize the hearing to come.
2. The accusing student and then the accused student may present a short opening statement if he/she chooses.
3. The Hearing Board may ask questions of the accusing student and the accused student.
4. The representative from the Office of the Dean of Students will call witnesses to provide statements under oath. Witnesses may give a statement or they may choose to just respond to questions posed to them by the Hearing Board.
5. Throughout the proceeding, the parties may refer to any previously submitted evidence. However, no new evidence should be introduced, nor will any such evidence be considered.
6. The accusing student and then the accused student may present a short closing statement if he/she chooses.
7. The representative from the Office of the Dean of Students will then summarize the next steps of the judicial process.

E. HEARING BOARD DELIBERATIONS, RECOMMENDATION AND DECISION

At the conclusion of the hearing, the Hearing Board will discuss the case and reach a decision which may include potential sanctions.

A member of the Hearing Board will write the recommendation, which will include reasoning for the decision and any necessary sanctions. This document is due to the Dean of Students within 5 business days after the conclusion of the hearing.

The Office of the Dean of Students will send the accused student a letter detailing the decision within 15 business days after the conclusion of the hearing. This letter will include a description of the procedure for the appeal process. A copy of this letter will also be sent to the accusing student(s).

F. APPEAL PROCESS

Should the accused student accept the decision or sanction, the case will be considered closed. However, should the accused student wish to appeal the decision, he/she may do so within 7 calendar days after the receipt of the letter informing the student of the decision. The appeal must be made in writing to the dean of the student's academic program or the Vice President of Academic Affairs. The appeal must be based upon one of the following elements in order for the appeal to be reviewed: (1) substantial evidence that did not exist; (2) sanction is disproportionate to the offense; and/or (3) new evidence has come to light. All supporting evidence must be included with the written appeal. *There is no appeal past the final decision of the Vice President of Academic Affairs.*

The information under "Student Rights and Responsibilities", Section II, A. and B. is adapted with permission from the Codes of Student Conduct of The California State University, the University of Nevada, Las Vegas, and the University of Maryland.

TECHNOLOGY POLICY
GUIDELINES FOR THE ACCEPTABLE USE OF COMPUTING RESOURCES

TECHNOLOGY

Responsible computing is ethical, reflects academic honesty and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, rights, system security mechanisms and an individual's right to privacy and freedom from intimidation, harassment, and unwarranted annoyance. Malicious use of university facilities and extension of the network connection beyond the computer for which it is intended is prohibited. Computing usage should be consistent with the decorum and behavioral standards of the university. Computing facilities may not be used in ways that violate local, state, or federal laws or regulations

Wi-Fi is available throughout most of campus. Coverage includes all residential areas, academic areas, the library, dining hall and public spaces. The network is split into a secured network for our community, accessed with the user's email credentials. And, a guest network for public use.

Please contact the Technology Department at Ext. 381.

COMPUTER LABS

A wide variety of software is available in various computer centers. There are computers in the library designated for student, staff and faculty use. There is also a computer lab in Keefer Hall 2nd Floor Lounge equipped with an internet connection and a printer. Students need to provide printing paper. Food and/or drinks are not allowed in the computer lab and students should review the University's Technology Policy prior to use, available on our website. If there is a problem with the printer or computers, please notify the RLO.

GUIDELINES FOR THE ACCEPTABLE USE OF COMPUTING RESOURCES AT AJU'S RESIDENCE HALL COMPLEX AND CAMPUS FACILITIES

These guidelines set forth standards for responsible and acceptable use of computing resources in American Jewish University's Residence Complex and Familian and Brandeis-Bardin Campuses. Authorized users of computer labs shall, by virtue of their use of computer resources, agree to be bound by these guidelines. These policies will be posted on the AJU's Website.

1. Authorized Users: AJU computer resources are an exclusive service for:
 - a. Students, faculty, staff and residents of AJU
 - b. Library - University's library users
 - c. Registered guests in the residence hall complex. Liability for the use of computing resources by a resident's personal guests rests with the resident who hosts the guest.

2. Computing Resources:

"Computing Resources" include, but are not limited to: computer time; data processing or storage functions; computers; computer systems; servers, networks and their input and output and connecting devices; and any related programs, software and documentation; accessories (printers, mice, etc.); or the wireless system.

3. General Policy:

- a. All computer users have the responsibility to use the University's computer systems in an effective, efficient, ethical and lawful manner.
- b. The use of the University's computer resources is a privilege, not a right. AJU may protect legitimate facilities users by imposing sanctions on users who abuse the privilege.
- c. Computing resources users shall:
 1. Respect the intended use of accounts (network, email and others) established for their use.
 2. Respect the integrity of the University's residence hall complex computer systems and network.
 3. Respect the privacy of other computer users.
 4. Respect the rules, regulations and procedures governing the use of residence hall complex computing resources.
- d. American Jewish University does not monitor online information on a regular basis and does not keep records of such information. This includes, but is not limited to: blogs, IMs, postings and websites and social media. In special situations, the University may choose to do so.

Standards of common sense and common decency must be applied in determining what uses are proper when using the public resources of the University.

4. Data Storage, Security and Privacy:

- a. Close and sign out of all applications before leaving the workstation (for example, signing out of your e-mail account).
 - b. Delete from the workstation all files containing private information (personal letters, bank account numbers, etc.).
 - c. Do not attempt to save files on public (or shared) workstations, the system is set to automatically delete the files. Users should save their data on personal storage devices.
- AJU has no liability for lost data. AJU has no liability for unauthorized access to private information that was saved on workstations. The maintenance, operation, and security of computing resources require responsible University personnel to monitor and access the system. To the extent possible in the electronic environment and in a public setting, a user's privacy will be preserved. Nevertheless, that privacy is subject to the Access to Public Records Act and other applicable state and federal laws, and the needs of the University to meet its administrative, business, and legal obligations.

5. Food and Drinks:

- a. No food or drinks are allowed in the main campus computer lab.
- b. In Keefer computer lab, eating or drinking is NOT permitted on the computer desks but is allowed on the conference table.

6. Printers and Printer Servers:

- a. The user will provide printing paper.
- b. Printer troubleshooting will be done by Campus Technology Department staff only. In any case, users may not open the printer (for example: cartridge replacement, taking out stuck paper, etc.).
- c. Users may not turn printers off.
- d. Access to printer servers is limited to system administrators.

7. Accessories:

Accessories are any equipment that is not the computer itself (mouse, keyboard, printer, chair, etc.). Maintaining, replacing, and fixing computer accessories will be done by Campus Technology Department only.

- a. Users may not replace or change accessories among the computers.
- b. Users may not use computer accessories outside of the computer labs (including chairs).

8. Wireless Network:

See *Wireless Network Policy*.

9. Recreational Use & Gaming:

Game playing is not permitted when other users are waiting for a workstation or if it disrupts the work of others.

10. Conduct:

The following provisions describe conduct prohibited under these guidelines:

- a. Altering system software or hardware configurations without authorization (including default homepages), or disrupting or interfering with the delivery or administration of computer resources;
- b. Attempting to access or accessing another's account, private files, or e-mail without the owner's permission;
- c. Installing, copying, distributing, or using software or media content in violation of: copyright and/or software agreements; applicable state and federal laws;
- d. Using computing resources to engage in conduct that interferes with others' use of shared computer resources and/or the activities of other users, including studying, teaching, research, and University administration;
- e. Using computing resources for commercial or profit-making purposes without written authorization from the University;
- f. Failing to adhere to system policies, procedures, and protocols;
- g. Allowing access to computer resources by unauthorized users;
- h. Using computer resources for illegal activities. Criminal and illegal use may include obscenity, child pornography, threats, harassment, copyright infringement, defamation, theft, and unauthorized access;

- i. Access or attempts to gain access to University system computing facilities for any unauthorized purpose, including attempts to obtain, modify, or destroy information or degrade performance, is forbidden;
- j. Users shall not infringe on the intellectual property rights of others;
- k. The University has a legal responsibility to stop the above transmissions and report illegal actions to the Federal government.

11. Violation:

Violation of these guidelines constitutes unacceptable use of computing resources and may violate other University policies. Suspected or known violations should be reported to the Residence Life Office, and violations will be processed by the appropriate University officials. Violations may result in revocation of computing resource privileges or/and fines.

- a. Every violation is subject to an official complaint letter from the RLO.
- b. Three violations of these guidelines will result in revocation of computing resource privileges for a period of time decided by the head of the Campus Technology Department.
- c. Two violations (or more) of "Food and Drinks" policy will result in a fine of \$20.
- d. Missing equipment or equipment that was replaced is subject to a fee: Mouse: \$40; Speakers: \$40; Keyboard: \$50; Monitor: \$280; Desktop: \$1500; Printer: \$800; Printer Cartridge: \$300; LAN cable: \$30; Router: \$200; Omni-directional Antenna: \$200; Chair: \$160.
- e. Any physical damage to computing resources is subject to a fine. The exact fine will be determined by the head of the Campus Technology Department.
- f. In case the responsibility for missing equipment and/or damaged equipment cannot be determined, the fine will be divided between the residents in the building where the computer lab is located.

12. Contact Information:

- a. Questions regarding the Guidelines for the Acceptable Use of Computing Resources should be directed to Campus Technology Department or via e-mail to ctd@aju.edu.
- b. Questions regarding Residence Hall Rules should be directed to the Residence Life Office or via e-mail to RLO@aju.edu.

COPYRIGHT POLICY

The American Jewish University community respects the intellectual property of others, regardless of the medium by which it is transmitted. This is a cornerstone of academic integrity. We prohibit the use of unauthorized distribution of copyrighted material, which is subject to both civil and criminal penalties as well as University procedures.

Distributing copyrighted materials using peer-to-peer or file-sharing programs is illegal and the University uses technological solutions to deter this activity. Still, the University regularly receives

notices of copyright violations and is required by law to take action. Common consequences include loss of network access and referral to the Dean of Students.

PROCEDURES

The American Jewish University (AJU) does not scan its networks for copyright violations, but is required by federal law to respond to notifications of copyright violations on its networks.

AJU generally addresses copyright violations with a “three strikes” procedure. It also recognizes that, depending on the situation, a single offense may be sufficient for immediate suspension or termination of network services and access privileges, and for names of violators to be referred to the appropriate authorities for criminal or civil prosecution.

FIRST NOTIFICATION

The first time notification is received that a computer on the AJU network is associated with the downloading or distribution of copyrighted materials, an email is sent to the user registered to that computer (or, sometimes, to a departmental system administrator) informing him or her of the notification. The user has two business days to respond and either demonstrate that the notification was unwarranted (by showing, for instance, that the materials were not copyrighted, or that the use qualified for a legal exception) or indicate that no more unauthorized downloading or distribution will take place any notification is shown to be unwarranted, no record of it is kept.

If the user does not respond within two days and/or if unauthorized use of copyrighted materials continues, network access is suspended (the user’s network connection is disabled) until the situation is resolved. Email and other accounts are not disabled. The appointing or sponsoring authority of faculty, staff, or sponsored affiliates is informed of this first notification.

SECOND NOTIFICATION

On the second notification, the user will have his/her network access suspended immediately. She/he is required to submit a signed certification page that states that the user understands copyright laws and the ramifications of a subsequent offense or to demonstrate that the notification was unwarranted. Network access will be restored no sooner than two business days after receipt of the certification page. The appointing or sponsoring authority of faculty, staff or sponsored affiliates is informed of this second notification.

THIRD NOTIFICATION

If after completion of the educational requirement a third notification is received, network access shall be suspended immediately. The user is again informed by email of the notification. Cases involving students are sent to the Dean of Students. Network access is not restored, if at all, until the case is adjudicated and decided by the appointing authority. The appointing authority can impose whatever sanctions—including termination of network access; probation, suspension or expulsion.

The existence and imposition of University sanctions do not protect members of the campus community from any legal action by external entities or the University itself.

WIRELESS NETWORK POLICY

This is a deployment guide for wireless networking at American Jewish University to ensure reliable, compatible and secure operations. By virtue of using the wireless network, the user agrees to be bound by this policy. This policy will be posted on the University's website

- a. AJU Campus Technology Department will be the sole provider of design, specification, installation, operation, maintenance, and management services for all wireless Access Points.
- b. Wireless network users may not install or operate WLAN (Wireless Local Area Network) Access Points on the University's property.
- c. AJU is responsible for the Access Point and the wired network to which it is attached.
- d. Individual users will be responsible for all costs associated with purchase, installation, operation, and support of wireless adapters in client computers.
- e. Residence Life Complex: Reception rates in different dorm rooms will not be considered by the RLO when assigning rooms to residents.
- f. To ensure an efficient use of the wireless network, the University may block certain ports and protocols. This includes but is not limited to: certain online services, IM and file sharing.
- g. Network connections are a shared resource. Users should ensure their network use does not generate an inordinate amount of traffic or adversely affect others. While Web browsers and sending/receiving electronic mail seldom cause problems, users who use services such as file transfer protocol (ftp) sites should ensure their systems do not adversely affect the entire network.
 1. Wireless network users shall:
 - a) Respect the integrity of the University computer systems and network.
 - b) Respect the privacy of other computer users.
 - c) Respect the rules, regulation and procedures governing in Wireless Network Policy.
 2. Unacceptable uses - you may not perform these activities:
 - a) Examine, alter, or attempt to examine/alter another computer user's private files or electronic communications without authorization
 - b) Harass or interfere with other University computer users
 - c) Use software that overloads the network
 - d) Connect unauthorized electronic equipment to the network
 - e) Connect equipment to the network in an unauthorized fashion
 - f) Knowingly transmit viruses
 3. Non-Confidentiality:

The University recognizes that users might believe computer files and e-mail messages are confidential; however, such files and messages are subject to the access by Computer Services of user's files at systems maintenance times as well as when there is a report of suspected unlawful or improper activities. User's files are not

confidential. The University reserves the right to review all information on any University server or network.

4. Security and Privacy:

It is important to notice that while using network services the information on the user's computer is exposed to the rest of other network users. AJU will not be responsible for any damage for personal computer/files or for violation of privacy rights conducted by other users. Each user will be responsible to protect and secure his personal computer and data.

5. The use of the University's wireless network is a privilege, not a right. AJU may protect legitimate facilities users by imposing sanctions on users who abuse this privilege.

6. Improper use of the wireless network or on purpose damage to the wireless network will result in temporary or permanent discontinuance of wireless network services by AJU. In this case, AJU will have no responsibility to compensate users for network adapters they purchased.

ELECTRONIC MAIL POLICY

The Electronic Mail Policy clarifies the applicability of law and of other University policies to electronic mail (e-mail), and also sets forth new policies uniquely applicable to e-mail. The University recognizes that principles of academic freedom, freedom of speech, privacy, and confidentiality hold important implications for e-mail and e-mail services. This policy addresses these principles within the context of and subject to the limitations imposed by the University's legal and policy obligations.

Students may set up University e-mail through the library or through the internet. Malicious use of e-mail is prohibited and may be considered an Honor Code violation and/or harassment.

An email account is created for each new student and is used as a principal means of communicate with students. Accounts are created by the Campus Technology Department (CTD) and technical questions regarding accounts should be directed there or at <http://www.aju.edu/techinfo>.

All students are required to have, maintain and regularly check AJU e-mail accounts. Students will be held accountable for all information in e-mails sent by University officials including but not limited to holiday and final schedules.

The purpose of the Electronic Mail Policy is to assure that the AJU community will use e-mail in an ethical and considerate manner. *Acceptable use of e-mail is based on common sense, common decency,*

and civility applied to the electronic communications environment. This policy applies to all students, faculty, staff, and individuals employed at American Jewish University. The policy applies to the use of all University's e-mail groups (e.g. everyone, College, faculty) and the use of printed e-mail addresses provided by the University. Violations of this policy will result in loss of e-mail privileges at the University, disciplinary action, or legal action where applicable.

1. AJU e-mail service is for the exclusive use of the currently enrolled student, faculty member, staff member, or approved affiliate of American Jewish University requesting the service (the user). The user is responsible for all use of their registered service.
2. Authorized users of AJU e-mail services shall, by virtue of their use of such services, agree to be bound by the AJU e-mail policy. The AJU e-mail policy will be posted on the Web and the e-mail system manager will electronically communicate the URLs for these policies to each e-mail account, at least annually. However, any failure to communicate will not affect the application of such policies to all users of AJU e-mail services as provided in the AJU e-mail policy.
3. If the user withdraws from American Jewish University, or if the user's employment is terminated, The Campus Technology Department will disable and eventually delete his or her AJU e-mail service.
4. The user is responsible for making backup copies of any data he or she wishes to protect. No file restores will be performed except for recovery after central computing system hardware or software failure.
5. E-mails to everyone@aju.edu are filtered by the system administrator based on his/her discretion. Examples for blocked e-mails are: political materials, harassment, abusive or offensive material to or about others, etc.
6. E-mailing to AJU's list serves is possible for users in the list and only from AJU's e-mail system (for example: to e-mail college@aju.edu the user has to be listed in COLLEGE list and e-mail from AJU e-mail system.)
7. The University does not routinely monitor or screen e-mail. However, complete confidentiality or privacy of e-mail cannot be guaranteed. Confidentiality cannot be guaranteed because of the nature of the medium, the need for authorized staff to maintain e-mail systems, and the University's accountability as a public institution, as well as in instances involving the health or safety of people or property; violations of University codes of conduct, regulations, policies, or law; or other legal responsibilities or obligations of the University.

Unacceptable uses include, but are not limited to, the following:

1. Using e-mail for any purpose that violates federal or state laws.
2. Sending patently inappropriate content. Inappropriate content may include, but is not limited to: harassment, obscenity, intimidating statements or threats, abusive or offensive material to or about others, child pornography, theft.
3. Transmission of spam email, chain letters, broadcast announcements, general advertisement postings, or any other message via email to a group of persons not requesting the message except when conducting official University business.
4. Giving the impression that the user is representing, giving opinions, or otherwise making statements on behalf of the University or any unit of the University (including student bodies) unless expressly authorized to do so. Where appropriate, the following explicit disclaimer shall be included: "The opinions or statements expressed herein are my own and should not be taken as a position, opinion, or endorsement of any unit of the University."
5. Misrepresenting your identity or using someone else's identity.
6. Using e-mail for candidate or party fund-raising, advertisements, commercial notices or inquiries such as "Items for Sale" or "Apartments for Rent". Every commercial activity via e-mail must be approved by appropriate supervisory University personnel consistent with applicable policy.
7. Consciously causing congestion or damage to the network by such things as the propagation of "chain letters," "broadcasting," "bomb letters," or e-mail suspected as a virus carrier.

PASSWORD POLICY

OVERVIEW

Passwords are a critical component of information security. Passwords serve to protect user accounts; however, a poorly constructed password may result in the compromise of individual systems, data, or the University network.

STATEMENT OF GUIDELINE

All passwords should meet or exceed the following guidelines

Passwords must have the following characteristics:

- Contain at least 6 alphanumeric characters.
- Must not match any of the last four passwords used

And must contain two of the three following criteria:

- Contain both upper and lower case letters.
- Contain at least one number (for example, 0-9).
- Contain at least one special character (for example, \$%^&*()_+|~-=\`{}[]:;'<>?,/).

Poor or weak passwords have the following characteristics:

- Contain six or less characters.
- Single words that can be found in a dictionary, including foreign language, or exist in a language slang, dialect, or jargon.
- Contain personal information such as birthdates, addresses, phone numbers, or names of family members, pets, friends, and fantasy characters.
- Contain work-related information such as usernames, building names, system commands, sites, companies, hardware, or software.
- Contain number patterns such as aaabbb, qwerty, zyxwvuts, or 123321.
- Contain common words spelled backward, or preceded or followed by a number (for example, terces, secret1 or 1secret).
- Are some version of "Welcome123" "Password123" "Changeme123"

You should never write down a password. Instead, try to create passwords that you can remember easily. One way to do this is to create a password based on a song title, affirmation, or other phrase. For example, the phrase, "This May Be One Way To Remember" could become the password TmB1w2R! or another variation. Or another example: Take a line from a movie – You Want The Truth? You Can't Handle The Truth and your password will be "Ywtt?Ychtt15"

(NOTE: Do not use either of these examples as passwords!)

PASSPHRASES

A passphrase is similar to a password in use; however, it is relatively long and constructed of multiple words, which provides greater security against dictionary attacks. Strong passphrases should follow the general password construction guidelines to include upper and lowercase letters, numbers, and special characters (for example, TheTrafficOnThe101Was*&!\$ThisMorning!).